



UNIVERSITY of ROCHESTER
STUDENTS' ASSOCIATION
GOVERNMENT

Students' Association Club Sports Organization

Club Sports Manual

University of Rochester Students' Association

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I. OVERVIEW OF CLUB SPORTS

A. Introduction

Club Sports at the University of Rochester is administered by Wilson Commons Student Activities, in conjunction with the Department of Athletics & Recreation and the Students' Association. Each organization is formed, developed, governed and administered by the student membership. Each organization works hand in hand with the Club Sports Council and a primary advisor who offers guidance/assistance. The key to the success of this program and each organization is the student leadership, interest, involvement and participation.

The rules and regulations of the University of Rochester, Wilson Commons Student Activities, the Students' Association and the Department of Athletics govern student organizations recognized as club sports. All club sport officers are expected to be familiar with this manual. Any questions pertaining to organization activities not stated in this manual should be referred to and discussed with the primary advisor.

The Assistant Director of Club Sports is located in Wilson Commons 103E in the Graphic Arts Suite. The telephone number is 585-276-6517.

B. Students' Association - Ten Principles

The Students' Association Senate aims to support an organizational system which allows students to pursue their interests while focusing their energy in ways that promote community on the River Campus. The ten SA Principles of Student Organizations (A Clear and Focused Mission, Openness, Embodiment of the Communal Principles, Membership, Uniqueness, Sustainability, Community Contributions, Leadership Development, Resource Responsibility, and A Spirit of Meliora) are designed to encourage more collaboration, more community-directed programming and fewer self-serving activities. In order to gain Students' Association recognition, an organization must fulfill all ten Principles.

C. The Club Sports Council

The Club Sports Council serves as an umbrella organization to network all club sports at the University of Rochester. The Club Sports Council meets monthly with the president and business manager of every club sport in order to update any changes in policy, review organizational operations and address any issues/concerns. The council aims to leverage these meetings to give each organization a voice in policy changes, the establishment of new club sports and to increase policy transparency. The council leadership consists of an elected president, secretary and an assigned student accountant, along with the primary advisor. The council works closely with the Student's Association Appropriations Committee (SAAC) and the Administration and Review Committee (ARC) to create and implement organization funding policies and procedures, and establish and evaluate club sports organizations, respectively.

D. Definition of Club Sports

A Club Sport is defined as a recognized student organization, which exists to promote and develop interest in a particular sport or physical activity, with the exception of Dance Organizations. An organization may be recreational or competitive as defined in the Club Sports Manual. Club Sports must be inclusive. Club Sports are administered by the Club Sports Council & the Students' Association as a student organization. There are two (2) tiers of Club Sports:

Recreational

A Club Sport focused primarily on instruction, intra-squad competition, or off-campus non-competitive play.

- Archery
- Dodgeball
- Hatha Yoga
- Outing
- Rec Ski
- Running
- Shotokan
- Tae Kwon Do
- Boxing
- Tai Chi
- Wrestling
- Kendo
- Rock Climbing
- Roundnet
- Cheerleading
- Fencing
- Cycling
- Table Tennis

Competitive

A Club Sport engaged in extramural competition against other universities to work towards or qualify for national or regional competition. This includes, but is not limited to, Club Sports in an established league, working towards post-season play, or participating in bid tournaments in which they must qualify.

- Alpine Ski
- Badminton
- Baseball
- M Basketball
- W Basketball
- Equestrian
- M Hockey
- M LAX
- W LAX
- Quidditch
- M Rugby
- W Rugby
- Sailing
- M Soccer
- W Soccer
- Softball
- W Squash
- Tennis
- M Ultimate
- W Ultimate
- M Volleyball
- W Volleyball
- Water Polo

II. CLUB SPORT MEMBERSHIP

A. Membership/Eligibility

All full-time undergraduate students attending the University of Rochester are eligible for membership in a club sport. Only undergraduate student members of an organization may hold an officer position within the organization and vote on organization matters. **Roster submissions must be sent twice a year. An up-to-date MEMBERSHIP/OFFICER ROSTER must be submitted to the primary advisor by the last Monday in September and revisions, if needed, must be submitted to the primary advisor by the second to last Monday in February. Each organization's E-Board is then responsible for updating rosters. They can be updated at any time once they have been submitted by the deadlines to the primary advisor.** All exceptions must be approved.

