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Chapter 1: Introduction

The mission of UMaine Campus Recreation is “We Make The University Stronger”.

The University of Maine Sports Club program (under Campus Recreation) is dedicated to the mission of providing safe opportunities to students for engagement in a variety of activities: competitive, recreational, and instructional in nature. Students are afforded leadership opportunities and experiences, as each club is organized, managed, and run by students. The program strives to contribute to the health, well-being, development, and education of the students through involvement in sports clubs, while supporting these activities by providing use of Campus Recreation facilities and services.

Campus Recreation, a department within the Division of Student Affairs and reporting to the Deans of Students, administers the Sports Club Program.

Important Phone Numbers

Campus Recreation.........................581-1082
Sports Club Coordinator ...............581-1234 (Thad) or 581-3479 (Kristie)
Emergency
On Campus.................................911
Campus Police .........................581-4040
Cutler Health Center .................581-4000
Memorial Union
Room Reservations.................581-1406
Student Government ...............581-1775
Publicity
Maine Campus (Newspaper).......581-1268
WMEB (Campus Radio) .............581-4340
Campus Television .................581-4585
Motor Pool
Vehicle Reservations ............581-2645

Sports Club Coordinator

The Campus Recreation Department provides a professional position to work with sports clubs to help the clubs in as many ways as possible. Duties include assisting in the arrangements for club transportation, field and room reservations, etc. This
person will work closely with the Director of Campus Recreation to ensure that clubs are providing a positive image for the University and are upholding their commitments and responsibilities.

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**The Sports Club Program**

Sports clubs are comprised of individuals who have talent, dedication, and a desire to participate in a sport throughout their collegiate career. Strong leadership is critical for club officers and the Sports Club Council.

Each club's level of activity is unique and ranges from local to national intercollegiate and/or open competition and is governed by a national governing body.

A sports club must be recognized by UM Student Government (a minimum of five individuals).

**Membership**

Sports Clubs represent the University of Maine as well as Campus Recreation.

All current UMaine students (undergrad and graduate students) and University of Maine employees are eligible to participate with or join a UMaine Sports Club.

All participants must have completed the Insurance/Liability forms (App. A) and an Annual Health Update (App. B).

Only current clubs represented in the Sports Club Council and by Student Government are recognized as part of the Sports Club Program.

Member clubs are required to adhere to the established UMaine Campus Recreation handbook and student conduct policies and procedures.

As a Campus Recreation program, Sports Clubs can receive partial financial and administrative support.

**Individual Membership Requirements**

- Students must be currently enrolled at UMaine and must have paid all or a portion of the Unified Fee.
- All Sports Club participants must present a valid MaineCard when/where necessary and/or appropriate.
- Each sports club participant must complete an Insurance/Liability form, Campus Recreation waiver form and an Annual Health Update form and submit them to Campus Recreation.
It is highly recommended that all Sport Club program participants have a physical on file with Cutler Health Center and all contact/collision sport participants must have a current SAC (Concussion baseline) test on file. Contact Brianna Woodworth in Cutler Health Center for these tests and more information.

Individual club members are responsible for paying dues in a timely manner to the sports club(s) with which they participate.

UMaine and Campus Recreation are committed to a pluralistic campus community. As a result, membership and participation to sports clubs is open to any current UMaine student and/or UMaine employee.

Although clubs prefer not to limit the number of members allowed joining, it is recognized that only a certain number can realistically participate in practice and/or competition. Each club must work out a fair and equitable method for accommodating all of its members' needs for participation in practice and competition.

Questions or problems should be directed to the Sports Club Coordinator.

**Athletic Certification**

- Intercollegiate competition often requires academic eligibility. The academic requirements differ for each NGB (National Governing Board) and are necessary for individuals to compete. Examples are: Rugby, Ultimate, and Baseball
- Obtain the official forms from the appropriate NGB.
- Review details of the certification requirements with the Sports Club Coordinator.
- Each student should complete and sign a Release of Information form (App.). Releases of information must be event specific.
- Submit Release of Information form and NGB forms to the Campus Recreation office at least 10 days prior to when the event is to take place.
- Campus Recreation staff will work with the UMaine Registrar to certify academic eligibility.

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**Sports Club Affiliation Policy**

Campus Recreation reserves the right to refuse recognition to any club requiring extensive funding, facilities, or resources; involving a high degree of potential liability or unacceptable risk factors; or which does not properly represent the University of Maine student body.

Campus Recreation reserves the right to refuse or revoke recognition to any club misusing facilities, misusing funding, misrepresenting the University of Maine, using the University of Maine for personal monetary gain and/or private enterprise, and/or seriously violating UMaine policies or procedures, or the student code of conduct.
Starting New Clubs

If UMaine does not have a sports club that interests you, contact the Sports Club Coordinator about starting a new sports club. The Sports Club Coordinator can guide students through the organization process. A minimum of 5 current UMaine students are required for starting a new club. After 1 year, 10 active members are required. After 2 or more years 15 active members are required. Clubs with less than 15 members are at the discretion of the Sports Club Coordinator.

The number and type of active sports clubs is directly related to student interest. Any type of sport pursuit that is consistent with the purpose of the Sports Clubs Program and that can demonstrate adequate student interest is eligible to apply for membership with the Sports Club Council.

Each team must hold an organizational meeting prior to any competition for the purpose of updating policies and procedures and recruiting new members.

In order to be a recognized Sport Club you must be able to show that your team, is competitive in nature and have the means and the capacity to compete with other institutions within a reasonable geographic area.

There must be legitimate facilities on-campus or nearby and accessible within college guidelines, in order for the proposed team to practice and compete.

If a varsity team in the same sport exists, without approval of Intercollegiate Athletics, the Recreational Sports Department will not support the proposed team.

