



UNIVERSITY  
RECREATION  
& WELLNESS

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**CLUB SPORTS**

# **Operating Manual**

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# CLUB SPORTS OVERVIEW

## PROGRAM PHILOSOPHY

The Maryland Club Sports program has existed at the University of Maryland since 1985. The program operates within the Division of Student Affairs and is an integral part of University Recreation & Wellness (RecWell). The program consists of student groups recognized by the University through the Student Organization Resource Center (SORC). The Club Sports program is separate from varsity athletics which can be found in the Department of Intercollegiate Athletics. Club Sports give the University community an opportunity to compete in sport activities, learn and improve various skills, participate in leadership development, and enjoy the recreational and social fellowship derived from sports involvement. The purpose of the Club Sports program is not to be the sole support of a competing team, but to foster growth and development of clubs and their participants.

The success of the Club Sports program depends upon the student leaders of the individual clubs. Student leaders possess the initiative and drive to handle club administrative matters and motivate club members to take part in various club activities. The Club Sports program's success is based on a foundation of student interest, club commitment, officer leadership, and a culture of accountability, community, growth, and fun.

## CLUB SPORTS ADMINISTRATION

The Maryland Club Sports program is administered and supervised by an Assistant Director and a Coordinator. All Club Sports matters are channeled through the professional staff, who operate with an open door policy, and are typically available during office hours (10am-5pm M-F) or by appointment. The Club Sports Office is located in 0121 of the Epley Recreation Center (ERC) and houses the professional staff offices, individual work stations, and a lounge area. **The Club Sports Office phone number is (301) 226-5500.**

The Assistant Director develops program policies, manages student training and development, interacts with coaches/instructors, and oversees equipment purchases, in addition to supervising the Coordinator, Club Sports and the Club Sports supervisors. The Coordinator is primarily responsible for Leadership development, home event management, travel, equipment inventory and assists in program development. Both professional staff members manage club budgets, provide advice on participant eligibility, safety, and risk management and enforce the policies and regulations of the Club Sports program, University Recreation & Wellness, and the University.

The supervisors, student staff that act as liaisons between club officers and the Club Sports professional staff, interact directly with club officers and members at practices, home events, program training, and occasional travel. In addition to enforcing program policy, supervisors can provide officers with advice (program's best practices), remind officers of upcoming deadlines, and relay information to and from the professional staff.

Questions concerning Club Sports rules, regulations, or items not outlined in this handbook, should be directed to:

Kurt D. Klier, RCRSP, CRSS  
Assistant Director  
(301) 226-5681  
kklier@umd.edu

## DEFINITION OF CLUB SPORTS

A Club Sport is a student organization registered with the University of Maryland Student Organization Resource Center and University Recreation & Wellness (RecWell) that has been formed by individuals motivated by a common interest and desire to participate in a sport activity. A club exists to promote and develop interest in a sport or activity at the University. A Club Sport could include competition, teaching, and recreation, singularly or in a combination. The intent of some clubs may be to sponsor teams, who are within a sport association and may compete against area colleges and universities.

Within all student organizations, the members have varied opportunities to become directly involved in the administration and supervision of their club. Officers and members collectively are responsible for: writing their club constitution and bylaws, determining their membership requirements, creating their dues schedule, establishing the duties of their officers, determining level/amount of activities, and selecting a volunteer coach/instructor, all within the RecWell guidelines outlined in the Club Sports handbook.

## ELIGIBILITY & JOINING

### MEMBERSHIP GUIDELINES

All officially enrolled students (undergraduate and graduate), faculty and staff of the University of Maryland, College Park and in some cases, members of the University of Maryland, College Park Alumni Association are eligible to join a Club Sports as a regular member. Competitive eligibility is based on each sport's governing body regulations.

A Club Sports may not restrict the number of members allowed to join the student organization. However, it is recognized that only a certain number can realistically participate in competition. It is the responsibility of each Club Sports to work out a fair and equitable method by which to accommodate all of its members' needs for instruction, practice, coaching, and competition.

University Recreation & Wellness requires that all club members carry the proper identification at all scheduled activities. Students, faculty, and staff must have a University of Maryland ID. Coaches, instructors, and members of the Alumni Association must have a picture ID with them during all scheduled activities. Faculty, staff, and Alumni Association members must have a University Recreation & Wellness membership to enter and use Ritchie Coliseum, Reckord Armory, and the Eppley Recreation Center.

### Alumni Participation

University Recreation & Wellness recognizes the importance of the interaction between alumni and student members of Club Sports. Therefore, alumni are allowed to participate in approved club activities under the following conditions:

- Alumni participation must be voted upon by the club membership. If approved, alumni participation guidelines must be added to the club's constitution. Clubs must then submit a request to the Assistant Director-Club Sports, to include alumni membership.
- The percentage of alumni members cannot exceed 10 (ten) percent of the total membership as indicated on the membership roster. All alumni members must be members of the University of Maryland, College Park Alumni Association, and must have graduated from the University of Maryland, College Park.
- Alumni must add themselves as members online, complete the *Club Sports Release and Informed Consent Form*, sign the *Club Sports Code of Conduct* and provide a copy of their Alumni Association membership card or receipt to be added to the roster and participate in club activity.
- For clubs that use any University Recreation & Wellness facility that requires membership access, Alumni Association members must purchase a membership to be able to enter and use that facility.
- Alumni Association members are prohibited from holding office or any leadership position within the club or involving themselves in any administrative or managerial duties of the club.

Clubs considering extending membership to Alumni Association members should discuss the request with the Assistant Director-Club Sports before taking action. Failure to inform the Assistant Director-Club Sports of any alumni participation in your club will result in immediate disciplinary action.

## Intercollegiate Athletics

Intercollegiate athletes may compete for a Club Sport in the same academic year that they are listed as varsity players. However, the Club Sports in which they choose to participate should not be involved in an activity similar to their varsity participation. The intercollegiate athlete must sit out one academic year before he/she is eligible to compete with a club which is considered a sport similar to their varsity team.

## Intramural Participation

Club Sports members are eligible to participate in Intramural Sports; however, teams are limited to the following:

- Individual and Dual Sports: Participants must play at the “A” Level.
  - Doubles Teams may only have one club player and must also play at the “A” Level.
- For all major team sports:
  - Teams with ONE (1) club member may participate at either the “A” or “B” Level.
  - Teams with TWO (2) club members must participate at the “A” Level.
  - Exception: 11v11 Soccer; 1 or 2 club players may play at the “A” or “B” level. With 3-4 club players must play at the “A” level.
- Club members are those persons who have within the current academic year:
  - Participated in ANY practices and/or games with the team; or
  - Have signed a *Club Sports Release and Informed Consent Form*; or
  - Listed as a member of the club on the Club Sports roster

This is for same or like sports. Ex. if you are a club baseball player participating in soccer, these rules do NOT apply.

# LEADERSHIP

## LEADERSHIP POSITIONS

Each Club Sports must elect, at a minimum, a president, a vice president, and a treasurer. Other specific officer positions may be indicated in the club’s constitution. Since clubs are self-administered, the management of club business is the responsibility of the officers. Each club should identify the responsibilities of its officers. The following list of suggested duties should serve as a guideline. Club Sports Officers’ responsibilities include, but are not limited to:

### President *(must be an undergraduate)*

- Serve as the liaison between the club and the Club Sports professional staff.
- Checking and responding to all emails and voicemails on a daily basis.
- Conduct elections of officers once a year (BEFORE the end of fall semester).
- Attend all trainings/meetings called by the Club Sports professional staff, or send a representative.
- Ensure that all required forms and reports are submitted on time.
- Renew Termlink registration as a student organization with the Student Organization Resource Center (SORC)
- Inform club members of the contents of the *Club Sports Handbook*, *The Student Organization Handbook*, and University Regulations.
- Familiarize the incoming president with all club procedures prior to his/her assumption of duties.
- Delegate responsibilities to involve other club members.

### Vice President

- Preside over club meetings and business during the president’s absence.
- Assist the president in completing reports and required forms.
- Notify the Club Sports professional staff of any changes in the club’s schedule.
- Check the club mailbox in the Eppley Recreation Center (ERC) at least once a week.
- Arrange club travel and promotion.
- Organize club’s presentation for the First Look Fair, StampFest & other promotional events.

## Secretary

- Attend all club meetings and record minutes. Conduct correspondence for the club.
- Monitor the membership roster and ensure the club meets the program's minimum of at least 15 members
- Submit *Activity Reports* for the preceding week, no later than midnight on the following Sunday.

## Treasurer (*must be an undergraduate*)

- Collect dues, maintain an accurate record of all accounts and keep receipts to document income & expenses.
- Work with the president to prepare club's budget request; maintain club financial records.
- Monitor the club checking account, check signers, and overdrafts.
- Reviews the club accounts online and keeps copies of the club checking account statements, picked up from the club mailbox.
- Familiarize the incoming treasurer with the club's financial status prior to his/her assumption of duties.
- Submit necessary documentation for purchases using RecWell/SGA funds.
- Confirm SGA recognition so that the club could request SGA funding.

## Equipment Officer

- Keep accurate records of all club equipment- purchase date, storage location, and condition.
- Inform the Assistant Director-Club Sports if any equipment becomes damaged or unsafe.
- Distribute equipment to club members and collect equipment at the end of the club's season.
- Submit a list of club inventory once per semester using the designated program form.
- Responsible for creating and inventorying club UnderArmour orders.

## Safety Officer(s)

- Ensure that all *Release and Informed Consent Forms* are collected and submitted.
- Routinely inspect club equipment and facilities.
- Complete and submit *Accident Report Forms* when appropriate.
- Keep the club's first aid kit stocked and ensure it is on-site.
- Ensure club compliance with RecWell and University safety policies and emergency actions procedures.
- Ensure the club follows the Club Sports program's safety and risk management requirements.
- Ensure proper biohazard handling and disposal.

## Club Sports Assembly Representative

- Club officer responsible for attending the Club Sports Assembly meetings (1<sup>st</sup> Wednesday of every month).
- Disseminates information from the SCA meetings back to the club officers and members.
- Participate in individual and group leadership development discussions.

Clubs are welcome to add additional officers (travel secretary, recruitment chair, social chair, etc.) as needed.

## OFFICER TRANSITIONS

The successful transition from outgoing to new leadership is vital to the continued success of the club. The officer term is January to January. This time frame helps to ensure that the club's leadership remains strong through the transition period. Some clubs have very active spring seasons which requires extensive planning in the fall. These clubs are still required to transition in December but may have dual officers in some leadership positions.

Many clubs have chosen to create a club handbook that outlines details of their respective club. From governing body policies to important contact information for rival teams, a handbook passes along important information from officer to officer, year to year. While a handbook can save officers the trouble of "reinventing the wheel" it should be updated frequently. To ensure a successful transition, outgoing and incoming officers should follow the steps below and reference *the Officer Transition Checklist*.

Provide access to all club records, club email account log-in, and club equipment inventory to new officers.

- Review all financial records.
- Update signing authority at the bank.
- Review all forms including last year's budget allocations and end of year report.
- Review the *Club Sports Handbook* and highlight important deadlines, training dates, and administrative requirements.
- Update TerpLink and designate new administrative privileges.

## OFFICER RESOURCES

Club Sports Officers have access to the Club Sports Office in the ERC and electronic University Recreation & Wellness resources for club business and to help market/promote their club.

### Mail

All incoming mail will be distributed through the Club Sports professional staff. Clubs should not use the ERC as a mailing address for personal packages/items that are NOT purchased with state funding. University Recreation & Wellness is not responsible for non-state funded purchases and is not liable for unaccounted personal packages. Further information detailing the purchase of equipment with state funding is available in this Handbook, within the Equipment and Apparel section. All clubs have a mailbox located in the Club Sports Office. These mailboxes should be checked at least once a week. Checks, packages and other important documents can be picked up from the Club Sports professional staff. It is required that all clubs use the following as their mailing address:

Club Name  
0121 Eppley Recreation Center  
University of Maryland  
College Park, MD 20742-5311

### Copies

The Club Sports professional staff can make copies of forms or flyers at no charge, if the requested quantity is less than 20. For quantities over 20, the order will be sent to Copy Services and the club will be billed accordingly.

### Phone Calls

Designated telephones are available for long-distance calling for approved club business, such as making travel arrangements or obtaining price quotes, on approved club purchases. All calls must be made in the Club Sports Office and approved by the Club Sports professional staff in advance.

### Marketing and Promotions

Club officers are responsible for marketing their individual clubs and recruiting on campus. Effective marketing helps clubs remain connected to alumni, attract new members and excite fans. Club Sports are required to follow the STAMP Event Management Handbook when advertising their events and recruiting on campus. Clubs should reference the *Marketing and Promotions Guide* for additional information. The guide is a resource for website policies, social media best practices, and advertising on campus.

All websites and social media sites managed by clubs must include this disclaimer language: "This content is not endorsed, approved, sponsored, or provided by or on behalf of the University of Maryland or its affiliates".

### Logo Use

University of Maryland Club Sports have permission to use many of the University's logos and trademarks, however, there are certain policies that must be followed in order to remain within the guidelines set for this use. Guidelines are available at: [http://www.trademarks.umd.edu/guidelines/use\\_of\\_marks.html](http://www.trademarks.umd.edu/guidelines/use_of_marks.html). Proper use of the University logos includes the word "Club" before or after the sport. Appropriate examples include: Diving Club. An inappropriate example is: UMD Diving Team. For all questions regarding logo use or questions regarding alterations to the University's logo, please visit [www.Trademarks.umd.edu](http://www.Trademarks.umd.edu). Club Sports are allowed to utilize Maryland's



trademarks and logos, available at <http://www.trademarks.umd.edu/marks/>. If a club has questions, concerns, or is requesting logo approval they should contact Sagan Harlin, Director of Trademark Licensing at 301.314.1203 or e-mail at: [sharlin6@umd.edu](mailto:sharlin6@umd.edu)

If selling the apparel for profit, the clubs are required to go through a licensed vendor. Licensed vendors are located on the trademark website at: <http://www.trademarks.umd.edu/vendors/>. Items for sale should not display outdated logos or the retired Terps script. Club Sports are not allowed to sell Under Armour apparel, purchased with University funds. Club Sports can work with KollegeTown Sports to establish an online store. KollegeTown is a partner of Under Armour who supplies the Club Sports with Under Armour merchandise at a discounted price. See the *Fundraising Guide* for more information. All Under Armour apparel, including but not limited to shirts, sweatshirts, bags, sweatpants, shorts, and jackets, must be embroidered or screen printed, when utilizing the Club Sports discount (undergarments, such as compression shorts and sport bras are not included). All designs/logo proofs must receive the appropriate approval from, the Director of Trademark and Licensing, prior to production.

### **TerpLink & SGA**

It is required that clubs keep TerpLink, the Stamp software that registers and manages student organizations, updated with a current list of officers. In addition, clubs have access to free web hosting and content management through TerpLink. If clubs require assistance utilizing the features of their Maryland TerpLink account, they should contact the Student Organization Resource Center (SORC) at [SORC@umd.edu](mailto:SORC@umd.edu).

An updated TerpLink registration is required to participate in the First Look Fair and maintain/obtain SGA recognition.

