

UNIVERSITY
of
CALIFORNIA

$\frac{19}{.}$ *Irvine* $\frac{65}{.}$

CLUBSPORTS

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ANTEATERS

HANDBOOK

## 2025-2026 ANTEATER CLUB SPORTS

*ARCHERY*  
*BADMINTON*  
*BASEBALL*  
*BOXING*  
*BRAZILIAN JIU JITSU*  
*CLIMBING*  
*CRICKET*  
*CYCLING*  
*DRAGON BOAT*  
*FENCING*  
*FIGURE SKATING*  
*KARATE*  
*KENDO*  
*ICE HOCKEY*  
*LACROSSE – MEN*  
*LACROSSE – WOMEN*  
*PICKLEBALL*  
*POWERLIFTING*  
*ROUNDNET*  
*ROWING - MEN*  
*ROWING - WOMEN*  
*RUGBY – WOMEN*  
*RUNNING*  
*SAILING*  
*SOCCER – MEN*  
*SOCCER – WOMEN*  
*SOFTBALL*  
*SWIMMING*  
*TABLE TENNIS*  
*TAEKWONDO*  
*TENNIS*  
*TRIATHLON*  
*ULTIMATE – MEN*  
*ULTIMATE – WOMEN*  
*VOLLEYBALL – MEN*  
*VOLLEYBALL – WOMEN*  
*WATER POLO - MEN*  
*WATER POLO – WOMEN*  
*WUSHU*

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## IMPORTANT CONTACT INFORMATION

(prefix = 949 unless otherwise listed)

|                                                    |                                                                                  |                  |
|----------------------------------------------------|----------------------------------------------------------------------------------|------------------|
| Yadira Soto, Competitive Sports Director           | <a href="mailto:sotoy1@uci.edu">sotoy1@uci.edu</a>                               | office: 824-7589 |
| Jordan Hunter, Competitive Sports Director         | <a href="mailto:jhunter3@uci.edu">jhunter3@uci.edu</a>                           | office: 824-6935 |
| Jessie Ku, Athletic Trainer                        | <a href="mailto:kuj1@uci.edu">kuj1@uci.edu</a>                                   | office: 824-2017 |
| Club Sports Athletic Training Office               | <a href="mailto:clubsportsat@uci.edu">clubsportsat@uci.edu</a>                   |                  |
| Competitive Sports Assistant                       | <a href="mailto:ucirvinecsa1@uci.edu">ucirvinecsa1@uci.edu</a>                   |                  |
| Competitive Sports Assistant                       | <a href="mailto:ucirvinecsa2@uci.edu">ucirvinecsa2@uci.edu</a>                   |                  |
| Competitive Sports Assistant                       | <a href="mailto:ucirvinecsa3@uci.edu">ucirvinecsa3@uci.edu</a>                   |                  |
| Competitive Sports Assistant                       | <a href="mailto:ucirvinecsa4@uci.edu">ucirvinecsa4@uci.edu</a>                   |                  |
| Competitive Sports Assistant                       | <a href="mailto:ucirvinecsa5@uci.edu">ucirvinecsa5@uci.edu</a>                   |                  |
| Competitive Sports Assistant                       | <a href="mailto:ucirvinecsa6@uci.edu">ucirvinecsa6@uci.edu</a>                   |                  |
|                                                    |                                                                                  |                  |
| Campus Recreation Services                         | <a href="mailto:campus.recreation@uci.edu">campus.recreation@uci.edu</a>         | 824-3738         |
| Student Life & Leadership Office(COVP)             | <a href="mailto:campusorgs@uci.edu">campusorgs@uci.edu</a>                       | 824-5181         |
| ASUCI Student Government Student Media             | <a href="mailto:accounting@studentgov.uci.edu">accounting@studentgov.uci.edu</a> | 824-2400         |
| New University Newspaper, Sports Editor            | <a href="mailto:sports@newuniversity.org">sports@newuniversity.org</a>           |                  |
|                                                    |                                                                                  |                  |
| UCI Campus Assault Resources & Education (CARE)    | <a href="mailto:care@uci.edu">care@uci.edu</a>                                   | 824-7273         |
| UCI Counseling Center                              |                                                                                  | 824-6457         |
| UCI Student Health Center                          |                                                                                  | 824-5301         |
| UCI Office of Equal Opportunity & Diversity (OEOD) | <a href="mailto:oeod@uci.edu">oeod@uci.edu</a>                                   | 824-5594         |
| Emergency                                          |                                                                                  | 911              |
| UCI Police Department (Non-Emergency)              | <a href="mailto:police@uci.edu">police@uci.edu</a>                               | 824-5223         |
| UCI Police Department (Suicide & Crisis Lifeline)  |                                                                                  | 988              |

### Mailing Address

“Name of Club Sport”

UC Irvine Campus Recreation

680 California Avenue

Irvine, CA 92697-4515

### Website

<https://www.campusrec.uci.edu/club/>

### Club Sports Online Management – Do Sports Easy(DSE)

<https://www.campusrec.uci.edu/club/sports.html>

## SECTION ONE: GENERAL PROGRAM INFORMATION

### Introduction

The University of California, Irvine Club Sports program is sponsored by the Department of Campus Recreation. The department's purpose is to provide sports, recreation and fitness programs, services and facilities to the campus community. The Club Sports Program is administered by staff members of Campus Recreation who offer professional guidance to the clubs. **Each club is formed, developed, governed and administered by the student membership of that particular club working in conjunction with the Club Sports Office and the Student Life & Leadership Campus Organizations. The key to the success of this program is student leadership, interest, involvement and participation.** Club Sports are governed by the same rules and regulations established for all recognized student organizations on the UCI campus and by those established by the Department of Campus Recreation.

This handbook is designed to inform club officers and club members of the policies, procedures, and guidelines to which each club must adhere in order to be recognized by the Department of Campus Recreation and sanctioned with UCI. Club Sports are subject to the rules and regulations of the University of California, Irvine, the Regents of the University of California, and the Department of Campus Recreation. **Situations involving club sport business or any activities that are not covered in this handbook should be referred to and discussed with the Club Sport Administrators. Information in the *Club Sports Handbook* is subject to change. New policies, procedures or changes/additions to existing policies or procedures made due to unforeseen circumstances during the academic year shall be deemed official even though not printed in this publication.**

All club officers are required to know the information contained in the Club Sport Handbook and the other documents to which this handbook might refer.

### Objectives of the Club Sport Program

University of California, Irvine Club Sports program provides a variety of sports for students to participate in and provides unique leadership and club management opportunities. Club sports are student-initiated and student-managed. Membership is open to all UCI undergraduate and graduate students. Club members are actively involved in determining the objectives and procedures of their club. The organizational and decision-making duties of each club are the responsibility of the members and their officers. The role of Campus Recreation is primarily advisory in nature in order to preserve student leadership and development.

### Definition of a Club Sport

A Club Sport is defined as a registered student organization that exists to promote and develop interest in a particular sport or physical activity. Club Sports are involved in competitive non-varsity intercollegiate sports. Club Sports are strictly voluntary. Involvement in a Club Sport enhances the student's college experience and contributes to the student's overall education. **Club Sports are officially recognized by the University through the Department of Campus Recreation and Office of Campus Organizations & Volunteer Programs. Membership and campus recognition requires all applicable University policies be followed for all Club actions and activities. Recognition is additionally contingent on adherence to University guidelines, risk assessment, and logistics management. Club Sports must be affiliated with a National Governing Body.**

## Role of the Competitive Sports Directors & Athletic Trainer

The Competitive Sports Directors act as advisors and resources for Club Sports leaders, helping with club operations. Staff responsibilities include ensuring university policies are followed, promoting safety, guiding financial practices, and supporting club activities. Clubs are given operational freedom as long as they comply with university rules and guidelines.

Club Sports Athletic Trainer (AT) works closely with the Sports Medicine Physicians at the UCI Student Health Center to set standards of practice and medical guidelines for participation. The AT provides medical care to club sport injuries at home events and during office hours for competitive clubs. The AT offers quality healthcare services including, but not limited to, first aid, rehabilitation services, injury prevention, and health education for athletes.

## Competitive Sports Assistants & Office

Each Sport Club is assigned a Competitive Sports Assistant which is a student manager who serves as the primary contact for questions and support. Clubs should meet with their CSA twice quarterly. Managers assist with travel logistics, compliance tracking, financial forms, home competitions, and more—open and frequent communication is strongly encouraged. CSA assists at home competitions with on-field issues and alongside Athletic Training Staff act as first responders in case of emergencies.

CSA office is located on the 2nd floor of the ARC. Each club sport will have an assigned pin code to access the CSA office to retrieve any club mail during ARC operating hours. CSA office is NOT a storage facility or space for any club sports.

|                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                      |                                                                                   |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| <p><b>Mail &amp; Copying Services</b></p> <p><b>The mailing address that should be used for all Club correspondence is:</b></p> <p><b>“Name of Club Sport”</b></p> <p><b>Anteater Recreation Center</b></p> <p><b>University of California, Irvine</b></p> <p><b>680 California Avenue</b></p> <p><b>Irvine, CA 92687-4515</b></p> | <p>Mailboxes for each Club Sport are provided in the Club Sports Office.</p> <p><b>Mailboxes should be checked at least once a month.</b></p> <p>Materials stored in mailboxes should be kept to a bare minimum.</p> | <p>Please contact CSA Printing Request minimum of 2 business days in advance.</p> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|

## Officer Responsibilities & Requirements

The responsibilities listed below should be considered guidelines and not a complete listing of the Officers’ duties. Anything pertaining to the relationship between the Club and Campus Recreation is the responsibility of the student officers. Each Club must elect, appoint or designate at least **three** responsible student representatives to perform the following duties:

1. Must be registered with Campus Organizations & Volunteer Programs, <https://www.campusorgs.uci.edu/>
2. Submit a current copy of the Club's constitution at the beginning of the Fall Quarter to the Club Sports Office and update the constitution for approval by the membership as needed.
3. Attend and participate in the officer training, allocation process, and the Club Sports quarterly meetings.
4. Submit and update all required forms and paperwork by indicated deadlines.

5. Serve as the liaison between the Club and the Campus Recreation Club Sport office. Communication is expected on every aspect of the club and is critical to the success of each club.
6. **Inform Club members and coaches** of all responsibilities and obligations and ensuring their compliance; includes ensuring completion of Online Participant Agreement.
7. Arrange facility reservations for Club functions (practice, competitions, meetings, fundraisers, etc.). Gain approval for all on and off-site activities.
8. Monitor all Club events, assuring that all policies and procedures are followed.
9. Report any injury or incident that occurs at any Club event to the Office within 24 hrs. If an emergency, contact the Competitive Sports Directors and Athletic Training at 949-824-7589 or 949-824-2017 immediately.
10. Ensure that two officers or elected members become certified in CPR & First Aid. **At least one certified provider should be present at all practices and competitions.**
11. Meet all financial obligations incurred as a club. Keep accurate records of club income and expenditures and submitting all receipts, statements, and financial records for review as requested.
12. Managing the club's fundraising efforts and ensuring the funds are properly deposited and used in accordance with applicable laws and University and Club Sports policies, and guidelines.
13. Fulfill all association or league obligations.
14. Meet with the Competitive Sports Administration to plan and obtain approval for travel, publications, equipment, t-shirt designs and other Club business.
15. Publicize and promote club activities including the reporting of competition results.

## Club Sport Executive Council

The Club Sports Executive Council (CSEC) is an advisory council and a liaison between club members and administrative staff. The CSEC is composed of club sport officers who work closely with the Sport Clubs Administration to shape the program's direction. Responsibilities of council include making policy recommendations, reviewing allocation budgets, new club sport application requests, and any other applicable program operations.

