

RICE UNIVERSITY CLUB SPORTS MANUAL
2017-2018



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WHAT IS A CLUB SPORT?

A club sport is a special interest group organized to engage in and promote interest in a recreational physical activity. These groups are formed primarily to increase individual and team skills and to augment knowledge through a continuing instructional and competitive program. All students who are enrolled at Rice University are eligible to participate in the program. Faculty and staff members are also eligible to participate in the club sports program unless the league to which a particular club belongs limits involvement to students. Under the supervision of the Recreation Center, the University makes its facilities and services available to participating clubs.

ADMINISTRATION

The Club Sports Director, Department Coordinator and the Club Sports Manager administer the Club Sports Program through the five student-member Club Sports Committee. The committee also includes the Campus Risk Manager, and an additional faculty/staff member. The committee will allocate available funds and assist the clubs in their development. Each club must have a university sponsor and operate according to Rice University regulations. Each participant is expected to represent Rice University by practicing good sportsmanship on the field as well as behaving responsibly during club related activities. The Club Sports Committee or the Club Sports Director may revoke the membership of any individual or club that behaves improperly. Furthermore, all final decisions on policy interpretations as well as program matters not covered in this manual will be at the discretion of the Competitive Sports Staff.

CLUB SPORTS COMMITTEE

The Club Sports Committee (CSC) includes five permanent members and five student members who are selected for two-year terms. Staff members (the Club Sports Director, the Club Sports Manager, the Department Coordinator of the Recreation Center, the Campus Risk Manager, and an additional faculty/staff member) maintain their membership for the length of their employment at Rice University. New student committee members must be members of at least one Club Sport team. Applications for these positions are available online and are emailed to club presidents each year. The current committee members select new members during the spring semester.

The primary responsibility of the CSC is the allocation of the Club Sports Budget. The CSC works with each club sport to assess and review their budget needs, provide advice for fundraising and fiscal responsibility, and to allocate funds to each team. Student representatives spend a considerable amount of time at the beginning of the fall semester meeting with team representatives to explain the budget process, review club budgets, and provide non-partisan recommendations for allocation of the club sports funds. Secondary responsibilities of the CSC include, but are not limited to, selecting end of the year participant awards, choosing new members during the spring semester, petitioning the administration for reasonable budget increases, approving new club sports and changes in status of existing clubs, providing input on changes in Club Sport policy, and, in some cases, deciding appropriate punishments for clubs or club members who violate Club Sport regulations. The committee meets several times throughout the year, especially during the fall during budget allocation.

Each club is assigned to one of the five-committee members. The committee member is the club's contact within the Club Sports Committee. Members will contact club presidents and treasurer at the beginning of the fall semester to offer their assistance with budget preparation.

AUTHORIZATION TO FORM A STUDENT CLUB

Clubs desiring to be officially authorized by Rice University must seek recognition through the Clubs Office by Friday, September 29. According to the Clubs Manual, in order to operate as an official club at Rice University, an organization must meet the following requirements, as excerpted from the Student Association Constitution, the Graduate Student Association Constitution, and the Student Handbook issued by the Office of Student Affairs:

1. All undergraduate student organizations shall follow the Student Association Bylaws with regard to their establishment and organization. All graduate student organizations will likewise follow the Graduate Student Association Bylaws.
2. No organization may discriminate in policy or action on the grounds of race, religion, color, sexual orientation, national origin, or sex.
3. Members of the Rice community must comprise at least 50% of the membership.
4. Principal officers and spokespersons must be currently registered Rice students.
5. The club's constitution must be approved by the Student Association or the Graduate Student Association.
6. All clubs are required to have a faculty/staff sponsor.
7. Clubs must register every year with the Office of Student Activities.
8. Clubs officially sanctioned by the Student Senate may avail themselves of the services offered by the Club Sports Program.

***Club Registration/Renewal Documents may be found at the [Student Activities Website](#)

NEW CLUB SPORTS

Current clubs recognized by Rice University are eligible for Club Sport Status. Please read this manual thoroughly and note particularly the requirements of a Club Sport listed below. If your club meets the requirements send an email to the Club Sports Manager at clubsports@rice.edu listing the purpose of your club, its current members, and its officers.

First year clubs are only eligible for Conditional Club Sport status. If, however, an existing Club Sport splits into two teams (i.e. from one team into men's and women's sides) the two new clubs may maintain the Club Sport Status of the original team provided that this team was in good standing throughout the previous year.

