This publication is a manual for all members of and officers of a UNCP Sport Club. It contains policies and procedures that must be followed in order to run and be an active member of a successful UNCP Sport Club. These manual cancels and supersedes all previously published policies, procedures and instructions.
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A. University Phone Numbers:

Campus Recreation 910-772-4572
Main Office

University Police 910-521-6235

B. Competitive Sports Contact Information

Justin Winans 910-521-6586
Director Justin.winans@uncp.edu

Shawn Conboy 910-775-4573
Assistant Director for Competitive Sports Shawn.conboy@uncp.edu

Toney Chavis 910-521-6808
Assistant Director for Facilities Tony.Chavis@uncp.edu
Introduction

The University of North Carolina Pembroke Sport Club Program is made up of those registered student organizations that have petitioned and been accepted by way of vote for membership into the UNCP Sport Club Council. The Department of Campus Recreation provides professional support to the clubs and the Competitive Sports Staff serve as the advisors to the Sport Club Council, clubs, and members.

Sport clubs are strongly encouraged (and financially rewarded through the budget point system) to recruit a faculty or staff advisor. As a registered student organization at UNCP all sport clubs are afforded all rights and responsibilities as outlined in the Code of Student Life, the Student Organization Handbook, and this manual. Sport club members are required to sign a waiver that includes a statement agreeing to the policies and procedures presented in this manual.

Sport clubs are independent student organizations and receive administrative support by the Department of Campus Recreation and advice from the Sport Club Council. The Sport Club Program is part of the Competitive Sports Program within Campus Recreation and complements the University’s intercollegiate athletic programs, intramural sport activities and physical education course offerings.

The success of your club depends on student leadership, a high level of organization and member participation. The day-to-day operation is managed by student leaders within the club. Campus Recreation and the Campus Activities & Involvement Center host workshops and clinics focused on building leadership and recruitment skills. The Sport Club Manual serves as a resource for officers in the daily management and operation of their clubs. This manual also contains policies and guidelines pertaining to the university, the Department of Campus Recreation and the Sport Club Council. Please contact the Campus Recreation at (910) 775-4572 or shawn.conboy@uncp.edu should you have questions.

The Code of Office Student Affairs

The Code of Student Life outlines the rights and responsibilities and expected levels of conduct of students in the university community and the greater Pembroke community. The purpose of the rules outlined is to prevent abuse of the rights of others and to maintain an atmosphere in the university community appropriate for an institution of higher education. The Code of Student Life will help student organizations and members of the university desiring to use university facilities gain a better understanding of responsibilities of various boards and committees and understand student rights and responsibilities. Sections in the Code cover academic concerns (grievances and standards) and student conduct and appeals.

If the situation involves alleged criminal acts or is of a high severity it may be referred to the Office of the Dean of Students for processing.

Discrimination

UNCP is committed to equal educational and employment opportunity and is an affirmative action employer. UNCP complies with all provisions of the Americans with Disabilities Act (ADA). If you require accommodations, please contact the Department of Campus Recreation at (910) 962-7443.

Currently enrolled University of North Carolina Pembroke students who have paid student fees are eligible to participate in the Sport Club Program. University of North Carolina Faculty & Staff members may participate in the Sport Club Program. All sport club participants must have a valid UNCP identification card, proof of insurance, and a completed waiver on file each academic year of participation.

The University of North Carolina at Pembroke is committed to an inclusive campus community through Affirmative Action and Equal Opportunity. As a result, membership and participation within a sport club is free from discrimination based on race, color, sex, nation of origin, age, sexual orientation, or handicap.
Student Organization Administration

A Student Organization

The Student Organization Committee has established thirteen categories of student organizations: Academic, Professional, Cultural, Graduate Student Associations, Greek Life, Honorary, Media, Political/Activist, Religious, Performance/Visual Arts, Service, Special Interest and Sports & Recreation. In addition, there are eight governing bodies which may further define the categories to similar interests: Student Government Association, Interfraternity Council, Pan-Hellenic Council, National Pan-Hellenic Council, Residence Hall Association, Student Media Board, Graduate Student Association and the Sport Club Council.

Student organizations that have petitioned for and granted membership into the Sport Club Council are subject to all rules and policies pertaining to the Sport Club Program. The Sport Club Program is located in the Jones Building serves as the University Administration coordinating the day-to-day operation and management of the program and its clubs. This section defines the difference of being an “active” Student Organization within the category of Sports & Recreation verses being an “active sport club” within the category of Sports & Recreation and under the governing body of Sport Club Council.

Student Organization Status

The Sport Club Program is made up of active organizations. The “active” status is given to those organizations that re-register with Campus Activities & Involvement Center each spring semester. To re-register as a student organization of UNCP, the organization must update their organization’s information online, confirm and update their organization’s constitution/bylaws, and have one representative attend a re-registration seminar, all by the deadline specified by Campus Activities & Involvement center. The “in-active” status is designated to those organizations that have not re-registered by the spring deadline, have ceased club activity, fall below the minimum number of members, fail to meet guidelines established in this manual and/or Sport Club Council Constitution, or request the “in-active” status. Organizations that are “in-active,” are not eligible to receive money, use/reserve space on campus, or be affiliated with the university in name or in practice.

Office of Campus Engagement and Leadership

The Office of Student Involvement and Leaderships (CEL) is your gateway to entertainment, involvement, and leadership on campus. CEL is a great resource for all clubs and any student organization. As part of the Division of Student Affairs, CEL is creating experiences for life by providing opportunities for students to participate actively, grow personally, and explore new ideas and interests through a variety of entertainment and involvement experiences. The CEL staff, and the students with whom they work, are committed to creating a vibrant campus community filled with diverse activities for all students.

CEL provides many helpful resources for our registered student organizations. These resources include organization mailboxes, computer workstations, button supplies, helium tank, a large poster printer as well as other craft supplies to help with publicity, and much more. The CEL staff is also available to help you and your organization in an advising capacity. The CEL office is located University Center 2nd Floor, Room 243

Re-registration

Sport Clubs must complete the steps listed below by the deadline set by the Department of Campus Recreation. Failure to do so will result in the club being suspended from all activities including but not limited to hosting events, practice, travel, and ability to spend on-campus funds.