***At least 12 undergraduate students attending the University of Rochester on a full-time basis must be on the roster and have submitted the RISK AND LIABILITY WAIVER in order to verify said roster upon submission.**

*Failure to complete the **Risk and Liability Waiver** will result in the immediate freeze of all assets and the cancellation of all space reservations for a minimum of 2 weeks. Further consequences may be levied based on prior history.

*Rosters submitted prior to the deadline will be updated/posted on the Campus Community Connection website; for that point forward, each organization leadership is responsible for keeping their membership on the CCC current and accurate.

Each club sport has the ability to determine its own membership rules. However, the membership requirements must be free from discrimination based on race, religion, disability, sexual orientation, ethnic group, national origin or gender.

**Please refer to the new single gender organization policy for more information.

<https://drive.google.com/file/d/1wo6Vu0WhVqRR5FticIsjk4XgcbM93B1/view?usp=sharing>

*If an organization does not meet active membership requirements, they are subject to probation or termination at the discretion of the Club Sports Council and the ARC.

The following are the procedures for all club sport members and must be done before one is recognized as an official member of the club sport and eligible to participate in organization activities:

- 1) Organization officers and members fill out MEMBERSHIP/OFFICER ROSTER completely and submit to Primary Advisor via email or in person by the last Monday in September and second to last Monday in February.
- 2) All members, including new members, listed on the organization's membership roster must complete and submit a **RISK AND LIABILITY WAIVER** that can be found under the Club Sports section on the WCSA website and be added promptly to the club roster on CCC.
- 3) Organization presidents are responsible for keeping the Primary Advisor aware of roster additions. Presidents should confirm the CCC is up to date and make sure that new members have completed and submitted the **RISK AND LIABILITY WAIVER**.
- 4) **Organizations will not be authorized to spend Club Sports allocated funds or utilize Club Sports facilities until all members have completed the Risk and Liability waiver.**

Inclusivity

Appropriate notice must be given for all organization sponsored activities to the entire team membership. Club Sports may not have tryouts to join the organization and members may join at any point during the academic year.

Members

Active Organization Members must be University of Rochester undergraduates that have paid the Student Activity fee. **Only undergraduates of the University of Rochester can participate in competition play.**

Associate members can be any University Affiliate (Grad Student, Eastman Students, Staff & Faculty). Per the SA Constitution only active members can vote and hold leadership positions

Practices

The majority of a Club Sport's practices must be open to all members.

Competition Roster

Club Sports may require certain expectations for students to make a competition roster, such as reasonable dues, practice attendance, etc. These policies must be explicit in the organization's constitution and must be uniform in application. Club Sports may have a subset of their team on a competition roster. The process for selecting these competition teams must be explicit in the organization's constitution, and must be able to change based on player improvement over time with the team. Roster may be selected, but not limited by, the following processes: determination of the coach (es), executive board members, team captains, or some combination thereof.

B. Criteria for a new Club Sport

1. The New Club Sport must adhere to ARC's guidelines for a New Organization Proposal
2. **Club Sports are not required to have an additional Faculty advisor**
3. ARC and Club Sports Council Leadership may scrutinize the organization more due to the existence of an Intramural or Varsity team but will assess team's approval on a case by case basis
4. Review and Approval of Resource availability (Storage, Funding, Practice Space, etc.) by ARC, Club Sports Council Leadership prior to Final recognition
5. Assessment of Risk & Liability Criteria prior to approval
6. Club Sports must be inclusive
7. Recreational/Competitive:
 - a. All Club Sports start as recreational if final recognition is granted
8. Please see Internal Process for Addressing New Club Sports Organization Proposals

C. Forming a new Club Sport

Internal Process for Addressing New Club Sports Organization Proposals

1. **Advisor Meeting:** Schedule an appointment with the Club Sports Primary Advisor to discuss your proposed organization and to review the Club Sports Manual.
2. **Proposal:** Fill out and submit the New Organization Proposal. You will need the names and class years of at least 12 members. Begin formulating the setup of your executive board.
3. **Meeting with Club Sports Council Leadership:** After submitting the New Organization Proposal form, contact the Primary Advisor of Club Sports for an audience with the Club Sports Council Leadership. The Council Leadership will review your proposal and contact you within two business days to notify you of the decision to bring your organization forward to ARC or not.