As a reminder, SGA recognition is required in order to apply for SGA funding and is not the same as being a registered student group with SORC. SGA recognition comes after SORC registration and has slightly stricter requirements. Please keep in mind that the only benefit of SGA recognition is funding through SGA, recognition does not impact the benefits of being a registered student organization. There are three main requirements for SGA recognition and they are as follows:

- SGA recognized student organizations MUST be non-exclusionary and non-discriminatory.
- SGA recognized student organizations CANNOT charge dues in exchange for active, voting membership
- SGA recognized student organizations must have AT LEAST 25 undergraduate members

### **Club Sports Constitution**

Each Club Sports is required to have an up-to-date club constitution on file with the Club Sports Office and on the club's TerpLink account. Constitutions are important in laying the foundation of the club, and should be reviewed and updated by the club's membership on a yearly basis. Sample constitutions are available in the Club Sports Office. The Student Organization Resource Center (SORC) states: "The constitution and/or by-laws of an organization contain(s) the rules that govern the action and activities of the group. The document(s) should:

- State the purpose of the organization.
- Define the characteristics of the organization and criteria for membership.
- Prescribe how the group functions & identify parliamentary procedure by which business will be conducted.
- Include all rules that the group considered so important that they (1) cannot be changed without previous notice to the members and the vote of a specified large majority (such as two-thirds vote), and (2) cannot be suspended.
- State the rights of members of the organization whether present or absent from a meeting and the limitations placed on the powers of the members attending a meeting."

## COACHES AND INSTRUCTORS

It is the club's responsibility to secure the services of a coach/instructor for a team, if a coach/instructor is desired. Club members must find a VOLUNTEER, who meets the specified requirements and who will abide by the rules for coaches and instructors outlined below. The selection of a coach or an instructor MUST be approved by the Assistant Director-Club Sports. All coaches/instructors must complete a *Coaches/Instructors Agreement and Application Form* at the beginning of EACH YEAR. Returning coaches/instructors are also required to attend a mandatory meeting in the fall semester and add themselves online as a coach, prior to submitting a *Club Sports Release and Informed Consent Form* and *Club Sports Code of Conduct* to the Club Sports Office.

Coaches/instructors must submit copies of all relevant certifications and qualifications. Some coaches/instructors are required to possess specific certifications/qualification in order for the club to utilize a space or hold activities. For example: The Gymnastics club coach must have a gymnastics safety certification and multiple years of competitive gymnastics coaching experience in order for the club to practice in the School of Public Health's gymnastics gym.

The coach/instructor must strictly be a volunteer and is not considered an employee of the University. If it is determined by University Recreation & Wellness that a club is paying for the services of a coach/instructor, the club will be immediately suspended.

If a club wishes to seek the services of a coach, members should look for an experienced individual, who possesses technical knowledge of the sport, and knows how to aid players in avoiding injuries. Those agreeing to serve as coaches/instructors must meet with the Assistant Director-Club Sports to discuss his/her qualifications, responsibilities to the club, and pertinent rules of University Recreation & Wellness prior to any coaching or teaching. A qualified coach:

- Holds a certification with a national governing body (if applicable).
- Has knowledge of the sport including- game rules, sport specific activity/form, and/or experience as a player.
- Has experience instructing, coaching and/or educating a population or skill level appropriate to college students.
- Has strategies for safe activity and knowledge of the risk associated with the sport.

Coaches must acknowledge and respect the leadership positions held by the officers and abide by all decisions made by this group. Recommendations made by the coaches will be considered, but final decisions will be made by the officers and/or club because they are ultimately held accountable. A Club Sports coach/instructor:

- Follows all University and University Recreation & Wellness policies and guidelines relative to Club Sports coaches/instructors as outlined in this handbook.
- Maintains a safe environment for participants; including themselves. Takes the necessary safety precautions as required by University policy, State or Federal law, and/or club policy, such as wearing flotation devices, protective eyewear, etc.
- Is involved strictly with coaching/teaching the club members in practice and competition while refraining from participating in other areas of club management. The coach/instructor must allow the student officers to discuss club matters with the Club Sports professional staff. The student officers serve as the liaison between the club and University Recreation & Wellness – not the coach/instructor.
- Is a positive role model for all club participants
- Selects goals which are attainable and realistic given the nature of the Club Sports program. Coaches should remember that club teams are not varsity teams.
- Should create a safe and welcoming space that welcomes all.

Volunteer coaches/instructors may be sanctioned or dismissed for the following:

- Acting in an unsafe manner which puts club members or themselves at risk.

- Managing club business (scheduling, travel arrangements/payments, forms, and purchasing equipment)
- Entering into agreements on behalf of the club or University.
- Offering scholarships.
- Recruiting players outside of the UMD student body.
- “Cutting” students from the club.
- Instructing or encouraging club members to violate University Recreation & Wellness or University rules and regulations.
- Failing to favorably represent the University of Maryland.
- Violating University Recreation & Wellness and UMD policy on Hazing and Sexual Misconduct or any failure to report such violations to the Club Sports office.

University Recreation & Wellness has an obligation to protect the club and its members. If, in the opinion of the Assistant Director-Club Sports, the club, or any member, is being neglected or misled by the coach/instructor, or if the coach/instructor is not working in the best interests of the club, he/she can be relieved of all coaching and/or teaching functions. Coaches/instructors will be afforded the same due process as the club and its members.

## **CLUB ADVISOR**

All Club Sports are required by University Recreation & Wellness to have a faculty/staff advisor. In many instances the Club Sports professional staff can act as the club advisor; however, clubs are encouraged to find a UMD faculty/staff member to fill the role. Club Sports can rely on advisors for assistance with activity planning, fundraising, budget preparation, and conflict management amongst club members. He/she can serve as a resource person regarding University matters, offer advice to club members regarding club business and help members balance club/academic activities. He/she should in no way be directly involved in the daily operations of managing the club, or be relied on to make club decisions.

The club advisor should offer guidance as it is his/her role is to provide advice to the club. The advisor is most helpful when he/she uses mature judgment and experience to help club members refine their programs, plans, and discussions to a point where they are effective, realistic, and reflect favorably on the University. The advisor for a Club Sports is selected by the members of the club. The advisor should be an individual who is accepted and respected by the members of the club.

## **CLUB SPORTS ASSEMBLY**

The purpose of the Club Sports Assembly (CSA) is to promote, develop, and assist the Club Sports. The CSA is a training ground for leadership and organizational development. The mission is to facilitate collaboration amongst the clubs and to positively represent the Club Sports program to the University. The CSA provides a medium for the exchange of information regarding program initiatives, policies, and regulations. It aids in the leadership development of clubs and their officers, and promotes participation in the Club Sports program.

CSA meetings are comprised of representatives from each club. Clubs may have multiply members attend; however, at least one club officer must attend. CSA convenes once a month during the regular academic year to discuss topics that are pertinent to the various clubs. The 60-minute meetings will be informational and developmental. Meetings occur on the 1<sup>st</sup> Wednesday of every month during the academic year (no meeting in September or January).

### **Attendance Policy**

Clubs may have multiply members attend; however, at least one club officer must attend

- Roll call will take place at each meeting, and attendance will be recorded and reported.
- Failure to attend a CSA meeting (1<sup>st</sup> absence) will result in \$100 fine to the club’s RecWell budget

- Failure to attend a 2<sup>nd</sup> SCA meeting will result in a \$200 fine and the club will be placed on probation. If a club is placed on probation the following sanctions could be applied: cut in remaining allocations for the current academic year and loss of priority for practice space requests.
- Failure to attend a 3<sup>rd</sup> SCA meeting will result in an evaluation of the club's active status within the Club Sports program.

### CSA Representative Responsibilities

- Communicate information presented at Assembly meetings to club officers and members.
- Understand Club Sports Program policies and guidelines.

### CSA Benefits

The benefits received from being part of the CSA include interacting with other club officers, developing a better understanding of the Club Sports program, opportunity for individual and group leadership development, and participating is a resume builder that illustrates commitment and growth.

## COMMUNICATION

The importance of the officers' role to communicate with club members and the Club Sports professional staff cannot be overemphasized. It's better to over-communicate than under-communicate. Successful leaders are effective communicators. Officers should communicate to club members club-specific member expectations, goals, schedules, and travel/competitions commitments. Club officers can disseminate information to club members via email, voicemail, TerpLink and face to face discussion at practices or events. Communication with the Club Sports professional staff can be via email, phone, in person, or by the various forms and systems in place.

### ACTIVITY REPORTS

Club Sports Officers are required to complete and submit an *Activity Report* every Monday night during both the fall and spring semesters. Clubs practicing over the summer are required to complete the Activity Report as well. If a club season ends prior to the end of the semester, *Activity Reports* are still required each Monday.

When the club is actively practicing, *Activity Reports* are also required during the summer and winter months. This allows University Recreation & Wellness to maintain a record of the club's activity throughout the year. *Activity Reports* are helpful for both RecWell and the club in the following ways: keeping regular contact with University Recreation & Wellness, reporting any problems/issues with facilities/activities, reporting competition results, reporting fundraisers, socials and community service, and to notify University Recreation & Wellness of accidents and incidents.

*Activity Reports* are a valuable source of information that collects data on the Club Sports program activity. Falsification of information within an *Activity Report* is a violation of the Code of Student Conduct. Violators will be referred to the *University Office of Student Conduct* and receive sanctions deemed appropriate by the University.

Failure to complete and submit an *Activity Report* will result the following sanctions:

1 <sup>st</sup> missed report	Warning
2 <sup>nd</sup> missed report	\$75 fine from the club's RecWell budget or the club's checking account.
3 <sup>rd</sup> missed report	\$150 fine from the club's RecWell budget or the club's checking account.
4 <sup>th</sup> missed report	Cancellation of week's practices and that weekend's travel/home events.
5 <sup>th</sup> missed report	Club is placed on probation. All club activities & access to funding are suspended pending a meeting with the Club Sports professional staff.

## CLUB SCHEDULES

Clubs are responsible for creating their season schedules based on the facility availability provided by the Club Sports professional staff. Activities and competitions scheduled outside the immediate region (see Travel section) MUST be approved by the University Recreation & Wellness Director prior to the club's commitment for the event. Failure to receive approval will result in disciplinary action and trip cancellation.

Clubs must submit a schedule using a program-wide template at the start of each semester. Each week clubs can indicate additions or cancellations in their activity report. The template has 4 tabs:

1. Instructions
2. On & Off Campus Home Events
3. Competitive Travel
4. Off Campus Events

All facility changes and requests must be requested and communicated with the Club Sports professional staff. Scheduling of activities during the first week of classes (training week) and final exam week is prohibited. Club are not allowed to schedule additional home activities without the approval of the Club Sports professional staff. Any club that wants to practice/compete during the summer or winter term must submit separate facility requests at the end of the fall and spring term.

# CONDUCT & UNIVERSITY POLICIES

## CLUB SPORTS CONDUCT

Club Sports members have an obligation to conduct themselves and their organization in a manner compatible with the University's philosophy and function as an institution of higher education. Members of Club Sports are expected to act in a mature and responsible manner both on and off campus, especially while participating in club activities. University Recreation & Wellness has expectations for a high standard of behavior during sanctioned activities. Club members and officers should further be aware that public perception of individual acts may reflect poorly on the club and the University. Members will be held responsible for complying with Club Sports policies and procedures, the *Club Sports Code of Conduct*, the *University of Maryland Student Code Of Conduct*, federal, state, and local laws. The *Club Sports Code of Conduct* is available on the back of every club member's *Release and Informed Consent form*. The *University of Maryland Code of Student Conduct*. Failure to comply will result in sanctions to the club or individual discipline through the University system.

Prohibited Club Sports conduct, includes but is not limited to:

- Club members participating in an inappropriate activity (fighting, alcohol/drug use, etc.), which violates University policies, campus regulations and/or state/federal laws, while participating in any Club Sports related activity.
- The use and/or presence of alcohol/drugs at club activities including home/away tournaments, events, practices, travel, fundraisers, and community service events.
- Use of club checking account funds for the purchase of alcoholic beverages, personal items, individual phone, or other bills.
- Failure to comply with requests of any University employee, including University Recreation & Wellness staff or student employees, acting in the performance of their job.
- Hazing and/or Sexual Misconduct – see policy on the following pages
- Failure to comply with regulations in this handbook.

*UMD Code of Student Conduct*, includes but is not limited to:

- Intentionally or recklessly causing physical harm to any person, or intentionally or recklessly causing reasonable apprehension of such harm.
- Unauthorized on campus or illegal off campus use, possession, or storage of any weapon.

- Intentionally initiating or causing to be initiated any false report, warning or threat of fire, explosion or other emergency.
- Off-campus conduct which constitutes a criminal offense as defined by state or federal law, resulting in conviction. No student convicted of a misdemeanor offense under this section shall be subject to expulsion or full suspension unless the offense constitutes an “aggravated violation” as defined in Part 2(a) of this Code. The University shall not normally pursue disciplinary action when a non-aggravated misdemeanor does not pose a threat to the safety or well-being of the campus or campus community.
- Rioting, assault, theft, vandalism, fire setting, or other serious misconduct related to a University-sponsored event, occurring on- or off-campus, that results in harm to persons or property or otherwise poses a threat to the stability of the campus or campus community. Such conduct may result in disciplinary action regardless of the existence, status, or outcome of any criminal charges in a court of law.
- Knowingly violating the terms of any disciplinary sanction imposed in accordance with this Code.
- Intentionally or recklessly misusing or damaging fire safety equipment.
- Unauthorized distribution or possession for purposes of distribution of any controlled substance or illegal drug.
- Use or possession of any controlled substance or illegal drug. \*\*\*
- Intentionally furnishing false information to the University.
- Making, possessing, or using any forged, altered, or falsified instrument of identification; making, possessing, or using any forged, altered, or falsified University document.
- Intentionally and substantially interfering with the freedom of expression of others.
- Theft of property or of services; knowing possession of stolen property.
- Intentionally or recklessly destroying or damaging the property of others.
- Engaging in disorderly or disruptive conduct which interferes with the activities of others, including studying, teaching, research, and University administration.\*
- Failure to comply with the directions of University officials, including campus police officers, acting in performance of their duties.
- Violation of published University regulations or policies, as approved and compiled by the Vice President for Student Affairs. Such regulations or policies may include the residence hall contract, as well as those regulations relating to entry and use of University facilities, sale of alcoholic beverages, use of vehicles\*\* and amplifying equipment, campus demonstrations, and misuse of identification cards.
- Use or possession of any alcoholic beverage under the age of 21; knowingly providing alcoholic beverages to a person known to be under the age of 21. \*\*\*
- Unauthorized use or possession of fireworks.

\* The response of fire, police, or emergency personnel to a non-frivolous call or action taken by them on their own initiative pursuant or non-pursuant to policy is not considered a disruption or reckless action within the meaning of this section.

\*\* Parking and traffic violations may be processed in accordance with procedures established by the Vice President for Student Affairs.

\*\*\* This charge may be deferred under Part 30 of this Code consistent with procedures outlined in the Promoting Responsible Action in Medical Emergencies Policy.