The deadline to complete the steps below will be the first week of May each year. Clubs must attend a re-registration seminar and update Braveconnect by this date.
To be recognized as a student organization, which is mandatory for all sport clubs, each club must re-register with CEL at the end of each spring semester. The steps to re-register are as follows as posted on the CEL website:

**Step 1: Send one (1) club member to a Re-Registration Seminar.** Multiple sessions are scheduled to accommodate various scheduling needs. Re-Registration Seminars are a way of providing information on topics about policies, procedures, and resources. The information is critical to the success of our registered student organizations.

**Step 2:** Update your organization’s information via [Braveconnect](#). Be sure to include:

- **A: Officers’ Contact Information:** 3 registered students minimum, including assigning 1-2 Reservation Delegates – these will be the only members of your organization who can make room reservations
- **B: Constitution:** Organizations are required to submit their constitution/bylaws electronically through Braveconnect. Be sure to have your current constitution in one of the following file formats: pdf*, doc, docx. (Note: pdf’s are recommended as this file will be posted publicly on the CEL website.)

*In order to access [Braveconnect](#), a student officer in the organization must obtain your OrgID from the Involvement Specialist at the Re-Registration Seminar.*

If an organization does not complete any of the above steps by the re-registration deadline the organization will be deemed as a non-registered organization. As such all privileges reserved for student organizations will be revoked including reserving space on campus and having access to on-campus funds. Non-registered organizations will be eligible to re-apply for registration status again at the beginning of the fall semester by submitting an Intent to register form with the CEL.

In the event that the organization completes at least one of the re-registration requirements, the CEL may reclassify the organization to provisional status for a 30 day period. For each week the organization fails to meet these provisions the club will be assessed minus one (-1) budget point. Organizations in provisional status may use university facilities for organizational or recruitment meetings. Provisional organizations are not eligible to host events, fundraise or establish an on-campus account without the written consent of the CEL. If the organization fails or refuses to remedy each deficiency within this 30 day period, the organization will be deemed as a non-registered organization.
**Sport Club Status**

Active sport clubs enjoy all the benefits, privileges and responsibility detailed in this document and as outlined in the Sport Club Council Constitution. Sport clubs achieve “active sport club” status after having registered with CEL and gaining membership with the Sport Club Council through demonstration of need and recognition by the Department of Campus Recreation. Active sport club status may be revoked at the discretion of the Competitive Sports Staff, Campus Recreation and/or through failing to adhere to Sport Club Council policy as detailed in the constitution. Sport clubs with “in-active sport club” status may not utilize any SCC allocated funding, are not eligible to practice, travel, host home events and request supplemental funding and may face additional sanctions based on the results of any required investigation until “active sport club” status is redeemed. A club can regain “active” status with the Council by meeting requirements as outlined in the Council’s Constitution and/or satisfying requirements imposed by Campus Recreation. Individual situations will be addressed on a case-by-case basis.

**New Clubs**

**Start a New Club**

Starting a new club can be a lot of fun. There are five easy steps to follow:

1. Identify a sport that is not currently offered as a sport club.
2. Contact the Competitive Sports Office (910-775-4573) or Campus Recreation Office (910-775-4572) to get the history (if any) of the club on our campus. We will schedule a meeting to talk about it.
3. Complete and submit an “Intent to Register” form with the Campus Activities and Involvement Center (CEL) (UC 243)
4. Schedule and host an informational meeting (We’ll help!)
5. Prepare a club constitution and submit it to the Student Organization Committee (SOC) for approval.

The success of a new club depends on the amount of organization and energy you are willing to dedicate. Your enthusiasm will make the difference!

**Write a Constitution**

The student organization page on UNCP website provides a template and the required clauses that must be present in all student organization constitutions. Go to the Student Organization page [https://uncp.campuslabs.com/engage/](https://uncp.campuslabs.com/engage/)

**Re-Activate a Club**

There used to be a sport club at UNCP that played the sport you want to play. The only problem is the club no longer exists. Unfortunately this happens sometimes. Student interest fades or the sport just dies out. But there is something you can do about it. Here’s how:

1. Contact the Sport Club Coordinator (910-775-4573) or go to the Campus Recreation office to see if the sport has ever been played at UNCP.
2. Make a copy of the old constitution and contact names.
3. Revise the constitution if needed and file “Re-register” and “Officer Update” forms with Campus Recreation and the Student Involvement and Leadership Center.
4. If the club has been inactive for more than one year and/or removed from the SCC, you must petition the SCC for membership.
5. All “reactivated” clubs will be considered second year clubs for the purpose of budget allocations.
Sport Club Administrative Information

Elect Officers

Every club constitution must address how officers are to be elected. Most clubs hold elections in the spring semester or at an annual business meeting (like the SCC). Clubs may take nominations one meeting and elect officers, through secret or open ballot, at the next. Remember that in order to maintain active status you must follow your club constitution. Prior to any club activities, including but not limited to practices, home events, travel, purchases, and fundraising, all club representative must submit a signed and initialed Officer Agreement acknowledging the responsibilities and requirements of the club and its members.

Read and Follow Club Constitution

Read the Sport Club Council Constitution as well as your own. Make sure you understand all the policies and regulations your organization must abide by in order to be a successful sport club. Please do not hesitate to ask for clarification. Contact a member of the SCC Advisory Board or Competitive Sports Staff for answers to questions (contact information found online and listed previously).

The University recognizes your club through its constitution. You can change it, but you must follow it. Your club constitution contains useful information. The duties of your officers, membership eligibility, how and when to hold elections should all be included in your constitution. A copy of your club constitution is on file in the Campus Activity and Involvement Center.

Delegate Responsibility

It takes a lot of time, organization and commitment to effectively administer a sport club. Too often the President is stuck doing all the “work.” One characteristic of good leadership is the ability to motivate and empower your membership. You have great leaders in your club right now! Some are more willing to accept responsibility than others. The sure way to know which ones to look to are the ones that run for office, ask if they can help, or always have ideas about what the club should do. Utilize these people! Here is a list of duties broken-up by officer title. Adapt them to fit your needs.

- **President**: Responsible for actions and functions. Schedules meetings, practices and competitions. Coordinates fundraising and sponsorship efforts.
- **Vice President**: Acts in place of President in the President’s absence. Handles logistics for meetings, practices and competition.
- **Secretary**: Maintains Sport Club Council meetings attendance. Handles official correspondence.
- **Treasurer**: Responsible for creating budget reports and requests. Handles fiscal transactions including processing of expenditures, and the deposit of revenue. Should maintain an on-going and accurate summary of club account.