4. **Administration & Review Committee Chair:** The Administration & Review Committee Chair will schedule a date for you to present to the committee where you will discuss your organization. A Club Sports Council Leadership representative will attend this meeting as well to explain what interactions have occurred between Club Sports Council and your organization and to explain any relevant Club Sports specific details. The committee will then review your proposal and deliver the decision regarding preliminary status.
5. **Preliminary Status Period:** Once you have received Preliminary Status from the Administration & Review Committee, the submitter of the New Organization Proposal will receive an email from the CCC administrator with instructions on how to set up your organization's CCC site, request a Virtual EMS contact, and information on your Primary Advisor. You will then have 8-10 academic weeks of Preliminary Status to complete the following items. Failure to complete the following items may result in cancellation of Preliminary Status and its benefits:
 - a. **Hold a General Interest Meeting:** Advertising for this meeting can help to make students aware that your organization has been established. You may request up to \$40 of New Organization Development Funds through the SA accountant in the Ruth Merrill Center.
 - b. **Members:** Try to expand your membership by recruiting more than the required 12 undergraduate students as prospective members. Hold officer elections.
 - c. **Campus Community Connection:** Familiarize yourself with the Campus Community Connection as this is the official resource for student organizations. Log onto the CCC and complete the public information about your organization, officer contacts, and member lists.
 - d. **Constitution:** The Analyst assigned to your organization's classification will help create and finalize your constitution. Use the approved constitution format to help formulate your constitution. The Analyst must approve the constitution.
6. **Return to Club Sports Council Leadership:** After Preliminary Status Period and the completion of the above tasks, schedule a meeting with the Club Sports Council Leadership. The Council Leadership will review your proposal and contact you within two business days to notify you of the decision to bring your organization forward to ARC for Final Approval or not.
7. **Administration & Review Committee:** If the Council Leadership votes in favor of recognizing your organization, complete the final recognition form and wait for the Administration & Review Chair to contact you to schedule a meeting for final approval. A Club Sports Council Leadership representative will attend the meeting with you. If final approval is given, your organization will be put on the Senate agenda.
8. **Appear Before Senate:** At a meeting, the Senate will vote on whether to recognize your organization. If recognized, the Administration & Review Committee Chair will sign your constitution. A copy of your constitution will be emailed to you after the Senate meeting. It is your responsibility to upload your approved constitution to your CCC site.

III. RISK MANAGEMENT

A. Introduction

Club Sports should attempt to provide the safest environment and a positive recreational experience for all participants by striving to prevent accidents and injuries before they happen. It is required that every Club Sport develop, implement, and practice the following safety measures:

1. Club Sports must develop [SAFETY GUIDELINES](#) and submit on CCC to the Primary Advisor for approval. Failure to adopt safety rules will lead to probation and perhaps, termination of the organization.
2. Club Sport officers, organization members, coaches and instructors must emphasize safety during all organization related activities.
3. By completing and signing the [RISK AND LIABILITY WAIVER](#) each participant recognizes that he/she is always responsible for his/her own well-being and the well-being of the group he/she is a part.
4. Each participant shares with the other members the concern and responsibilities of safety and agrees to follow safe procedures and to avoid unnecessary, hazardous situations.
5. Club Sport officers must inspect fields and facilities prior to every practice, game, or special event. Unsafe conditions must be reported immediately to the Primary Advisor.
6. Club Sports must abide by all local, state and national health and safety regulations.
7. It is *highly recommended* that at least two members from each organization be certified in CPR and Emergency First Aid. At least one of these qualified medical personnel should be present at all organization functions at home or away to handle any accident situations. A list of those individuals who are certified in CPR and First Aid must be recorded on the Safety Guideline Form.