## UNIVERSITY OF MARYLAND HAZING POLICY

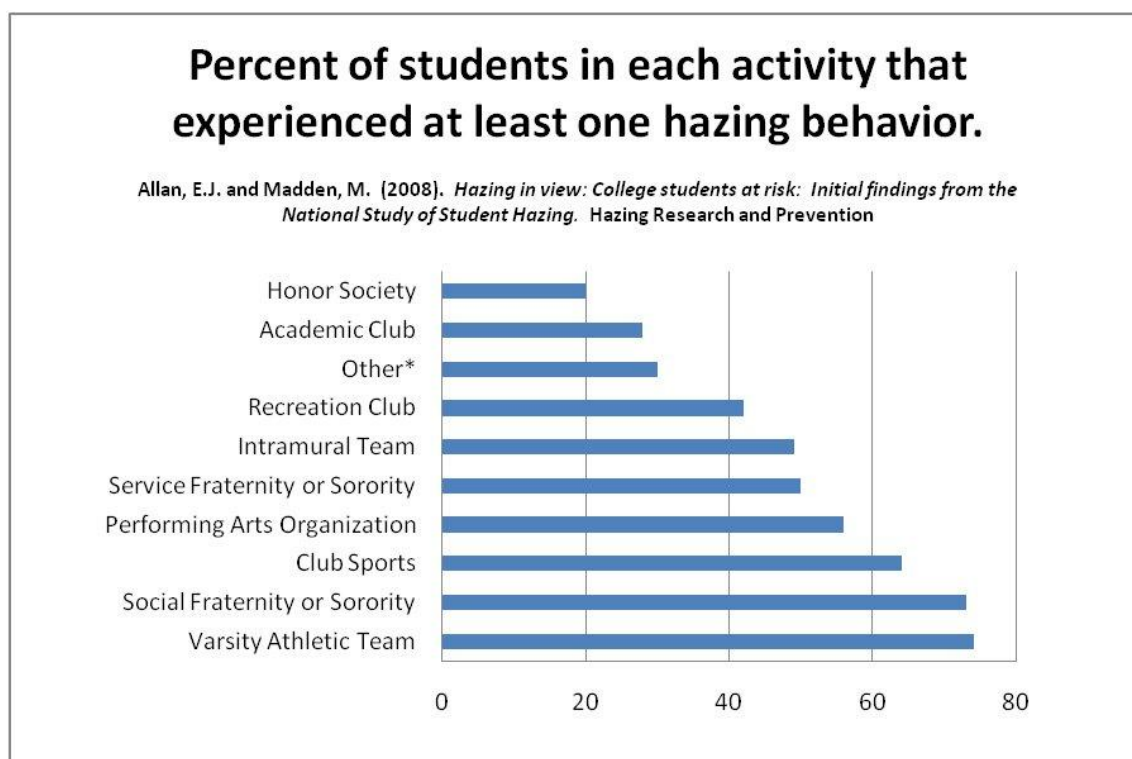
### Hazing is Strictly Prohibited

Hazing is a fundamental violation of human dignity. It is strictly prohibited at the University of Maryland - College Park. The University defines hazing as "intentionally or recklessly subjecting any person to the risk of bodily harm, or severe emotional distress, or causing or encouraging any person to commit an act that would be a violation of law or university regulations, for the purpose of initiating, promoting, fostering, or confirming any form of affiliation with a student group or organization, as defined by the *Code of Student Conduct*. The express or implied consent of the victim will not be a defense."

## Examples of Hazing

Examples of hazing include, but are not limited to: forced consumption of alcohol or other substances; sleep deprivation; use of alcohol in drinking games or contests; paddling; forced tattooing or branding; creation of excessive fatigue; severe psychological shocks or humiliation (as defined by a reasonable person under all the circumstances); compulsory servitude; theft or misuse of property belonging to others.

HazingPrevention.org shares that hazing and bullying are similar in that they are both methods of intimidation and both cause harm. Bullying though can happen at any time and is generally used to exclude individuals from a group. Hazing occurs at specific period of time for potential group members as a tool for inclusion into a group.



## Penalties for Hazing

Aggravated violations of this policy, as defined in Part 2 (a) of the University of Maryland Code of Student Conduct normally result in suspension or expulsion from the University, or revocation suspension or expulsion or registration for a student group or denial of recognition or registration for a student group or organization, even for a first offense. Individuals who participate in acts of hazing are personally accountable under this policy, and the Code of Student Conduct, regardless of the outcome of any related case brought against a student group or organization.

## Hazing Reporting Procedure

Any acts or suspicion of acts of hazing must be reported **immediately** to the Assistant Director-Club Sports. Additionally, if you believe hazing has occurred or is ongoing, you are strongly encouraged to seek assistance from one or more of the following resources 24 hours a day, seven days a week:

1. University Police (Department of Public Safety) - Emergency: (301) 405-3333 / Mobile Phone: #3333 / Non-Emergency: (301) 405-3555
2. Local Police in ANY location – Emergency: 911
3. Report the incident (Monday - Friday between the hours of 8:00am and 5:00pm) to the Office of Student Conduct at (301) 314-8204
4. Counseling Center (Shoemaker Building) / Telephone: (301) 314-7651
5. Mental Health Service (Health Center) / Telephone: (301) 314-8106

## The Responsibilities to Challenge and Report Hazing

All members of the University community share the responsibility to challenge and make known to the Office of Student Conduct acts of apparent hazing. Apathy in the presence of hazing, or acquiescence to hazing, are not neutral acts. Individuals who participate in acts of hazing as perpetrators or victims are personally accountable under this policy, and the *Code of Student Conduct*.

## UNIVERSITY OF MARYLAND SEXUAL MISCONDUCT POLICY

Club Sports members are required to abide by the University of Maryland Sexual Misconduct Policy. Excerpts are available below or through the Office of Sexual Misconduct and Relationship Violence.

The University of Maryland is committed to a working and learning environment free from sexual misconduct, including sexual harassment, sexual assault, intimate partner violence/abuse, sexual exploitation and sexual intimidation (including, but not limited to stalking and cyber-stalking). Sexual misconduct will not be tolerated. It corrupts the integrity of the educational process and work environment, and violates the core mission and values of the University.

Creating an environment free of sexual misconduct is the responsibility of all members of the University community. The University is committed to fostering a campus climate that is free from sexual misconduct through education and prevention programs, and procedures that promote prompt reporting and the timely, fair and impartial investigation and resolution of sexual misconduct cases. If reported and confirmed, the University will take all appropriate steps to eliminate sexual misconduct, prevent its recurrence and address its effects.

Sexual misconduct is prohibited. Sexual misconduct is a broad term that encompasses sexual harassment, sexual assault, sexual exploitation, sexual intimidation and relationship violence. The UMD policy also prohibits retaliation against anyone who files a complaint under the policy or participates in any investigation of a complaint. Sexual misconduct can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. Sexual misconduct can be committed by men or women, and can occur between people of the same or different sex. Sexual misconduct may be a form of sex discrimination prohibited by federal and state discrimination laws, including Title IX of the Education Amendments of 1972 and Title VII of the Civil Rights Act. Some forms of sexual misconduct violate the criminal laws of the State of Maryland. "Sexual Assault" is described as:

Sexual Assault I: By stranger or acquaintance, rape, forcible sodomy, or forcible sexual penetration, however slight, of another person's anal or genital opening with any object. These acts must be committed either by force, threat, intimidation or through the use of the victim's mental or physical helplessness of which the accused was aware or should have been aware.

Sexual Assault II: By stranger or acquaintance, the touch of an unwilling person's intimate parts (defined as genitalia, groin, breast or buttocks, or clothing covering them) or forcing an unwilling person to touch another's intimate parts. These acts must be committed either by force, threat, intimidation or through the use of the victim's mental or physical helplessness of which the accused was aware or should have been aware.

Sexual harassment may also constitute violations of the criminal and civil laws of the State of Maryland and the United States. For the purpose of this campus policy, sexual harassment is defined as: (1) unwelcome sexual advances; or (2) unwelcome requests for sexual favors; and (3) other behavior of a sexual nature where:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or participation in a university sponsored educational program or activity;
- submission to or rejection of such conduct by an individual is used as the basis for an academic or employment decision affecting that individual or
- such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance, or of creating an intimidating, hostile, or offensive educational or working environment.

The campus is committed to taking appropriate action against those who violate the provisions of the policy. The campus is committed to protecting targets of harassment from retaliation. Acts of retaliation against faculty, staff and students who report or file a complaint of sexual misconduct or who assist or participate in the investigation of a harassment complaint are strictly prohibited. Any individual or group that violates the policy will be subject to disciplinary or remedial action, which can include termination of employment or expulsion.



## Confidentiality

The University recognizes that sexual misconduct allegations are a sensitive subject for all parties involved. The University is committed to maintaining the privacy of the parties involved to the fullest extent possible under applicable law. There may be instances when the University determines it needs to investigate and take reasonable action even when the complainant requests anonymity or requests that no action be taken. Thus, absolute confidentiality cannot be guaranteed. In such cases, the University will take all reasonable steps to investigate and respond to the complaint consistent with the complainant's requests, and when it cannot do so, will keep the complainant informed, as deemed appropriate. In all cases, the University will take care to protect the identities of the parties by discussing the allegations only with those who have a legitimate administrative or legal reason to know.

If a person desires to keep the details of an incident of sexual misconduct confidential, he/she should speak with individuals who have professional or legal obligations to keep communications confidential. When seeking advice and support, persons who are concerned about confidentiality should discuss their concerns about confidentiality with the person with whom they are speaking. Unless there is an imminent threat to health or safety, confidentiality applies when persons seek services from the following persons:

- A psychological counselor or mental health professional, including counselors at the University Counseling Center (301-314-7651) and mental health professionals at the University Health Center (301-314-8106)
- A health care provider, including medical professionals at the University Health Center (301-314-8184 appt.)
- A victim's advocate at CARE to Stop Violence in the University Health Center (formerly the Sexual Assault Response and Prevention Program (SARPP) (301-314-2222) 24 hours Crisis Cell (301-741-3442)
- A personal attorney, including an attorney in the University's Undergraduate Student Legal Aid Office (301-314-7756) or Graduate Student Legal Aid Office (301-405-5807)

## Complaint Procedures

Complainants may report alleged sexual misconduct to a "Responsible University Employee," which includes any university administrator, supervisor, faculty member, coach or trainer. Complainants may also report alleged sexual misconduct to the Office of Civil Rights & Sexual Misconduct.

**Obligations of "Responsible University Employee."** A Responsible University Employee who receives a complaint of sexual misconduct shall promptly report such complaint to the Office of Civil Rights and Sexual Misconduct. No employee (other than law enforcement) is authorized to investigate or resolve complaints without the involvement of the Title IX Coordinator:

Office of Civil Rights & Sexual Misconduct  
301.405.1142  
TitleIXCoordinator@umd.edu or CivilRights@umd.edu

## UNIVERSITY OF MARYLAND DRUG AND ALCOHOL ABUSE POLICY

Club members are required to adhere to the UMD Drug and Alcohol Policy and the Student Organization Alcohol Policy. Club Sports are not allowed to use, possess or distribute alcohol at Club Sports activities including home events, travel, community service and fundraising. Illegal or abusive use of drugs or alcohol by members of the campus community jeopardizes the safety of the individual and the campus community, and is inadmissible to the academic learning process. The University of Maryland is therefore committed to having a campus that is free of the illegal or abusive use of drugs and alcohol. In keeping with this commitment, it is the policy of the University that the illegal or abusive use of drugs or alcohol is prohibited on University property or as part of University activities. This POLICY is to notify students of prohibited conduct and disciplinary actions which may result from violation of University policy. The Code of Student Conduct prohibits, on University premises or at University sponsored activities, the

1. Unauthorized distribution

2. Possession for purposes of distribution
3. Use or possession of any controlled substance or illegal drugs.

"Controlled substance" and "illegal drugs" prohibited under the Code are set forth in Schedules I through V in Article 27, part 279 of the Annotated Code of Maryland

**Student Organization Alcohol Policy** controls the use, possession, or distribution of alcohol by students on University premises or at University sponsored activities. This policy prohibits the possession or use of alcohol by any student under the age of 21 or furnishing of alcohol to a person known to be under the age of 21. Alcoholic beverages otherwise may not be possessed, consumed or distributed at University sponsored events occurring on University premises unless advance written approval has been obtained from Event Services. In addition, the University Policy on Possession or Use of Common Containers of Alcohol prohibits the possession or use of kegs, beer balls, punch bowls, and other common containers of alcoholic beverages or a similar nature on University property, except for possession and use resulting from licensed purchase by the University's Department of Dining Services.

### **Prohibited Conduct: Alcohol**

The Code of Student Conduct prohibits the violation of published University regulations or policies regarding the possession, use or distribution of alcoholic beverages, as approved and compiled by the Vice-President for Student Affairs. These policies, subject to amendment from time to time, are available for public inspection during normal business hours in the Office of Student Conduct.

### **Disciplinary Sanctions**

Sanctions for violations for University drug and alcohol policies include expulsion, suspension, disciplinary probation, disciplinary reprimand, restitution, dismissal from University housing, housing probation, work or research projects, drug testing, and restrictions on further use of University facilities. Students may be accountable to both civil authorities and the University for acts which constitute violations of law and University policy. Disciplinary action at the University will normally proceed during the pendency of criminal proceedings and will not be subject to challenge on the grounds that criminal charges involving the same incident have been dismissed or reduced.

## **CLUB STATUS**

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#### **Active**

- These clubs are in good standing with the Maryland Club Sports program and University Recreation & Wellness. They work to build our culture of accountability, community, commitment, growth and fun.

#### **Provisional**

- These clubs are newly recognized within the Maryland Club Sports program, having achieved recognition at the end of December.
- These clubs are required to join the active clubs for mandatory training, officer transitions, and facility requests. They do not have access to funding through University Recreation & Wellness but can apply to SGA, if they are SGA recognized. Provisional clubs have access to University Recreation & Wellness facility spaces for practices and meetings (if applicable). These clubs must successfully meet mandatory requirements, which include, but are not limited to: attending training, Club Sports Assembly meetings, administrative deadlines, and safety and risk management requirements.
- If the club does not meet the above requirements and advance out of provisional status by the end of the spring semester, the club will not be recognized through University Recreation & Wellness. Reapplication can occur in November of the upcoming year.

## Probation

- This status is placed on a Club Sports whose organization, officers, or members violate program or department policies, procedures, and guidelines. Clubs can be placed on probation if they fail to meet Club Sports requirements and program expectations. Specific reasons for probationary status include, but are not limited to: missing required training sessions, repeatedly missed program deadlines, non-compliance with safety and risk management practices, failure to adhere to policies and procedures outlined in the *Club Sports Handbook* and violations to the *Club Sports Code of Conduct* by individual club members or teams.
- The Club Sports professional staff decides the length of probation, depending on the violation: between 1 semester and 2 years.
- The Club Sports professional staff will decide on a sanction. Sanctions can withhold or restrict (partial or whole) benefit and privileges. These include, but are not limited to: cancelled practices/events, monetary fine, and program work projects.
- While under probation, clubs are under heightened scrutiny and may be suspended if improvements are not made. Clubs that show improvement will return to active status after the probationary period.

## Suspension

- Suspension can be a result of a major violation to the policies and procedures in the *Club Sports Handbook*, the *Club Sports Code of Conduct*, and *University Code of Conduct*. Suspension can also be a result of inadequate improvements made during a club's probationary period.
- All club activity (including, practices, events, socials, community service, meetings, travel, budget use and use of the Club Sports Office) are suspended.
- Suspensions can last 1 day to 3 years, at the discretion of the Club Sports professional staff
- The club is no longer recognized through University Recreation & Wellness.
- If the club desire to return to University Recreation & Wellness, they must re-apply to the Club Sports program.

## DISCIPLINARY PROCESS

When the Club Sports professional staff has reason to believe that a club member, several club members, coaches, or instructors have violated rules and regulations outlined in the *Club Sports Handbook*, the *Club Sports Code of Conduct*, the *University Code of Student Conduct*, or any federal, state or local laws, she/he will take action to ensure that cases of rule violations are handled fairly, expediently, and that the individuals accused of rule violations are afforded due process. The following steps will be taken:

Depending on the situation (incident, behavior, violation) individual club members, the club president, or the entire club will receive notice that an investigation is being conducted. When possible, in accordance to federal, state or local laws, the Club Sports professional staff will communicate with individuals(s) involved. A meeting may be held, or in simple cases communication may be conducted over email. Some violations may require further investigation. In these cases, all club activities are suspended until a meeting has been held between the parties involved and the Club Sports professional staff. The individual(s) will have an opportunity to present his/her/their version of the incident(s) and an opportunity to rebut statements of witnesses.

The Club Sports professional staff, will review the evidence, listen carefully to the persons involved, and consider the following before taking action:

- The attitude(s) of the club member(s).
- Any past disciplinary record of the member(s) or the club.
- The severity of the damage, injury, or harm that resulted.
- Whether the violation involved an action directed at another because of his/her/their race, religion, ethnicity, gender, mental or physical impairment, etc.
- Whether the member(s) at fault take responsibility for his/her/their actions.
- The club member(s) honesty, or lack thereof, and cooperation with University Recreation & Wellness during the course of the investigation.