The success of the Council depends on the members attending and taking an active role in the business of the Council. It is vital clubs select members who will represent not only the club’s interest during meetings but the interests of the Council as a whole. A key component of success will be the delegate’s attendance at the mandatory meetings each semester.

Identify a Faculty or Staff Advisor

Clubs are strongly encouraged to secure an Advisor (plus points awarded). A full time member of the University faculty / staff makes the best candidates.

The Advisor:
1. Is encouraged to work closely with the officers and to offer input in to the organization’s decision-making process.
2. Lends his/her experience, judgment and knowledge, and assists the club members in the development of the club.
3. Helps maintain continuity in club programming and provides knowledge of University policies and procedures.
4. Should attend club meetings and be available to counsel club leaders and members as much as possible.

**Monthly Meetings**

Every club will have a mandatory meeting with the Competitive Sports Staff once a month. During these meetings the clubs will have the opportunity to discuss any upcoming events, travel, purchases, fundraisers, and the club’s goals and budget. Clubs are expected to be prepared to discuss these topics during these meetings. These meetings are viewed as an opportunity for the clubs to fully utilize their Competitive Sports Advisors as a resource to help them be successful as a club.

**Register a Coach**

If a sport club desires, members may seek the assistance of a coach. Any and all coaches serve at the discretion of Campus Recreation. Campus Recreation must review all coaching candidates. It is highly recommended that all coaches selected by a club have coaching certifications and/or endorsements recognized by the national sanctioning body of that sport. Coaching candidates must attend Coaching and Advisor Training (by appointment) with the Competitive Sports Staff to discuss philosophy and the role of the coach in the Sport Club Program. Upon approval of a coaching candidate, the club coach must submit a “Coaching Information” form annually and attend a Coach’s Training session biannually. Coaches may be removed from service by Campus Recreation or by the club membership for conduct not congruent with the Mission and Values of Campus Recreation, the Sport Club Manual, the Sport Club Council Constitution, the Constitution of the Club they serve, or for any reasons deemed necessary.

Coaches are encouraged to provide guidance in terms of practice schedule and game strategies. Club operations remain the responsibility of the club executives. Coaches may not participate in competition unless they are eligible under Campus Recreation and sanctioning body policy. All coaches must provide proof of health insurance and sign a waiver of liability. Coaches may not promote private enterprise for personal gain. If a club desires to have a paid coaching position, a contract should be drawn-up and approved by club officers.

**Affirm Eligibility and File Official Rosters**

**Currently enrolled** University of North Carolina Pembroke students who have paid student fees are eligible to participate in sport clubs, as are University of North Carolina Pembroke **Faculty & Staff**. All sport club participants must have completed waiver/assumption of risk form on file with the Competitive Sports Staff. Water sports participants must also complete a swim test prior to participation in club activities. “Club Days” or “Try Outs” for the purpose of recruitment or determination of interest may complete a modified waiver. Try-outs designed to determine a travel team from existing members must complete the full waiver/assumption of risk form and be listed as an eligible member on IM Leagues.

Campus Recreation maintains a membership database of each club using a scheduling website, **IM Leagues**. Club members that have been confirmed to be currently enrolled UNCP students, have completed waiver and assumption of risk form, and have completed a swim test (if applicable) are considered eligible club members. Only official club members may participate in club activities, including but not limited to: practice, travel and fundraisers and other events.
Each year, clubs must create a team and have current members create an account using the IM Leagues website. Officers of the club must submit a roster of active and eligible members to the Competitive Sports Office. Once all eligibility requirements have been verified, the Competitive Sports Staff will update the club’s IM Leagues roster. A procedures and walk-through guide can be found on the Competitive Sports page of the Campus Recreation website.

Clubs may have seasons or competitions that occur during vacation periods. Club members are eligible to compete provided:

- They were enrolled and paid student fees for the semester prior to the date of competition AND continuing enrollment for the regular term immediately following the date of competition.
- The competition is a championship or qualifying tournament within 60 days of the date they complete the requirements for their degree (graduation).

  o NOTE: Regular season matches or non-championship playoffs are NOT included in this provision.

If you have questions regarding a competition for your club, please contact your Competitive Sports Advisor. Please note: clubs that are members of a National Governing Body may have additional requirements for eligibility. These requirements or exceptions DO NOT supersede the minimum requirements of eligibility as noted herein. If the National Governing Body requires enrollment verification documents signed by the Registrar prior to competition, bring those documents to the Competitive Sports Staff at least 2 weeks prior to the date of the competition.

UNCP is committed to an inclusive campus community through Affirmative Action and Equal Opportunity. As a result, membership and participation within a sport club is free from discrimination based on race, religion, sex, color, national origin, age, sexual orientation, or handicap. The official roster may be made available to clubs upon request. Waivers can be found on the sport club page at www.UNCP.edu/campusrec under the link “Forms/Manuals.”

### Intramural Sports Participation

Intramural Sports limits Sport Club Member participation in sports the same or similar sports compared to their club membership (e.g. Soccer Club participating in Indoor or Outdoor Soccer). According to the Intramural Sports Handbook, Sport Club Members are “any student who competes in at least one sport club event, practices with the club, or pays dues is considered a member of a sport club. “Club Days” and information sessions are not considered club events for the purposes of eligibility.

Members are eligible to participate in Intramural Sports on the following basis:

<table>
<thead>
<tr>
<th>SPORT</th>
<th>RESTRICTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basketball</td>
<td>3 players per team</td>
</tr>
<tr>
<td>Baseball/Softball</td>
<td>3 players per team</td>
</tr>
<tr>
<td>Soccer (7on7 or greater)</td>
<td>3 players per team</td>
</tr>
<tr>
<td>Indoor Soccer/5on5 Soccer</td>
<td>2 players per team</td>
</tr>
<tr>
<td>Ultimate Frisbee</td>
<td>2 players per team</td>
</tr>
<tr>
<td>Sand and Indoor Volleyball</td>
<td>2 players per team</td>
</tr>
</tbody>
</table>

### Risk Management

Participants are responsible for discussing with Student Health Services medical staff or with their family doctor, any known physical problems that may limit participation in the Sport Club Program. This should be accomplished prior to participation.
Participants are responsible for proper conditioning as a prerequisite for participation.