“Collision Sports” (Men's Ice Hockey, Men's & Women's Rugby and Men's & Women's Lacrosse) are *required* to have one qualified medical personnel at all competitions. In addition, a certified EMT must be on site during competition. **Please work with MERT to coordinate.** Competition schedules must be submitted at least one week prior to the initial contest.
8. Club Sports must develop and be familiar with emergency procedures for practice and game situations.
9. **All Club Sports should have a first aid kit at each practice session, game, and/or special event.**
10. Participants must wear proper dress, including footwear and appropriate protective equipment. Protective equipment is personally supplied. Be sure it is in the appropriate working condition.

B. Medical Examinations

Before participating in Club Sports, participants should discuss with the Student Health Service medical staff or with their family doctor any physical problems, which may limit participation in Club Sports.

Club Sports strongly recommends that all members of club sports participating in vigorous or contact sports have an annual physical examination.

C. Medical Insurance

Club Sports requires that all members of club sports have adequate medical insurance coverage while participating in any organization-related activity. Each organization member is responsible for arranging insurance coverage. Adequate insurance should include coverage for injuries incurred while participating in organization activities and during periods of travel to and from such activities.

Some leagues may require additional insurance as a condition of membership; medical insurance for their members. Club Sports do not fund these individual insurance costs.

Neither the University of Rochester nor Club Sports accepts any responsibility for ill health or injury sustained while participating in any of the programs. No medical or ambulance expenses incurred by a participant will be paid by Club Sports or by the University. Participation is on a voluntary basis. As stated above, Club Sports recommends that all participants undergo a prior physical examination and require some form of health and injury insurance.

D. Catastrophic Insurance Statement

The SA purchases a catastrophic insurance policy. The nature and severity of the injury will determine the implementation of the catastrophic insurance coverage. The catastrophic insurance policy covers only those individuals registered for academic (at least a 2-unit course) credit at the University of Rochester. Non-UR students are not covered!

E. Accident/Injury

Club Sport representatives are required to complete and submit an [ACCIDENT/INJURY FORM](#) for injuries which occur to organization members during practice, competition, recreation, or instruction on or off campus. Reports must be submitted within 24 hours of the accident.

In the event of an emergency/accident while participating in a club sport activity (including interference by non-club members), remain calm. Do not confront threatening individuals and leave any unsure situation. Refer to the following procedures:

1. On-campus incidents:
 - a. Call x13. Student Emergency Squad members and Security Officers will respond as appropriate.
 - b. Minor mishaps should be directed to UHS at 585-275-2662. Injured persons may go to UHS. The Hours for UHS are Monday 8am-9pm, Tuesday 9am-9pm, Wednesday-Thur. 8am-9pm, Friday 8am-5pm, Saturday 9am-5pm and Sunday 1pm-6pm. There is a physician on call 24 hours a day, 7 days a week available by calling 585-275-2662.
 - c. Be able to tell:
 - Location of emergency
 - Phone number from which you are calling
 - What happened?
 - How many people need help?
 - What is being done for the injured person(s)?
 - If severe, express the need for immediate attention
 - d. Call the Primary Advisor (585) 276-6517
 - e. Upon return to UR campus, complete the [ACCIDENT/INJURY FORM](#). If non-organization members are involved, be sure to report the incident to UR Public Safety.

2. Off-campus incidents:
 - a. Call 911
 - b. Be able to tell:
 - Location of emergency
 - Phone number from which you are calling
 - What happened?
 - How many people need help?
 - What is being done for the injured person(s)?
 - c. Call the Primary Advisor (585) 276-6517
 - d. Upon return to UR campus, complete the [***ACCIDENT/INJURY FORM***](#). If non-organization members are involved, be sure to report the incident to UR Public Safety

Club Sport members who are injured during a practice or competition should go through their primary care provider for assessment and recommendations for post injury care.