The Council Membership Requirements:

- 1) Any UCI student who is an active club sport officer may apply for a position
- 2) Each member must be able to attend all meetings during each quarter
- 3) Only 1 member of a particular Club Sport may apply for a position on the council
- 4) Applicants should be energized and enthusiastic about Club Sports program

The Council Responsibilities:

- Lead Monthly Council Meetings – Prepare content that is fun and engaging while maintaining leadership development and education
- One Community Service Project or Event – Complete at least one task or event that better the UCI Club Sports community or the greater Irvine community at large
- One Fundraising/Social Event – Host a social event that will engage and unite the UCI Club Sports members and officers and/or a fundraising event to help raise funds for the cabinet itself for other Club Sport engagement uses
- Assist with the Annual Allocation Process – Assist with the club presentation materials, group documents and budget drafts during the Annual Club Sports Allocation Process
- Involvement in the Annual Club Sports Banquet – Assist club administrators in hosting and executing the Club Sports Awards Banquet



- Other Tasks and Responsibilities Assigned by Club Sport Administrators

## **CSEC Membership Benefits**

- An opportunity to create tangible change and growth within the Club Sports Program
- Direct Leadership training and regular mentorship with UCI Club Administrators
- Gain understanding on Club Sports administration and supervision
- Awards and Rewards during the Allocation Process and Club Sports Banquet
- Resume building and professional preparation

## **SECTION TWO: REGISTRATION, MEMBER ELIGIBILITY, and TIER LEVELS**

### **Criteria Used to Recognize a Club Sport**

Interested organizations must meet the following minimum criteria before applying for Club Sport status.

- Be a student organization minimally for 1 academic year prior to submitting new club sport application
- Be a competitive sport activity (regularly scheduled competition, league play, and/or may culminate in a regional or national tournament)
- Sport must be affiliated with a National Association, League, or other governing body
- Have a representative of the club meet with the Directors of Competitive Sports

### **New Club Application Process**

Club Sports Applications will open every other year: 2026, 2028, 2030. The application will be open in May and close mid-July of the application year. If your organization meets the minimum standards listed above, the process for applying for Club Sport status is as follows:

1. Meet with the Directors of Competitive Sports to discuss the rules, regulations, policies, and expectations of clubs administered by the Department of Campus Recreation.
2. If the club wishes to pursue recognition, they must submit the following to the Competitive Sports Directors in written proposal:
  - a. A minimum of 15 members willing to pay dues.
  - b. An annual calendar of proposed activities for the club.
  - c. An operational budget of expenses and revenues.
  - d. A risk management review of the proposed activities for the club.
  - e. Minimum of 3 officers (president, vice president, treasurer). Name, address and phone number of each officer.
  - f. Copy of Constitution.
  - g. Facility space required on a weekly basis for practices/games.
  - h. Information concerning the club's national association, league or other governing body affiliation.
  - i. List of area and regional competitors.
3. If the club is accepted as a recognized Club Sport, they will be placed on probationary status for a period of no less than one year. In that time, they do not receive any funding and are not guaranteed any facility space.

### **Registered Campus Organization (RCO) Process**

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A Registered Campus Organization (RCO) is an organization whose membership predominantly comprises students, faculty, and/or staff and attains recognition as a Registered Campus Organization by complying with the requirements and procedures set forth in campus implementing regulations. This site outlines essential information about being an RCO. Registration opens in July and closes mid-August.

## Registration Requirements

### NON-DISCRIMINATORY AND STUDENT-LED

The organization must be student-led. This means that the organization is being directed and led by students of their own volition and willingness to operate an organization on campus. The students in the organization should be making all decisions on behalf of the organization.

Each individual listed as an authorized signer must be a currently enrolled UCI student. If your organization is directed by a campus department, an off-campus entity, or a business, then the group is not considered a “campus organization.” If you have questions about whether your organization would be considered a Campus Organization at UCI, please reach out to our office for advising.

According to the Registered Campus Organization policy 70.10, the organization you are starting should be non-discriminatory – this means the organization can not discriminate on the basis of gender, race, sexual orientation, gender, religious beliefs, etc. This language must be included in the RCO constitution. Exceptions to this policy are given to sorority/fraternity organizations. Review the additional information below to determine if your organization meets the requirements to become a registered campus organization.

### 3-5 SIGNERS

Authorized signers are organization leaders that are responsible for all actions of the organization. Every organization must have a minimum of 3 signers and a maximum limit of 5. Each signer must be a currently enrolled UCI student and maintain their enrollment status. If the enrollment status changes, it is the responsibility of the signer to contact our office to request a change of signer if the enrollment status changes. The President (or person who holds an equivalent position in the organization) and the Treasurer must be listed as an officer of the organization.

- Please note: The CampusGroups registration form uses the term “officer” when listing authorized signers for the organization. Although this form will label authorized signers as “officers,” the students listed are still considered authorized signers for all official business purposes (e.g., reserving space, accessing accounts). Officers without authorized signer status remain limited to managing the organization’s CampusGroups page.
- Please note that authorized signers categorized as Club Sports must be full-time students. Authorized signers will receive CampusGroups emails– these are not spam.

For further clarification on the distinction between Authorized Signers and Officers, click [here](#).

### CONSTITUTIONS

Your organization must have a constitution on record. A constitution serves as a guiding document of operations for your organization. When you fill out the registration form you will be required to upload a constitution. Your constitution will be reviewed by COVP staff and must include a non-discrimination clause. New organizations will have the

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opportunity to edit the constitution during the orientation and advising sessions. Click [here](#) for the constitution template. Note: Please make sure to customize the constitution template with your organization's details.

## REGISTRATION FEE (\$50)

A \$50 registration fee will be required each year. This payment can be made via debit/credit card on CampusGroups.

## ON-CAMPUS ADVISOR

Your on-campus advisor can be a staff member, a faculty, or a currently enrolled graduate student. If they haven't done so yet, have them activate their CampusGroups account at: <https://admin.campusgroups.uci.edu/createaccount>. Afterward, their name should appear when you enter it in the registration form.

## Registration Steps

### 1. SUBMIT THE REGISTRATION FORM ON CAMPUSGROUPS

Designate one person from your organization to initiate the re-registration process on [campusgroups.uci.edu](https://campusgroups.uci.edu). The person initiating the form must also be listed as an authorized signer (signers must be currently enrolled UCI students and maintain enrollment status).

### 2. SIGNERS TO COMPLETE ONLINE REQUIREMENTS

Authorized signers will need to complete the following requirements for your campus organization's registration process:

- All authorized signers listed will receive an email to accept their position and complete the 7 online Signer/Officer Agreement Forms
- All authorized signers listed will need to complete the following [COOL Modules & Quizzes](#)
  - COVP COOL
    - Student Center & Event Services COOL
    - ASUCI Club Accounts COOL
    - Anti-hazing COOL
    - Temporary Food Permit Application Process COOL
    - OEOD COOL
- A \$50 registration fee will be required each year. This payment can be made via debit/credit card on CampusGroups.

You may check the status of your progress by visiting the CampusGroups site and clicking on "My Checklists" on the left panel. Note: You are only able to see your own checklist and not your fellow authorized signers.

### 3. VISIT "MY CHECKLIST" ON CAMPUSGROUPS

This will allow you to view your checklist items and progress. Visiting My Checklist will also sync your checklist. If this step is missed, your checklist status may not be up to date and will delay your organization's registration process.

## 4. PAY THE REGISTRATION FEE

Designate one person from the organization to pay the registration fee.

### Club Sport Member Eligibility

Membership in the Club Sports program is open to UCI students. Persons interested in joining a Club Sport must meet the requirements set forth by the program and the individual club.

1. All regularly enrolled UCI students with current student identification are eligible for Club Sport membership. Only full-time student members are eligible to hold office or conduct club business.
2. All current University employees with Anteater Recreation Center membership are eligible for limited Club Sport membership. However, non-UCI students are prohibited from participation in some clubs. Non-UCI student members may not hold office, represent UCI in competitions, vote on organizational issues, or assume fiscal responsibility on behalf of the club. In any case, non-student members may not exceed 10% of the club membership.
3. **The following persons are prohibited from joining Club Sport programs: Non-University affiliated members, Alumni, Extension students and ESL students.**
4. **Every member must complete and sign a Club Sport Registration / Waiver of Liability form prior to participation.** All members are required to complete an online concussion safety training and Club Sport Participation Agreement. The annual Campus Recreation registration fee is \$20 per person.
5. The Club Sport registration fee must be paid prior to the second practice, or before they participate in a game or scrimmage. **NO EXCEPTIONS! Any club that allows members to participate in competition without signed waivers will immediately be placed on probation and practices will be canceled.**
6. Clubs must be open to all eligible students. Competitive teams may host tryouts and limit the number of students allowed to compete. Clubs that offer recreational opportunities should be open to any eligible club sports participant and are responsible for developing methods for accommodating each member's needs for instruction.
7. Clubs involved in competition should develop fair and equitable criteria to determine which members may compete. The method of selection should be clearly explained and structured so that every member is given the opportunity to earn a spot on the competitive team.
8. Athletic scholarships are not awarded by the Department of Campus Recreation for Club Sport participation.
9. Varsity intercollegiate athletes are NOT eligible for membership in a Club Sport without restrictions. Varsity athletes must adhere to UCI Athletics and NCAA regulations.
10. Club members will face limitations in Intramural competition depending upon the sport of interest. Intramural teams may have as many club sport players on the team roster but the team may field no more than 1/3 the required number of club players.

### Competitive vs Recreational Club Sports

#### Competitive Club Sports

Competitive Club Sports are intercollegiate teams that represent UCI in sanctioned competitions. All participants in Competitive Club Sports must complete the following requirements via the DSE (Departmental Student Engagement) platform:

1. Campus Registration Fee: \$40
2. Concussion Safety Training
3. New Participant Physical or Annual Health History Form

## 4. Baseline Concussion Testing (*required only for high-contact sports*)

### Recreational Club Sports

Recreational Club Sports are designated by Competitive Sports Administration as either low-risk sports or secondary/practice teams (commonly referred to as "B teams") affiliated with a competitive club. These teams do not compete in intercollegiate events. The purpose of the recreational (secondary) team is to provide increased access to club sports, allowing more students to engage in skill development and friendly, internal competition.

All participants in Recreational Club Sports must complete the following requirements via DSE:

1. Campus Registration Fee: \$20
2. Concussion Safety Training

Additional Guidelines for Clubs only Recreational Teams:

- Recreational team members are not permitted to travel or compete in intercollegiate competitions.
- Two additional safety officers are required for the secondary team, bringing the total to four.
- Secondary teams do not receive access to athletic training services.
- Participation in a secondary team does not guarantee additional facility space, funding, or other club sport resources.

### Club Sport Levels of Recognition - Tier Status

The tier system helps address the diverse needs of club sports by distinguishing clubs based on their program, financial, and operational requirements. All tiers are considered equal from an administrative standpoint, tiers are mainly for the purpose of fairly allocating funds. Clubs with greater needs have higher expectations. All clubs are evaluated relative to their own budgets during the allocation process.

**Clubs will be divided into four tier groups:**

- **Blue** – Largest clubs in terms of competitive roster members and operating budgets. Expected to be the most competitive and to strive for a national title.
- **Gold** – Moderate sized clubs in terms of competitive roster players and operating budgets. Expected to be regionally competitive.
- **White** – Small sized clubs in terms of competitive roster players and operating budgets. Expected to compete in affiliated national governing body.
- **Conditional** – This tier includes all first-year clubs, clubs that are on probation, and clubs that fail to meet the minimum standards of at least the White tier. Clubs may be moved to the Conditional tier at any time during the year. Clubs in the Conditional Tier can only remain in the Conditional tier for one year. After one year, a club in the Conditional tier will be moved to another tier or suspended from the Club Sport program.

### Transitioning Tiers:

Clubs can transition from any tier to another depending on noted conditions being met with transitions being considered during the budget allocation period and being announced with budget allocations. However, any club attempting to change the tier will be approved or denied at the ultimate discretion of the Competitive Sports

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Directors.