REQUIREMENTS OF ALL CLUB SPORTS

1. Have a minimum of ten active student-members that are all members of the Gibbs Recreation Center.
2. Hold annual elections of officers, including a president and treasurer. (The same person cannot fill both the office of the president and the treasurer unless approved by the Club Sports Manager.)
 - The President is responsible for:
 - a. Serving as official liaison between the Club and the Club Sports Director
 - b. Informing club officers and club members of all guidelines and requirements for acquiring, maintaining, and renewing Club Sports status
 - c. Attending all Club Sport meetings called by the Club Sports Director and/or the Club Sports Manager in addition to the [general requirements](#) for all student organizations through student activities.
 - d. Ensuring that all necessary forms are turned in to the Club Sports Office by the appropriate dates (see page 28).
 - Presidents and treasurers from each club must meet individually with the Club Sports Manager during the course of the year to discuss issues related to their specific club if this meeting is deemed necessary by the Club Sports Manager or is requested by the club officers.
3. Ensure that a current list of club members and officers with corresponding participation agreements (including contact information) is on file with the Club Sports office via IMleagues.com
4. Have appropriate members in attendance at all mandatory meetings.
5. Comply with Club Sports Guidelines as well as the policies and procedures of the Recreation Center of Rice University, including the alcohol policy.
6. Have a relevant constitution for the Club Sport when applying for Club Status, and ensure the Club's current constitution is on file with the Club Sports office.
7. Ensure all publications and promotional materials (e.g., newsletter, posters, flyers, etc.) are approved by the Club Sport office prior to printing and circulation.
8. Request and reserve (Recreation Center) facility use through the Club Sports office and the appropriate forms (found online).
9. Meet all financial obligation incurred by the Club.
10. Ensure supervision of all Club activities by qualified personnel.
11. Ensure that each participant, prior to participating in the Club's activities, has signed a participation agreement in which he or she assumes the risks of participating and agrees to release Rice University from any possible claim arising from loss or injury attributed to participation.
12. Comply with emergency response procedures of the Recreation Center for activities held therein.
13. Ensure that accidents/injuries are appropriately documented by completing the Club Sport Accident Report Form.
14. Sustain Club Sport status by (i) ensuring that Rice University student club status is renewed each year through application to the Office of Student Activities, and (ii) applying to the Club Sports office for renewal of Rice University Club Sports status
15. All coaches/instructors (either paid or volunteer) must sign a Coach/Instructor Agreement and be vetted by the Club Sports Office.

Clubs not complying with the above-mentioned requirements may forfeit the use of facilities and/or budget monies and the club may be placed on probation.

SPONSOR

Each club sport must have a current Rice University faculty or staff member to sponsor the club. The sponsor assists in the day-to-day operation of the club and should be kept current with all club issues throughout the year. All clubs must have their sponsor approve semester and year end reports before submitting them to the manager or director.

Membership

All Clubs govern their own requirements for membership within their own club constitution and in accordance with the Student Handbook and Code of Conduct. All members must register through [IMleagues](#) with their Rice ID and Rice Email address. (No Exceptions). Upon registration, each user will receive an email to their Rice Email Address to verify the account. Once the account is verified, each user will log into IMleagues and electronically submit their participation agreement and waiver before their first club practice or event.

COACHES AND INSTRUCTORS

Coaches and instructors are not paid staff of Rice University and are not entitled to benefits. Additionally, coaches and instructors may not be paid through allocated funds from the Club Sports Committee. Coaches and instructors may work on a volunteer basis or be paid with membership dues or fundraising revenues. Additionally, all coaches and instructors must sign a coach/instructor agreement at the start of each year, regardless of whether or not they are paid by the club.

TYPES OF CLUB SPORTS

1. *Conditional Club Sports* are generally clubs in their first year of activity or existing clubs that have been experiencing a decline in student interest. Conditional clubs have one year to demonstrate stability in terms of club leadership, student interest, and support in terms of club members. Financial assistance from the Rice University Club Sport Office is available in limited amounts to assist new clubs with promotional activities.

Criteria:

- Club leadership
- Continuing interest from active members
- Ability to operate at the lowest priority for facility reservations
- Complete self-support

Upon successful completion of the Conditional status, a club will be automatically elevated to Recreational status or may apply for Competitive status.

2. *Recreational Club Sports* are clubs that focus on instruction and recreational activities, primarily on campus. Financial assistance from the Rice University Club Sports Office is available in limited amounts to assist Recreational clubs with special needs.

Criteria:

- Demonstrated effective club leadership for one year or longer
- Complete self-support
- In good standing with the Club Sports Office

If an existing recreational club wishes to be elevated to competitive status due to a change in club direction or motivation, it may apply to the Club Sports Office for Competitive status.

3. *Competitive Club Sports* are clubs that travel and compete against other teams and/or individuals from other amateur organizations, colleges, and universities. Competitive Club Sports should also be registered members of an organization and have at least ten members competing regularly.

Criteria:

- Demonstrated strong club leadership
- Complete self-support
- In good standing with the Club Sports Office
- Primarily competitive activity is demonstrated by involvement with a league and/or governing association

FACILITIES

The Recreation Center will provide support in the use of University facilities. Use of the facilities during periods other than normal hours of operation will necessitate special arrangements. At the beginning of each semester, a space request form (available online) and a game schedule must be submitted with other registration forms to the Club Sports Office. Any changes to this schedule must be made more than one week in advance in order to provide adequate time for department personnel to prepare fields. An attempt will be made to honor schedule changes, but these changes are not guaranteed. All lining and fieldwork requests should be sent to clubsports@rice.edu.