F. Minors

1. Any organization related activity that will include minors, University personnel will assume custody of minors and background checks must be conducted.
2. All events regarding minors must be registered on CCC. Please link both the Primary Advisor and the Dean's Office.
3. Each event and situation can be different with regards to minor paperwork and requirements. Consult this page with further questions: <http://rochester.edu/college/wcsa/events/resources/minors.html>

IV. ORGANIZATION CONDUCT

A. Introduction

The basic concept underlying the University of Rochester's Club Sports standard of conduct is that students, by enrolling in the University, assume an obligation to conduct themselves and their organizations in a manner compatible with the University's function as an educational institution. Each individual and organization must abide by the The College's Communal Principles; Fairness, Freedom, Respect, Honesty, Responsibility and Inclusion. Individuals must always act in ways that do not detract from the reputation of the University, both on and off the field of play. When involved in off-campus events or when traveling, organizations should continue to reflect positively upon the University. Any reports by other teams or administrators of activities that reflect negatively upon the University will result in disciplinary action. 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 facility will jeopardize the organization's continued status as a member of the University of Rochester's Club Sports and be seen by ARC. In addition, inappropriate conduct and actions while participating in any club sport-related activity will affect the organization's continued status as a member of the University of Rochester's Club Sports.

Please use the following link to access more information regarding the University of Rochester's student code of conduct processes and policies:

http://www.rochester.edu/college/cscm/assets/pdf/standards_studentconduct.pdf

B. Violations of Policies

Violation of, or non-compliance with, University policies, campus regulations, the University of Rochester procedures, or the University of Rochester standards of conduct may result in termination of the organization's participation in Club Sports following a review by ARC or CSCM. The corrective discipline process has been developed to assist organization leaders in correcting the mistakes that have caused problems for the organization and the University.

*SAAC and ARC reserve the right to impose sanctions on Club Sports that are in violation of University Policies, or at the request of the Club Sports Leadership.

These punishments can be, but are not limited to: the freezing of the Club Sport's SAAC account, cancellation of space reservations, negative impact on SOAR grade, negative impact on following year's budget.

V. ADMINISTRATIVE

A. Addressing Concerns with Club Sports Organizations

Anyone may bring forward issues with a Club Sport via the Student Organization Concern Form located on the WCSA Forms website. The form will be reviewed by ARC and SAAC Leadership and an appropriate course of action will be determined.

Interactions Between ARC and Club Sports Council Leadership

*ARC Meetings

A representative of Club Sports Leadership must be present at the following ARC meetings: Preliminary Status Hearing, Final Recognition Hearing, De-recognition, or Disciplinary Hearings.

VI. Hiring Process for Coaches of Club Sports

A. Hiring A Coach

1. Setup a meeting to discuss the need for a coach with the Primary Advisor prior to telling an individual that they will be hired.
 - a. The Primary Advisor will discuss the validity of the request and the financial aspects of hiring a coach.
2. Once approval has been granted by the Primary Advisor a job opening must be created.
 - a. To start the process, type up a job description and submit to the Primary Advisor for review.
 - b. Once a coach has been selected, the organization's business manager or president should work with the coach to complete the **STUDENT ORGANIZATIONS COACH/INSTRUCTOR APPLICATION on the CCC**. The form will require the job description and an upload of the potential hires resume. The club sport must also designate a timekeeper for their coach's hours and notify the SAAC Accountant at the time of hiring (these are reported on a bi-weekly basis).
3. The Primary Advisor will work with the SAAC Accountant to process the hiring of your coach. **Please note that the entire process from start to finish can take up to 2 months, so the process should be started well in advance of the requested start date.**
4. Once the position has been opened and HR has approved the rate of pay, the SAAC Accountant will contact the organization to notify them that they may extend an offer to the candidate.
5. The candidate must then follow up with and complete all legal requirements through HR.
6. If the organization would like to replace their coach, notification must be received by the Primary Advisor and SAAC Accountant ASAP so that we can work to hire a new coach.