The Assistant Director-Club Sports will apply an appropriate sanction. Possible sanctions include:

- Warning that further incidents will result in more serious sanctions.
- Probation: Committing any violations while on probation will result in suspension from the Club Sports program
- Restitution/Charitable Contribution
- Fines
- Work Project
- Expulsion of the member(s) from all University Recreation & Wellness sponsored club activities and/or suspension of all club activities (facilities, travel, and or funding)
- Suspension of the club

The Assistant Director-Club Sports, will notify the individual(s) or club in writing of the sanctions to be imposed and any further action (i.e. referral to the Office of Student Conduct or Campus Police) that may be taken. A summary of the incident, investigation, and sanctions will be established and maintained in the Club Sports Office.

In addition to status changes and sanctions, violations may require student organization officers/members to be referred to the Office of Student Conduct based on charges of violation of the *Code of Student Conduct*. Depending on the violation, the University can administer sanctions including: disciplinary reprimand, disciplinary probation, or suspension/expulsion from the University. University Recreation & Wellness disciplinary actions and University disciplinary actions must be appealed separately. The decision of the Assistant Director-Club Sports may be appealed to the Director of University Recreation and Wellness. The appeal must be addressed to the Director of University Recreation and Wellness (1115 Eppley Recreation Center), and submitted, in writing, within 5 business days of the date when University Recreation & Wellness notified the individual(s) or club of the sanction imposed. The decision of the Director of University Recreation and Wellness is final. Appeals of Student Conduct sanctions must be addressed to the Director of Student Conduct. These appeals must be submitted, in writing, to the Office of Student Conduct (2108A Mitchell Building) within 7 business days of the date on the letter notifying the student of the sanctions imposed.

## SANCTION GUIDELINES

Club Sports Guideline Chart		
Category	Violation	Sanctions
Required Reports & Forms	Failure to complete and submit an activity report on time	1st missed report: Warning
		2nd missed report: \$50 fine administered to the club's RecWell budget
		3rd missed report: \$100 fine administered to the club's RecWell budget (clubs are responsible for paying negative balances with their club checking account)
		4th missed report: Cancellation of week's practices and weekend's travel/home events. Club is placed on probation. All club activities & access to funding are suspended pending a meeting with the Club Sports staff
Required Meetings	Failure to attend any required training, assemble, check-in, or meeting.	1st absence: a \$50 fine administered to the club's RecWell budget
		2nd absence: a \$100 fine, club acquires probation status
		3rd absence: evaluation of the club's status within the Club Sports program

Club Status	Violation of University policies, procedures and guidelines. Failure to meet Club Sports requirements and program expectations	Probation. The length of probation depends on the specifics of the violation. It can vary between 1 semester and 2 years. Sanctions include but are not limited to: withhold or restrict (partial or whole) benefit and privileges such as cancelled practices/events, monetary fine, and program work projects.
Club Status	Major violation to the policies and procedures in the <i>Club Sports Handbook</i> , the <i>Club Sports Code of Conduct</i> , and <i>University Code of Conduct</i>	Suspension. The length of suspension depends on the specifics of the violation. Suspension can last up to 3 years, at the discretion of the Club Sports professional staff. All club activity (including, practices, events, socials, community service, meetings, travel, budget use and use of sport club suite) are suspended. The club is no longer recognized through University Recreation & Wellness.
Travel	Failure to return travel materials (travel binder or hotel receipts) OR Failure to attend the Trip Leader Meeting	1st violation: \$100 fine administered to the club's budget
		2nd violation: \$200 fine the club is placed on probation
		3rd violation: The club will be suspended from all travel including any regional or national tournament they may have qualified to attend until after a scheduled meeting with the Club Sports professional staff.
	Falsified travel report: Individuals are travelling but are not listed on <u>either</u> the travel report <u>or</u> the club roster, drivers are planning to drive but are not authorized, transportation information is incorrect (more/less cars, people)	1st violation: During a travel audit, the supervisor will attempt to make as many on site adjustment as possible, including accepting additional paperwork. Club must be accommodating and understand the supervisor is going above and beyond to rectify the falsified document. This is the club's one and only warning. Changes, emailed to the professional staff at least 1 hour prior to departure, will not be considered falsifications.
		2nd violation: Club trip may be cancelled and no longer authorized by the Program. Club will be required to schedule a meeting with the professional staff to discuss probation and potential suspension from the Club Sports program.
		3rd violation: Club may be suspended from the Club Sports program.
	Travel was determined a "no show"	1st violation: Club did not provide accurate departure information. Since a verbal warning is not possible, the club's email account will be notified of the violation and "warning" sanction by the supervisor electronically.
		2nd violation: Club will receive a \$100 fine. If the trip was cancelled and an email was sent to the professional staff at least 1 hour prior to departure, it will not be considered "no show"
		3rd violation: Club is placed on probation. Club will be required to schedule a meeting with the professional staff to discuss probation and potential suspension from the Club Sports program.
	Family and/or friends are planning on travelling with the club	Any violation: individuals not listed on the travel report are not permitted to travel. Family and friends travelling within club vehicles is a direct violation of the program's policies.

Spot Check	No First Aid Kit	1st violation: club receives a verbal warning
		2nd violation: practice is immediately cancelled
		3rd violation: immediate and all future practices are cancelled until a scheduled meeting with the professional staff. At the meeting the staff will discuss repetitive violations and determine when practice can recommence.
	No Radio (if applicable)	1st violation: club will receive a verbal warning. Club must immediately go to the ERC and pick up a radio. Practice may continue.
		2nd violation: Club must immediately go to the ERC and pick up a radio. Practice will be delayed until the radio arrives.
		3rd violation: Immediate and future practices are cancelled. Club will be contacted by the professional staff to schedule a meeting. At the meeting the staff will discuss repetitive violations and determine when practice can recommence.
	Practice "no show" (Supervisors should allow a 15 minute grace period before and after the allotted time slot)	<u>1st violation:</u> Club was not at practice facility/location for a spot check. Since a verbal warning is not possible, the club's email account will be notified of the violation and "warning" sanction by the supervisor electronically.
		<u>2nd violation:</u> Club will receive a \$100 fine.
		<u>3rd violation:</u> Club will be required to schedule a meeting with the professional staff to discuss probation in the Club Sports program.
	Safety Officer Violation	1st violation: practice is delayed until at least one safety officer arrives. The practice may begin with one safety officer; however, another safety offer must be on his/her way. In addition, the one safety officer must not participate so he/she can act as a first responder.
		2nd violation: Club is placed on probation. Immediate and future practices are cancelled. Club will be contacted by the professional staff to schedule a meeting. At the meeting the staff will discuss the severity of the repetitive violation, probation status, and determine when practice can recommence.
		3rd violation: Club is suspended from the Club Sports program. Immediate and future practices are cancelled. Club will be required to meet with the professional staff to discuss suspension from the program.
	Individuals are participating in practice but are not listed on the roster	1st violation: Club officers receive a verbal warning to check rosters prior to practice. Individual members, who are not on the roster, must complete the requirements before returning to play/club.
		2nd violation: Club receives a \$100 team fine. Individual members, who are not on the roster, must complete the requirements before returning to play/club.
		3rd violation: Club receives probation status. Immediate and future practices are cancelled. Club will be contacted by the professional staff to schedule a meeting to discuss repetitive violations, determine when practice can recommence and potential suspension from the Club Sports program.

Home Event	No show (did not notify the Club Sports office within 2 weeks of the cancelled event)	Any violation: Administer a \$200 fine. Exceptions can and will be made if a visiting team canceled on the club at the last minute. Fines will not be administered for cancellations due to weather. Repetitive violations will negatively affect the club's future facility requests.
	Safety Officer Violation	1st violation: The club will be fined \$200. Event is delayed until at least one safety officer arrives. If there is only one safety officer, he/she must not participate so he/she can act as a first responder.
		2nd violation: Club is placed on probation. Event is delayed until at least one safety officer arrives. If there is only one safety officer, he/she must not participate so he/she can act as a first responder. Club is required to schedule a meeting with the professional staff to discuss probation and potential suspension from the Club Sports program.
	No EMT/Athletic Trainer (if applicable)	1st violation: Club will be fined \$200. Event is delayed until at least two safety officers are on site. The event may take place with just the two safety officers, however neither can participate so they can act as first responders at the games that may be occurring simultaneously.
		2nd violation: Club is placed on probation. Event is delayed until at least two safety officers are on site. The event may take place with just the two safety officers, however neither can participate so they can act as first responders at the games that may be occurring simultaneously. Club is required to schedule a meeting with the professional staff to discuss probation and potential suspension from the Club Sports program.
	Leaving a facility without proper clean-up	1st violation: Club has 30 minutes to return to the facility to remedy the mess once informed by the Club Sports supervisor. If cleanup is not complete, the club will be fined \$200.
		2nd violation: Club has 30 minutes to return to the facility to remedy the mess once informed by the Club Sports supervisor. Since this is a reoccurrence, the allocation of facility space for hosting future events will be assessed. The club will be fined \$400.
		3rd violation: Club is placed on probation and receive a \$500 fine. The club has 30 minutes to return to the facility to remedy the mess once informed by the Club Sports supervisor. The club is required to schedule a meeting with the professional staff to discuss probation and potential suspension from the Club Sports program.
	No show (did not notify the Club Sports Office of the cancelled event)	1 <sup>st</sup> violation: Clubs that do not cancel home events two weeks in advance will receive a \$200 fine. Exceptions can and will be made if a visiting team canceled on the club at the last minute. Fines will not be administered for cancellations due to weather. Repetitive violations will negatively affect the club's future facility requests.

# SAFETY & RISK MANAGEMENT

## PARTICIPANT HEALTH

Participation in University Recreation & Wellness activities, including use of facilities and equipment, is voluntary. There are risks and hazards, minor and serious, associated with participation in athletic and fitness related activities. Participants voluntarily assume all responsibility and risk of loss, damage, illness, and/or injury to person or property associated with participation in University Recreation & Wellness activities. The University of Maryland, its officers, agents, and employees are not responsible for any loss, damage, illness, or injury to person or property arising out of or relating to participation in University Recreation & Wellness activities, including the use of University Recreation & Wellness facilities and equipment. The University of Maryland does not provide medical, health, or other insurance for participants. Purchasing adequate health/medical insurance prior to participation is strongly recommended, and in some cases may be required.

### Mandatory Health Insurance

The University of Maryland requires comprehensive health insurance coverage for all undergraduate students admitted in or after Fall 2009 and are registered for 6 or more credits. These students are required to show proof of health insurance coverage by completing an online waiver card.

### Physicals

The University strongly recommends that all Club Sports participants have annual physical examinations. The University of Maryland and University Recreation & Wellness assume no responsibility for any participant with an existing health condition that makes it inadvisable for him/her to participate in any given activity.

## RELEASE AND INFORMED CONSENT

Each participant in the Club Sports program is required to complete a *Club Sports Release and Informed Consent Form* on-line prior to any club activity. This document informs the participants of the potential dangers associated with participation. Individuals who have not completed a *Club Sports Release and Informed Consent Form* are not permitted to participate in any Club Sports activity. Those clubs found not to be in compliance will be subject to program sanctions. All participants must complete a new *Club Sports Release and Informed Consent Form* for each academic year.

When outside of the Open Enrollment period, or if under 18, please print your name clearly. Please hand in original copies of the signed form to the Club Sports Office in the ERC, room 0121 or to the ERC front desk to be placed in the Club Sports professional staffs' mailbox. If a participant is under the age of 18, the signature of their parent/guardian is required. The form can be mailed to the ERC address: 1115 Eppley Recreation Center. College Park, MD 20742.

I CERTIFY THAT I AM 18 YEARS OF AGE OR OLDER AND THAT I HAVE READ AND FULLY UNDERSTAND THIS RELEASE AND INFORMED CONSENT FORM AND I SIGN IT VOLUNTARILY WITH FULL KNOWLEDGE OF ITS SIGNIFICANCE.

Print Name

Birth Date

Signature of Participant

Date

Signature of Parent/Guardian if Participant is under 18 years old

Date



## CLUB SPORT SPECIFIC REQUIREMENTS

Due to the breadth of activity within the Maryland Club Sports program, some clubs have specific requirements to help manage risk. For safety precautions, specific to a sport, club officers are required to follow the safety recommendations set forth by the club's national governing body.

Clubs that practice off campus must have an emergency response plan in place. The plan should include Maryland Club Sports emergency procedures and contacts, name, location, phone number and route to nearest medical facility and facility contacts. Clubs practicing in on-campus aquatic facilities must have a lifeguard present.

Club Sports that hold practices or events in the School of Public Health's gymnasium, gymnastics room, matted room, or weight room are required to check in and out cabinet keys (if applicable) from the information desk in the ERC. Repeated failure to return the cabinet keys immediately after a practice or event, will result in the force cancellation of activity and the club's inability to utilize the shared facility space.

Swimming, Triathlon, Water Polo, Men's Crew, Women's Crew, and Sailing must complete swim tests for new members before the new members can participate in open water activities. Officers are responsible for making sure each new member completes the test. At the beginning of each semester, club officers shall schedule a group test with the Club Sports professional staff at least one week in advance.

Swim tests will be administered by University Recreation & Wellness lifeguards. A coach (if applicable) or officer MUST be present at the test to confer with the lifeguard about the abilities of each athlete and to witness for themselves who may need more assistance. Once a year, all water sports who practice at Eppley should conduct swim tests at the beginning of their practice, during the first week of practices. Email the Coordinator of Lifeguards prior to practices as he can alert his staff.

After taking the swim test, club athletes need to complete the "Swim Test Form" on IMLeagues. The form will ask for the members' name and date they passed the swim test. Club athletes are not allowed to be on/in the water until they have passed the swim test.

Clubs must swim 100 yards (any stroke) without a personal flotation device (PFD). After the swimming is completed, each member must tread water for 2-minutes. After the completion of the test, the lifeguard will mark pass or fail on the swim test roster. The original roster will be kept on file with University Recreation & Wellness, a copy of the roster will be made available for club records.

Other specific requirements include:

- RecWell is adopting FISA and USRowing's guidance for cold weather conditions. When the sum of the air temperature and water temperature is below 90 °F; OR The water temperature ALONE is below 50 °F RecWell Clubs are not permitted on the water.
- Clubs pulling trailers must complete trailer training through Campus Police.
- Boxing must have a ring side doctor for all home events.
- The gymnastics club must have a certified coach present at all time with students in the SPH gymnastics gym. Requirements include a college degree (preferred), at least 5-years of competitive gymnastics coaching experience, Gymnastics safety certification, and AED/CPR/FA certified. Coaches cannot be students.
- Men's and Women's Rugby should have a coach present for all contact drills such as scrumming.
- Cycling, Terp Runners and Triathlon (non-aquatic) are considered individual sports and thus are exempt from the safety officer requirement for practices. However, all members are advised to cycle or run with another member and carry a cell phone.

## **SAFETY OFFICERS**

Each Club is responsible for having at least two, no more than 5, individuals who are trained as safety officers at every club activity. Safety officers must be certified in CPR/AED and first aid through RecWell. If not certified through RecWell a club member may submit their current certification to the Club Sports office for review. Acceptable certifications could include: American Red Cross CPR/AED for the Professional Rescuer, American Heart Association HealthCare Provider CPR/AED, and any Lifeguard or EMT certification. If acceptable for review, the club member will be required to demonstrate their skills through an assessment conducted by the Associate Director for Aquatics. If the member passes the assessment they will be added as Safety Officer for one-year. Copies of certifications, outside of RecWell courses, must be provided to the Club Sports professional staff. To manage the increased risk of large tournaments, if a club is hosting an event with more than 2 visiting teams, an EMT or Athletic Trainer is required to be present. Clubs can contract EMTs or Athletic Trainers through the College Park Volunteer Fire Department or local Athletic Training Companies.