Sport clubs may be required to purchase special event insurance. This will be determined on a case-by-case basis. Safety of sport club participants is of utmost importance. There are inherent risks involved in all recreational and competitive sport programs. All participants in the Sport Club Program should be aware that involvement is voluntary.

**Waivers/Visiting Club Waivers**

All club members are required to fill out, sign and have a witness signature, a Waiver/Assumption of Risk form and be a currently enrolled student, a faculty or a staff member at UNCP. Individuals under the age of 18 must have a parent or legal guardian sign the Waiver/Assumption of Risk form. New members will not be able to participate in any club activity until these forms are on file with Campus Recreation. Waivers can be picked up at the campus recreation office. A waiver must be filled out properly and turned in to the Campus Recreation office in the Student Recreation Center before that individual participates. Club officers (Secretary) should keep a current roster and copies of each member’s waiver. The most up-to-date official roster for your club will be made available by request. Visiting clubs will be asked to sign a waiver on game day. Clubs may not participate unless all of the club members

All Visiting Clubs must show a valid student ID or government issued ID

**Take a Swim Test**

Participation in UNCP Sport Clubs that are water related (e.g. Crew, Fishing, Sailing, Surfing, Swim, Triathlon, Wake Board, Water Polo, and Water Ski) is contingent on participants passing a swim test. The swim test consists of a continuous 100 yard swim and 5 minutes of treading water. The Department of Campus Recreation aquatic staff will verify successful completion of the test. Swim tests may be attempted by groups of 4 or less during open swim hours. For larger groups a club must schedule an evening for the groups’ swim tests through the Competitive Sports staff (910-775-4573). Failure to inform Competitive Sports and receive confirmation prior to arrival may result in denial of swim test and loss of budget points.

**CPR & First Aid Requirements**

As part of our risk management plan, all clubs are required to have a minimum of two members that are American Red Cross CPR and First Aid Certified (or equivalent). Clubs may not engage in physical activity until verification of certification has been made, and copies are on file with Campus Recreation. At least one certified member must be present for any travel, home event, practice, or other physical activity. Classes are offered through Campus Recreation every fall and spring semester at a reduced cost. Club money may be used to pay for the club member’s enrollment.

**Competitive Sports Supervisors**

The Competitive Sports Supervisor position has been created to serve as an on-site resource for your on-campus events as well as a liaison between your club and the Department of Campus Recreation. Your club officers can contact a Competitive Sports Supervisor if you have questions or suggestions at shawn.conboy@uncp.edu. Competitive Sports Supervisors are trained in First Aid and Adult and Child CPR w/AED. Supervisors will be assigned to on-campus home games and tournaments.
Severe Weather

Campus Recreation managed field space, the Competitive Sports Fields and Lumbee Field, may be closed due to inclement weather. Sport Clubs must refrain from on-field activities if/when the fields have been closed due to weather. This decision will be made by the competitive sports staff. Sport clubs are expected to not only follow the rules pertaining to use of the fields, but also, help set the example to other groups that may utilize that space.

Injuries

In the event of an injury:
1. Attend to injured person(s) as your level of certification allows.
2. If available and on campus, send a non-injured member to contact the Competitive Sports Supervisor on duty.
3. If the injury is serious or life threatening, call campus police (910) 521-6235. After calling Campus police contact the Sport Club Program advisors and/or Supervisors or the Assistant Director of Competitive Sports or Director of Campus Recreation at the earliest possible moment at the Campus Recreation office (910-775-4573).
4. For on campus practices, the Competitive Sports Supervisor will complete an Accident Report Form. If the injury occurs off-campus, be sure to obtain any additional documentation which might be completed by other universities, police, ambulance personnel, doctors or hospitals.
5. Upon return or after the incident, schedule a meeting with the Competitive Sports Office to review the situation. The purpose of this meeting is to attempt to prevent future accidents and to analyze the incident.

***An injured participant is responsible for all financial obligations incurred in any treatment necessitated by an injury. All accidents should be reported to the Competitive Sports Staff immediately.

Reporting Injuries

An Accident Report can be found on the Forms/Manuals page on imleagues. Reports should be filed with Campus Recreation within 24 hours of the accident occurring. The document contains necessary details (e.g. victims condition, vital signs, medical assistance given, time, dose, and who administered; if applicable, time EMS called and arrival time, the weather conditions, exact location of team members, conditions of field, witnesses to accident, document the name of the EMT and time you transferred care). If you did not witness the accident, make sure to find someone who did witness it so all the necessary information can be gathered and record all contact information. If it’s a serious or life-threatening emergency, please try to locate as many witnesses as possible and try to get as much information as possible.

On-Campus Services

Mailing Address for Sport Clubs
“Club Name”
UNCP Campus Recreation
One University Drive, PO Box 1510
Pembroke, NC 28372-1510
Reserve a Room
Your club has the ability to reserve a room on campus at no cost; however, there may be monetary charges associated with the use of technology. All room reservations should be sent to the Competitive Sports Staff in the form of an event request. You may contact the Athletic Department ONLY AFTER notifying the Competitive Sports staff of your intent to request space and receiving approval to do so. Be sure to read all contacts and agreements pertaining to facility reservation. For help reserving space please contact Tony Chavis.

On-Campus Parking
During practices or events held on-campus, sport club members are expected to adhere to UNCP Parking policies and procedures. Field or facility reservations with Campus Recreation DO NOT include the parking areas that surround them. Exceptions are made ONLY for home competitions or events. Please refer to the “Home Event” section on page 30 for these procedures.

Competitive Sports Field Usage
1. Facilities may be used by current UNCP students and faculty/staff members only. All users must present a valid UNCP ID upon request. No Trespassing.
2. Scheduled activities/reservations through the Department of Campus Recreation have priority over open recreation.
3. Recreation area may be closed or reservations cancelled if conditions warrant such action (i.e. repairs, interruption of utility service, dangerous conditions, and inclement weather).
4. Fighting, unruly conduct or improper use of equipment will result in indefinite loss of area use privileges.
5. No glass containers are allowed.
6. Alcohol and/or tobacco are not allowed on the premises.
7. Motor vehicles are not permitted on fields.
8. DO NOT urinate on or around the field, use a proper toilet facility.
9. All dogs must be on a leash at all times. Owners are responsible for the removal of their animals waste. (It is the recommendation of Campus Recreation Competitive Sports that no dogs be allowed on the fields during sport club practice.)