***Please see the Appendix to the Club Sports Manual, section titled, "Coach" for more information regarding Coaches and the R Club Membership Process.**

VII. CLUB SPORTS RESOURCES

A. Equipment

Use: All equipment purchases becomes the property of the SA. After the equipment is checked out by an organization, the maintenance for it becomes the responsibility of that organization. Although the SA remains the owner of the equipment, the organization and/or its members are responsible for it and will be held accountable for any damage or loss. All equipment must be accounted for in the beginning of the year inventory and in the end of the year inventory. The Department of Athletics & Recreation provides a limited amount of equipment for use by organizations.

Storage: Limited storage space for SA purchased equipment may be requested via the [STORAGE APPLICATION FORM](#) on the CCC for availability.

- Organizations must keep an updated equipment list on file with the SOFO office.
- All SA purchased items must be stored in approved SA storage spaces.
- Each organization will be subject to an annual equipment audit.

B. Uniform Fund Process

Club Sports Uniform Fund Process:

- Club Sports can apply for the Club Sports Uniform Fund once every **4 years** unless otherwise deemed necessary by the *Primary Advisor*
- Currently the Club Sports Uniform Fund will only fund **Away** uniform's

Step 1 - Submit Application:

- Organization must meet with or e-mail *Primary Advisor* with a draft of their Club Sports Uniform Fund application (questions to be located on the first page of the CCC form so that they can copy and paste them into word)
 - During this meeting, *Primary Advisor* and Student Organization will determine which logo they would prefer and come up with their preferred uniform style at 2 different price points (mid-range and higher-range?)
- Once organization has spoken with and received approval from the *Primary Advisor*, they can formally submit the application on the CCC.

Step 2 – Place Order for Uniforms:

- Once approval has been received, *Primary Advisor* will e-mail the preferred vendor the proper file for the selected logo and request a formal Quote and a Proof of the final design.

***Club Sports not utilizing Uniform guidelines are not eligible for Post Season Funding. Colors must be blue, yellow, or white and appropriate University Communications approved logos must be used.**

VIII. RESERVATIONS FOR FACILITY USE

A. Introduction

Organization's desiring to use Goergen Athletic Center or Spurrier Gym for organization-related activities must submit the appropriate Reservations Request using the online Virtual EMS system to the Reservations Office (Goergen Center 1142) prior to each semester.

Accessing Virtual EMS System

One officer of the organization is to be selected to be the designated Virtual EMS contact. Please be sure to confirm this designation prior to leaving for summer break. This representative will receive an email detailing how to access the online reservation system. Each organization can only designate one representative.

Any facility request that requires additional expenses or personnel will be assessed to the individual club sport.

The following are acceptable requests for use of facilities:

1. Organization meetings
2. Practice
3. Recreation
4. Instruction
5. Competition
6. Organization promotion
7. Equipment storage
8. Organization fundraising

Practice and game facilities are reserved on a semester basis. Semester deadlines will be communicated by Club Sports Leadership and the Athletics Liaison for Club Sports. For competitive club sports, they will identify their competitive season in either the Fall or Spring semester. Club Sports will receive priority room & field reservation status during their primary season.

All club sports may only reserve up to two 2-hour practices per week with an option to select a third 2-hour practice after all club sports have made their initial two reservations. Game reservations will not count as a practice.

Failure to submit requests may result in the loss of facility space and/or poor scheduling time/locations. Because of changing schedules, dates, and times the Reservations Office may not always be able to meet your scheduling needs and/or requests. Since facility schedules are printed and distributed to many users of the facilities, it is very difficult to change a practice/game reservation once a semester has begun. Make sure that facility requests are what the organization wants and needs. The Department of Athletics & Recreation reserves the right to cancel/reassign reservations for intercollegiate events.

The Reservations Office will do its best to accommodate an organization's request, but due to the great demand for facilities, the original request may not be approved. The staff will seek to achieve an acceptable compromise. A cooperative attitude from each organization is expected.

Practice sessions begin the first day of classes each semester and end the last day of classes each semester. Failure to comply with all Club Sport regulations and policies will forfeit the groups' rights to reserve space in Goergen Athletic Center.