All Club Sports safety officers are required to complete online *Safety Officer Training* yearly. This training includes a review of their specific responsibilities, University Recreation & Wellness accident reports, emergency action plans, emergency contacts, and blood borne pathogen training. The Club Sports safety officers are responsible for filling out necessary accident reports, contacting the Club Sports professional staff regarding transports and having a first aid kit at all practices and events.

## **SPOT CHECKS & RISK AUDITS**

The Club Sports professional staff, sport club supervisors, and University Recreation & Wellness risk auditors will periodically drop by club practices and events throughout the year. Risk audits are performed by University Recreation & Wellness risk auditors. They show up at club practices unannounced to conduct a brief evaluation of American Red Cross safety skills on the club safety officers. Written feedback and a score will be provided at the close of the skills check, with an additional copy going to the Club Sports professional staff. If a safety officer fails the skill check, he/she must meet with an American Red Cross certified instructor to review skills and then be retested before they can once again fulfill safety officer responsibilities.

Spot checks are completed by the Club Sports professional staff and sport club supervisors. At each spot check, officers must show that their first aid kit and safety officers are on-site. In addition, practice attendees will be checked against the official club roster.

Failure to produce a first aid kit or safety officers will result in sanctions depending on the frequency of the club's violation. In some cases, due to the seriousness of the policy violation the club will be put on probation. Individuals not listed on the Club Sports roster are restricted from club participation until they have been officially added to the roster. Club Sports professional staff and supervisors reserve the right to cancel practice immediately.

## **EMERGENCY PROCEDURES**

### **Personal Injury**

The club member(s) certified in CPR/AED and first aid shall respond to all injuries and determine the seriousness of the injury. If life threatening, call 911 or send someone for help. Assign other club members or bystanders (when available) to specific tasks (i.e. calling campus police, etc.). Administer first aid to the level of your training. The University Health Center is open from 8:00am-7:00pm Monday-Friday (limited services after 5:00pm), from 11:00am-3:00pm on Saturdays, and CLOSED on Sundays. The University Health Center phone number is (301) 314-8180.

All serious injuries that require transportation (to The University Health Center, doctor's office, hospital, etc.) should include a 911 call for ambulance assistance. Have someone meet the emergency vehicle. At any University Recreation & Wellness facility (on campus) or off-campus practice/event where UMD is the 'home club', if an accident occurs that requires a participant to be transported to a hospital either by ambulance or in a personal

vehicle, the club MUST call the Manager on Duty (MOD) at 301-226-4500. This applies to visiting team member injuries as well as University of Maryland Club Sports members and spectators.

While traveling, if an accident occurs requiring a University of Maryland Club Sports participant to be transported to the hospital either by ambulance or in a personal vehicle, the club MUST call the Assistant Director-Club Sports, Coordinator- Club Sports, Associate Director-Risk Management & Assessment, or the MOD as soon as possible. Cell phone numbers will be provided for these situations. If contact has not been made to the member's emergency contact, RecWell personnel will either call the member's emergency contact or instruct the trip leader to make contact.

When in doubt, always believe the injury is more serious than originally thought. Call for help and do not move the injured participant, even if it means delaying an activity in progress. Remain with the injured participant until help arrives.

An *Accident Report Form* must be completed whenever CPR/AED or first aid is administered or after an injury, which may warrant medical advice or observation. This report MUST be completed in full and submitted to the Assistant Director-Club Sports, within 24 hours of the injury. If the club is traveling, the *Accident Report Form* should be turned in as soon as the club returns from their game/tournament/event.

### **Fire**

- Whenever you hear a fire alarm in a facility, stop all activities in progress and evacuate the building.
- When evacuating the building, make sure all Club Sports members and spectators vacate the area and move outside. Do not allow club members to enter another part of the building to retrieve personal belongings.
- Close all doors leading into the building.
- You may not re-enter the building until the alarm is turned off and/or a uniformed officer gives you permission to enter the building.
- If you discover the fire, activate the closest alarm and then call the emergency number (911) to confirm the report. After evacuating the building, a facility supervisor will direct the firefighters to the correct location.
- Do not attempt to extinguish a fire.
- In RecWell facilities, club members MUST follow the facility supervisor's instructions.

### **Bomb Threat**

- If you receive a bomb threat, try to learn its specific location. The same person should then immediately report the threat to the campus police and University Recreation & Wellness staff on duty.
- Follow directions given by police (might include evacuation of the building).
- Do not open/pick up any suspicious parcels.

### **Power Failure**

- Suspend all activity in progress. If all areas are dark and it's too difficult to move activities to a lighted area, ask all club members to sit down and be patient. Make a general announcement informing the participants/spectators that there is no need to evacuate. Remain calm.
- Report the power failure to the University Recreation & Wellness Facility Supervisor on duty. The power failure might only be at the facility where you are.
- Encourage participants/spectators to stay out of dark areas (i.e. locker rooms, bathrooms, etc.).

### **Thunder and Lightning**

- If thunder and/or lightning can be heard and/or seen, stop all activity and seek protective shelter immediately.
- In situations where thunder and/or lightning may or may not be present yet you feel your hair stand on end and skin tingle, immediately assume the following crouched position: drop to your knees, place your hands/arms on your legs, and lower your head. Do not lie flat.

- In the event that either situation should occur, allow thirty minutes to pass after the last sound/sight of thunder and/or lightning strike prior to resuming play.

### **Tornado (on UMD campus)**

- The University of Maryland Early Warning System will sound for at least 3 minutes when a tornado has been sighted or is indicated on radar. It can be heard through the University community. When the siren has sounded: take shelter in the lowest level of a brick building, stay away from windows, and do not use elevators. If a tornado is approaching and you cannot seek shelter, lie in a ditch or a low-lying area. Follow the facility managers' instructions.

### **Unsafe Facilities**

- Once a facility has been deemed unsafe and closed, it may not be reopened without approval from an appropriate University Recreation & Wellness professional staff member and/or Campus Police.

### **Campus Closure**

- Club Sports activities will not be held whenever the campus is closed. Call the campus information line (301) 405-1000 for current campus closure information.

### **Other**

- University Recreation & Wellness professional staff, Campus Police, the Fire Department and emergency personnel have the power to shut down or curtail activities. Anyone else directing you to shut down operations should be confirmed with the appropriate University Recreation & Wellness professional staff member. If a club is using an ICA facility, the ICA personnel have authority to stop club activity. If you are ordered to shut down operations by the Campus Police, the Fire Department, University Recreation & Wellness staff or ICA personnel, you must do so. Contact the Assistant Director-Club Sports, to report the incident.

### **Active Threat**

- An active threat is defined as any incident which, by its deliberate nature, creates an immediate threat or presents an imminent danger to the campus community. In addition to individuals using firearms (active shooters), it is possible for other types of weapons or instruments to be used by offenders who want to cause harm. In most there is no pattern or method to their selection of victims. These situations are dynamic and evolve rapidly, demanding immediate deployment of law enforcement resources to stop the threat and mitigate harm to innocent victims. There are 3 things you can do that make a difference: RUN, HIDE, FIGHT!
- RUN: If you can get out, do so. If there is an accessible escape path, always attempt to evacuate the premises. Getting yourself out of harm's way is your #1 priority.
- HIDE: If evacuation is not possible, find a place to hide where the active threat is less likely to find you.
- FIGHT: As a last resort, if your life is at risk, whether alone or working together as a group, fight! Attempt to disrupt and/or incapacitate the active threat.

## **CONCUSSIONS**

A concussion is a serious injury that is caused by a bump, blow, or jolt to the head or body. Concussions can change the way an individual's brain normally works, can occur during practices or games in any sport or recreational activity, and can happen even if the individual has not been knocked out. Injured and/or suspected injured members should seek medical assistance: individuals are encouraged to not hide it, get checked out and take time to recover.

## RISK MANAGEMENT

To provide a safe and positive recreational experience for all participants, it is necessary to try to prevent accidents and injuries before they happen. It is strongly recommended that every Club Sports develop, implement, and practice the following safety precautions:

- Emphasize safety during all club activities.
- Encourage all members of your organization to have a physical examination and to purchase personal health insurance prior to participation. The national associations governing some sports offer accident and liability insurance coverage.
- Review University Recreation & Wellness emergency procedures with all club members. Document this review, including the date and list of members present.
- Inspect fields and facilities, as well as club equipment, prior to every practice session, game or special event. Report unsafe conditions to the Club Sports professional staff immediately. If at an off-campus site, report the condition to the proper managing authority. Do not use facilities or equipment if they appear unsafe. The club president or safety officer will make the final decision.
- Submit an *Accident Report Form* for injuries that occur to club members and others during any club event on or off campus. These reports must be submitted to the Assistant Director-Club Sports within 24 hours of the occurrence.

Tips for filling out *Accident Report Form*:

- Fill out the form completely with ALL information.
- Be specific about how the injury occurred.
- Part of body injured, do NOT draw pictures. Please use descriptive terms.
- Give complete information on what aid was given. Who applied the ice? Was biohazardous waste created?
- Witnesses: If possible, get a witness that is not a Club Sports member. Indicate on the form what connection the witness has with the activity.
- Do not editorialize or indicate what you suspect the diagnosis to be.
- Please write neatly! *Accident Report Forms* are legal documents which may be required in a court of law.

## FIRST AID KITS

- At the beginning of the academic year, each club will receive a first aid kit at fall training. In some cases, clubs with multiple competing teams will receive more than one kit.
- The kit will stay with the club for the duration of the academic year, or until they return it at the end of their season. All first aid kits must be returned at the end of each academic year.
- During the year, clubs are responsible for bringing their kit to the Club Sports Office to be restocked. It is the clubs' responsibility to keep a stocked first aid kit.
- Club Sports staff will review submitted accident reports. If an inadequate amount of accident reports have been submitted in comparison to the missing items, a replenishment fee of \$25 will be charged to the club.
- If the kit is lost, damaged, or not returned, the club will be charged \$150 for the kit. The kit will be considered lost if it is not returned following the proper timeline outlined by the Club Sports professional staff.

## PREVENTING DISEASE TRANSMISSION

While the risk of becoming infected when administering aid is remote, there is a small chance that some blood borne infectious diseases can be transmitted. In order to reduce risk, use the following procedures if confronted with blood or other potentially harmful bodily fluids.

- A participant that is bleeding shall be removed from a Club Sports activity until the bleeding has stopped and the wound has been completely covered.
- A participant that has blood on a uniform shall be removed from the contest until the soiled clothing has been changed.

- Before treating any injury involving blood or other body fluids, gloves (rubber, latex) must be worn by the person administering aid.
- Immediately wash hands after administering first aid, even if gloves were worn and no contact with blood occurred.
- Inside a University Recreation & Wellness supervised facility, get a Facility Supervisor to clean all blood contaminated surfaces/equipment.
- Any materials (including gauze, band-aids, paper towels, etc.) that come into contact with blood or other body fluids shall be handled while wearing gloves. Bloody materials should be placed in a biohazard bag and then deposited in the biohazard waste container located in the ERC, Cole Record Armory and/or Ritchie. Do not throw biohazard waste into any trash receptacle.
- Club members with bleeding or oozing skin conditions should not treat injuries.
- Any time biohazard waste is created, it must be reflected in the *Accident Report Form*.

See Appendix A for additional information regarding Universal Precautions and community associated MRSA.

## BUDGET & FINANCES

### CLUB FINANCES

Clubs are responsible for budget preparation, account management, fundraising, requesting SGA funds, and managing their RecWell budget, SGA budget, foundation account (if applicable) and club checking accounts. RecWell and SGA funds are allocated on an annual basis (July 1 - May 31) after review of the club's budget requests. In addition to the University-held accounts, clubs may also utilize a checking account to hold money from dues or fundraising events. Each account description and use policies are outlined in the following pages.

### RecWell Allocation

In Fall 2014, the program developed a points system to incentivize program priorities, increase accountability and allocate department funding resources equitably. At the end of each academic year, points are finalized based on reports submitted by each club. Reports may be audited for accuracy at any time. Budgets allocations for the following academic year will be released in July/August. Once per quarter, clubs receive an estimate of their budget allocation based on the most recent data collected from all of the clubs.

Funds and supplemental funding are determined by:

- Number of active participants
- Number of home events/competitions/travel
- The club's organizational health
- The club's activity: community service, fundraising, and socials
- The club's support for other club's activities/events
- History of positive budget management

### SGA Allocation

SGA allocations are determined by the SGA Vice President of Finance (or CFO) and the Club Sports professional staff through the SGA budget allocation process. SGA allocations will be transferred to University Recreation & Wellness at the beginning of the academic year and will be available for club use immediately. SGA allocations are based on the club's requests, SGA guidelines and the available pot of funding.

## VIEWING RecWell/SGA BUDGETS ONLINE

RecWell /SGA allocated funds will be administered by the Club Sports professional staff. Club account ledgers will be maintained by the Club Sports professional staff and can be examined at any time by club officers online.

- Club officers are able to view the club budget by logging in to the Club Sports website
  - Each budget has two tabs – RecWell and SGA (some clubs have a 3<sup>rd</sup> tab for an unofficial ledger of their foundation account)
  - SGA and RecWell funds are kept separate
- It is each officer's responsibility to ensure that neither budget has a negative balance.
  - Negative accounts can be balanced with a club check made out to the University of Maryland
- Both RecWell and SGA funds are frozen in the middle of May. RecWell and SGA funding does not roll over to the next academic year. However, self-generated funds deposited into your on campus accounts will roll over. Clubs can reference the *Fundraising Guide*.

## PURCHASING

Clubs wishing to use any allocated funds held by RecWell (including SGA funds) must submit an online *Purchase Request Form*.

Depending on the request and payment method (check or credit card) the form will ask for specific information including:

- Vendor's name
- Product (be as specific as possible - i.e. color, size, R/L)
- Quantity and price per unit
- Total price of items or service (including labor or shipping and handling)
- Address (physical or web address)
- Contact person
- Telephone AND fax numbers
- A vendor's nine-digit Federal Tax Identification Number (FEI#), invoice, and W-9 are required if the club is requesting a check for payment

Whenever possible, clubs should use a vendor which is located in the State of Maryland. All requests for purchases, using University funds, must be accompanied by price quotations from a minimum of three vendors if the purchase is over \$1000.00, including shipping costs. University policy requires that any purchase over \$25,000.00 must be put out for bid (this can be a long process). Arrangements for such expenditures must be discussed in advance with the Assistant Director-Club Sports. All purchases using University funds (SGA and/or RecWell) or funds for the Club checking account is the property of the State of Maryland. When using the services of other departments on campus, such as the Campus Police or Dining Services, see the Assistant Director-Club Sports, for instructions on purchasing.

### Timeline

All orders placed through the Assistant Director-Club Sports will take up to one week to be placed. If the order is needed immediately, it may be to the advantage of the club to place the order and use club checking account funds. However, if an individual member uses club checking account funds for a purchase of club items or services, he/she WILL NOT receive reimbursement through RecWell or SGA funds. The individuals making the purchase will be held fiscally responsible.

### Check Requests

Clubs are required to provide an invoice and a W-9 when requesting a check. Because the check request process can take up to 6 weeks, it is recommended that clubs use their club checking account to pay for event registrations and contractual fees (referees, judges, umpires etc.).

### Credit Card Orders

Payments or purchases, which use the University Recreation & Wellness credit card as the method of payment, have a 2-3 week time-period between request and delivery.

### **Spending Guidelines**

All expenditures must be coordinated and processed through the Club Sports Office to ensure compliance with University Recreation & Wellness, SGA and University purchasing policies and procedures. All item purchased for the Club through SGA, RecWell, or club checking account is the property of the State of Maryland. Any additional questions about how allocated funds can be used should be directed to the Club Sports professional staff.