Facilities will be reserved for registered club sports use per space availability. Due to the large number of programs administered by the Intramural Sports program and the Recreation Center, field and gymnasium space may be limited. Depending on availability, Club Sports teams may not have priority over other groups, including intramural programs and fitness classes. Within the Club Sports program, however, preference will be given to clubs that have an established program, are registered as a club sport, and have demonstrated facility need. For all programs, scheduled games will be allotted space in preference to practice times.

*Please see *Visiting Teams* and *Change in Community Participants* on pages 22 and 23.

Outside of the regularly scheduled practice and game times club sports members do not have priority in use of recreation center space, including fields and gym areas. Under no circumstances may you use your club sport affiliation to displace other patrons using these spaces.

Indoor Facilities

Please return all equipment to its proper location and be sure to remove all trash and personal items at the end of the practice or match. Contact the Operations Desk to report any missing or broken equipment.

If other patrons are using space reserved by your club during a practice or game time please be courteous and ask them politely to leave. If you do not feel comfortable approaching the group you may have a Facility Attendant make this request.

Outdoor Facilities

Clubs meeting outdoors must have a flag to use the field, whether they reserved the field or not, to indicate that the field is being used. Before practice go the Operations Desk and ask for the flag. You will have to leave a Rice ID, which will be returned when the flag is brought back, at the desk.

When fields are unplayable due to weather, available indoor facilities are first come, first serve. They cannot be reserved and are limited to the available space. Clubs are advised to have replanned "rain schedules" for club activities.

In most cases, if fields are unplayable club presidents will receive an email the day before or the day of a scheduled event. If, however, you get to a field and there is standing water on a significant portion of the field, it is unplayable. If clubs play on unplayable fields, this may result in field closure as

well as fines on that club's account. Please use common sense and stay safe. Fields played on during unplayable conditions will be damaged and will therefore have to be closed for maintenance.

If trash is left on the field **your club will be charged a \$250 cleaning fee**. This money will, in most cases, come out of your club sports budget. This is used to pay the grounds crew to clean up during non-working hours.

Driving is not allowed on fields at any time. Do not move the wheel stops surrounding fields. Clubs will be charged for damage and for replacing wheel stops back to their original location. Additionally, clubs must follow university parking procedures. No parking in service road behind the rec center)

If you want to water your fields contact clubsports@rice.edu. The club is responsible for replacing all equipment. The water is also not drinking water; it is an irrigation line. If a line breaks email work@rice.edu and contact the Operations Desk immediately.

Fields are occasionally closed for pesticide treatments, irrigation, and fertilization. Please contact clubsports@rice.edu if your field is in need of service, and please be patient when fields are closed for treatment.

FINANCES

The University Club Sports Fund is intended to assist club teams in covering a portion of necessary expenses. All clubs should expect to supplement this funding through their own resources. Revenue received by each club usually comes from the following sources:

- Membership dues
- Fundraising activities
- Donations
- On-campus sale of promotional materials
- Off-campus solicitation is permitted only in special circumstances and requires permission of the Club Sports Director as well as the Director of Student Activities

Club Sports funding is distributed to individual clubs according to each club's demonstrated need and level of compliance with the Point System (outlined below) in the preceding academic year. The Club Sports Committee will calculate each club's need based on the budget proposals created by each club and available funding from the club sports fund. Elements such as additional fundraising attempts and the collection of significant dues will be considered by the Club Sports Committee as positive signs of a club's level of commitment and will be taken into consideration in the assessment of a club's need. Fifty percent of the calculated need, as determined by the Club Sports Committee, will automatically be allocated. The remaining fifty percent of the calculated need will be allocated according to each individual team's compliance with the point system. Teams with 100% compliance (i.e. earning the full 200 points) will have their entire calculated need covered. Teams with only 95% compliance (i.e. earning 190 points) will have 95% of this calculated need covered, and so on. Teams with high levels of compliance in previous years will be eligible to receive a portion of any leftover funds, should they exist.

Nominal financial assistance will be provided for the following expenditures within budgetary limitations:

Competitive clubs collectively are allocated 90% of the total money allocated for all club sports. *For competitive clubs* funding is available for:

- League dues and membership fees
- Travel
 - Transportation
 - Hotel
 - Tournament Fees
- Officiating Costs
- Supplies (Medical, etc.)
- Equipment
 - Funding will not be allocated for equipment that individuals will possess (i.e. individual uniforms)

Recreational clubs collectively are allocated 8.5% of the total money allocated for all club sports. For recreational clubs funding is available for:

- League dues and memberships fees
- Equipment that benefits the entire club
 - Funding will not be allocated for equipment that individuals will possess (i.e. individual uniforms)

For *conditional clubs* funding is allocated as a set rate depending on the amount of funding available to all club sports. Conditional clubs collectively are allocated 1.5% of the total money allocated for all club sports.