Guidelines and Standard Operating Procedures

Financial Information

Keep Track of Your Budget
Most clubs have a Treasurer. This officer, or some other designee, should be charged with the fiscal responsibility for the club. Each club is provided a beginning balance and an orientation to the University Accounting system. It is imperative that clubs maintain an accurate and reliable tracking of the budget. The Competitive Sports Staff will provide a backup to the club. Those clubs that have elected to utilize off-campus accounts should build safeguards to ensure that organizational money is protected. Additional information related to off-campus accounts is made available through the Sport Club Council and the Sport Club Management Series. It is important to remember that the Competitive Sports Staff will not manage or assume
any responsibility for off-campus accounts. **IT IS THE CLUB’S RESPONSIBILITY TO MONITOR THE BUDGET.**

**Deposits and Donations**

All money received by the club and designated for on-campus should be deposited with Campus Recreation that day or the next business day. Donations to the organization/university must be processed through Campus Recreation to be eligible for tax benefits through the University Advancement Division. Remember to be forthright and truthful with donors regarding where his or her money will go. Donations solicited using the UNC-Pembroke Collegiate name must be deposited on-campus. Third Party checks, overseas checks and unsigned checks (or signed in pencil) will not be accepted. On-campus funds are managed through Campus Recreation.

**Fundraising**

All sport clubs are encouraged to undertake fundraisers throughout the year. Fundraisers are a good way to create social interaction among club members as well as create awareness about the club. Ideas for fundraisers include: carwash, run-a-thon, rent a club member for the day. Be creative! Most often the most creative fundraisers are also the most lucrative. Talk to other clubs and find out what works well for them. Meet with the Competitive Sports Staff if you plan to utilize a commercial sponsor in relation to the fundraising activity.

**Sponsorships**

Sport clubs are encouraged to solicit sponsors to help offset club costs. The Division of Student Affairs and the Department of Campus Recreation have determined that alcohol or tobacco products are not appropriate sponsors for sport club sponsored activities or programs. Use of such sponsors for sport club fund-raising activities is strictly prohibited. All sponsors must be approved by a member of the Competitive Sports Staff.

**Additional Funding Opportunities**

Sport clubs may petition the SCC for supplemental funding. The Sport Club Council Advisory Board and the budget authority (Campus Recreation) have sole discretion as to the amount and process by which funding may be allocated. More information about the process and requirements for a Supplemental Funding request can be found in the Sport Club Council Constitution. Clubs must present their request for funds to the Sport Club Council Advisory Board and have approval before presenting the request to the membership. In time sensitive cases the Advisory Board will act on behalf of the membership. The membership will provide a recommendation to the Advisory Board and final approval will come from the Advisory Board and Budget Authority.

Funds in the Sport Club Council budget have been designated for **National/Regional Travel** for those clubs who qualify for post season events (i.e. earn the opportunity to compete due to season results). Clubs must submit a detailed request to the SCC Advisory Board and Competitive Sports Staff for review. The request should include a detailed budget, quotes for hotels (if applicable) and a total amount of the request. The Advisory Board will provide a recommendation to the Budget Authority, and Campus Recreation will make the final determination of funding.

Funds in the Sport Club Council budget have been designated for **off campus rentals.** At the end of each year, clubs that pay to utilize a facility should submit supporting documentation along with their budget request. These will be used to determine the amount of additional funding clubs will be allocated to off-set the costs of using off-campus facilities. All rental payments **MUST** follow UNCP Purchasing procedures. Please refer to the purchasing section (page 27).
Sport clubs may seek additional funding opportunities through the Student Government Association’s funds. Any requests must be preapproved by the Competitive Sports Staff. The SGA website: www.UNCP.edu/sga under “Funding” has more information on the amount, requirements, and availability of additional funding.

**Budget Allotments**

Awarded funds are deposited in the club’s account on, or about, the beginning of the new fiscal year (July 1). Allocations are designed to provide a fraction of the club’s operating budget. Clubs cannot spend money from on campus accounts in new fiscal year until they receive notification from the Competitive Sports staff. Allotments will be based by the anticipated budget submitted along with the point system.

**Conduct & Behavior**

The basic concept underlying the University’s standard of conduct is that students, by enrolling in UNCP, assume an obligation to conduct themselves and their organizations in a manner compatible with the University’s function as an educational institution. Both on the playing surface and in the community, sport club athletes should remember that they represent not only themselves and the club, but also UNCP. An individual’s behavior in game situations and particularly with game officials should reflect UNCP in an upstanding manner. Misuse of equipment and facilities (including not using reserved space and/or neglect in following facility use procedures; i.e. leaving debris or equipment in a facility) as well as inappropriate conduct and actions while participating in any Sport Club related activity will jeopardize the club’s continued status as a member of the Sport Club Council. The Department of Campus Recreation and the Competitive Sports Program reserve the right to suspend, sanction or remove clubs, their members, or coaches for acts deemed to be detrimental to the Sport Club Program, Campus Recreation, and/or the University. Actions in the Sport Club Program may also impact eligibility in Intramural Sports, other Sport Clubs, and Special Events within the Competitive Sports Program Area.

The following guidelines demonstrate the expectations of the Department of Campus Recreation and the Competitive Sports Program for sport club members and coaches. At home events, player conduct will be recorded by the UNCP Competitive Sports staff on site. Prior to traveling, the clubs trip leader/representative must sign the sportsmanship agreement to be completed at the travel meeting. For any and all of the expectations listed below, failure to comply may result in the club losing budget points due to negative image (refer to “Minus Points” section). Please note the following situations are guidelines, and the Department of Campus Recreation and the Competitive Sports Program reserve the right to modify sanctions based on the severity of each case.

**Player Conduct**

1. Player plays or attempts to play under an assumed name or play while suspended:
   a. Ejected if caught before, during, or after contest; suspended for the remainder of current semester
   b. 2nd offense: suspension from all Sport Club activities for one calendar year
   c. 3rd offense: permanent suspension

Note: The Competitive Sports Staff reserves the right to penalize the lender/supplier of false campus ID and/or club presidents.