### RecWell Funds

RecWell allocated funds may NOT be used for:

- Banquets, parties, flowers or decorations
- Salaries, wages, or compensation of coaches, managers, instructors
- Any item that will become the permanent possession of a participant (e.g. jerseys with last names)
- Meals and mileage for officials, coaches, advisors, or spouses
- Gifts or awards (except tournament awards)
- Reimbursement of expenses incurred by advisors/coaches due to their attendance at out-of-town meetings
- Telephone calls that are listed on officers' and/or coaches' personal accounts
- Gas or tolls
- Out-of-Region travel (does not include qualifying nationals. See the travel section for more information)

RecWell allocated funds may be used for the following purposes: travel, lodging, equipment and its maintenance, uniforms which remain club property, registration and entry fees, officiating/league fees, and game/practice related expenses.

### SGA Funds

Even though SGA funds are housed within University Recreation & Wellness, SGA funds must still be used within the guidelines outlined by the SGA including:

- SGA funds **cannot** be used for lodging; RecWell funds can be used for lodging
- SGA funds **cannot** be used on awards & recognition; RecWell funds can be used on awards & recognition (trophies, plaques, certificates)
- SGA Funds **can** be used for approved out of region trips and Nationals; RecWell funds cannot be used on approved out of region trips (not including Nationals);
- SGA **cannot** be used on salaries, wages, or compensation of coaches, managers, instructors

Additional guidelines are available on the SGA Financial Affairs website.

## **OFF CAMPUS ACCOUNTS**

Money received, outside of RecWell or SGA allocations, such as dues, fundraisers checks, etc. should be deposited into the Club Sports's individual checking account.

Photocopies of all bank correspondence, including statements and overdraft notices, will be placed in the club file to be kept on record with the Club Sports Office. All original paperwork will be placed in the club mailbox at the ERC Member Services Desk for the clubs' records. All clubs should have two authorized signers on their accounts, usually the President and Treasurer. To change, add or remove a signer please contact the Club Sports Office.

Routinely club accounts are audited to ensure that clubs are following Maryland Club Sports policies. Maryland Club Sports professional staff reserve the right to audit a club's accounts at any time. At the time of the audit, the club's treasurer must be able to explain every transaction (income and expenses) within the last six months. Clubs found in violation of set policies or fail to show accurate and organized financial records will face disciplinary action. Prohibited expenses include alcohol, drugs and payment to coaches. It is recommended that donations do not go



into your club checking account. Donations should be made out to the club's foundation account. Clubs are not allowed to have club checking account cards due to the potential for fraud.

## **FEI/EIN NUMBERS**

An FEI or EIN number is like a social security number for your club. Each club has an FEI number. It is on file with University Recreation & Wellness and can be viewed by any officer logged in to their club page on the University Recreation & Wellness website.

## **FUNDING TO ATTEND NATIONAL EVENTS**

Very limited program funding has been set aside to fund clubs who qualify for Nationals. All requests for additional funding for a national tournament must be submitted to the Assistant Director-Sports Clubs as soon as the club is notified of qualification. In some instances, this notification may come well in advance and in other instances there may be just a weeks' notice. For more information, please see "Traveling Out of Region" and "Traveling to a National Competition" under TRAVEL.

## **SELF GENERATED FUNDS**

It is not the policy of the Club Sports program, nor is it financially possible, to fund 100% of all club expenses incurred. Club Sports are expected to supplement their allocated funds with self-generated revenue such as member dues and fundraising activities. All club fundraising activity can be reported on the club's weekly activity report. For a list of past club fundraisers clubs can reference the *Fundraising Guide* on the Club Sports website.

## **Sponsors**

Acquiring successful club sponsors requires hard work and a large amount of time on behalf of the club members to develop and foster a relationship with corporations and businesses. Before the club can approach potential sponsors, the businesses must be vetted through the Club Sports Office. Clubs that anticipate high donations, must work with the Club Sports professional staff and the Development Office to create a menu of club and sponsor benefits. A menu is specific to each Club Sports and corresponds donation values with corporate benefits.

## **Donations**

Even though the University is considered a non-profit, UMD Club Sports do not have non-profit status. Donors of capital items (valued at over \$5,000) should be in contact with the Assistant Director-Club Sports. Club Sports are responsible for ensuring that gifts donated to the club (material or monetary) are used according to the donor's specifications. Donations made directly to a Club Sports checking account or to University Recreation & Wellness are NOT tax-deductible. In order for checks to be properly processed through the University of Maryland College Park Foundation (UMCPF) and gifts to be considered as eligible for tax deductibility, checks must be made out to the University of Maryland College Park Foundation. Please ask the donor to list the club name in the memo line. Gifts that do not adhere to these guidelines will not be processed through the UMCPF. Gifts are tax deductible as allowed by law; donors must consult their tax advisor to determine eligibility. Clubs may not solicit sponsorships and donations without advanced approval of the Assistant Director – Club Sports. These policies and procedures are in place to protect the University. Donation checks should be sent to:

Division of Student Affairs Development Office  
8400 Baltimore Avenue, Suite 200  
College Park, MD 20740

## **Foundation Accounts**

University of Maryland College Park Foundation Accounts are University Recreation and Wellness UMCPF accounts established in the long-term interest of a UMD affiliated Club Sports. Unlike RecWell or SGA funds, these accounts do not operate on a fiscal cycle and the club can use them to accept potential tax-deductible donations\*. The University of Maryland College Park Foundation exists to accept and manage gifts in support of the University of

Maryland. All accounts opened in support of Club Sports must be directly controlled and administered by University Recreation and Wellness and adhere to UMCPF guidelines and policies.

#### Benefits

- Tax deductible gifts\* may be accepted into the College Park Foundation established on behalf of the Club.
- Account funds are continuous from year to year.

#### Intended Use of Accounts

- Supplement large-scale travel such as national events; safeguard the club from University budget cuts
- Large purchases such as boats, uniforms, and equipment. Please note that all items and equipment purchased via a UMCPF account become the property of University Recreation and Wellness for the use of specific club.

#### Establishing & Maintaining an Account

- Contact the Assistant Director – Club Sports to discuss the club's need for a College Park Foundation Account.
- Contribute (from club checking account) or solicit a gift of \$1,000 or greater to establish an account.
- \$1,000.000 minimum balance must be maintained to spend from the account.

#### Deposits to an Account

- Donations/Gift Forms can be delivered to the Club Sports Office or the UMD Development Office.
- Some foundation accounts can accept online donations. Donors are encouraged to visit the Club Sports website for additional information.

#### Account Statements

- Statements will be received by the Assistant Director – Club Sports and/or University Recreation & Wellness Director on a monthly basis
- The Assistant Director – Club Sports will make those statements available to club officers upon request.

#### Disbursements from an Account

- All gifts will be held in the Foundation Account until a club requests the funding for use. The club officers will then provide the Assistant Director-Club Sports with a detailed purchase request form. The Assistant Director-Club Sports will then make the purchase and request reimbursement from the Foundation Account.

#### Stewardship and Recognition

- All gifts will require a follow up thank you note from the Club Sports President or Fundraiser/Finance Chair/Treasurer. University Recreation & Wellness will provide letter head, cards, and postage upon request.
- Gifts at \$1,000 or higher will receive thank you notes from the club and the University Recreation & Wellness Director.
- Gifts at \$5,000+ will receive thank you notes from the club, University Recreation & Wellness Director, and Vice President of Student Affairs.
- Any gift over \$5,000 will be added to the Club Sports giving banners in the lobby of the Eppley Recreation Center.

*\*Gifts in support of the University of Maryland are accepted and managed by the University of Maryland College Park Foundation Inc., an affiliated 501 c(30) organization authorized by the Board of Regents. Gifts are tax deductible as allowed by law.*

## TRAVEL

### GENERAL REGULATIONS

Club Sports travel regulations are designed to promote the safety of all club members while traveling to and from Club Sports competitions. Club Sports may travel to participate in events and tournaments held in the Mid-Atlantic region (a radius of 300 miles from the University of Maryland). Exceptions to this policy may be requested ONE time per semester (in addition to qualifying national competition held outside the Mid-Atlantic region). If that request is denied, travel will be limited to the Mid-Atlantic region.

All Club Sports travel must be approved in advance by the Club Sports professional staff, whether or not the club intends to use RecWell /SGA funds to travel. If the Club Sports staff does not approve the travel, the club may NOT travel on its own. The event/tournament host will be notified that the University of Maryland club is not approved to participate.

Only those club members, coaches, and advisors who have current *Club Sports Release and Informed Consent/Club Sports Code of Conduct Form* on file and are listed on the Club Sports roster will be approved to travel. No guests, friends, family members, or others will be allowed to travel with the club. All travelers must be listed on the *Travel Report*. In the event that a club is found to have traveled without University Recreation & Wellness approval, or has taken a coach, club member or non-member not listed on the travel roster, the club may be suspended from the Club Sports program and the club officers may be referred to the Office of Student Conduct. The use of alcohol and/or illegal drug use is NOT permitted while participating in Club Sports activities including travel. Club Sports travel includes but is not limited to travel to and from games/practices, overnight stays during travel, and before/after the competition. Abuse of this policy will lead to disciplinary action including suspension of the club and/or members, after appropriate due process by University Recreation & Wellness and/or the University of Maryland Office Of Student Conduct.

Trips may be cancelled or adjusted at the discretion of the Club Sports professional staff in the event of severe weather or unsafe travel conditions.

## TRAVEL REPORT

A *Travel Report* is required for all club away competitions. Club members can access the *Travel Report* by logging into their respective club on the club directory page. A *Travel Report* must be submitted online by 11:59pm the Monday prior to the date of departure, regardless of the mode of transportation or source of funds. The following information is required on the *Travel Report*:

- Purpose and destination of trip
- Name and phone number of contact at tournament/event site
- Hotel information (if needed)
- Names of club members traveling and emergency contact name/phone number for each
- Name of each driver (at least 2 per vehicle when traveling more than 4 hours)
- Passengers traveling in each vehicle
- Name of trip leader (person responsible for the trip) and a cell phone number
- Time of departure from College Park and rendezvous point (ERC or Ritchie)
- Estimated time of arrival at tournament/event site
- Time of departure from tournament/event site
- Estimated time of arrival in College Park
- Approximate mileage
- Name and phone number for hospital nearest the tournament/event site

Clubs are required to travel as a club. In the event that a member of the club is unable to travel with the club, they should be placed in their own vehicle on the *Travel Report*. If the club member is travelling with their parents, their travel itinerary must be listed in the notes section of the *Travel Report*.

To ensure that the member rosters are up to date prior to completing a *Travel Report*, clubs must turn in any new paperwork by 4pm on the Monday prior to travel so that Club Sports staff may update the online member rosters. Vehicle requests are also due on Monday at 4pm (the sooner the better). *Travel Reports* are due by 11:59pm on the Monday prior to travel. The notes section of the report can be utilized to convey any additional information to the Club Sports professional staff that may not fit in the online form elsewhere.

## TRIP LEADERS & TRAVEL MEETINGS

At least one club member (student) must be designated as the Trip Leader. The Trip Leader is responsible for insuring that all Club Sports members are aware of and abide by important travel safety regulations while on an approved Club Sports trip. The Trip Leader is responsible for notifying the Club Sports professional staff immediately of any changes to the approved *Travel Report* (who is traveling, itinerary, or travel route) and any accidents/incidents that occur while traveling, at the event or at the hotel. The Trip Leader must attend a Travel Meeting to receive the travel binder and sign the travel document agreeing to take on the responsibilities of a trip leader. Travel meetings are held every Tuesday from 3pm-4pm in the Club Sports Office.

### **Trip Leader Responsibilities**

The Trip Leader can be any student member of the club, however he/she must commit to upholding the following responsibilities for each trip that he/she leads:

- Adhere to the trip itinerary submitted through the *Travel Report Form*.
- Understand and agree to enforce University Recreation & Wellness travel policies for the duration of this trip.
- Report any accidents, incidents, and/or violations of Club Sports policy.
- Return all trip materials to University Recreation & Wellness on the next business day following the club's scheduled return including *all* hotel receipts. Failure to return trip materials will result in a \$50 administrative fee.

Failure to attend the Travel Meeting and fulfill the responsibilities listed above will result in the following:

- First violation: \$50 fine
- Second violation: \$100 fine. Additionally, the club is placed on probation and will not be permitted to travel until after a scheduled meeting with the Club Sports professional staff.
- Third violation: The club will be suspended from all travel including any regional or national tournament they may have qualified to attend until after a scheduled meeting with the Club Sports professional staff.

### **TRIP REGULATIONS**

- Clubs must adhere to the travel itinerary submitted to, and reviewed by, the Club Sports professional staff. Changes to the initial itinerary must be communicated to the Club Sports professional staff prior to deviation. Depending on travel or traffic concerns, the Club Sports professional staff may require adjustments to the travel itinerary to ensure the safety of the travelers.
- All passengers must be authorized to participate in Club Sports activities (members, coaches, advisors) and listed on the approved *Travel Report Form*. No guests, family members, friends, or others who are not authorized to participate/travel. This includes private vehicles.
- Club members must travel in vehicles exactly as designated on *Travel Report Form*.
- Each passenger must have and wear a seat belt.
- Club Sports members are not allowed to drive 12-passenger or 15-passenger vehicles.
- Only approved and designated drivers may drive.
- All vehicles must be used exclusively for travel to/from the event, lodging, meals, or to seek medical treatment for injuries. They may not be used for personal business or pleasure; clubs are NOT permitted to detour/sightsee.
- When using multiple vehicles, all vehicles must depart at the same time and travel together. All vehicles must follow the same travel route and stop as scheduled.
- Luggage must be packed so that the driver's view is not obstructed.
- The front seat passenger in each vehicle must take responsibility for reading maps, controlling the GPS (if applicable), providing directions to the driver, changing the radio stations or temperature, assisting with vehicle maneuvering as needed (e.g. to park in a difficult spot), controlling the passengers, and staying awake, so the driver can concentrate on driving.
- All other passengers must behave in a manner that does not distract the driver.
- While driving, a rest stop of no less than 15 minutes must occur every 2.5 hours.
- No single driver may drive for more than 4 hours consecutively. If the driver is sleepy, switch immediately.

- No travel may occur between the hours of 12am and 6am.
- Club members and coaches shall NOT consume alcohol or use drugs at any point in the trip

These travel regulations are designed to protect the safety of participants. On an approved Club Sports trip, all travelers must abide by them. Failure to comply with these regulations may result in penalties for the entire club, up to and including suspension of the club from the Club Sports program.

## **TRANSPORTATION**

Under guidelines enacted by the University of Maryland, each Club Sports member who drives a University-owned vehicle or any other vehicle for club purposes must submit a driving form for review and be added to the list of Club Sports members on our special code of drivers with Maryland licenses at the Division of Driver Records, Motor Vehicle Administration. This special code allows us to receive any changed information (address, name) or violations (tickets, suspensions) to the club member's record for as long as he/she remains a member of a Club Sports.

Policy requirements are as follows:

- Each Club Sports member who intends to drive a University vehicle or other vehicle for club purposes must have a driving record on file at the time the Club Sports member is designated a driver for the Club Sports team. Drivers licensed in the state of Maryland will undergo a driving record review by the Division of Driver Records, Motor Vehicle Administration.
- Any Club Sports member whose driving record shows an accumulation of six (6) or more points, shall not be allowed to operate a University-owned vehicle or be named a designated Club Sports driver for any vehicle until the accumulated point total is reduced below four (4).
- Once the driving record is received and approved, each Club Sports approved driver has the responsibility to report to the Assistant Director-Club Sports the accumulation of six (6) or more points for moving violations, as well as the suspension or revocation of his/her license.
- Any Club Sports member whose driver's license is suspended or revoked shall not be allowed to operate a University vehicle or be named as a designated Club Sports driver of any vehicle during the period such suspension or revocation is in effect.
- Any Club Sports member who knowingly operates a University vehicle or is the designated Club Sports driver in any vehicle while his/her license carried six (6) or more points or is suspended or revoked will be subject to disciplinary action up to and including dismissal from the University for willful misconduct.