Note: Priority will be given for league and membership dues, followed by travel, officiating costs, etc. Funding is allocated to all clubs at each level, and then the committee will move down to the next level until funding runs out.

Note: The Club Sports Committee reserves the right to alter allocation percentages.

Clubs are responsible for funding:

- Coaching and instruction
- Promotion and publicity
- Food while traveling
- Awards
- Club Uniforms
- Other/ miscellaneous

Procedure for receiving university funding as a club sport:

- Registered clubs submit a budget to the Club Sports Office in early September.
 - Proposed budgets not turned in on time will not be considered, and will not receive any money from the Club Sports Committee. (See page 19 for deadlines.)
- A Club Sports Committee Meeting is held to discuss allocations and department policies.
- Funds are awarded to each club for the academic year.
- Before funds can be allocated, all club sports must have completed the following:
 - Club Sport Registration Form
 - Budget Proposal Form with Equipment and Supplies Wish List
 - Accurate Membership List updated via IMleagues
 - Participation Agreements for each active member via IMleagues
 - Motor Vehicle Record Checks for all potential drivers
 - Coach/Instructor Contract (if applicable)
 - Fall Space Usage Request Form
 - Copy of Fall Schedule
- Club accounts can be frozen at any time for failure to comply with any Club Sport regulations or procedures.

Reimbursement Procedure

Travel

**** NOTE: A Travel Form ([available online](#) or via IMleagues) must be completed at least one week before a trip and a Driving Log (also [available online](#) or via IMleagues) must be submitted within one week of travel in order to be eligible to receive reimbursements. ****

- Treasurers are responsible for collecting all original receipts from team members and completing a reimbursement form (available online). Dates on receipts must match dates of trip.
 - Airline receipts: save the passenger coupon and e-ticket.
 - Hotel receipts: ask for a detailed summary (not a credit card charge copy).
 - Gas receipts: again not the credit card charge copy but an actual receipt.
- Please fill out and submit the online travel form.
- Travel reimbursements must be for the person who has accrued the expense. If more than one person will need reimbursement for the same trip, each individual needs to submit their S# and Address or Direct Deposit Information.
- Receipts must be turned in for reimbursement to Dave, no later than one week after the trip.
 - Provide the name, student ID, and campus address (or direct deposit information) of the person(s) to be reimbursed.
 - Provide funding source (A, C, G, or H) for reimbursement.

Purchases of Equipment, Etc.

- Provide original receipts.
- Fill out a reimbursement form.
- Non-travel reimbursement can be made out to the club or an individual team member. Provide the name, student ID, and direct deposit information of the person to be reimbursed.

Club Purchasing Card

- Cards for travel may be signed out from the Recreation Center Administration Office. **ONLY** the treasurer has access to the club purchasing cards and he or she should Email Teresa Tucker (ttucker@rice.edu) to ensure eligibility of purchases, and to arrange a time to pick up. Students will not be permitted to use the purchasing card without previously scheduled appointment.
- Purchases must be tax exempt (form available in forms section under IMleagues or via Teresa Tucker).
- Clubs may utilize the university purchasing card by placing a phone order and/ or online orders from the Recreation Center Office. Receipts must be saved and turned into the Club Sports Director. Using the purchasing card up front means that funds do not have to come out of your pocket and is preferred method of larger purchases.
- Equipment request forms should be completed and brought with you to the competitive sports staff.

Payment of Invoices, Check Requests, Etc.

- Invoices may be brought to the Competitive Sports Staff for direct payment (i.e. for league dues, etc.). Requests for checks to be sent directly should be accompanied by a statement of expense.

Payments to Officials/Contracted Individuals

- Any money paid to officials/contractors through Rice University is considered salary and therefore Rice must receive a completed W-9 form from the individual in question before payment can be made. Rice University will not reimburse the club sport for their payment to an official, but will **ONLY** pay the official directly as salary upon receipt of the W-9 form. W-9 forms are available from the Office of Student Activities or can be downloaded online at:

<http://www.ruf.rice.edu/~controll/Forms/7.html>

- Try to avoid hiring any current Rice employee (student or otherwise) due to internal payment complications.

Follow these steps:

- Have the official complete the W-9 form (the address of the official, plus the social security and a signature).
- Type up an invoice to accompany the W-9 form, stating team and opponent, date of game, number of hours officiated, amount of payment, invoice #, etc.
- Return W-9 and invoice to the Club Sports Director for processing.
- Rice University will then issue a check to the official (takes 3-4 weeks to process).

When a club works stadium cleanup for athletics

Send an email to the Director of Athletic Facilities and Operations to arrange details for the cleanup event. Additionally, request that the Director initiate the IDT for the club's payment (which will have to be approved by Teresa). The payment will be transferred to the club sports operating account.