IX. TRAVEL

Please refer to the WCSA Website for Travel information and policies

X. COMPETITIVE CLUB SPORTS

A. Introduction

Some of the club sports at the University of Rochester wish to participate in competition. Please provide the Primary Advisor a competitive game schedule ASAP. These organizations should consider the following when planning a schedule of competition.

1. Try to maintain a balance between home and away contests.
2. Consider the University's academic calendar i.e. exams, vacations etc.
3. Consider length of competition, hour or two, all day or weekend.
4. Special circumstances i.e. spectators, handicapped individuals, weather, and concessions.
5. Consider distance to competition site.
6. Consider overnights. Club Sports advises not to drive over four hours one-way without an overnight stay.
7. Travel rules and regulations.
8. Facility availability and reservations.

B. League Membership

To plan a schedule each organization should consider league scheduling or direct scheduling. **Any organization desiring affiliation with a conference or league must secure prior approval from the Primary Advisor before becoming a member of that conference or league.** The organization will be responsible for submitting the appropriate entry forms and fees. For direct scheduling the organization president should contact each of the desired opponents either by phone or email and establish a schedule. Once the schedule has been established, each club sport must submit a copy to the Primary Advisor prior to any competition.

Individual Fees

Individual's fees to a governing body (i.e. Frisbee, Rugby, Hockey) will be paid by individuals of the team outside of the SOFO office. SAAC will not take these fees into account for budgeting or dues purposes. Officers should be clear that there may be fees above and beyond dues.

C. Officiating

Payment to game day officials/referees that are not paid automatically through the league, must be processed by requesting that the officiant complete the Contest Personnel Form and W-9 located on the WCSA website under Club Sports. All documents must be completed fully prior to submission. If an officiant does not want to provide their W-9 to the organization, it can be e-mailed to the SA Staff Accountant.

Once the Contest Personnel Form and W-9 have been signed by the Officiant, the Business Manager of the organization must complete a SAAC Check Request form and place all documents in the Form Drop Off basket in the SOFO office.

W-9 forms must be submitted at least once per calendar year in order for SOFO to process payment.

D. Hosting a Tournament

Competitive non-league events hosted by University of Rochester Club Sports will be considered fundraisers by SAAC. These events will not be funded by SAAC, and Rochester teams cannot be charged to compete.

*If a club sport would like to host a tournament for the following academic year and has the dates of the tournament established by the time budgets are due, that club sport should include the tournament in their budget. SAAC along with the Primary Advisor will either approve or deny the request to host a home tournament depending on space and resources. Hosted non-league events **do not** count towards maximum number of allowed competitions.

*If a club sport would like to host a tournament for the current academic year, the club sport must request approval by filling out an exception form. The form must be submitted to the Primary Advisor ASAP in order to secure space and other resources. Approval of the request will be provided by the Primary Advisor, followed by SAAC Leadership.

*All transactions must flow through the SOFO office using approved procurement methods regardless of available account balance. The Club Sports' account may be drawn negative with the expectation that SAAC will be paid back in full.

XI. FINANCES

Please refer to the Business Manager Manual for Guidelines

A. Financials

All organization leadership, especially the business manager, need to become familiar with the SA Business Manager Manual.

The members of each club sport are primarily responsible for the financial support of their organization. Self-support is an essential principle of Club Sports. Organization funds must be used for the benefit of the entire group.

General Rules:

Dues

Fundraising may be used to offset dues.

Club Sports must bring in at least half of their dues to the SOFO office by the **first Friday of October**. The remaining dues must be brought in by the **last Friday of February**.

Rollover

All income requirement will be treated as first-in, first-out where the order of consumption is: income, subsidy, and excess income or rollover.

*Maximum rollover is \$1000.

Rollover must be exhausted in order to apply for Supplemental Funding.

In addition, no allocated funds through the SOFO office will be rolled over. Rollover will only occur when the organization has met, exceeded and utilized their income requirement and SAAC allocation.

New Club Sports Fund

A Club Sport may apply for the New Club Sports Fund once per semester for a maximum of 3 semesters.