## **Driver Responsibilities**

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

- Inspect the tires and adjust the seat and mirrors before starting the vehicle.
- Ensure that the vehicle is not driven if there is a mechanical problem.
- Ensure luggage is packed so that the driver's view is not obstructed.
- Make sure that he/she is comfortable with the size of the vehicle.
- Ensure that all passengers are in their seat belts prior to departure.
- Focus on driving. Do not change the radio station, adjust the temperature, talk on cell phones, text message, etc. The front seat passenger is responsible for those items.
- Obey all traffic, parking, and safety laws, including the speed limit. Drivers assume responsibility for all traffic and parking tickets. Report all traffic and/or parking violations to the Assistant Director-Club Sports within 24 hours of return to campus.
- Keep a safe following distance.
- Drive defensively - be prepared for the unexpected.
- Stop for fuel when the fuel gauge drops below 1/4 full.

- Use caution when traveling or stopping on unpaved surfaces to avoid getting stuck.
- Reduce speed in rain, fog, snow, or ice. Change drivers often. Pull over if conditions are too hazardous for safe driving.
- Ensure a rest stop of no less than 15 minutes must occur every 2.5 hours.
- Do not drive for more than 4 hours consecutively. If the driver is sleepy, switch immediately.
- Ensure no travel occurs between the hours of midnight and 6:00am unless otherwise authorized by the Assistant Director-Club Sports.

## **Mode of Transportation**

Clubs are responsible for adhering to the travel itinerary and vehicle assignments submitted with their *Travel Request Form*, in addition to the vehicle guidelines listed below.

### Motor Pool Rentals

If a club would like to rent 7-passenger van(s) for a trip, the Club Sports professional staff will reserve them through University Motorpool. Clubs must complete the *Vehicle Request Form* by 4pm on the Monday prior to the week of travel. On the *Travel Report*, clubs will be required to include the approximate time and date of the pickup/drop off, list of approved drivers, and number of vehicles requested. In the event that Motorpool rents Enterprise vans to Club Sports, a regular occurrence, 21+ year old drivers are required. Club Sports may not use 12 or 15 passenger vans for travel. Vans reserved through Motorpool cost \$182.01/van/weekend. Motorpool vans cannot be rented by the day, however extra days would be 1/3 of the weekend rate. Additional charges are administered to the renting club based on late returns or inadequate gas refill. Motorpool closes at 4pm on Friday.

For out of region trips, clubs may request vehicles to be picked up at an airport location. Unless otherwise authorized, clubs are not allowed to make reservations on their own. In most cases, University Motorpool will make the reservation with Enterprise or Avis. All drivers must be over 21 years of age. Different vehicle sizes are available. Clubs must complete the *Vehicle Request Form* as soon as possible after they receive their airline bookings. The total costs varies; clubs should budget around \$300/vehicle/weekend.

### Personal Vehicles

It is the responsibility of the club officers to make sure that the owner of any vehicle used for club purposes has adequate automobile insurance coverage, including third-party liability. The University of Maryland assumes no responsibility for the use of private vehicles. Friends or relatives are not allowed to travel with club members. Only approved travelers may ride in the vehicle. The owner of the vehicle assumes liability for everything that happens to and in that vehicle. There will be no mileage reimbursements for private vehicles. Clubs can choose to reimburse drivers of private vehicles with the club's checking account.

### University Recreation & Wellness Truck

Club Sports that trailer capital items for repair or competition may reserve a University Recreation & Wellness Truck. All reservations must be submitted through the University Recreation & Wellness Equipment and Operations Manager. When reserving the truck, clubs must communicate specific pick-up and return times. After use of the vehicle, clubs are responsible for cleanup and completing the mileage record log located in the vehicle.

### UMD Charter Bus (DOTS)

The only option for a bus rental is through the UM Department of Transportation Services. To request a Charter Bus through DOTS, a club must fill out the request form on the DOTs website. The Charter Service Manager, [charterum@umd.edu](mailto:charterum@umd.edu), will assist the club in securing a charter bus for any event. In the event a University bus is not available, the Charter Service Manager will secure a bus through an outside charter service. Contracts for bus services may not be signed by club officers; please forward all contracts to the Club Sports professional staff for approval. Please see the DOTS website for more information: <http://www.transportation.umd.edu/events.html>

### Flights

Club Sports that need to make flight reservations must be in contact with the Club Sports professional staff. All flight arrangements MUST be made through the University travel agents. Clubs are required to travel on the same flight. On occasion, seat availability and cost efficiency will split the travelers into two groups. Preferred flight dates/times and an accurate roster of attendees must be provided to the Club Sports professional staff through the electronic form available on the Club Sports website. Clubs are responsible for all applicable change and cancellation fees.

## LODGING

Clubs wishing to book hotel accommodation may do so in one of two ways:

1. Using a personal credit card and then have the club reimburse the individual using funds from their club checking account.
  - a. Be sure to include hotel details in your Travel Report. There are no additional steps.
2. Using RecWell Funds. Clubs cannot use SGA Funds to pay for lodging. To use RecWell Funds follow these steps and policies:
  - a. Try Expedia.com to find the hotel you would like to book.
    - i. Only include hotels & room rates that offer free cancellations.
  - b. Once you found the hotel you would like to book, complete the Hotel Booking Request Form. DO NOT complete the reservation! The reservation will be made by RecWell.
  - c. The Club Sports Office will email you a confirmation before your trip.
  - d. Be sure to include hotel details in your Travel Report.
  - e. You are not allowed to use RecWell Funds for guests (ie: non-club members). Use a personal credit card and reimburse that person with funds from your Club Checking Account.

To ensure positive relations with hotel management and discourage the abuse of rooms, University Recreation & Wellness allows a maximum of four (4) club members in a typical hotel room. Clubs are required to get as many rooms as needed to properly house the participants (example – if 25 members plan to attend a trip, the club would need to reserve 7 rooms).

## OUT-OF-REGION TRAVEL & NATIONAL COMPETITIONS

All travel which falls outside of a 300 miles radius from College Park must be approved by the Assistant Director-Club Sports and the Director of University Recreation and Wellness. PRIOR to making any commitments or out of region travel arrangements, the club MUST receive approval or face the possibility of not being permitted to attend the event. Requests must be submitted as far in advance as possible, at least 4 weeks before the travel date. Club officers are encouraged to schedule a meeting with the Assistant Director-Club Sports when they first begin considering travel outside of 300 miles. This will allow for a discussion about attending the event and insure that all required information is submitted with the request. University Recreation & Wellness reserves the right to impose additional travel regulations for such travel.

### Out-of-Region

An Out-of-Region trip is defined as a competition that does not include a qualification process. National tournaments or events that are open to any club willing to travel will be considered out of region travel. University Recreation & Wellness funds cannot be used to pay for out-of-region trips.

### Nationals

A national competition is defined as an event that clubs must competitively qualify for in order to attend. When a club qualifies for a national event by winning a regional or sectional event, a request to travel must be made immediately to the Assistant Director-Club Sports, especially if requesting funding assistance. University Recreation & Wellness fund may be used towards qualifying Nationals.

## Request Procedures

Clubs wishing to compete outside the 300-mile radius of campus must complete the *Out of Region/Nationals Request Form*. This form will request the following information:

- The club name, contact information and number of participants.
- Quality of the event – potential for valued experience, reason for attending.
- Method of qualification (if it is a Nationals request).
- A detailed itinerary of the event and specifics leading up to the event.
- A comprehensive breakdown of the designated funding source and the trip costs including travel, lodging, participation fees, and food expenses.
- A list of funds raised for event; evidence that the club has been raising/saving money for the event.
- Any necessary supporting documents (quotes for lodging, participation invoices etc.)

The Director and the Assistant Director-Club Sports will consider the following before approving any Out-of-Region/Nationals requests:

- Club's records and compliance with University Recreation & Wellness regulations – must be in good standing with University Recreation & Wellness
- Quality of the event – potential for valued experience, reason for attending
- Location of the event
- Options for safe travel to the event and safety of the event
- Cost to the club and cost to individuals
- Number of club members who will participate in the event vs. the number that will not
- Number of opportunities for participation at the event (example: number of competitions)
- Trip duration (round-trip from the University of Maryland) and time away from the University
- Impact on academic mission of the University

Clubs will be contacted regarding the status of the Out-of-Region/Nationals requests. No assumptions can be made that requests have been approved, even if the club participated in the event in a previous year. Please keep in mind that not all Nationals or Out-of-Region travel requests will be approved. Clubs can submit one (1) Out of Region request per semester, not including a qualifying Nationals request (if applicable).

## **LETTERS TO INSTRUCTORS/CLASS NOTIFICATIONS**

Clubs may request that a notification to inform faculty of an approved Club Sports event. The letter will verify members of the club who are scheduled to travel and the dates of travel. It will indicate that each individual will be responsible for any missed class time and work assignments. This is NOT an excused absence. The decision to excuse a student from classes will be made by the professor/instructor. Clubs must submit all names at least one week in advance if such letters are needed.

# **FACILITIES & EQUIPMENT**

## **CONTRACTS/AGREEMENTS**

All contractual agreements by Club Sports for competition or for any other purpose must be made in the name of the Club Sports and NOT in the name of University Recreation & Wellness or the University of Maryland. Any agreement entered into by a club is NOT binding upon University Recreation & Wellness or the University of Maryland. No club may enter into an agreement without prior approval from the Assistant Director-Club Sports. Individuals signing such contracts without approval can be held personally liable for financial commitments.

## **FACILITY RESERVATION AND USE**



Recognized Club Sports are eligible to use designated University Recreation & Wellness facilities, for sporting events/competitions, practices, and meetings, free of charge. All other student organizations and outside reservations are charged a fee to use our facilities. Clubs are prohibited from holding 'informal' practices in University Recreation & Wellness facilities. If it is determined that a club has congregated with the intention, or with effect of, monopolizing a space otherwise designated for informal recreation, the club will be subject to disciplinary action. University Recreation & Wellness reserves the right to cancel facility reservations. The Club Sports professional staff may make arrangements for clubs to use other facilities, on or off campus, if necessary.

### **Semester Requests**

Each semester, clubs will request practice and competition facility space for the upcoming semester. For example, Spring 2021 requests are due at the end of Fall 2020. Prior to the start of each semester, a PDF will be provided to the club. The PDF includes all of an individual club's confirmed practice and event reservations. Clubs are encouraged to reference the PDF throughout the year, as not all requests are granted. If a reservation is not listed on the PDF the club does not have the space reserved; clubs are responsible for communicating the cancelled practices to their members.

### **Requesting Additional Space**

Once the schedule is out, additional facility space may be requested through the Club Sports professional staff. Additional space should be requested at least two weeks in advance. All requests for University Recreation & Wellness facility spaces must be made using a *Facility Request Form*.

### **Club Meeting Space**

The Club Sports Office, Multipurpose Room, Student Board Room and Wet/Dry Classrooms in the Eppley Recreation Center may be reserved for club meetings. The Club Sports Office and Student Board Room may be requested with 1-2 days notice, other rooms must be requested 1 week in advance. All requests for University Recreation & Wellness meeting spaces must be made using a *Facility Request Form*. STAMP meeting rooms and some academic classrooms are available free-of-charge for registered student organizations.

### **Canceling Reservations**

When a club does not use an assigned facility space, that space goes unutilized. Due to high demand and for University Recreation & Wellness's active Club Sports program, the space could have been utilized by another sport club, another student organization or outside group. Whether it is a practice or home event, clubs have been instructed to notify the Club Sports professional staff in advance of cancelling a practice or home event.

Practices- Clubs should contact the Club Sports professional staff via email by Noon on the day of the practice and include a note in the weekly *Activity Report*. There is no penalty for canceling practice, however if a Club Sports representative shows up to a scheduled practice and the club is a no-show, a warning is applied on the 1<sup>st</sup> violation, a \$150 fine will be assessed on the 2<sup>nd</sup> violation, and the club will be placed on probation if a 3<sup>rd</sup> violation is necessary. A no-show is when a club cancels practice without proper notification to Club Sports professional staff prior to Noon on the day of the practice.

Home Events- If a club has to cancel a weekend home event, they must inform the Club Sports professional staff ASAP. Clubs must cancel home events two weeks in advance to avoid a \$150 fine. Exceptions will be made if a visiting team canceled on the club last minute. Fines will not be administered for cancellations due to weather.

### **Youth & Minors**

Clubs are not allowed to host youth clinics or events. If minors (under the age of 18) will be participating in a Club Sports home event, they must have a parent or guardian present at the event and sign a consent form specific to the event (available through the Club Sports Office).

### **Facility Charges**

If a club plans to host an event that meets any of the following criteria, a rental fee will apply

- The event is co-sponsored with any organization other than another University Recreation & Wellness Club Sports or University Recreation & Wellness program area.
- The event is generating money that will go anywhere other than a University Recreation & Wellness or Club Sports account. For example, charity fundraisers will fall under this criteria.

The Student Organization Rate is charged for these rentals. Other fees may apply depending on event needs.

## Facility Use

Clubs should reference the *Facility Use Policies and Best Practices* document available on-line.

## Weather

University Recreation & Wellness can cancel activity due to inclement weather conditions before and during a scheduled event. Clubs should use discretion if they feel that their activity might damage the field, even if play is permitted.

Any damage or problems regarding assigned facilities/cancellation of reservations MUST be reported immediately to the Club Sports professional staff. Clubs found to be damaging facilities or equipment will be charged for repairs and subject to program sanctions.

## HOME EVENTS

Club events range between a dual meet (UMD vs. 1 team) and a regional tournament (10+ teams). Some events may require additional preparation, support staff, rentals, or equipment. Therefore, it is important to begin planning events as soon as possible.

The *Home Event Management Form* is due on Sunday at midnight, the week before the scheduled event. This form includes essential event details that should be communicated to University Recreation & Wellness, specifically: event type, game schedule, number of participants, additional equipment needs, field lining, key check out, concessions and event timeline. Clubs can request use of tables, chairs, canopy tents, field cones, water jugs, scoreboards, extension cords, floor tape (\$8/roll) and trash bags. If a club is hosting an event with more than 2 visiting teams, an EMT or Athletic Trainer is required to be present. Clubs can contract EMTs or Athletic Trainers through the College Park Volunteer Fire Department or local Athletic Training Companies.

## Visiting Team Guide

A *Visiting Team Guide* is available for clubs to provide to teams who are attending their home events. The guide includes useful information about University Recreation and Wellness facilities, Club Sports policies, and the College Park area. The *Visiting Team Guide* is available as a link that be sent to any Club.

## Additional Resources

Club Sports are not charged for use of University Recreation & Wellness equipment, but some events will require additional resources. Below are some resources for the club during event preparations:

### Pricing Estimates for Staff

- Housekeeping: \$43/staff-hour (\$30/staff-hour for some groups)
- Electrician: \$45/staff-hour
- Police: \$56/officer-hour, \$22/aide-hour
- Special Event Staff: \$25/staff-hour
- EMTs: \$20/staff-hour – Clubs should contact College Park Fire Department

### Pricing Estimates for Facilities Management Rentals

- Rental: \$10/5' round table; \$7.50/6' rectangular table; \$1.25/chair
- Labor: estimate 4 hrs @ \$33.22/hr = \$132.88 (Overtime rate is \$45.35/hr (x 4 hrs = \$181.40)

- FM Admin charge: 10% of Rental & Labor total
- Always drop-off Friday @ 4pm, and pickup Monday

## **EQUIPMENT & APPAREL**

All equipment or club apparel purchased with RecWell or SGA allocated funds becomes the property of the University of Maryland/State of Maryland. Capital items valued at over \$1000 purchased with club checking account funds or donated to the club also become state property.