Donations

Clubs may solicit and receive donations if the following procedures are followed:

- All donations and donors must be directed to the Rice Development office or Club Sports office.
- If donors wish to use a credit card, they should be directed to :
<http://recreationdonate.rice.edu/>
Here they should be instructed to place the name of the club in the “Donation For” section (ex. Women’s Club Soccer). Please make sure anyone using this site is aware that detailed information is needed to assure the correct club receives funding.
- Clubs taking cash donations must keep detailed records of the donation, deposit the cash to the Recreation Center Administration office, and submit all records pertaining to the donation.
 - **IMPORTANT:** Cash and check donations must be specified as G-Fund deposits.

CONCUSSION PROTOCOL

The Rice University Club Sports Program has a responsibility to educate its participants of the signs and symptoms of mild traumatic brain injuries; otherwise known as concussions. Club officers, captains, and coaches (if applicable) of contact sports, must complete the provided online training course and return a certificate of completion to the Assistant Director for Club Sports by the club's first practice. It is imperative that any participant that may be suffering from a concussion seek treatment, report to a physician, and be cleared by a medical professional before returning to competition. If any club officer, captain, or coach knowingly allows a participant that displays signs of a traumatic brain injury to continue competing, the individual and/or club will be subject to disciplinary measures, ranging from recertification to suspension from competition.

Online Training

There are two comprehensive available options for online training, both free of charge.

NFHS

<http://nfhslearn.com/courses/61037>

World Rugby

<http://playerwelfare.worldrugby.org/?documentid=module&module=21>

Simply create an account, select the course, and complete the program. Upon completion, submit a copy of the certificate, and turn in to the Club Sports office.

Know the 5 R's

Rice Club Sports policy requires that ALL participants, staff, parents, referees, volunteers, and even fans follow these five basic steps when dealing with suspected concussions:

1. **Recognize** – Learn the signs and symptoms of a concussion so you understand when an athlete might have a suspected concussion.
2. **Remove** – If an athlete has a concussion or even a suspected concussion he or she must be removed from play immediately.
3. **Refer** – Once removed from play, the player should be referred immediately to a qualified healthcare professional who is trained in evaluating and treating concussions.
4. **Recover** – Full recovery from the concussion is required before return to play is authorized. This includes being *symptom-free*. Rest and some specific treatment options are critical for the health of the injured participant.
5. **Return** – In order for safe return to play in rugby, the athlete must be symptom-free and cleared in writing by a qualified healthcare professional who is trained in evaluating and treating concussions. Rice Club Sports strongly recommends that the athlete complete the GRTP (Graduated Return to Play) protocol.

POINT SYSTEM

The points system is intended to measure and reward the level of compliance of individual club sports with university regulations. Higher point totals result in greater funding in the subsequent year (see preceding section). Points are awarded to clubs based on several categories including attendance at mandatory training and meetings, completion of required forms, and collection of dues, and deducted based on failure to complete auxiliary forms and violations of facility usage and university rules. Teams can earn supplementary points through activities such as fundraising attempts, which, though encouraged, are not mandated under the point system. These extra points will not substitute for points lost through any type of non-compliance with the point system, but will instead be taken into account in the allocation of any leftover funds, should they exist.

Attendance at mandatory training and meetings:

- President (or proxy, to be approved beforehand) attends fall general meeting (10 pts.)
- Treasurer (or proxy, to be approved beforehand) attends fall general meeting (10 pts.)

Completion of Required forms:

- Program Registration (15 pts.)
- Budget Proposal Form (15 pts.)
- Membership List (Accurately corresponding to completed Participation Agreements and updated throughout the year as need be) (15 pts.)
- Participation Agreements Completed (All Participation Agreements must be completed prior to participation in any games or training sessions.) (15 pts.)
- Motor Vehicle Record Check Forms (A MVRC Form must be submitted by every potential driver of a personal or leased vehicle BEFORE the club participates in any activities that require travel.) (15 pts.)
- Coach/Instructor Contract (10 pts.)
- Fall Field/Space Usage Request Form (5 pts.)
- Spring Field/Space Usage Request Form (5 pts.)
- Copy of Fall Schedule (10 pts.)
- Copy of Spring Schedule (10 pts.)
- Fall Semester Report (15 pts.)
- Spring Semester Report (15 pts.)
- Travel Cover Sheets (10 pts.)
- Transition Document (15 pts.)

Collection of Dues:

- Dues Charged (All competitive teams are required to charge dues. Recreational and conditional teams are not required to do so, though they may find this beneficial, especially if they are considering applying for competitive club sport status.) (Points awarded based on significance of dues to overall team finances – max 10 pts.)

Failure to Complete Auxiliary Forms:

- Travel Cover Sheets (-5 pts. for each occurrence)
- Travel Cover Sheets for Off Campus Travel (-5 pts. for each occurrence)
- Driving Logs (-5 pts. for each occurrence)
- Purchase Request Forms (-5 pts. for each occurrence)
- Accident Report Forms (-5 pts. for each occurrence)

Violations:

- Facility Usage Violation (Point deductions are based on the assessed gravity of the violation.)
- University Code of Conduct Violations (Point deductions are based on the assessed gravity of the violation.)
- Failure to reply to communications with the Club Sports Office in a timely manner (Point deductions are based on the assessed gravity of the specific situation.)