2. Player uses abusive/threatening language toward staff, officials, opponent, or spectator
   a) During a contest which does not result in an ejection
   b) Resulting in an ejection from the contest or tournament:
      a. Will receive a written reprimand and probation for the remainder of the semester.
      b. Suspended for 1 game and placed on probation for the remainder of the semester.
3. Player attempts to or does hit, swing at, push, wrestle with anger, etc. an opponent, teammate, spectator or official:
   a. suspended from all Sport Club activities indefinitely; the Associate Director or designee will determine if and when the suspension will be lifted; student(s) involved may be reported to the Office of the Dean of Students
4. Players not ejected but reported for undesirable behavior in an academic year:
   a. Written reprimand. Possible suspension and/or loss of budget points due pending decision by the Associate Director or designee.
   b. 2nd offense: suspended for 2 games
Note: If previously suspended per above additional 2 game suspension and loss of budget points for negative image.
   c. 3rd offense: suspended for one calendar year
   d. 4th offense: permanent suspension

Club Conduct
1. Uses or attempts to use suspended player(s):
   a. 1st offense: club will receive minus three (-3) budget points for failure to comply with policies and procedures.
   b. 2nd offense: club will be suspended from all activities for 10 days.
2. Players involved in pushing, hitting, or threatening an official, opponent, team member, or spectator:
   a. -10 points for a major infraction, the club will be declared “In-Active” and the club officers must meet with the Associate Director/designee prior to further participation in club activities (also see: Penalty, Individual,
   b. 2nd time reported results in club suspension for one calendar year.
3. Reported for undesirable behavior or game forfeited due to unsportsmanlike conduct:
   a. 1st offense: written reprimand sent and club president must meet with a member of the Competitive Sports staff.

Alcohol Policy
The possession, sale, use or consumption of alcoholic beverages at club functions or any situation sponsored or endorsed by the club, or any event an observer would associate with the club is strictly prohibited.
• No alcoholic beverages may be purchased through club funds nor may the purchase of same for members or guests be undertaken or coordinated by any member in the name of, or on behalf of, the club.
• No club members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under legal “drinking age”).
• No club may co-sponsor an event with an alcohol distributor, charitable organization or tavern (defined as an establishment generating more than half of annual gross income from sales of alcohol) where alcohol is given away, sold or otherwise provided to those present.
• No club may co-sponsor or co-finance a function where alcohol is purchased by any of the host groups or organizations.
• All club activities will be DRY (even if a member, advisor, or coach is of legal age to drink). This includes but not limited to recruitment, practice, games, travel and social events.

Violation of this policy:
• Is considered a Major Infraction and minus points will be administered.
• Will result in the initiation of the discipline process.
• Individuals involved may be referred to the Office of the Dean of Students for a hearing.
• Will result in an automatic and immediate suspension of all club activities for one month.

Clubs found “responsible” in respect to the violation might face consequences including but not limited to, probation, loss of practice time, loss of SCC allocated funds, loss of SCC Active Status, or recommendation for elimination.

The use or distribution of drugs, except those prescribed by a physician for medical purposes is prohibited at sport club sponsored events both on and off campus. The UNCP community is expected to comply with the laws of the State of North Carolina and New Hanover County as well as University regulations. Consult the Code of Student Life, the Office of the Dean of Students or the University Police department for further explanation.

**Hazing**

The Department of Campus Recreation has a zero tolerance policy relating to hazing. Club members are encouraged to review university policy and North Carolina Law. Acts of hazing do not have to be intentional for them to be a violation of laws and policy. Clubs should review current practices to ensure that no hazing, bullying, etc. exists.

Sport clubs are subject to all local, state and national laws pertaining to hazing of members.


**Discipline & Due Process**

Violation of, or noncompliance with the University policies, campus regulations, Sport Club Council (SCC) procedures or SCC standards of conduct may result in revocation of SCC recognition or other disciplinary action. The discipline process has been developed to assist club leaders in correcting the mistakes that may cause problems for the club and the University. Situations and conduct that violate the Code of Student Life or State and Federal law will be referred to the Office of the Dean of Students for additional investigation and possible action.

**Campus Recreation Program and Policy**

The Department of Campus Recreation has jurisdiction over all Sport Club Program Policy (this manual as revised), Campus Recreation policy and may render decisions related to such.

The Competitive Sports Staff will notify club officers and begin to investigate violations. Upon completion of the investigation a decision will be rendered and club officers and members will be notified. Clubs found responsible for violation(s) of the Sport Club Manual or Campus Recreation policy may receive one or more of the following disciplinary sanctions

**Verbal Reprimand/Warning**

A statement of disapproval or warning will be given with a formal notation.

**Written Reprimand**

Involves a status of warning (which may include but is not limited to, a change in the priority listing for facility reservation) through the end of the next full semester, which terminates automatically when the imposed period expires.
Probation
Involves a status of probation (which may include but are not limited to, a change in the priority listing for facility reservation) for a time to be determined by Competitive Sports which terminates automatically when the imposed period expires.

Suspension
Involves exclusion from all or specified privileges or activities of the Sport Club Program and cancellation of all scheduled competition for a specified period of time and ordinarily carries with it conditions which must be met for reinstatement. The sport club is still considered a registered student organization but may be referred to the Student Organization Committee or the Office of the Dean of Students for censure or review.

Indefinite Suspension of Activity
Involves exclusion from all or specified privileges or activities of the Sport Club Program and cancellation of all scheduled competition for at least the next two full semesters (fall and spring) and ordinarily carries with it conditions which must be met for reinstatement. Reinstatement after an indefinite suspension requires that: the club applies for reinstatement with Competitive Sports Staff at the close of the imposed period; the advisors and Competitive Sports Staff determines whether the Sport Club has met the conditions imposed and is otherwise eligible for reinstatement. The Sport Club is still considered a registered Student Organization but may be referred to the Student Organization Committee or the Office of the Dean of Students for censure or review.

Removal of Members
The Department of Campus Recreation reserves the right to suspend any member(s) from a Club’s roster and activities.

Appeals Process
Sport clubs or members have the opportunity to appeal sanctions imposed by the Competitive Sports Staff and/or Campus Recreation to the Director of Campus Recreation or designee. The club/member has five business days from the date they are notified of sanctions to provide the Director or designee of Campus Recreation with a formal written notification that they wish to appeal the decision. The offending club should prepare a formal statement of appeal detailing the salient points and counter arguments to be presented to the Director or designee of Campus Recreation. Please note phone messages are not considered formal statements of appeal and will not be accepted by the Director or designee of Campus Recreation.