### **Inventory**

Clubs must maintain a detailed inventory of all club equipment and apparel (jerseys, pennies, uniforms, etc.), no matter how it is purchased or acquired. Personal items, including, but not limited to, swim suits, mouth guards and UnderArmour apparel purchased by individual members should not be reported. Club inventories are submitted twice a year as requested by the Club Sports professional staff. The inventory must be submitted on the designated report form. The report form includes:

- Inventory Item, # of Items, Description, Condition
- Year Purchased
- Storage Area, Summer Storage Area
- Cost Per item, Total Cost, Account used for Purchase

### **Audits**

The Club Sports professional staff may audit a club's state owned equipment at any time, to check that each item is accounted for. Lost or damaged state owned equipment or apparel will be replaced with club (checking account) or personal funds.

### **Storage**

Items purchased for individual use or with personal funds are not allowed to be kept in storage areas, cabinets, closets or boxes provided by University Recreation & Wellness. This includes, but is not limited to, swim suits, mouth guards and UnderArmour apparel. Due to limited space, Club Sports professional staff reserve the right to limit the amount of storage space allocated to each club.

### **ERC Club Sports Equipment Cage: Temporary/Off-Season Storage**

Unless otherwise authorized, the ERC Club Sports Equipment Cage is designated for temporary storage only. Equipment stored in the ERC Club Sports Equipment Cage is strictly controlled. Members may drop off or pick-up club equipment and apparel (jerseys, pennies, uniforms, etc.) stored in the cage by appointment only at the beginning and end of each semester. Access to the cage is not allowed throughout the semester. When dropping off equipment, members must bring with them an updated version of their inventory report. Items stored in the cage will be noted and the member must sign to the accuracy of the report. The inventory report will be kept on file with the Club Sports professional staff until the equipment is picked up, at which time everything that was dropped off must be picked up again.

### **Discarding Old Equipment/Apparel**

Due to limited space, the Club Sports Program will not store club items which are not being utilized. Before discarding any state owned equipment or apparel, clubs must contact the Club Sports professional staff. State owned equipment must be sold through Terrapin Trader. A portion of the proceeds will be returned to the club. In some cases, the Assistant Director-Club Sports may deem items to be in a condition that is unsellable. These items will be discarded or donated.

## **Equipment Management**

It is recommended that each club elect/appoint an Equipment Manager. Duties may include: updating the Inventory Report and inventorying club equipment and apparel at least twice a year, recommending equipment purchases, retiring old equipment and monitoring/controlling club equipment.

It is recommended that the Equipment Manager check in/out uniforms and equipment to individual members by having members sign an agreement. This will ensure that the club members losing or damaging equipment or apparel are held accountable rather than the club treasury.

Labeling each equipment item with a permanent marker or other means indicating the name of their club and the year the equipment was purchased is recommended. For example, Men's Basketball could write 'M Bball-20' on a basketball which was purchased in 2020.

### **Capital Items & Donations**

Before new capital items (valued at over \$500) are donated or purchased with club checking account funds, clubs must first communicate with the Assistant Director-Club Sports to ensure the University has adequate storage facilities, insurance, etc.

### **Purchases**

If clubs wish to purchase new equipment with SGA or RecWell funds they must complete an online Purchase Request Form, available on the Club Sports website. The Assistant Director-Club Sports may ask follow-up questions based on the clubs current inventory and purchase history.

## **WEAPONS**

University of Maryland Club Sports who use implements that are, or could be considered, weapons (swords, sabers, foils, nun chucks, paintball markers, wooden staffs, etc) should be aware that weapons on-campus is a large concern of administrators, police, and the general public. As such, all weapons may only be used during a club sponsored event. Weapons should always be transported in a carrying case and should not be on display in any residence halls, building hallways, or outside of club activities for any reason. Any club that fails to abide by this policy will be subject to sanctioning.

## **LAUNDRY SERVICE**

To assist in the organization and efficiency of the club laundry process, the following policies and procedures have been established.

- All clubs are eligible for laundry service – so long as the following policies and procedures are adhered to.
- All clubs interested in utilizing laundry service must agree to and sign the Club Laundry Policy and Procedures document annually.
- Once signed, clubs will be issued one mesh bag for their use. In situations in which more bags are needed, the Club Sports professional staff has the discretion to issue multiple bags. This is the ONLY bag that will be accepted at Equipment Issue. If the bag is lost or damaged, the club will need to pay \$10 to replace the bag.
- Do not fill bags more than  $\frac{3}{4}$  of the way full. Overfilling bags will lead to the laundry not being cleaned properly.
- All clubs must drop off their laundry in the approved mesh bag by Tuesday at 5pm.
- University Recreation & Wellness Staff will not open the bag - club laundry will not be picked through or sorted. It will be washed as 1 bag per load, and dried in the same manner.
- Laundry will be ready for pickup at 8am on Friday mornings. There is no guarantee that laundry will be completed before 8am on Friday.
- University Recreation and Wellness is not responsible for any lost or damaged items.

# RECOGNITION

## END OF THE YEAR BANQUET

The End of Year Awards Banquet is held annually in May to celebrate the accomplishments of each club. Officers and selected club members are treated to a catered dinner, an awards presentation and a program gift, as they look back at the year's successes and achievements.

### Submitting Photos and/or Video Clips

The end of year slideshow is an annual tradition that showcases each club's members and events. Each club is encouraged to submit a variety of photos or video clips to be included in the slideshow. All submissions should be uploaded to the designated location by May 1 to ensure inclusion in the slideshow.

## AWARDS

To make this end of year celebration a true reflection of the year, all club members are invited to submit awards nominations, photos, and video clips. There are six (6) different awards for which clubs may nominate themselves or others:

### Terrapin Community Award

This award is presented to the club that demonstrates the highest level of "giving back" to the University community. Ways clubs may choose to "give back" might include community involvement such as demonstrations for other organizations, participation in community service events as a club, or active involvement in campus wide initiatives such as Maryland Day or Family Weekend.

### Coach/Instructor of the Year

This award is presented to the Club Sports program's most outstanding coach or instructor. Clubs nominate their coach or instructor by explaining what makes that person an outstanding coach/instructor.

### Athletic/Competitive Achievement Award

This award is presented to the club with the most outstanding athletic or competitive achievement.

### Fundraising Award

This award is presented to the club whose fundraising success has allowed for club growth.

### Spirit of Club Sports Award

This award is presented to the individual that best represents the spirit of Club Sports – the person that encourages involvement, increases morale, and is a true leader.

### Club of the Year

This award is presented to the club that has demonstrated the highest degree of organization and commitment to its members, the department, and the University.



# APPENDIX A

## Universal Precautions

- Universal Precautions is a method of infection control in which ALL human blood, tissue, and other potentially infectious materials are treated as if known to be infectious for HIV, HBV and other blood borne pathogens.
- Universal precautions are intended to prevent occupational exposure to human blood. The routes of transmission for occupational exposure are 1) contact with broken skin, 2) splash to mucous membrane of the eye, nose, or mouth, or 3) puncture of the skin with a sharp object. Under circumstances in which differentiation between body fluid types is difficult or impossible, all body fluids shall be considered potentially-infectious materials.

### Universal precautions include the following practices:

- Wear gloves when touching human blood or other potentially-infectious material or surfaces soiled with them. Remove gloves when they become torn or contaminated.
- Wear masks and protective eyewear whenever splashes, spray, or spatter of blood or potentially infectious materials are likely to occur, to prevent exposure of mucous membranes of the mouth, nose and eyes.
- Wear protective suits, gowns, or aprons during procedures that are likely to generate splashing of potentially infectious materials.
- Wash hands and other skin surfaces immediately following contact with human blood or other potentially-infectious materials. Use tongs or forceps if possible.
- Use appropriately-labeled and constructed containers for disposal, storage, and transport of any potentially-infectious material.
- Employees responsible for first aid providers must cover skin lesions and wear gloves when treating patients or when handling health-care equipment.
- Do not eat, drink, apply cosmetic or lip balm, smoke, or handle contact lenses in work areas where there is likelihood of occupational exposure.
- Do not keep food and beverages in refrigerators, freezers, shelves, cabinets, or on countertops where human blood or other potentially-infectious materials are present.
- Use extreme care when handling sharp objects such as needles, razors and scissors. Needles should not be recapped, bent, broken or otherwise manipulated by hand. Disposable sharps must be immediately placed into a puncture-proof sharps container after use. Sharps containers must be puncture-resistant, labeled or color coded as bio hazardous material, and leak proof on the sides and bottom.
- Athletes may not compete at any level of competition if wounds have not been treated and covered.
- Athletic personnel with exudative lesions, open wounds or weeping dermatitis should avoid situations where they may come into contact with potentially infectious materials.
- The use of common towels or water bottles is discouraged because they may become contaminated with potentially infectious body fluids. Although transmission of HIV in saliva is extremely unlikely, dental or oral injuries increase the potential for transmission of blood borne pathogens.

In the athletics environment, universal precautions should be utilized during the immediate control of bleeding and when handling bloody dressings, mouth guards, and other articles contaminated with human blood or other potentially-infectious material. The use of appropriate gloves of the examination, cleaning and dress of wounds is required. Gloves must be available for all athletic events, training sessions and physical therapy sessions. Other personal protective equipment (*goggles, masks, face shields, fluid-resistant aprons*, etc.) must be available and used as needed, if there is a possibility for splashing or aerosolizing of human blood or other potential-infectious material.

## Community-Associated MRSA

The Centers for Disease Control and Prevention (CDC, visit <http://www.cdc.gov/> for more information) has received inquiries about infections with antibiotic-resistant *Staphylococcus aureus* (including methicillin-resistant *S. aureus* [MRSA]) among persons who have no apparent contact with the healthcare system. This fact sheet addresses some of the most frequently asked questions. (Released February 3, 2005)

### What is *Staphylococcus aureus* (staph)?

*Staphylococcus aureus*, often referred to simply as "staph," are bacteria commonly carried on the skin or in the nose of healthy people. Approximately 25% to 30% of the population is colonized (when bacteria are present, but not causing an infection) in the nose with staph bacteria. Sometimes, staph can cause an infection. Staph bacteria are one of the most common causes of skin infections in the United States. Most of these skin infections are minor (such as pimples and boils) and can be treated without antibiotics (also known as antimicrobials or antibacterials). However, staph bacteria also can cause serious infections (such as surgical wound infections, bloodstream infections, and pneumonia).

### What is MRSA (methicillin-resistant *Staphylococcus aureus*)?

Some staph bacteria are resistant to antibiotics. MRSA is a type of staph that is resistant to antibiotics called beta-lactams. Beta-lactam antibiotics include methicillin and more common antibiotics such as oxacillin, penicillin and amoxicillin. While 25% to 30% of the population is colonized with staph, approximately 1% is colonized with MRSA.

### Who gets staph or MRSA infections?

Staph infections, including MRSA, occur most frequently among persons in hospitals and healthcare facilities (such as nursing homes and dialysis centers) who have weakened immune systems. These healthcare-associated staph infections include surgical wound infections, urinary tract infections, bloodstream infections, and pneumonia.

### What is community-associated MRSA (CA-MRSA)?

Staph and MRSA can also cause illness in persons outside of hospitals and healthcare facilities. MRSA infections that are acquired by persons who **have not** been recently (within the past year) hospitalized or had a medical procedure (such as dialysis, surgery, catheters) are known as CA-MRSA infections. Staph or MRSA infections in the community are usually manifested as skin infections, pimples and boils, and occur in otherwise healthy people.

### How common are staph and MRSA infections?

Staph bacteria are one of the most common causes of skin infection in the United States and are a common cause of pneumonia, surgical wound infections, and bloodstream infections. The majority of MRSA infections occur among patients in hospitals or other healthcare settings; however, it is becoming more common in the community setting. Data from a prospective study in 2003, suggests that 12% of clinical MRSA infections are community-associated, but this varies by geographic region and population.

### What does a staph or MRSA infection look like?

Staph bacteria, including MRSA, can cause skin infections that may look like a pimple or boil and can be red, swollen, painful, or have pus or other drainage. More serious infections may cause pneumonia, bloodstream infections, or surgical wound infections.

### What should I do if I think I have a staph or MRSA infection?

See your healthcare provider.

### Are certain people at increased risk for community-associated staph or MRSA infections?

CDC has investigated clusters of CA-MRSA skin infections among athletes, military recruits, children, Pacific Islanders, Alaskan Natives, Native Americans, men who have sex with men, and prisoners. Factors that have been associated with the spread of MRSA skin infections include: close skin-to-skin contact, openings in the skin such as cuts or abrasions, contaminated items and surfaces, crowded living conditions, and poor hygiene.

### Are people who are positive for the human immune deficiency virus (HIV) at increased risk for MRSA? Should they be taking special precautions?



People with weakened immune systems, which include some patients with HIV infection, may be at risk for more severe illness if they get infected with MRSA. People with HIV should follow the same prevention measures as those without HIV to prevent staph infections, including practice good hygiene, cover wounds (e.g., cuts or abrasions) with clean dry bandages, avoid sharing personal items such as towels and razors, and contact their doctor if they think they have an infection.

#### Can I get a staph or MRSA infection at my health club?

In the outbreaks of MRSA, the environment has not played a significant role in the transmission of MRSA. MRSA is transmitted most frequently by direct skin-to-skin contact. You can protect yourself from infections by practicing good hygiene (e.g., keeping your hands clean by washing with soap and water or using an alcohol-based hand rub and showering after working out); covering any open skin area such as abrasions or cuts with a clean dry bandage; avoiding sharing personal items such as towels or razors; using a barrier (e.g., clothing or a towel) between your skin and shared equipment; and wiping surfaces of equipment before and after use.

#### Are staph and MRSA infections treatable?

Yes. Most staph and MRSA infections are treatable with antibiotics. If you are given an antibiotic, take all of the doses, even if the infection is getting better, unless your doctor tells you to stop taking it. Do not share antibiotics with other people or save unfinished antibiotics to use at another time. However, many staph skin infections may be treated by draining the abscess or boil and may not require antibiotics. Drainage of skin boils or abscesses should only be done by a healthcare provider. If after visiting your healthcare provider the infection is not getting better after a few days, contact them again. If other people you know or live with get the same infection tell them to go to their healthcare provider.

#### Is it possible that my staph or MRSA skin infection will come back after it is cured?

Yes. It is possible to have a staph or MRSA skin infection come back (recur) after it is cured. To prevent this from happening, follow your healthcare provider's directions while you have the infection, and follow the [prevention steps](#) after the infection is gone.

#### What should I do if someone I know has a staph or MRSA infection?

If you know someone that has a staph or MRSA infection you should follow the prevention steps below.

#### How can I prevent staph or MRSA skin infections?

Practice good hygiene:

- Keep your hands clean by washing thoroughly with soap and water or using an alcohol-based hand sanitizer.
- Keep cuts and scrapes clean and covered with a bandage until healed.
- Avoid contact with people's wounds or bandages. Avoid sharing personal items such as towels or razors.

#### If I have a staph, or MRSA skin infection, what can I do to prevent others from getting infected?

You can prevent spreading staph or MRSA skin infections to others by following these steps:

- Cover your wound. Keep wounds that are draining or have pus covered with clean, dry bandages until healed. Follow your healthcare provider's instructions on proper care of the wound. Pus from infected wounds can contain staph, including MRSA, so keeping the infection covered will help prevent the spread to others. Bandages and tape can be discarded with the regular trash.
- Clean your hands. You, your family, and others in close contact should wash their hands frequently with soap and water or use an alcohol-based hand sanitizer, especially after changing the bandage or touching the infected wound.
- Do not share personal items. Avoid sharing personal items, such as towels, washcloths, razors, clothing, or uniforms that may have had contact with the infected wound or bandage. Wash sheets, towels, and clothes that become soiled with water and laundry detergent. Use a dryer to dry clothes completely.
- Talk to your doctor. Tell any healthcare providers who treat you that you have or had a staph or MRSA skin infection.

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