Supplementary Points:

- Additional Fundraising Attempts (points awarded based on time commitment and significance of funds to overall team finances – max 25 pts.)
- Other Activities (Points will be awarded at the discretion of the Club Sports Office for other activities deemed to be beneficial to the individual club, the club sports program, and/or the university as a whole – max 25 pts.)

Barring extenuating circumstances, clubs will lose 20% of the points given for a certain criteria (i.e. 2 points for a 10 point item) if the initial deadline is missed and 60% if this requirement is not met within a week of the deadline. After two weeks no points will be awarded for that item. Teams should note that continued failure to meet a certain requirement may also result in loss of space usage rights, access to previously awarded funds, and/or forfeiture of club status.

DEADLINES

In general, deadlines for club sports requirements will be identical for all club sports, regardless of schedule. Membership/Roster must always be updated as the Club Sports staff will use the roster submitted through IMleagues as the final roster. All participants must have signed the IMleagues waiver BEFORE participating. Clubs must seek approval from the Competitive Sports Staff if an extension is needed for deadlines. If clubs do not contact and receive approval from the Club Sports Manager or Competitive Sports Staff, they will be subject to the original deadline and will lose points if they fail to meet this deadline. Clubs who do receive approval for the secondary deadline should also be aware that they are expected to submit all other forms at the normal deadline and to turn in the secondary forms within a week of their first meeting, regardless of the secondary deadline. It is the responsibility of the club to know and follow procedures outlined in the club sport handbook.

The Membership List submitted in September should include all participants who have completed a participation agreement and are active members of the club. Inactive members should be included as well, but noted as such. These members can become active as soon as they submit participation agreements. The Membership List should be updated throughout the year as members join or leave the club.

TRAVEL AND TRANSPORTATION

In general, travel will be restricted to destinations that will involve limited overnight stays. Travel to more distant destinations will be, in general, at the expense of the club or individual member.

Travel-Related Forms

1. Travel Cover Sheet – This must be completed at least one week prior to any match occurring off of Rice University campus (in other words, yes, you do have to fill it out if you travel to the University of Houston for a match). It can be submitted online through the club sports website.
2. Travel Cover Sheet for Off Campus Practices – This form must be completed before any practices that will be occurring at an off campus location. It can be submitted online through the club sports website.
3. Driving Log – A driving log must be completed for any club related trip that requires travel outside of the Houston area (matches, practices, governing body meetings, etc.) It is found online at the club sports website and must be turned in either online or on paper to the Club Sports Office within a week of travel.
4. Receipts – These must also be turned in within a week of travel to Teresa Tucker in the Recreation Center Office if reimbursement for gas, hotels, flights, etc. is desired. Reimbursements will NOT be granted if receipts are not turned in within a week after the return from a trip.

NOTE: The appropriate forms must be completed for all team travel off of Rice campus, regardless of whether or not you team intends to seek reimbursement for trip expenses.

Driving Records

Each department must provide the Risk Management office with a list of prospective drivers. This list should consist of drivers who will be driving University owned, leased, or rented vehicles. Driving performance will be monitored throughout the driver's career using information obtained from motor vehicle records (MVRs). Each driver must give his or her permission before a motor vehicle record check can be requested. A list of approved drivers will be maintained in the Risk Management office. An acceptable driving record is one that does not have any DUI, DWI, or similar alcohol or drug related offenses within the past three years.

Other serious offenses that should not be on the driving record within the past three years include:

1. Failure to report an accident.
2. At fault in a fatal accident.
3. Conviction for reckless driving.
4. Driving after suspension or revocation of license.
5. Having two or more moving violations for running a red light or stop sign.
6. Having two or more moving violations for speeding.

Driver Performance

1. A driver must have a valid driver license.
2. The driver must be alcohol and drug free.
3. The driver and all passengers must wear seatbelts.
4. The vehicle must be driven at speeds appropriate for the road conditions.
5. During competition drivers must limit their driving to a total of four hours per day.
6. Total driving time for all other activities must not exceed eight hours per day.
7. Two approved drivers are required for trips where travel time exceeds two hours per day.
8. Whenever possible driving must be limited to daytime hours.
9. The driver must be qualified to operate the type of vehicle he or she will be driving.

Vehicle Use

Private automobiles are the principal means of transportation for club sports members when going to and from events. The owners of these automobiles must verify that adequate insurance coverage is maintained. Rice University does not provide insurance coverage for privately owned vehicles or their drivers.