## Maintaining Club Sports Status – Tier Guidelines/Expectations

The Club Sports administrators reserve the right to evaluate clubs on “extenuating circumstances”

| Category                                                            | Blue                                                                                                                                           | Gold                                                                                                                                             | White                                                                                                         | Conditional                                                                                                           |
|---------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| <b>Roster Size</b>                                                  | Must maintain a roster of at least 20 full-time student members                                                                                | Must maintain a roster of at least 15 full-time student members                                                                                  | Must maintain a roster of at least 15 full-time student members                                               | Must maintain a roster of at least 15 full-time student members                                                       |
| <b>Governing Body/ Association</b><br>(Must be collegiate division) | Must be a member of a national or regional governing body                                                                                      | Must be a member of a national or regional governing body                                                                                        | Must be a member of national or regional governing body                                                       | <b>SAME AS WHITE</b>                                                                                                  |
| <b>Competition Goals</b>                                            | Compete in a collegiate club league & Strive for a National Championship                                                                       | Compete in a collegiate club league & Strive for a national, regional, or conference championship                                                | Compete in a collegiate club league                                                                           | <b>SAME AS WHITE</b>                                                                                                  |
| <b>Competition Requirements</b>                                     | Must compete in 8 days, or regional/ national competition, per academic year                                                                   | Must compete in at least 6 days, or regional/national competition, per academic year                                                             | Must compete in league’s competitive season                                                                   | <b>SAME AS WHITE</b>                                                                                                  |
| <b>Travel</b>                                                       | Must travel to at least 3 or more intercollegiate competitions away per year & Must travel outside of Southern California at least 2x per year | Must travel to at least 3 or more intercollegiate competitions away per year & Must travel outside of Southern California at least once per year | Must travel to at least 3 or more intercollegiate competitions away per year                                  | <b>SAME AS WHITE</b>                                                                                                  |
| <b>Officers</b>                                                     | Must have at least 3 fully trained officers in continuous contact with Club Sports Administration                                              | <b>SAME AS BLUE</b>                                                                                                                              | <b>SAME AS BLUE</b>                                                                                           | <b>SAME AS BLUE</b>                                                                                                   |
| <b>Fundraising Expectations</b>                                     | Expected to raise 75% of their annual Club Sports Allocation                                                                                   | <b>SAME AS BLUE</b>                                                                                                                              | <b>SAME AS BLUE</b>                                                                                           | <b>SAME AS BLUE</b>                                                                                                   |
| <b>Allocation Eligibility</b>                                       | Eligible for approximately 70% of Club Sports Program’s annual budget allocation (ranging from \$4,000 - \$15,000)                             | Eligible for approximately 40% of Club Sports Program’s annual budget allocation (ranging from \$1,000 - \$2,500)                                | Eligible for approximately 25% of Club Sports Program’s annual budget allocation (ranging from \$0 - \$2,500) | First year Club Sports will be eligible to participate in the budget allocation process in another tier assuming good |

|                           |                                                      |                     |                     |                                                            |
|---------------------------|------------------------------------------------------|---------------------|---------------------|------------------------------------------------------------|
|                           |                                                      |                     |                     | standing. Probation clubs are not eligible.                |
| <b>Program Compliance</b> | Must maintain at least a Good (70%) Compliance Score | <b>SAME AS BLUE</b> | <b>SAME AS BLUE</b> | Must maintain at least an Excellent (80%) Compliance Score |

## SECTION THREE: Coaches and Equipment & Storage Policies

### Securing a Club Coach

Club Sport organizations have the option to enlist services of a Coach at the time of registration. However, Club Sport organizations are not required to use a coach in order to be recognized by UCI. **A club may not have more than three coaches, and all must demonstrate a level of expertise in their sport.** Should a Club wish for the services of a coach, the following procedures are to be followed:

1. Step 1: Club President Secures/Chooses Coach
  - a. Develop criteria for a coach including attendance at practice and competitions, creating training sessions, the duration of the coach's services, and determine whether the coach will be paid or an unpaid volunteer
  - b. Meet with candidate(s) interested in the position to determine if they have the required skills
  - c. Conduct a vote of all Club members regarding their approval or disapproval of the volunteer coach candidate(s). A majority of a Club's members must approve the volunteer coach candidate(s) to move forward in the on-boarding process
  - d. Once the Club President has selected a candidate, contact the Competitive Sports Directors to meet with them
2. Step 2: Competitive Sports Directors Approves Coach
  - a. Competitive Sports Directors inform the volunteer coach candidate of the University's applicable policies, and complete a risk assessment
  - b. Facilitate and require the volunteer coach candidate to complete the Volunteer Coaches Agreement paperwork and trainings including:
    - i. Volunteer Coach Agreement
    - ii. Volunteer Record
    - iii. One-page Resume
    - iv. Liability Waiver
    - v. Club Coach Code of Conduct
    - vi. Mandated Reporter Form
    - vii. Online Trainings: Concussion Safety, Mandated Reporter, Athlete Protection
3. Step 3: Coach Completes Requirements
  - a. Complete and submit above mentioned paperwork to the Competitive Sports Directors
  - b. Complete Online Trainings through Praesidium: go to <https://www.praesidiumacademy.com/redeem>
    - i. Fill in contact information including First Name, Last Name, Email Address, and desired Password
    - ii. Enter the registration code for your organization: **reg-uofcavine-949-campusrecreation**
    - iii. Click Validate to confirm registration code
    - iv. Click the checkbox to agree to the Terms & Conditions
    - v. Click Redeem

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- vi. Write down your user login and password for future reference
- vii. Answer the Registration Questions about your status and role within the organization
  1. Your status should be “Volunteer” or “Volunteer Coach”
- viii. Click Save & Continue
- ix. To begin taking training immediately, scroll down and click a course to start the content
  1. University of California Mandated Reporter
  2. Athlete Protection - Part 1
  3. Athlete Protection - Part 2
- c. Complete an Online Concussion Training:  
<http://www.cdc.gov/concussion/HeadsUp/Training/HeadsUpConcussion.html>
- d. Submit training completion certificates to the Competitive Sports Directors
4. Step 4: Register for building access
  - a. Once all above steps are completed, an email will be sent with a username and temporary password
  - b. Download the UCI Campus REC app
  - c. Select Barcode ID
  - d. Select Guest
  - e. Enter in preassigned username and temporary password
  - f. Create new password
  - g. Follow steps 3,4, &6 to open up barcode each visit to the ARC
  - h. Inappropriate use of ARC access may result in termination

These steps must be completed prior to the time when the individual serves in a coaching capacity. These items are required as a condition to the Club Sport organization’s recognition. Coaches may only be paid through members’ dues and generated income by the Club. Should a Club pay for the services of a coach, the Club is responsible for being in compliance with all applicable laws and regulations in regards to the Coach’s income and taxes. **The coach is not an employee of the Department of Campus Recreation; the University of California, Irvine; or the Regents of the University of California.**

## ***Coach’s Conduct***

Club Coaches are expected to adhere to the University’s policies regarding [sexual violence and sexual harassment](#), [discrimination](#), anti-hazing, [conflicts of interest](#), and other applicable policies and community standards as a condition of the Club Sport’s recognition as a UCI organization.

It is the responsibility of the Club Officers to ensure a coach’s behavior aligns with University policies and regulations. If a coach is violating University policies, or is not acting in respect to the organization’s wishes, Club Officers must contact the Competitive Sports Directors immediately.

## ***Coach’s Responsibilities***

1. **Coaches are not considered University employees and are not covered by University medical, health, or liability insurance plans.**
2. **All coaches must complete, sign and submit the coach waiver and agreement form prior to assuming duties.**
3. The coach must abide by all Campus Recreation, Club Sports, and University rules and regulations.
4. Participation in activities that are not directly related to coaching responsibilities, or the unauthorized use of equipment, shall result in the immediate removal from the Club Sports program.
5. If in the opinion of the Competitive Sports Directors, the club is misled by the coach or if the coach is not working in the best interest of the club, they will be relieved of all Club Sports functions and responsibilities.



6. Coaches should always keep the club's best interest in mind when dealing with anyone regarding club matters.
7. Coaches should exercise reasonable care and caution in the execution of all coaching duties in order to reduce the risk of injury.
8. Coaching is an obligation to instruct, condition, and motivate participants.
9. Coaches should restrict their contribution to those involving knowledge, expertise, and skill in a particular activity. They should refrain from involvement in other areas of budget and club management.
10. Non-student coaches are not eligible for club membership and are prohibited from playing in competitions.
11. First Aid and CPR certifications are strongly recommended of all Club Sports coaches. If you are currently certified, please submit a copy of your certificate/cards to the Competitive Sports Directors. If you are not certified, we recommend becoming certified during your first quarter of coaching. CPR and First Aid classes are offered to Club Sports coaches at a discounted rate at the Anteater Recreation Center.
12. Any coach paid for their services by the Club must comply with all applicable tax laws and regulations, including reporting the payment as income. Coaches will not receive tax documentation from the university.
13. Coaches are responsible for their own transportation to and from practices and/or competitions and must purchase their own campus parking permits.
14. Further coaching duties include:
  - a. Conducting themselves in an ethical and professional manner, and maintaining appropriate boundaries.
    - i. Communication and interactions should be done only in groups, and for club purposes only
      1. There should be no 1:1 texting, meals, training lessons, off-site visits
  - b. Developing and employing safety procedures.
  - c. Promoting and ensuring good sportsmanship on and off the field, court, or in any facility.
  - d. Developing and improving skills and strategies needed to participate.
  - e. Coordinating practices.
  - f. Attending games and practices whenever possible.

### Equipment & Storage Policies

Each club is responsible for its own equipment inventory and purchasing. Individual clubs should define and employ methods for equipment control, inventory, and maintenance. Equipment should be inspected and inventoried prior to the start of the season. Additionally, equipment should be inspected for safety throughout the season. Each club is responsible for the care and maintenance of their equipment.

All Club Sports equipment must be stored on-site at the ARC, or off-site at UCI managed locations, unless previously approved. Storage needs for Club Sports equipment should be discussed with the Competitive Sports Directors. Storage for Club Sports equipment is located in one of two locations at the ARC.

1. Equipment stored indoors is located in the Training Zone/Workout Shop/Activity Annex/Back Court Gym Storage. In order to retrieve this equipment, a club officer on the listed key/equipment checkout list at the ARC Front Desk must contact the Operations Manager or Building Supervisor on duty to retrieve the equipment. If a Club Sports Assistant is available during this time, s/he may also retrieve the necessary gear for any club.
2. Equipment stored outdoors is located in the Field Building. This facility can be accessed by the Field Supervisor during practice times. Various storage cages are assigned to clubs requesting storage space.

3. Club members are responsible for keeping these areas clean and accessible throughout the academic year. **NO personal equipment may be stored in these locations at any time.**
4. All equipment purchased for Club Sports becomes property of the University and may not be sold or traded without prior approval of the Competitive Sports Directors.

## **SECTION FOUR: RISK MANAGEMENT, INSURANCE & SAFETY**

### **Safety Procedures**

To provide a safe and positive recreational experience for all participants, it is necessary to anticipate situations to prevent accidents and injuries. **It is strongly recommended that every Club Sport develop, implement and practice the following safety policies:**

1. Club Sports officers, Club members, and coaches should emphasize safety during all activities.
2. **All UCI undergraduate and graduate students are required to have sufficient health insurance coverage. The cost of the UCI insurance premium will automatically be included in student fees.** Students that have comparable coverage will have the option to apply for a fee waiver to opt out of the University's plan. Check to see if your policy provides or offers coverage for your participation.
3. Inspect fields and facilities prior to every practice session, game or special event. Report any unsafe conditions to the Campus Recreation staff on duty 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.**
4. Have at least two members certified in First Aid and CPR available at Club practices, games, and events. First Aid and CPR classes are offered by Campus Recreation (check the Schedule online for dates and times).
5. Injury Reports: Club Sport officers are required to submit an Injury Report for injuries that occur to Club members during Club events, practices and competitions. These reports must be submitted to the AT within 24 hours after the occurrence. Electronic Injury Report forms are available on DocuSign and paper forms are available from Campus Recreation facility staff (if the injury occurs at the Anteater Recreation Center). Head Injury Form: If a head injury occurs in addition to the injury report a head injury guidelines and information form must be filled out (one copy is given to injured participant and another copy is given to the AT within 24 hours of the injury).
6. Each club member must register with Campus Recreation. \$40 for those participating in competitive clubs and \$20 for those participating in recreational clubs. This fee is applied toward oversight of the Club Sport Program which includes a promotional t-shirt.
7. Officers should abide by facility staff and instructions, at any location, when an emergency situation or natural disaster may occur.
8. If there is ever any safety or emergency situation question that arises, please contact the Competitive Sports Directors at 949-579-7589.