Purchasing
Purchasing Process
Campus Recreation allotted funds may be used to purchase equipment or rent facilities that can be utilized by all the members of the club. Personal items may not be purchased with club funds. Personal items may include, but are not limited to: mouth guards, shoes, shin guards, gloves, goggles, etc. Exceptions may be made on a case-by-case basis. **NOTE! ALL CLUB PURCHASES MUST BE PRE-APPROVED. UNCP PURCHASING DEPARTMENT RESERVES THE RIGHT TO REFUSE THE REIMBURSEMENT OF FUNDS TO INDIVIDUALS THAT PURCHASE EQUIPMENT WITHOUT PRE-APPROVAL. CLUB MEMBERS ARE PERSONALLY LIABLE FOR ALL PURCHASES THAT ARE NOT APPROVED.** Any and all purchases over $50 and/or not associated with club travel **MUST** follow the procedures listed below.
The club may have a need to purchase or replace uniforms. Like equipment, SGA allotted funds may be used to purchase uniform pieces that can be utilized by all members of the club. That means articles will remain in the
club inventory. Keep in mind that all artwork must be submitted for pre-approval and all vendors must be licensed. Check with the Competitive Sports Staff about types of artwork that may be used.

1. Shop around. Local vendors may not have the best price for an item. Look on the internet and request catalogs. Get a non-binding price quote from the vendor.
2. Make sure your vendor will accept Purchase Orders.
3. Submit a formal request and quote to the Competitive Sports Professional Staff.
   a. ALL MERCHANDISE MUST BE ACCOMPANIED BY DOCUMENT PROOF.
4. All purchases including uniforms MUST BE PRE-APPROVED. Club members will not be reimbursed for unapproved purchases! (See Infractions for more detail)
5. If utilizing a UNCP logo or look, the vendor must be listed as licensed through the University. This includes all apparel and products. (See Infractions for more detail.)
6. The Sport Club Logo may be utilized on all apparel with individual club name inserted below.
7. If approved, the request will be processed within two (2) to three (3) business days. Equipment delivery time is based on the vendor’s ability.
   a. NOTE: Time may increase if the vendor must be entered into the purchasing system.
8. Clubs utilizing off campus funds are required to gain approval for any purchase utilizing the UNCP look, logo, likeness as noted above in #4 and #5.

Last minute requests will be processed as time affords. Please plan accordingly.

Hosting Events

Register an Event

We use the Home Event Request Form to help ensure effective communication between your club and Campus Recreation. We also schedule our Competitive Sports Supervisors based on the information you provide on the Event Request. This form is required for any activity outside of regularly scheduled practice or meetings held in the greater Pembroke area. Follow these steps to plan your event.

1. Pick a primary date for your event. On-campus space is reserved on a first come, first serve basis.
2. Go to the Sport Club page (imleagues.com), click on the admin tab then the link “Forms/Manuals.”
3. Complete the form
4. Wait for confirmation of your event before any scheduling/team contact takes place.
5. Contact your opponents and verify the dates and times.
6. Schedule time to get the space ready for your event (e.g. paint field lines).
7. Make contact with your Competitive Sports Office two weeks prior to the event in order to attend a home event meeting (on campus only) and verify details (all).

It is important to register all of your club’s activities with the Competitive Sports Staff. Your club will be credited with one budget point for every event registered and held. Examples of events that need to be registered include, but are not limited to: home games, fundraisers, special events, community service, tournaments, anything that your club does as a whole that is not practice.

Home Games

Clubs are encouraged to submit a schedule of home games/matches as soon as possible. This will increase the likelihood of securing the desired facility. This includes the Lumbee Field, Competitive Sports Fields, Auxiliary Gym, and the Main Gym. Requests are to be made at least 5 business days prior to date of competition. Home games not registered with Campus Recreation will be considered unauthorized. Unauthorized home games will result in club sanctions.
Two weeks prior to hosting a home competition on campus, a club representative must attend a home event meeting to discuss expectations of the club, and equipment or staff needed in order to host the event. Home event meetings will take place every by appointment. Failure to attend a home event meeting may result in cancellation of the event, restricted access to facility or Competitive Sports resources, or loss of budget points for an intermediate infraction (see Minus Points section).

Your club is responsible for the behavior and conduct of the visiting team. Invite only those teams that you know to be of high quality on and off the field! University Police may be deemed necessary depending on the size of the crowd and/or the type of activity anticipated. Club funds will be used for this expense. Your National Governing Body (NGB) may require that EMS be present at your home games. It is your responsibility to know and follow your NGB rules.

**Advertise an Event**

There are many ways to raise the profile of your organization on and off campus. Flyers, Facebook, and sidewalk chalk are easy ways to get the word out about an upcoming event. You can utilize the Campus Activities & Involvement Center event calendar to reach the on-campus community.

**Print Flyers**

Printing services are available to all clubs. Here’s how:

1. Develop your document.
2. Submit it to the Competitive Sports Staff (sportclubs@UNCP.edu) for review.
3. The Competitive Sports staff can help you complete the University’s “Print Request” form for larger projects.
   Club funds may only be used for printing on campus. We cannot reimburse for printing work done off-campus. Post flyers only on bulletin boards designated for general campus use. Do not post flyers on departmental bulletin boards.

**Practices**

*Only club members may participate at club practices. All sport club members must be approved on an IM Leagues roster and have a valid UNCP ID card and be prepared to present it.* Coaches may instruct and/or demonstrate skills during practices but may not actively practice with the club members (i.e. they may not scrimmage with club members, participate in drills, etc.) Sport club coaches must possess a coach’s pass and have a form of photo identification when on university property. At least one CPR/First Aid Certified member whose information has been verified by Campus Recreation must be present for the length of the practice or for as long as physical activity is taking place.

Clubs utilizing on-campus facilities must submit a reservation request in order to receive regularly scheduled practice reservations each semester. The request forms are found on the Forms/Manuals page of the Campus Recreation website. Failure to submit practice requests may result in reduced practice times and/or restricted access to on campus facilities. Campus Recreation and the Competitive Sports Program reserve the right to change, cancel, or otherwise modify practices.