1. University Owned and Leased Vehicles
 - A. Passenger Cars - Employees or students authorized by their supervisors will be permitted to operate a passenger car. No one under the age of 21 will be permitted to operate the vehicle.
 - B. Commercial Vans and Trucks - Employees or students with the appropriate driver license will be permitted to operate a van or truck. No one under the age of 21 will be permitted to operate the vehicle.
2. Personal Vehicles on University Business
 - A. Employees or students who drive their personal vehicles on school business are responsible for:
 - i. Maintaining automobile liability insurance in accordance with state law.
 - ii. Maintaining current state vehicle inspections when required.
 - iii. Maintaining their own vehicle in safe operating condition.
 - iv. Having submitted a Motor Vehicle Record Check at the beginning of the year.
3. Rental Vehicles
 - A. Rental vehicles should be rented from a reputable vendor.
 - B. Property damage and liability insurance should not be purchased for domestic rentals. The university is already insured for this exposure.
 - C. Purchase rental insurance from the rental car agency for international travel.

Vehicle Inspection and Maintenance

Vehicles should be routinely inspected prior to use whether University owned or personal. Vehicle maintenance is an important component of a fleet safety program. The most effective control is preventive maintenance. Preventive maintenance (PM) is performed on a mileage or time basis. Typical PM includes oil/filter changes, lubrication, tightening belts and components, engine tune-ups, trace work, tire rotation, brake checks, hose inspection/replacement and radiator maintenance.

Procedures for Reporting Accidents

1. Domestic Travel

- A. Notify the Risk Manager as soon as possible if you are involved in an accident while operating an owned, leased, or rental vehicle. Do not admit liability to the third party involved in the accident. The Risk Manager will review and process the claim.
- B. If city police are called to investigate, obtain a case number and submit an incident report to the Risk Manager complete with the case number and a description of the accident.
- C. Attach a Citizens Exchange of Accident Information Form to the incident report when submitting your report to the Risk Manager.
- D. You will need to complete a First Report of Injury or Illness Form (DWC-Form1) and send it to the Risk Manager for processing if you are injured while traveling on University business.

2. International Travel

- A. You should purchase automobile insurance from the rental company located in the country you are traveling.
- B. If you are involved in an accident while traveling in a foreign country report the accident to the rental company as soon as possible.
- C. As a matter of record, submit an incident report to the Risk Manager when you return to the United States.
- D. You will need to complete a First Report of Injury or Illness Form (TWCC-1) and send it to the Risk Manager for processing if you are injured while traveling on University business.

General Information

Automobile Insurance

Insurance Agent: John L. Wortham & Son

Claim Reporting: 713.348.4751 (Renee Block - Rice University Risk Management)
713.346.1276 (Wortham Claim Office)

Insurance Carrier: Travelers

Policy Number:

Workers Compensation

Insurance Carrier: Travelers

Claim Reporting: 713.348.4751 (Renee Block - Rice University Risk Management)
713.348.5082 (Ana Robledo – Rice University Risk Management)

Citizens Exchange of Accident Information

Rice Driver: _____

Date of Accident: _____

Drivers

License #: _____

License Plate No.: _____

Vehicle Type: _____

Other Driver: _____

Address: _____

Phone No.: _____

Vehicle Type: _____

License Plate No.: _____

Drivers

License No.: _____

Insurance

Policy No.: _____

Carrier: _____

Witnesses: _____

Phone No.: _____

VISITING TEAMS

The following guidelines should be sent to all visiting teams before they come to play at Rice University. It is up to the Rice University club sports teams to advise the Recreation Center (gymnasium) in writing that a team will be visiting. The club should include the name of the visiting University or group, the sport they are playing and a list of all visiting players. The written notice should be sent (e-mailed or mailed) to the Operations desk at gtyler@rice.edu, deedeejo@rice.edu or to the Recreation Center, MS-523 and a copy should also be sent to the Club Sports Director at clubsports@rice.edu.

Visiting Club Sport teams are able to use the shower/locker rooms in the Gymnasium under the following conditions:

1. All visiting team members are required to act in accordance with the policies and procedures of the Recreation Center. If for any reason an individual does not, they will be escorted out of the facility and a report will be filed against their institution.
2. All visiting team members must have either their institutions' student identification card or a driver's license to gain access to the facility and have use of a towel. Any person claiming to be a visiting team member without proper identification will not be able to access the facility. The visiting team may use no area other than the shower/locker rooms.
3. The visiting team must furnish a list of all players who may use the Gymnasium at Rice University
4. The visiting team may use no area other than the shower/locker rooms.
5. The locker/shower rooms must be left in the condition they were found in upon entering the facility.
6. All muddy shoes/cleats must be left outside the facility but not obstructing either entrance or exit.
7. Each team member may use one large and one small towel free of charge.
8. The related team from Rice University will be responsible for any additional cleaning or repair needed due to the visiting teams' use.
9. If there are any situations that the staff of the Recreation Center feel are inappropriate, the institution will lose access to the facility permanently for future visits and the institution's Club Sport Director will be contacted.