### **Medical Basics**

#### **Medical Health**

Members participate at their own risk and are encouraged to provide their own insurance and medical coverage plan. Note: All UCI students are required to have sufficient health insurance coverage. The cost of the UCI insurance premium will be automatically included in the student fees if members do not have comparable coverage. **The University and Campus Recreation do not provide medical or health insurance coverage for Club Sport participants.**

A non-contact sport is any sport that involves no or minimal contact between opposing players and low risk of

bodily harm. A contact sport is any sport that involves hitting and/or striking of the bodies, physical contact between competitors, and high risk of bodily harm. Members are strongly recommend to choose activities that are appropriate for their skill level and that they adhere to program safety guidelines. Appropriate clothing, protective equipment and footwear **must** be worn at all times while participating in Club Sport programs.

Participation in the activity carries with it certain inherent risks that cannot be eliminated regardless of care taken to avoid injuries. Risks range from 1) minor injuries such as scratches, bruises and sprains to 2) major injuries such as an eye injury or loss of sight, joint or back injuries, heart attacks and concussions to 3) catastrophic injuries including paralysis and death.

All participants of competitive clubs are required to complete a pre-participation evaluation (PPE) in the form of a sports physical and obtain clearance from a medical provider at the start of their career. The purpose of the PPE is to identify conditions that may threaten the health and safety of participants in organized sports, require further evaluation and intervention, or result in potential disqualification. UCI Club Sports follows the best practice recommendations presented in the “National Athletic Trainers’ Association (NATA) Position Statement: Preparticipation Physical Examinations and Disqualifying Conditions” (2014), and the sports physical form is adapted from the American Academy of Pediatrics’ PPE Monograph 5th edition.

While an initial PPE is required once at the start of the participant’s club sports career, UCI Club Sports athletic training and sports medicine staff reserve the right to require additional physical exams or medical clearance as deemed necessary.

### ***General Medical Emergency Procedures***

1. Prior to an event, check with host club for emergency procedures in case of injury.
2. **Stay with the injured party.** Send another member to notify the nearest facility staff member. At the ARC all facility supervisors are certified in CPR & First Aid. Only persons qualified to perform first aid should do so.
3. If the injury requires emergency assistance and a supervisor is not available, dial 911 at the nearest phone. Inform emergency services of the type of injury, location of the injured person, and any other relevant information. Field clubs should coordinate with the field supervisor to contact the front desk of the ARC concerning injuries.
4. If examination/treatment by a physician is necessary, a qualified emergency transport service should take the injured person to the emergency room of a local hospital. All expenses incurred for transportation and/or treatment are the responsibility of the injured person.
5. Have someone meet the emergency vehicle or police vehicle and show them to the injured individual.
6. Fill out Injury Report form and turn into the AT within 48 hours of the injury. If Sports Medicine Staff is on-site at time of injury, let the AT handle the situation, but always ensure that there is an injury form filled out.
7. Each Club Sport is held responsible for explaining these procedures to all visitors.
8. It is required that each Club Sport have at least one person trained in CPR/First Aid at all club practices and events.
9. If you are not trained in first aid, do not attempt to move or treat the injured party. Keep the victim still, don’t leave the victim alone.

### **Head Injuries/Concussions**

***Any participant who suffers a head trauma must be immediately removed from competition or practice and will NOT be allowed to further participate until the UCI Club Sports AT deems appropriate. The participant is***

***allowed to return to play only with permission from a healthcare professional with experience in evaluating concussions. Documented evidence of clearance to return to competition and/or practice must be presented to the Athletic Trainer prior to participation. The clearance process may include completing a return to play progression protocol and one or more visits to a medical provider for evaluation.***

All club sport participants are required to complete an Online Concussion Safety course prior to first competition, acknowledgement of completion is uploaded through Do Sports Easy.

Prior to the first competition all club members that participate on a high risk club sport must complete an ImPACT baseline test for cognitive pre-concussion assessment. Should a club member suffer from a concussion they will be required to see their healthcare provider and then complete a return to play protocol including passing the post-concussion assessment test. Those that suffer from a concussion will need to retake the ImPACT test the following academic year and set a new baseline.

**High Risk Competitive Clubs:** Boxing, Cycling, Brazilian Jiu Jitsu, Ice Hockey, Japanese Karate, Men's Lacrosse, Men's Soccer, Men's Ultimate, Men's Volleyball, Men's Water Polo, Taekwondo, Triathlon, Women's Basketball, Women's Lacrosse, Women's Rugby, Women's Soccer, Women's Ultimate, Women's Volleyball, and Women's Water Polo

## UC Liability Insurance Policy

**The University of California has created an insurance program to cover Registered Campus Organizations for most on-campus events as well as all approved Club Sports activities. Events covered by the policies are paid for by the University. However, Club Sports are responsible for making sure their event is covered by conferring with the Competitive Sports Directors.**

The University of California Club Sports' program has partnered with MARSH Global Consumer to administer this insurance program. Previously, campus organization events and activities held on-campus were not covered by the University of California's own insurance programs. This posed a problem for both students and the University because:

- The students had to rely on personal or family financial resources to defend a claim or lawsuit arising out of their activities.
- The University had no financial recourse when its property was damaged by campus activities or when it received a claim or lawsuit arising from campus activities.

To remedy this problem, the University has purchased a commercial insurance policy to cover most Club Sports events. Club Sports are responsible for making sure their on- and off-campus events are covered under this commercial policy.

**PLEASE NOTE:** This coverage **is not** for individual students or non-students. Club Sports may not use their name to obtain coverage for other parties. **Intentional misrepresentation of an event invalidates the insurance coverage and may be referred to student conduct for disciplinary action.**

## Certificate of Insurance (COI)

The University of California has created an insurance program to cover Recognized Sports Clubs for most on- and off-campus events. Events covered by the policy are paid for by the University. However, Recognized Sports Clubs are responsible for making sure their event is covered and may need to complete a registration form to request certificates of insurance for off-campus venues. Additionally, once at the beginning of each season, it is required to obtain signed

waivers from all sports team participants. As you plan your event, it's essential that you make certain you have the appropriate insurance coverage. Don't put it off; take care of the insurance now!

To request a COI, please visit and submit an online application here:

<https://events.campuscoverage.com/programs/uc/ucirvine/rsc>

## Your Liability as a Club Sport Member

It is very important for students to clearly understand that:

1. Unauthorized/unapproved activities expose student organizations and its members to individual liability for which the university bears no responsibility.
2. A public entity, such as the University of California, is not liable for an injury unless it has been determined that the injury was caused by a university employee who was negligent in the performance of their job related duties.
3. The University provides limited liability insurance for student organizations; this is not an additional medical insurance policy.
4. Crimes of students or intentional misconduct (ie: incidents involving hazing, illegal alcohol consumption, assault, etc.) have been found not to be covered by any insurance.
5. As a club participant YOU are choosing to participate in the Club Sports program and assume the risks associated with participating in any club related activity - whether practicing, competing, fundraising or anything else.
6. It is YOUR responsibility to ensure that you are physiologically capable of participating in any physical activity and the Club Sport you choose.
7. It is YOUR responsibility to learn about and follow the policies that are put in place for your safety and wellbeing.
8. Student rules and regulations can be found in the *"University of California Policies Applying to Campus Activities, Organizations, and Students"* which can be found at: [www.dos.uci.edu/judicial/uci\\_policy.php](http://www.dos.uci.edu/judicial/uci_policy.php)
9. *Activities, Organizations, and Students"* which can be found at: [www.dos.uci.edu/judicial/uci\\_policy.php](http://www.dos.uci.edu/judicial/uci_policy.php)

## SECTION FIVE: STANDARDS OF CONDUCT

### Club & Participant Conduct

Club Sport members have an obligation to conduct themselves and their organization in a manner compatible with the philosophy and goals of the Department of Campus Recreation and with the University's function as an educational institution. Club members are expected to act in a mature and responsible manner both on and off campus especially while participating in club activities. Club members are expected to comply with all Club Sport rules and regulations and University policies, as well as any request/directives from Campus Recreation staff members. Inappropriate conduct or actions while participating in any club-related activity shall result in disciplinary action against the individual member and the Club Sport by the Department of Campus Recreation and University officials. (See Addendum – Club Sports Participant Responsibility Agreement)

As a requirement for recognition by the University, all volunteers, staff, and students agree to abide by applicable University policies and regulations. The University of California, in accordance with applicable federal and state laws and university policy, prohibits discrimination against or harassment of any person at the University on the basis of race, color, national origin, religion, sex, gender identity, pregnancy, physical or mental disability, medical

condition (cancer-related or genetic characteristics), ancestry, marital status, sexual orientation, citizenship, age, or service in the uniformed services. The University also prohibits sexual harassment and sexual violence. These policies cover admission, employment, access, and treatment in University programs and activities. The University of California also prohibits employment discrimination based on genetic information (including family medical history), gender, and gender expression. Please see:

### UC Irvine Policies and Procedures

- UCI Policy on Conflicts of Interest Created by Consensual Relationships
- [UCI Guidelines on Sexual Violence and Sexual Harassment](#)
- [UCI Guidelines on Discrimination and Harassment](#)

Additional equal opportunity information and policies can be found in the Student Life & Leadership *University of California Policies Applying to Campus Activities, Organizations, and Students* guide.

## Disciplinary

### *Disciplinary Measures*

Registered Campus Organizations (RCOs) may be held responsible for activities committed by members that serve to reflect upon the organization. As members of the state of California community, University of California, Irvine expects its students to be responsible citizens of the campus, local, and global community. In the event a situation or conflict arises in which there is an allegation that the [University of California Policies Applying to Campus Activities, Organizations, and Students \(PACAOs\)](#) has been violated, the Student Conduct process will be administered to discuss the implications of the event. In these situations, disciplinary action against the organization is independent of those taken against individual members. For some cases, disciplinary action can, and will, be taken against organization members for activities involving the organization.

Club Sports are expected to follow University of California, Irvine and Campus Recreation regulations, policies and guidelines as well as directives from the Competitive Sports Directors and/or other recognized University of California, Irvine officials. Clubs that fail to adhere to these policies shall be subject to administrative action by the Competitive Sports Directors and the University.

The Competitive Sports Directors has full power to take administrative action against any club, club member, or guest of a club member who has committed violations against the University of California, Irvine and Campus Recreation regulations, policies, and guidelines. The Competitive Sports Directors also has the authority to determine the length of, the amount of, or the extent of any administrative action levied against a club, club member, or guest of a club member. In addition, the Competitive Sports Directors may list specific conditions to correct violations that the club, club member, or guest of a club member may have committed. Failure to follow these specific conditions may result in additional administrative action against the club, club member, guest of a club member. The Club Sports program also has authority to forward information to the Office of the Student Life & Leadership - Student Conduct for further campus-wide disciplinary action if any action violates the policies stated above.



## ***Disciplinary Process***

Violation of, or non-compliance with, University policies, campus regulations are subject to the Club Sports' disciplinary procedures. Some examples of minor and major violations and their consequences are outlined below. The discipline process has been developed to assist Club officers in correcting mistakes that have caused problems for the Club and the University.