During the semester, clubs are expected to utilize the practice times that have been reserved for their club. If the club needs to cancel a practice for any reason, a club representative must contact the Competitive Sports Office.
by 3pm the day of the practice or by 3pm on Friday if the practice occurs on the weekend. **Failure to notify the Competitive Sports Office of a cancellation may result in the loss of reserved practice time.**

**Access to Equipment**

A competitive sports supervisor will be on duty for all official club competitions. It is the responsibility of club officers to inform the Competitive Sports staff of their competition needs at least 2 weeks prior to the practice or competition the equipment will be needed. For competitions, this may be done by submitting the Event Request Form. The day of the practice/competition the competitive sports supervisor will supply any equipment that was previously requested if available. For any practices in the Jones Building should contact Tony.Chavis@uncp.edu

Prior to home competitions, clubs may require painting materials in order to line fields for play. A paint plan, are due **at least one week prior to the intended day of painting.**

**Additional Practice Time**

Clubs may request additional practice time for special reasons (try outs, preparation for nationals, consecutive rain outs, etc.) by submitting an event request form. All requests will be handled on a case by case basis due the reason for the request.

**Travel**

**Travel Requests**

Your club will more than likely travel at some point during the semester to compete against another university or collegiate club. You need to plan ahead for such a trip.

1. Designate a Trip Leader. This person will be responsible for all travel paperwork and is responsible for attending the pre-trip meeting. These meetings are held on by appointment before the trip. The trip leader or club designee MUST attend this meeting! Only those members listed on the travel roster are eligible to travel (include any coaches).
2. Go to the sport club page (imleagues.com), click on the admin link then select forms.
3. Travel Request form must include a roster, route of transportation, list of drivers’ licenses state and numbers of the individuals driving (if driving) and indicated time of trip meeting expected to attend.
4. Submit the Travel Request form online at least 5 business days prior to the date of departure. All supporting documentation, including route, should be submitted at this time.
5. The Competitive Sports Staff will process the Travel Request. The completed travel authorization will be sent to the trip leader via club sport team email for approval. Approval must be completed prior to travel!
6. Remember only individuals listed on the official club roster are eligible to travel with the club.
7. All of the details will be reviewed and revisions can be made at the pre-trip meeting. If a club is not represented at the pre-trip meeting, the club will not be authorized to travel.
8. Prior to departure, a club representative **MUST** pick up the Travel Binder containing travel information, emergency procedures, Competitive Sports Contact information, etc.
   a. Failure to pick up/return Travel Binders may result in loss of budget points for failure to adhere to policies and procedures.
Course Attendance & Travel

In some instances sport club competitions may conflict with a student’s coursework or class schedule. The club member is responsible for contacting their professor(s) well in advance of any club travel. Officers SHOULD NOT contact a club member’s professors on behalf of any members as a method of verification for the travel. If professors request any verification, the member should contact a Competitive Sports Office. Please note, professors are NOT required to grant excused absences for Sport Club travel.

Travel Reimbursements

Individual club members will cover most of the travel costs. Entry fees, lodging and transportation costs may be reimbursed from your club’s allocated account.

1. All travel guidelines must be observed in order to be eligible for reimbursements.
   a. Expenses incurred during un-authorized travel will not be processed.
2. All reimbursements must be from within the timeframe listed on the Travel Request.
3. Go to www.uncp.edu/campusrec, click on the link Forms/Manuals
4. Complete the Check/Reimbursement Request including name, address and phone number. Attach the original receipts.
5. The trip leader or designee should bring the ORIGINAL RECEIPTS and submit Check/Reimbursement Request(s) (one for each member seeking reimbursement. These forms would be completed and submitted to Accounts Payable on campus. (For the purposes of this manual a business day is defined as days Monday through Friday from 8am-5pm excluding holidays.) Please see the section on minus points for penalties associated with submitting receipts/forms after the initial deadline of 10 business days.
   a. NOTE: per university policy requests over 30 days after travel will NOT be processed
6. Hotel rooms and/or gas/plane tickets: Make sure the name on the receipt matches the name on the credit card!
7. All gas receipts must show cost per gallon.
8. Once processed, reimbursement checks will be mailed to the address on the completed form.
9. Only those club members listed on the player roster on the travel form are eligible for reimbursements. No exception will be made.
10. Expenses not meeting these criteria will not be processed.

Helpful Reimbursement Hints:

1. Lost receipts/failure to print: take down the information of the gas station/hotel/etc. in order to contact them later. Hotels will almost always be able to fax/email a copy of the bill to you.
   a. Note: Gas stations sell many items. ONLY GAS purchases will be reimbursed.
2. Collecting Receipts: It’s highly recommended that you label receipts with the name of who paid and keep them in the Travel Binder. This prevents loss and facilitates turning all reimbursement requests in at the same time.
3. Rental Vehicles: The university will NOT pay for any additional insurance should you choose to include it in your rental. These expenses would be billed to the individual or the club.
4. Gas Cards: These may be used ONLY when utilizing a rental vehicle. Please see the section below for further restrictions/details.

The Division of Student Affairs, Department of Campus Recreation, and the University are not insurers of club member’s safety when they travel. Club members are responsible for developing safe and prudent travel plans prior to taking trips.
Rental Vehicles

Your club may need the use of rental vehicles. Clubs are NOT eligible to direct bill the University for the rentals. All rentals must be paid for by the club or individual member and submitted for reimbursement following standard travel reimbursement procedures (see above).

Please note: if the club chooses to add any insurance or damage protections from a rental company, the University CANNOT reimburse the club for the expense.

Club funds may be utilized, and here’s how:

1. Call Enterprise ((910) 618-0422) to check availability.
   a. Must be 25 or older for a 15 Passenger Vans or vehicles larger than mini-vans.
2. Identify yourself and your club.
3. Reserve a vehicle(s), request a quote, and write down the reservation number on the vehicle request form. Confirm that Enterprise has your driver licenses information on file.
4. Remember to fill up with gas and clean out the vehicle at the completion of your trip to avoid extra charges.

Pay an Entry Fee

To pay for an entry fee using on-campus funds:

1. Print off the official entry form (or create it using the on-line resource with the information you have)
2. Submit a travel request for the event.
3. Entry fees can only be processed along with a travel request.
4. Indicate the method of payment preferred
   a. Entry fees paid by credit card may be done PRIOR to the event.
   b. All entry fees paid by check will be sent AFTER the event takes place.

Campus Recreation will assist you in working with tournament hosts to help with your registration for events. A meeting may be required between members of your Club and Campus Recreation staff to communicate what steps need to occur for the Club to participate in the event.