COMMUNITY PARTICIPANTS

Club Sports Recreation Passes

Club Sports recreational passes for community members are no longer available. Participants must be members of the Recreation Center to practice or compete with Club Sports.

Recreation Member Guests

All current Recreation Center members are allowed to sign in one visitor as a guest for \$5 per day. Visitors must sign a waiver.

- This DOES NOT entitle a guest to participate in Club practice or competition.

INSURANCE

The University provides no physical examinations for participants in any club sports program. The Club Sports Committee recommends that all participants get a physical examination from their doctor prior to playing in any club sports program. All participants are required to complete a participation agreement each year. Rice University and its employees and agents shall not be liable for injury to persons or loss or damage of personal property arising from or in any way resulting from participation in the Club Sports Program. Participation agreements can be picked up in the Club Sports office or found on the Club Sports Web site.

WEB SITE AND EMAIL

All clubs are entitled to an email account: club_name@rice.edu. Once a club has an email account they have space on the ruf server and can make a website: www.ruf.rice.edu/~club_name. Email problem@rice.edu to set up an email account for the club. The account will be registered to the sponsor. See “How to Create a Departmental Web Page” in the Appendix. Email clubsports@rice.edu with a link to your website and it will be posted on the Club Sports website.

Appendix

2017 – 2018 IMPORTANT DATES

All dates are subject to change:

August 24	Club Sports Presidents Meeting
August 31	Club Sports Treasurers Meeting
September 1	Space Request Forms Due
September 6	Program Registration, Budget Proposal,
September 8	Coach/Instructor Agreement
September 11	Motor Vehicle Record Checks
September 15	Copy of the Fall Schedule
September 18	Clubs should hear back about their budgets
November 27	Fall 2017 Semester Reports due / Spring 2018 Space Request Form Due
TBD (January)	Spring Club Sports General Meeting
January 26	Copy of spring semester schedule
April 2	Deadline for use of Club Sports Funds without extension, Club Sports Committee Applications, and storage space application
April 20	Spring 2018 Semester Reports and Transition Document due

CONTACTS

Chris Watkins: Assistant Director for Competitive Sports
cwatkins@rice.edu

Rusty Caldwell: Coordinator for Competitive Sports
Trc3@rice.edu

Club Sports Manager (Student Employee)
clubsports@rice.edu

Teresa Tucker: Department Coordinator, Recreation Center
ttucker@rice.edu

Greg Tyler: Assistant Director for Facilities
gtyler@rice.edu

Office of Student Activities
sact@rice.edu

INTERNET RESOURCES

Club Sports Home Page

<https://recreation.rice.edu/clubsports/forms/>

Registration and Member Information

<http://www.imleagues.com/spa/club/82ffdc4abc8d4e359baecc9b1cea3403/home>

All Club Sports Forms

<https://recreation.rice.edu/clubsports/forms/>

Individual Club Contacts

<http://www.imleagues.com/spa/club/82ffdc4abc8d4e359baecc9b1cea3403/home>

Rice University Recreation Home Page

<http://recreation.rice.edu/>

Office of Student Activities

<http://studentactivities.rice.edu/>

Starting a Club at Rice University

<http://studentactivities.rice.edu/newclub/>

Additional Funding Opportunities

<http://studentactivities.rice.edu/financial/#FundraisingGrantsSolicitation>

CLUB SPORTS FORMS CHECKLIST

*****Check the forms section on IMleagues as well as the [club sports website](#)*****

Forms due September 1st at 5pm:

- Fall Space Request Form

Forms due September 6th 5pm:

- Program Registration
- Budget Proposal

Forms due September 8th at 5pm:

- Coach/Instructor Agreement (For any non-student coach/instructor.)

Forms due September 11th at 5pm:

- Motor Vehicle Record Check Form (A MVRC Form must be submitted by every potential driver of a personal or leased vehicle BEFORE the club participates in any activities that require travel. Find the form on IMleagues or the website and submit one form/driver with copy of driver's license to the Club Sports Office.)

Forms due September 15th at 5pm:

Copy of Fall Semester Schedule (Include any events, meets, games, etc.)

Forms due November 27th:

- Spring Space Request Form
- Fall 2017 Semester Report

Forms due January 26th:

- Copy of Spring Semester Schedule

Form due April 23th:

- Spring Semester Report
- Transition Document

Travel-Related Forms:

- Travel Cover Sheet (Must be completed at least one week prior to any trip.)
- Driving Log (This must be turned in within a week of travel for any trip outside of the Houston area.)
- Travel Cover Sheet for Off Campus Practices (This must be turned in before any off campus travel.)

Incidental Forms (To be completed as needed):

- Accident Report Form
- Purchase Request Form
- Storage Space Application
- Club Sports Committee Application

New Items on IMleagues:

- Membership List (This should continue to be updated throughout the year as necessary.)
- Participation Agreements (A participation agreement must be on file, through IMleagues, for every active member BEFORE they participate in any club related activities.)