Minor Infractions (examples would be non-attendance at a representative's meeting or failure to submit required forms on time)

1. First Infraction - If the violation is the Club's first during the current academic year, and the Club is not under probation from violations committed the preceding year, the following steps are taken:
  - a. The Club is placed on probation for a designated period of time or until the Club corrects the situation.
  - b. Compliance score will be updated if applicable, or Club Sports Student Cabinet will meet to determine disciplinary action(s)
  - c. Club Sports staff will notify the Club officers stating:
    - i. Issue at hand
    - ii. Actions taken against the club
    - iii. Possible consequences the club will face if additional infractions occur
    - iv. Club is advised of right to appeal
2. Two or More Minor Infractions
  - a. The Club's funds are frozen and/or a part of the Club's allocation may be forfeited.
  - b. The Staff may take any action deemed appropriate, including determining the amount of allocation forfeited by the Club.
  - c. The Club is notified in writing of the action taken.
  - d. The Club is advised of their right to appeal.

Major Infractions (these include Club actions that are outside acceptable standards of conduct or are in violation of University or departmental policies)

1. Examples of major infractions include, but are not limited to, the following situations:
  - a. Displaying conduct that is incompatible with the University's function as an educational institution and the purpose of the Club Sports' program (i.e., unsportsmanlike conduct toward officials or opponents or disruptive behavior on trips).
  - b. Misusing Club funds and/or abusive use of Club funds.
  - c. Allowing ineligible individuals to participate in Club activities.
  - d. Compromising the safety of club members while traveling.
  - e. Transporting and/or consuming alcohol or illegal substances while on official club trips.
2. For all major infractions:
  - a. A meeting with the Competitive Sports Directors is scheduled.
  - b. Input from appropriate administrators and staff members is solicited when appropriate.
  - c. The Competitive Sports Directors and Club Sports Student Cabinet determine the disciplinary action to be taken.
  - d. The Club is notified in writing of the decision and is advised of their right to appeal the decision.  
**If the club fails to follow specific conditions that must be met to correct violations, official club status may be revoked.**

Possible disciplinary actions that may be taken against a Club for infractions include:

- Probation
- Frozen funds
- Loss of funding
- Loss of facility reservations and equipment access
- Loss of Club Sports and Campus Organization affiliations
- Bar placed on an individual's University records

*Notification of disciplinary action can be found on the CS Online System in the Reports section under Disciplinary Items & Actions. Dependent upon the type of infractions, the club officers and/or the individual club member will also receive email notification.*

*Please note: any sanctions placed by the Club Sports program may also be reported to the Directors of Campus Organizations' and Judicial Affairs.*

## **Appeal Process**

The appeal process exists to insure that all disciplinary actions taken against Club Sports organizations are equitable. The individual/committee to whom a disciplinary decision is appealed will review the previous decision and rule on its appropriateness given the infraction(s) committed. With the concept of equity in mind, be forewarned that appeal of a disciplinary decision that seems extreme to the Club could result in an even stiffer penalty being levied by the individual/committee who hears the appeal. To file an appeal, follow the appropriate steps listed below:

1. File a written request for review with the Competitive Sports Directors or Associate Director of Programs:
  - a. Written notification from the Club officer to the Director/Associate Director indicating the Club's reasons for the appeal and any circumstances related to the situation that caused the infraction must be submitted within (72) seventy-two hours of the date of the infraction.
  - b. The Director/Associate Director will rule on the appeal after investigating the situation and may uphold, reject, or modify the action taken by the cabinet.
  - c. The Director /Associate Director may confer with a Council of Club Sports peers.
2. If a satisfactory answer is not received within ten (10) days, a complaint may be filed with the Student Life & Leadership' Judicial Affairs Director.

## **Club Sport Alcohol & Illegal Drug Policy**

The presence and consumption of alcohol and/or illegal substances is strictly prohibited during any sport club activity unless approved by the Director of Competitive Sports and UCIPD. Club Sport activity includes games, practices, travel and any activity before, during and after club sport activity, and any related activity reasonably perceived to be a club sport activity. Violation of this policy could result in probation, suspension, and/or expulsion of the individual and/or club from the Club Sport Program.

## **University of California Hazing Policy**

The University of California [Policies Applying to Campus Activities, Organizations and Students](#) (PACAOS) prohibits hazing in section 102.12.

### **PACAOS 102.12**

Participation in hazing or any intentional, knowing, or reckless act, activity, or method committed by a person (whether individually or in concert with other persons) against another person or persons, including current, former, or prospective students, regardless of the willingness of such other person or persons to participate, that is committed in the course of a preinitiation, an initiation into, an affiliation with, or the maintenance of membership in, an official or unofficial student organization or other student group that

- i. causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury, including personal degradation or disgrace, and/or
- ii. the person knew or should have known was likely to cause serious bodily injury.



## PENAL CODE – PEN [240-248]

245.6.

(a) It shall be unlawful to engage in hazing, as defined in this section.

(b) “Hazing” means any method of initiation or preinitiation into a student organization or student body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury to any former, current, or prospective student of any school, community college, college, university, or other educational institution in this state. The term “hazing” does not include customary athletic events or school-sanctioned events.

(c) A violation of this section that does not result in serious bodily injury is a misdemeanor, punishable by a fine of not less than one hundred dollars (\$100), nor more than five thousand dollars (\$5,000), or imprisonment in the county jail for not more than one year, or both.

(d) Any person who personally engages in hazing that results in death or serious bodily injury as defined in paragraph (4) of subdivision (f) of Section 243 of the Penal Code, is guilty of either a misdemeanor or a felony, and shall be punished by imprisonment in county jail not exceeding one year, or by imprisonment pursuant to subdivision (h) of Section 1170.

(e) The person against whom the hazing is directed may commence a civil action for injury or damages. The action may be brought against any participants in the hazing, or any organization to which the student is seeking membership whose agents, directors, trustees, managers, or officers authorized, requested, commanded, participated in, or ratified the hazing.

(f) Prosecution under this section shall not prohibit prosecution under any other provision of law

The Stop Campus Hazing Act (SCHA)([S.2901](#), [H.R.5646](#)) , enacted on December 23, 2024, amends the Jeanne Clery Campus Safety Act to prioritize the prevention of and transparency about hazing incidents at colleges and universities. The federal anti-hazing law defines hazing as follows.

*The term ‘hazing’, for purposes of reporting statistics on hazing incidents...means any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of such other person or persons to participate, that:*

- *is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in, a student organization; and*
- *causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury including—*
  - *whipping, beating, striking, electronic shocking, placing of a harmful substance on someone’s body, or similar activity;*
  - *causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity;*
  - *causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances;*
  - *causing, coercing, or otherwise inducing another person to perform sexual acts;*

- *any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct;*
- *any activity against another person that includes a criminal violation of local, State, Tribal, or Federal law; and*
- *any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, State, Tribal, or Federal law.*

*A student organization is defined as an organization at an institution of higher education (such as a club, society, association, varsity or junior varsity athletic team, club sports team, fraternity, sorority, band, or student government) in which two or more of the members are students enrolled at the institution of higher education, whether or not the organization is established or recognized by the institution.*

- If you feel that you have been subjected to hazing or have seen hazing of any type, please report it to the the Office of Academic Integrity & Student Conduct(OAISC) and
- As representatives of the Club Sports program, we expect that you will report any situations you find questionable. It is important that every student on campus be treated safely and fairly.

The Code of Student Conduct prohibits hazing or any method of per-initiation into an organization. No individual subject to the jurisdiction of the University shall perform an act, or subject themselves to such acts, that cause physical, psychological or social harm to any other person within the University. The Club Sport Program recognizes the propriety and necessity of student initiations and similar activities that are designed to instill group spirit and loyalty. However, these are only appropriate when the activity is experienced for the benefit of new members, and not at their expense. Punishment for violations of the hazing code may include suspension or dismissal from the University.

## **SECTION SIX: SCHEDULING FACILITIES & EVENTS**

### **Facility Requests**

#### ***Practice Requests***

To reserve any Campus Recreation Facility, an online event request must be submitted via Google Forms every quarter. Request forms will be reviewed & confirmed by the Competitive Sports Directors. Approval is subject to availability of the facility and staffing.

Since we are in a multi-use facility, not all facility requests can be accommodated. Your understanding of the situation and flexibility is greatly appreciated. Use of Campus Recreation facilities for practices, competitions, meetings, social functions and membership recruitment is based on availability. Club Sports administration allots a maximum of two 2 hour practices per week for clubs out of season and three 2 hour practices per week for clubs in season.

Regularly scheduled practice sessions begin on day 1 of Week 1 each quarter and end on the last day of classes for that quarter, exceptions must be requested via online request form.

**Clubs should not officially schedule a practice, game, or event without receiving confirmation of the facility request.**

## ***Competition Requests***

Individual competition must be submitted a month prior to the quarter. All individual competitions must be entered as a DSE Event. Tournament requests must be submitted via Google Forms every quarter. Request forms will be reviewed & confirmed by the Competitive Sports Directors. Approval is subject to availability of the facility and staffing.

Home competitions must not exceed 50% of the clubs' total home & away competitions per quarter.

When "home" games or events are scheduled using University facilities, the club is responsible for all aspects of game management. The club should be aware of and make arrangements for: parking, site preparation, equipment set-up and take down, conduct of participants and spectators, crowd control, facility clean-up, locker room scheduling, care of visiting team and officials, etc.

Club Sports competitions and tournaments participants **MUST** be collegiate club members. If a national governing body permits non-collegiate members or minors to participate in a sanctioned club event then only 10% of the total participants are allowed to be non-collegiate club members.

**Clubs who sponsor fundraising tournaments/competitions or revenue generating tournaments within or on University facilities, may be charged for event management and facility set up including event staff, field lining, equipment costs and incurred facility expenses. All costs will be determined at the pre-event meeting with the Competitive Sports Directors.**

UCI Club Sports recommends and strives to staff an AT at all high-risk home competitions. However, due to many variables, this may not always be feasible. The priority for staffing ATs at events held at the ARC are outlined below. The rate for an AT is \$55 per hour. All costs incurred will be deducted from the club's allocation.

1. All full-contact home competitions for clubs in leagues that require an AT present.
2. All full-contact rugby home competitions.
3. Large-scale home tournaments for high risk clubs.
4. Full-contact individual competitions for high risk clubs.
5. Club's requesting an AT for an event.
6. All other situations that do not fall under 1-5

Off campus home competitions for high risk clubs will be covered by an AT when availability permits.

If an AT is not present for a home competition, it is the responsibility of the club officers and safety officers to ensure policies are followed and incidents are managed within the responder's scope of training.

## ***Expectations when using Facilities***

Any time a Club has reserved a facility, it must be used. If the Club cancels a practice, game or any reservation, a Club representative must contact the Club Sport staff at least 24 hours before the reservation is in effect. Failure to use a reserved area jeopardizes the Club's ability to reserve facilities for future use. Clubs are responsible for set-up and cleanup of all sites.

Several Club Sports have been granted permission to use weapons (as defined by UCI policies and local and state laws) in conjunction with their regular practices and special events. This permission is conditional and requires all members to abide by the policies for "Transportation and Use of Weapons" prior to initiating participation. It

is expected that all members will adhere to these guidelines so as not to endanger their Club's ability to continue using such weapons. The recommendation transportation policies will be emailed to all appropriate club members.

Misuse of equipment and facilities (including not using reserved space, and/or neglect in following facility-use procedures, i.e., leaving debris or equipment in a facility) as well as inappropriate conduct and actions while participating in any Club Sport related activity, will jeopardize the Club's status. Any Club using a facility is obligated to clean up after the activity. (Check with the Club Sports staff prior to the event to make arrangements regarding cleanup and to order extra trashcans or cleaning supplies.)

Facility supervisors monitor all of the ARC facilities. **As employees of the Department of Campus Recreation, they have the authority to deny unauthorized persons (or persons abusing facilities or equipment) access to the facility.** Alcoholic beverages are not permitted in or on the University campus. Smoking is not permitted at any Campus Recreation facility. It is the Club's responsibility to monitor all Club events (including the actions of spectators) to assure that alcoholic beverages are not on site. Games may be delayed until the problem is corrected or may be canceled if the situation is not addressed.

Animals are not allowed on University facilities (exception: assistance animals on a leash).

The Campus Recreation staff reserves the right to cancel or postpone an event due to inclement weather, facility condition, or other facility conflicts. Clubs are responsible for abiding by these decisions. **Campus Recreation will not be held responsible for any fines dispensed by leagues, associations or national governing bodies.**

Any problems or damage to facilities should be reported to the Competitive Sports Directors or a Campus Recreation Operations Manager immediately.

### ***Expectations when using Off-Site Facilities***

Clubs that practice and host "home" competitions at off-site facilities must follow these procedures:

1. Submit the same Practice & Competition Requests through the online database.
2. Have any agreement/contract reviewed by the Competitive Sports Directors prior to signing anything on behalf of the club. Please note any contractual agreements are between the campus organization and the facility. The University of California does not approve any contracts or agreements and is not responsible for anything within the contract/agreement.
3. It is recommended that the Club schedules an appointment with the Associated Students' College Legal Clinic to have a non-affiliated lawyer review the agreement prior to signing the document.
4. Follow all of the facilities operational, medical and emergency procedures. Clubs should get a copy of these policies from the facility's director to keep on hand. Please submit a copy to the Club Sports office as well.
5. Report any issues to the Competitive Sports Directors immediately.

## **SECTION SEVEN: TRAVEL & TRANSPORTATION**

### **Travel Regulations & Procedures**

Prior to every trip, club officers are responsible for submitting an Event Request via Do Sports Easy. This request must be completed for any travel away from campus. Failure to comply with this requirement will result in a loss of practice time for the team.

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## ***Follow this process when planning to travel:***

1. Submit an away event request via Do Sports Easy a minimum of two weeks prior to trip:
  - a. General Information – dates of travel, dates and time of competition, purpose of trip, opponent(s), travel roster
    - i. It is strongly recommended to obtain an Emergency Contact Information list for the traveling roster to utilize in time of emergency – emergency contacts, phone numbers.
  - b. Transportation Information – mode of transport, list of drivers, carpool list
    - i. There must be 2 approved drivers for all away competitions.
    - ii. All persons intending to drive personal vehicles must submit a completed student driver application in conjunction with documented proof of valid driver's license and automobile insurance. All airfare must be coordinated through the Club Sport office.
  - c. Lodging Information – lodging type, lodging location
    - i. Location and contact information for lodging will be necessary in case of emergency. This includes personal residences.
  - d. Club Members Attending – list of names
    - i. Individuals planning to make the trip must be members of the club with completed registration on Do Sports Easy. If a club member is not selected, s/he is not eligible to attend the event as a team member.
    - ii. Note: you will only be allowed to choose from individuals that have registered. If they are not listed, that means they have not registered online and are not eligible to participate or travel.
2. After submission of the Travel Itinerary via the Do Sports Easy, a club officer must attend a Travel Meeting the immediate Wednesday before the trip in the Club Sports office to ensure all paperwork is accurate.
  - a. The club officer will receive a Travel Binder with all necessary paperwork & a first aid kit to keep with them throughout the trip including during travel/competitions.
  - b. The binder and first aid kit must be returned to the Campus Recreation office by Monday at 5 p.m. **\*Loss or failure to return first aid kit will result in a \$100 fine to club.**
    - i. **If a holiday falls on that Monday, the travel binder and first aid kit must be returned to the Campus Recreation office by Tuesday at 5 p.m.**
3. Failure to fully complete the *Travel Itinerary* and attend travel meeting may delay approval process.
  - a. **Clubs traveling without the permission of the Club Sports program may not receive compensation for travel and may face other punishments including fines, suspension, probation and/or revocation of recognition by the university.**
4. While traveling keep all original receipts pertaining to the trip (gas, rental vehicles, airlines, hotels, entry/registration fees).
5. Upon return, club officers may submit a reimbursement request, or transfer request to utilize allocation funds for travel expenses.
  - a. While traveling keep all receipts and make sure that they are ITEMIZED because each dollar spent must be justified. Reimbursement requests not submitted within 21 days of the trip will not be reimbursed.

The Regents of the University of California provide insurance coverage for currently registered UCI students who travel off campus for recognized Club Sports events. The policy is intended to provide coverage until the student returns to their home campus or residence. The coverage is \$5,000 per occurrence of accident or illness and \$10,000 for accidental death and dismemberment.

It should be emphasized that the University assumes no responsibility for the use of private vehicles. The owner/driver of the vehicle assumes total liability including responsibility of passengers. **Therefore all drivers**

**are required to have a valid driver's license and automobile insurance coverage.**

- Travel in all vehicles is limited to current club members, who must abide by all rules and regulations governing the use of vehicles.
- No vehicles carrying more than 10 passengers shall be rented, driven, or inhabited by Club Sports members.
- Driving between the hours of 12:00am (midnight) and 5:00am is not allowed except in an emergency situation.
- The following regulations concerning the balance of driving, sleeping and breaks should be followed:
  - For every 3 hours of driving, drivers must take a 15 minute break & cannot drive more than 6 hours per day

Responsibilities of each club member during Club Sports travel include, but are not limited to:

- Supervising the conduct of the members on the trip, and ensuring that all drivers drive in a safe manner.
- If an accident occurs, follow the Club Sport *Emergency Procedures*.

Club members failing to abide by conduct policies are subject to suspension and/or expulsion from the Club Sports program, as well as review by the Student Life & Leadership' Judicial Affairs

### ***Out of State & International Travel***

It is required that all clubs traveling out of state or the country to register for UC travelers insurance.

### ***UC Travelers Insurance Coverage***

UC has arranged for students traveling on official university business to be covered for a wide variety of accidents and incidents while away from the campus or primary workplace.

- **Club Members** are covered while participating in UC sponsored and supervised off-campus activities both domestically and abroad.
- Visit the following website to register for UC Travelers Insurance:  
<https://www.ucop.edu/risk-services-travel/index.html>
- **All out of state and international trips must be registered a minimum of one week prior to leaving.**

This broad coverage includes medical care and evacuation, extraction for political and weather related reasons, and more.

### ***Additional Travel Information***

- If league or tournament rules require roster verification by the University, the Travel Itinerary/Roster Form should be submitted at least 14 days prior to departure, along with any documentation to be completed by the University.
- Clubs must **notify the Competitive Sports Directors** in the event that a change in plans occurs or an emergency arises. Additionally any accident or incident that occurs must be reported immediately to the director. All club officers and coaches should have the Competitive Sports Directors's emergency phone number on hand at all times.

### ***Approved Drivers and Use of Personal/Rental Vehicles***

Before using a rental/private owned vehicle for Club Sport business/travel, club sport athletes who wish to drive must complete a Student Driver Agreement application. State Law requires drivers to possess the following auto insurance with the minimum coverage requirements:

- \$15,000 for injury/death to one person
- \$30,000 for injury/death to more than one person
- \$5,000 for damage to property

Individuals may use personal cars to travel to "University sanctioned" events. Drivers may be reimbursed for personal gasoline expensed, if the club chooses to spend money on such. This reimbursement is based on

mileage and cannot exceed \$0.56/mile. Clubs may determine at which rate mileage is to be paid to drivers, however, no reimbursements for gas are allowed for personal vehicle use. Driver's personal car insurance will be charged in the event of accident or injury.

## ***Minimum Qualifications for Approval***

1. Valid driver's license.
2. Proof of current/unexpired automobile insurance.
3. No driving infractions that provide a red flag within the SAMBA driving record pull system (must provide consent to have current DMV driving record pulled and reviewed by Club Sport Office).
4. No physical impairments that affect driving ability.
5. A minimum of 18 years of age.

## ***Driver Policies***

1. Must have your valid driver's license in your possession while driving.
2. Must drive safely and obey all state and local laws/ordinances.
3. Must wear a seat belt at all times; must insure passengers are wearing seat belts at all times.
4. Must follow rules for vehicle use.
5. Must refrain from consuming alcohol and/or illegal substances; must refrain from prescription or over-the-counter drugs which may cause drowsiness (Check the label or ask pharmacist.).
6. Must refrain from distracting behaviors while driving (*e.g.*, eating, smoking, adjusting radio controls, *etc.*).
7. Cell phones must not be used while driving in any manner, including texting, even if used with a hands-free device. In an emergency pull vehicle over.
8. Must only transport individuals/passengers who are on official club members or coaches (no family members, hitchhikers, or friends).
9. Must not operate vehicle if any of the following are not operating properly: engine, transmission, brakes, tires, lights, steering.
10. Must not operate in extreme weather including: rain, snow, ice, fog.
11. A driver may not: drive for more than three consecutive hours or drive more than six total hours per day. After driving for three consecutive hours, a minimum break of 15 minutes is required.
12. A driver may not drive a vehicle that carries more than 10 passengers, including the driver. 13. Must comply with passenger limits on vehicle type (vehicle rating).

## ***Travel Policies***

1. Travel is only allowed between the hours of 5 a.m. and midnight.
2. Automobile travel is limited to 600 miles or 10 hours within a 24- hour time frame per driver.

## ***Driver Authority***

1. The driver is responsible for the safe operation of a vehicle and, therefore, has the authority to enforce all policies and to ask for compliance from all passengers; i.e, safety belts. The driver is empowered to discontinue trip until all problems are resolved.

## ***Additional Driving Policies:***

- Team members must leave from UCI and go directly to the destination of the competition. ● If you are not following the information in the travel itinerary, you are NOT considered an approved member at the club event.
- If a club member is traveling separately or driving with anyone other than what is listed on the approved Travel Itinerary, they MUST contact the Club President in advance for approval.
- Once any club member chooses not to follow the approved travel itinerary, they are not covered by any



club sports insurance policies.

## **RENTAL CAR AGREEMENTS:**

The University of California has system-wide pricing agreements, including insurance coverage, with all major rental car agencies.

### **Agreements generally include:**

- **Collision Damage Waiver (CDW):** CDW is included in the rate at no additional cost. Decline CDW if offered by the agency.
- **Liability Insurance:** Details of liability insurance are described in the terms and conditions for each agency's UC agreement. Decline liability insurance if offered by the agency. An example of liability insurance limits is:
  - \$100,000 per person
  - \$300,000 per accident
  - \$25,000 for property
- **Supplemental Liability Insurance (SLI):** UC agreements do not include SLI. Typically you do not need SLI; however, you may decide to purchase SLI if renting for a large group or high-risk activity.

*Note: Review detailed agreement terms prior to renting, as there are some variations among agencies. For example, an agency may limit the UC agreement to specific servicing locations.*

### **Making Reservations:**

1. Call a selected off-campus agency (*numbers listed below*)
2. Confirm that you are renting a car for UCI travel and that you want the university rate.
3. Provide the UCI Agreement ID for the agency you have selected:
  - a. **Enterprise:** Rental phone: (800) 325-8007  
UCI Agreement ID: XZ32F02, PIN #: UCI
  - b. **Hertz:** Rental phone: (888) 654-3131  
UCI Agreement ID: 72105
  - c. **National:** Rental phone: (800) 227-7368  
UCI Agreement ID: 5007820
4. Confirm that the Loss Damage Waiver (CLD), Collision Damage Waiver (CDW) and the Supplemental liability insurance are included as provided by the UC Agreement.

*Note: Any additional liability or insurance coverage costs not in the UC Agreement must be covered by the individual and will not be reimbursed by UCI Club Sports or UC Irvine.*

## **Travel Expenditures & Reimbursements**

When using the funds in your ARC account for travel, be aware of the many stringent regulations placed on the use of club funds by the University. Come by the office as soon as any pertinent information on registration or entry fee is obtained. To authorize travel, club officers must complete the required travel forms in advance. **PLAN YOUR TRIP IN ADVANCE!!!**

### **Travel Reimbursement Policy**

- It is the responsibility of the club to pay for travel arrangements up front through the club ASUCI account – keep all original travel receipts and submit a Travel Reimbursement form upon returning from trip. Approved reimbursement funds will be transferred from your club ARC account to your club ASUCI account.
- All reimbursements must be processed through the Club Sport office and must be preceded by a submitted and approved Travel Reimbursement form. All costs of travel will be the responsibility of the



members participating in travel. When possible, the Club Sport office will assist with the payment of any and all travel related expenses.

- Approved reimbursements can be issued from the Club Sport office. The Competitive Sports Directors will issue reimbursements if travel has been approved.

## ***Documentation for Reimbursements***

Every reimbursable item must be accompanied by the following types of documentation:

1. What was purchased? – Detailed information describing what was purchased.
  - a. Hotels: itemized room details
  - b. Rental Cars: itemized rental contract
  - c. Entry Fees: Tournament flier, invoice, etc
  - d. Parking: Parking receipt
2. Proof of purchase – Receipt of payment, credit card receipt, etc.
  - a. In most instances this can be documents with a receipt that identifies the method of payment
  - b. Hotels: room by room details showing zero balance and method of payment
  - c. Rental cars: itemized rental contract showing total costs, zero balance & method of payment
  - d. Entry Fees: receipt from tournament director identifying who paid and method of payment

## **SECTION EIGHT: FINANCES & BUSINESS PROCEDURES**

Every club should set objectives for expenses and revenue generation during the year. Each club should maintain an accurate record of accounts, and create an anticipated budget for each academic year available for any club member to request for viewing. A Budget Worksheet is available online for the ease of financial tracking. Items that should be anticipated include membership recruitment, competitions, publicity, equipment, and other related costs. A specific plan should be developed for the generation of income and be approved by the membership. Once objectives have been established, the task of preparing a detailed, realistic budget request should be easy to adhere to and track.

## **Account Descriptions**

Club Sports teams each potentially have three different types of accounts.

1. The first is the **Campus Recreation Allocation account (CRA)**. This account holds money that is allocated from student fees and any additional funding from the department. This account is managed by the Competitive Sports Directors and clubs must submit requests for approval to use the funds. There are some limitations to what this funding may be used on.
2. Second, the Campus Recreation **UCI Foundation account (Foundation)** hosts any tax-deductible donations made to the Club. These funds carry over annually and can be used by the clubs on any CRA approved expenses. These funds may also be available to transfer to a Club's ASUCI account if approved in advance of a purchase.
3. Lastly, the **ASUCI account** is available through registration as a Campus Organization by the Student Life & Leadership office. This account hosts all fundraised money including dues. Funds from this account can cover any additional expenses.

Club officers are responsible for ensuring that expenses do not exceed income and that funds are spent according to policy in each of the appropriate accounts. **All expenditures from CRA and Foundation accounts must have prior approval of the Competitive Sports Directors.** The ASUCI account may be used for expenditures not allowed for University funds. However, NO club funds should be used for expenses that are not approved by the club membership.

## **Campus Recreation Allocation Criteria, Funding & Compliance**

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The Club Sports program at UCI receives financial support from registration fees, the Club Sport Spirit Initiative (CSSI) passed in 2014, and the Athletic and Student Activities Referendum (ASAR) passed in 1999 through allocated student fee dollars. The funding provided from the CSSI for the 2014-2015 academic year is \$2.00 per undergraduate student/quarter, starting Fall 2015, the quarterly fee will increase 50 cents each year for the next ten years and will level off at \$7.00 for the 2024-25 school year. After 2025, the fee will continue to be at the \$7.00 per quarter rate. The total amount provided through the ASAR is equivalent to \$0.25 per undergraduate student/quarter during the academic year.

The purpose and goal of the UCI Sport Club budget allocation process is to fairly and effectively distribute funds our program receives from student fees to maximize the athletic achievement and overall success of the sport club program as a whole. Optimally the process will help offset costs and expenses that our clubs incur throughout the year as much as possible and in turn minimize out-of-pocket expenses for individual club members.

The amount of money each club team will be allocated through the process itself will be at the advisement of the **UCI Club Sport Student Executive Council** and ultimate **approval of the Competitive Sports Directors**. The timeline for the process will be as follows:

|                      |                                                     |
|----------------------|-----------------------------------------------------|
| Early Spring Quarter | Clubs Submit Completed Budget Forms                 |
| Mid Spring Quarter   | Club Budget Presentations                           |
| Late Spring Quarter  | Allocation Meetings                                 |
| Late Spring Quarter  | Admin and CSEC Review (for following academic year) |
| Early Summer Quarter | Budget Allocations Announced                        |

The key factors the Club Sport Executive Council, Coordinators, and Director will take into account while allocating funds are as follows (to be explained in depth in the following pages):

- Competitiveness**
- Compliance Score**
- Club Tier Status**
- Budget Forms & Presentation (Need)**
- Bonus Points**

### ***Compliance***

Each club will be evaluated throughout the year by Sport Club administrators (coordinators and the director) on how compliant they are with the UCI Sport Club program based on the required components listed below. The compliance process will be based on a percentage out of 100, with each required component worth 1 point each. Based on this percentage, budget allocation deductions, probation status, or removal from the program may occur. Compliance points will be scored over all three quarters. (Major compliance issues taking place after the budget request form has been turned in are subject to IMMEDIATE consequences). The compliance percentage will be used during the budget allocation process, for club disciplinary action for the following year, and assist in the naming of the Club Sport of the Year.

### ***Required Compliance Components***

1. Canvas Training

2. Fall Officer Training
3. Financial Training
4. Anteater Involvement Fair
5. Late Night
6. Budget Projection
7. Revised Club Constitution
8. Safety Officer Training
9. Check-In Meeting (Fall x2) (Winter x2) (Spring x2)
10. Club Sport Executive Council Meeting (x3 year)
11. Annual Budget Request
12. Officer Transition Training
13. End of Year Survey

### ***Compliance Expectations:***

| Total Points | Compliance Standing | Following Year Budget Allocation Status                      | Following Year Club Standings                                                                                                                    |
|--------------|---------------------|--------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| 85% - 100%   | Excellent           | No budget allocation deductions                              | Active Club Sport                                                                                                                                |
| 70% - 84%    | Good                | Potential budget allocation deductions*                      | Active Club Sport                                                                                                                                |
| 50% - 69%    | Probationary        | Not eligible to participate in the budget allocation process | Probation Tier – Must maintain 80% throughout the following year to remain a Club Sport. Failure to meet 80% will result in removal from program |
| 0% - 49%     | Program Dismissal   | Not eligible to participate in the budget allocation process | Dismissed from the Club Sports program. May rejoin at Club Sports Administrator's discretion                                                     |

\*Budget allocation deductions are at the discretion of the **the Competitive Sports Directors** during the Budget Allocation process in the Spring Quarter.

\*\*First year Sport Clubs must maintain at least an 80% in compliance to remain in the Sport Club Program. Any sport club that falls below 60% in compliance throughout the academic year will meet with a Sport Club Administrator to discuss club standing and program expectations.

### ***Budget Packet***

Completing the Allocation Budget Packet in full detail and turning it in on time is critically important for the allocation process. Failing to turn in the Allocation Budget Packet within the deadline will be **an automatic forfeit of allocation money.**

The Allocation Budget Packet is used to help sport club administrators and the Club Sports Cabinet **determine your financial needs** and will therefore **directly impact your budget allocation.** This packet will be thoroughly reviewed and will be audited with your club spending accounts to confirm that it has been filled out correctly. The Allocation Budget Packet will be sent out to all officers during the winter quarter.

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## ***Spending Guidelines***

There are several general guidelines that govern club spending. To begin with, all expenditures must be program-related such as travel, equipment, officials, facilities, office costs, publicity, and fees. Items that are not program related, or are otherwise inappropriate, will not be approved. All funds received by the club must be used for the benefit of the entire club as determined by a majority of members.

Secondly, expenditures require various forms to initiate the spending process. All expenditures require the approval of the Competitive Sports Directors. All expenditures must be pre-approved and orders should never be placed by a club member without approval. Please note, the Club must have enough funds in its account prior to placing any type of purchase or funding requests. Failure to follow the procedures listed below may result in you and/or your club assuming the burden of payment for goods/services received.

The Competitive Sports Directors, Director of Campus Organizations or a representative of ASUCI may audit the Club at any time to ensure it is following appropriate protocols for expense and revenue tracking.

**Allow a minimum 4-6 weeks lead time for any type of financial request for payment or remission.** Requests for CRA and Foundation funds must be made by the club president or treasurer.

## ***Examples of Expenditures and Accounts Used***

|                                  | CRA | Foundation | ASUCI |
|----------------------------------|-----|------------|-------|
| Purchase of Team Equipment       | X   | X          | X     |
| Conference/League Dues (Team)    | X   | X          | X     |
| Facility Rental Expenses         | X   | X          | X     |
| Tournament Entry Fees            | X   | X          | X     |
| Officials/Judges Fees Reimbursed | X   |            | X     |
| Uniforms                         | X   | X          | X     |
| Awards                           |     |            | X     |
| T-Shirts                         |     | X          | X     |
| Coach's Stipend                  |     |            | X     |
| Food/Banquets/Decorations        |     |            | X     |
| Approved Travel Expenses         | X   |            | X     |

## **CRA & Foundation Expense Forms**

There are specific forms to be completed to purchase or pay for various items, goods and services. Below the four most common purchasing processes are listed. For information on how to complete the forms in detail, please speak to the Competitive Sports Directors.

## ***Purchasing Products, Supplies, Equipment or Tangible Goods***

Complete a **ASUCI Transfer Form** which is accessible through Do Sports Easy under the “Forms” section. All details must be completed prior to submitting the form. Please remember that all purchases must cover the California State Taxes (8.75%) even if items are purchased without a charge from the company.

Also for purchases greater than \$5000, the purchasing process will take an additional amount of time.

***Please Note: All equipment, uniforms, etc, purchased with any club generated income is property of the University and not the personal property of individual club members.***

## ***Services or Non-Tangible Goods***

League/association dues and entry fee requests must include all necessary information: breakdown of fees, dates, and name and address of payee on official league, association, or tournament stationary. A federal tax ID or Social Security Number is REQUIRED by the University to make any payments. Complete a **ASUCI Transfer Form Request** available via Do Sports Easy.

- For payment to other UC schools, the Business Office can do a fund transfer, which is a much simpler and faster process. However, a check request must still be submitted to accomplish this process. This may only be done if the fee is being paid to UC Regents.

## ***Club Expense Reimbursements***

Clubs unable to request payment in advance for certain expenses may be eligible to receive reimbursement. In order to receive reimbursements for any expense, the club must have submitted an associated travel itinerary for the event, or have received prior approval for the purchase from the Competitive Sports Directors. Any items not pre-approved will NOT be eligible for reimbursement. Official receipts for approved equipment purchases must be **submitted within 3 months** of the date of purchase to be eligible for reimbursement. Complete an **ASUCI Fund Transfer Request** form found on Do Sports Easy for these types of purchases. Official receipts for approved travel purchases must be **submitted within 21 days** following the event. Complete a **Travel Reimbursement Request** form found on Do Sports Easy for all travel related reimbursements. All receipts for Spring Quarter must be submitted no later than mid May.

Note: All requests to release allocated funds must be submitted to the Competitive Sports Directors prior to submission of any type of purchasing or reimbursement request from the club.

*Each club is responsible for accounting for all funds collected and expended and must submit statements, invoices, receipts, and other financial information for review and audit.*

## **Revenue Generation**

Club Sports are expected to supplement their allocated funds with self-generated income from on-campus sources, members' dues, donations, sponsorship and fund-raising. Generated income may not be used for personal gain, or non-club activities and events. The members of individual clubs generally share in the financial support of their club through the payment of dues, fundraising projects, etc. Care should be taken to keep dues minimal so that all are capable of paying these fees.

All proposed sources of income, including membership dues, must be approved by the Competitive Sports Directors and club members, prior to their taking effect, should indicate what expenses the revenue will be used to cover. The funds generated by a club may be spent according to the members' wishes and the club's needs with the prior approval of the Competitive Sports Directors. Common sense and ethical behavior should be

practiced when dealing with all aspects of generated income.

All sources of income should be collected via cash, check, or university sponsored sources. This includes fund collections in the form of membership dues, donations, sponsorships, and fundraising dollars. **Clubs may not collect funds through 3rd party accounts such as Venmo, GoFundMe, Google Wallet, PayPal, etc.** These types of accounts are not managed or protected by Club Sports, and therefore we cannot mitigate any issues should they arise. To keep your funds safe, only collect and spend through the appropriate channels.

## ***Deposits***

All monies intended for club use must be deposited through either the Club Sports office or through the Associated Students, UCI approved account. All deposits of tax-deductible donations must be made to the Club Sports office. All deposits for dues, fundraisers, entry fees and miscellaneous revenues must be made to the individual club's ASUCI account. **Clubs may not have any outside financial accounts of any type.**

- a. General Check Info: All entry fees for tournaments hosted at the ARC, are required to be deposited in the club's individual ASUCI account.
- b. All checks must be made out to "**Your Club** at UCI" and mailed directly to the club at 680 California Ave., Irvine, CA 92697-4515. Checks may not be mailed to any individual club members homes.
- c. All checks must have pre-printed names and addresses and must be deposited within 72 hours.

## ***Fundraising***

Fundraising is one of the most important responsibilities of each Club Sport. Since the Club Sports program receives only a portion of its total budget from the University, the program relies heavily on its membership's fundraising efforts to support its justified needs. Due to this, each club may be held responsible for participating in any and all program-wide fundraising events. The balance of the Club Sport total budget must come from individual club membership dues, donations, and fundraisers.

*Before organizing fundraising events or soliciting funds from various donors, clubs must contact the Club Sport Office to receive approval and support or assistance.*

## ***Donations***

Any club that anticipates donations of money or equipment should contact the Competitive Sports Directors. Donated monies cannot be used for certain expenses including the payment of coaches. For a donation that is tax-deductible, donors must complete a Club Sports Donation Form (see DSE financial forms). The club must ask the donor to fill out the appropriate donor membership card per University regulations.

## ***Sponsorships***

Any club contacting businesses for sponsorships should contact the Competitive Sports Directors in advance. There are certain local and national companies that clubs are not allowed to approach for sponsorships due to their relationships with the University. Contact the Competitive Sports Directors in advance to assure that businesses are approved as sponsors. No alcohol or tobacco companies may be solicited for sponsorship in any format. A sample sponsorship guideline form is located on the website. Please contact the Club Sports office to tailor the sponsorship form to your club's needs. Please note agreements between sponsors and clubs do not constitute agreements between the University and the aforementioned business. For this reason, clubs may not approve any signage or other product placement at any location on campus without prior approval.

## **ASUCI Accounting Policies**

Clubs must open an Associated Students UCI account through the A.S. Business Office, located in the UCI Student

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Center South Wing 2<sup>nd</sup> floor (Ring Road level) for income generated. **Club Sports may NOT open any financial accounts outside the University system.**

ASUCI offers **club accounts** for registered student clubs and organizations instead of opening an off-campus bank account. Club accounts must have one or more UCI students authorized to withdraw funds from their account. Club accounts can only be opened at the ASUCI business office. For more information on Club accounting; please visit: <https://studentgov.uci.edu/business-office/club-accounting/>

## Creating an ASUCI Account

Clubs without an ASUCI account have the option to create one. In order to create an ASUCI account, send your inquiry with the following details to [accounting@studentgov.uci.edu](mailto:accounting@studentgov.uci.edu) :

- Full names of the club as listed on CampusGroups
- Full names and UC Irvine emails of 3 authorized signers
- All active accounts are subject to an annual \$30 service fee assessed each fiscal year.

## Closing an ASUCI Account

- Clubs that wish to close their ASUCI account may submit a completed ASUCI Account Closeout Form to [accounting@studentgov.uci.edu](mailto:accounting@studentgov.uci.edu) or drop it off at our office in G244.
- A check with any remaining funds will be processed in the club's official name and provided to the club officers.
- Accounts may be reactivated at a later time by following the instructions listed in the activation section above.

**The Competitive Sports Directors, Director of Campus Organizations or an ASUCI financial representative may audit the Club at any time to ensure it is following appropriate protocols for expense and revenue tracking.**

## SECTION NINE: PUBLICITY, PROMOTIONS & WEBPAGES

### Publicity Guidelines

#### *Campus Recreation and Club Sports Publication Guidelines*

In order to create a Campus Recreation brand, and to create awareness that certain programs such as Club Sports are offered through Campus Recreation, it is necessary to use official logos for publications and Web sites. Using the same logos consistently will ensure recognition and awareness of Campus Recreation programs and services and set them apart from other programs and services on campus. Please use the following logos when creating print publications and Web sites for your club.

Preferred Club Sports Logo:



Alternate Logos:



The following logos are not to be used on Club Sports publications:

*Athletics & CIA:*

*"Official" UCI Seal & Logos*





## Web Language, Content and Style

As part of the Department of Campus Recreation, your publication and Web site content should reflect the quality we require in our publications. From flyers to Web sites, the content should be:

- Professional
- Free of errors
- Accurate
- Free of offensive language

While different clubs have different images, it is important to remember that all club sports are part of Campus Recreation. We recognize that each club sport has its own identity and you want your publications to reflect the personality of your sport. Please keep these guidelines in mind when creating publications or Web sites. By no means do all Club Sports need to be carbon copies of each other; however, quality content and proper style are required for all publications.

## Artwork for Apparel

Clubs creating own artwork to place on team apparel, uniforms, or equipment, must receive artwork approval by the Competitive Sports Directors prior to purchasing. UCI anteaters must not be altered in any way, such as changing its colors, or attaching anything to the established design. If creating own anteater, slight alterations may be made and approved. Reach out to the Competitive Sports Directors for guidance.

For information on University Trademarks and Licensing, please visit: <https://trademarks.uci.edu/>

## Publications Requiring Campus Recreation Approval

Since Club Sports are part of Campus Recreation, we need to be up to date on what you are publicizing and how, as well as monitor for quality and consistency. Any artwork or publications must list the name as your club as “\_\_\_\_\_ Club at UCI”. Please note it does not matter which funds you use to purchase any apparel or equipment items, they must be approved prior to the placement of the order due to logo rights and usage. Please submit the following items for approval BEFORE distributing or publicizing them:

- Newspaper ads
- Press releases
- Brochures
- Flyers
- T-shirts/Apparel

## Web Pages & Email Addresses

All Clubs SHOULD maintain a club website. The following are expectations for information on the website:

1. Be updated by the first week of each quarter.
2. Provide at least one representative's contact name and email for prospective members.
3. Give an overview of the club and its activities.
4. Provide the current practice schedule with location and times.
5. Provide the current game schedule with location and times (if applicable).
6. Have a statement on the front page stating the “\_\_\_\_\_ Club is by the Department of Campus Recreation” and provide a link to [www.campusrec.uci.edu/club](http://www.campusrec.uci.edu/club) or the Club Sports logo that links to the site.



If there are pictures on the website, they must be relative to the sport or activity of the club. DO NOT post pictures of parties or social occasions.

In order to access your club's free web site, one authorized student officer for your club must open an account through the Student Life & Leadership' Technology Department. This fee is a part of the SLL annual fall Campus Organization registration fee.

Your club's web address will be: **<http://campusorgs.uci.edu/your club name>**

For more information about publishing a website you can visit

<https://campusorgs.uci.edu/techsupport/index.php> or by contacting the SLL office at 949.824.8312.

## Campus Posting Policies

### ***Definitions: Noncommercial/Commercial Literature***

For the purpose of this policy, noncommercial literature is defined as any material that is printed, or of any other media, which refers to an event, activity, or service that is not conducted for private business or personal gain. The posting or distribution of commercial literature and materials, other than the occasional incidental sale of personal property of interest to University students, faculty, and staff, is prohibited.

### ***Illegally Posted Materials***

All illegally posted material will be removed and the cost of removal may be billed to the sponsoring organization. Adherence to this policy shall be monitored by the Office of the Student Life & Leadership.

Violations will result in monetary penalties or other sanctions imposed by the University.

For more information on Posting Guidelines you can visit

[https://campusorgs.uci.edu/resources/marketing\\_publication.php](https://campusorgs.uci.edu/resources/marketing_publication.php)

- When posting in any housing complex, please get prior approval from that complex's housing office.

## Posting and Distribution Regulations

1. University students, faculty, staff, registered campus organizations, and University units may post and exhibit noncommercial literature and printed materials only in approved locations, and may distribute such literature and materials only in areas open to the public generally.
2. Non-University persons and organizations may post noncommercial literature and materials only for events/programs being held on the campus and only in approved locations. The office of Scheduling and Conference Services must approve of the materials. Non-University persons may distribute such literature and materials only in areas open to the public generally.
3. Material relating to employee representation is governed by rules established in accordance with the Higher Education Employee/Employer Relations Act. Refer to University of California, Irvine, Implementation of All literature and printed materials, both those written in English and those written in another language, must clearly show the name of the sponsoring person or organization in English.
4. All literature and printed materials which refer to a specific event or date must be removed by the sponsoring individual or organization within 48 hours after the event or program.
5. All literature and printed materials that do not refer to a specific event or date must bear a removal date not to extend beyond the last day of the academic quarter.
6. Posting with glue is expressly prohibited.
7. Only one poster, flier, or banner per event per posting area is allowed. Unless otherwise approved, banner size may not exceed 5 feet by 3 feet. No more than 6 banners may be posted on campus for a particular event at any given time.
8. Posting on top of or removing announcements that are current and legally posted will be considered violations of these regulations.

## ***Approved Locations***

### ***Posters, Flyers, and Announcements***

- Kiosks
- University general purpose bulletin boards
- Interior and exterior concrete surface of Crawford Hall/West Peltason Drive overpass
- Interior concrete surface of Ring Road pedestrian bridges (UCI Student Center/Humanities and Middle Earth/Engineering Lecture Hall)
- Interior of the concrete railings in each of the lower plazas of building complexes bordering Aldrich Park (i.e. that surface not exposed to Aldrich Park)

### ***Banners***

- Interior and exterior concrete surface of Crawford Hall/West Peltason Drive overpass
- Interior concrete surface of Ring Road pedestrian bridges (UCI Student Center/Humanities and Middle Earth/Engineering Lecture Hall)
- Interior of the concrete railings in each of the lower plazas of building complexes bordering Aldrich Park (i.e. that surface not exposed to Aldrich Park)

### ***Prohibited Posting Surfaces and Distribution Areas***

- Ground, paths, and walkways
- Glass, wood, painted, or finished surfaces
- Trash cans, benches, trees, shrubbery, and landscaping
- Inside classrooms, lecture halls, laboratories, and walls inside buildings
- Directly upon the exterior wall of any building
- Interior stairwells and any stair railings
- Fixed poles, traffic control devices, guideposts, signposts, campus directional signs, or historical markers, or tops of kiosks
- Automobile windshields
- It is prohibited to post any materials on the bridge connecting the campus with the University Center (formerly the Irvine Marketplace)

### ***Temporary Directional Signs***

Temporary directional signs are for directional purposes only, not advertising. They may be posted no more than 6 hours prior to an event and must be removed within 12 hours after the conclusion of the event for which they were intended.