A group of students with a common interest in a sport that is not currently represented in the Sports Club Council should do the following to explore the possibility of joining the program.

Procedure

- Meet with the Sports Club Coordinator to discuss the club's scope and purpose, financial status, and membership status. All clubs must be student-initiated and student-led.
- Prepare a formal written proposal of the club's purpose for review by the Sports Club Council and Sports Club Coordinator. Including:
  - National governing body association
  - Competitive base details, goals and objectives
  - Constitution, Elected club officers, Facility requirements
  - Financial report on equipment costs/needs
  - List of interested students (signatures and phone #s)
  - Proposed coach and credentials (if applicable)
- Attend a Sports Club Council meeting and make a formal presentation on the scope and goals of the club.
- The Sports Club Council will make a recommendation on the recognition request to the Sports Club Coordinator.
- The Sports Club Coordinator will make the final decision on the request for recognition.
- Sport Club representatives or coaches are not permitted to sign contracts with any outside organization or agency. All contracts must be forwarded to the Sport Club Coordinator and he will obtain appropriate College signatures.

## Tier System

### Purpose
- Each club which is currently a member of the Sports Club Council will be placed in a tier and remain at that level for the entire academic year.
- Due to probation, loss of leadership, and/or loss of interest in a club, a club may move to conditional or inactive status at any time.

### Conditional/New Status
- This tier is designed for clubs that are in their first year or in the organizational stage. A club that is placed in this tier will remain here for the entire academic year.

### Recreational/Educational Status
- This tier is designed for clubs that are not necessarily interested in aggressively pursuing a competitive schedule.
- Education of members and skill improvement the focus of these clubs. Performance rather than competition is also sometimes a focus.

### Competitive Status
- The Competitive tier consists of clubs that compete against other teams and clubs.
- These clubs may have try-outs, travel to competitions, host games/matches, seeks to qualify for regional or national tournaments, etc.

### Inactive Status
- This tier is comprised of clubs that are part of the Sports Club Council but have been moved to inactive status either of their own accord or by a decision of Sports Club Coordinator.
- A sports club will be deemed inactive when the membership status requirements are not met for three consecutive semesters (except summer).
- Funding from Campus Recreation is not available to inactive clubs.
• An inactive club can be activated when a representative participates in the Sports Club Council activities and when practices/meetings are held.

**Request for Status/Tier Change**

• Clubs may request to change tiers or revise their status with the Sports Club Coordinator by submitting a letter to the Sports Club Coordinator no later than May 5 for the next academic year.

• Club status is reviewed annually and the Sports Club Coordinator will make the decision to move or not to move a club.

• Reasons clubs may request a change in status include but are not limited to the following: increased competition level, increased community interest in sport, club's purpose and activity are not being met by the current tier, financial needs are able to be met by club alone, non-existent or ineffective student leadership, decline in student interest or support, inability to follow Sports Club Program, Campus Recreation, and/or UMaine Policies/procedures, failure to meet criteria for a particular tier.

**National Governing Bodies**

A competitive sports clubs must be a member of a national governing body (NGB) for their sport or activity to provide standards of operation, equipment recommendations, facility and competition parameters, and other guiding principles for safe and successful participation in that sport or activity. Non-competitive clubs must identify the rules they follow as a club (can be the rules of a NGB. Ex. USTA for tennis). If the sport does not have an NGB, rules must be created for the sport and submitted to the Sports Club Coordinator. Also, any amendments to NGB or other rules followed by the club must be reported to the Sports Club Coordinator.

The Amateur Sports Act of 1978 specifically named the United States Olympic Committee (USOC) as the coordinating body for amateur athletic activity in the United States. The Act included provisions for recognizing NGBS for the sports on the Olympic program.

**Alpine Skiing**
Baseball
Blade Society
Cycling/ Mtn, Biking
Fast Pitch Softball
Field Hockey
Football
Footbag
Juggling
Lacrosse
Nordic Skiing
Ice Hockey

USA Baseball
United States Fencing Association
United States of America Cricket Association
National Collegiate Cycling Association
Amateur Softball Association
United States Field Hockey Association
National Collegiate Football Association
World Footbag Association
USA Lacrosse
American Collegiate Hockey Association
Campus Recreation requests nominations for the annual Sports Club Awards. The deadline for nominations is the first week of April. After careful consideration of all the nominees, the Sports Club Coordinator will announce the winners of each award.

The Jeffery Tweedie Award
This is an annual award presented by UMaine Campus Recreation in honor of Jeffrey Tweedie, class of ’97. Jeffrey Tweedie was a member of the Men’s Rugby Club and he displayed great courage, leadership, and strength of character after being seriously injured while participating on the Men’s Rugby Club in 1994. Beginning in 2003, this award has been given to a person involved with Sports Clubs who displays visionary leadership, leads by example, and earns the respect of those around them. Jeffrey Tweedie can be reached at 377-5520 and 207-624-3427. Also, JTweediepe@adep.net or Jeff.Tweedie@maine.gov

Chapter 2: Annual Updates

Annual Club Registration
Once a sports club has been granted and maintains membership with the Sports Club Council, the club must annually renew that status.

- Membership in good standing with the Sports Club Council.
- Member in good standing with the designated NGB and meets standards set by the designated NGB.
- Submit club information and forms ASAP during September of each academic year.
- Make constitution updates with the Sports Club Program and Student Government by September 20 of each academic year. exception: newly formed clubs
- Meet growth requirements of the Sports Club Program for a consistent number of active members attending practices on a weekly basis. Year 1 = 10
active members. Year 2+ = 15 active members, may be waived case-by-case dependent on the number of team members required to compete.

- Attendance at Sports Club Council meetings.
- Adhere to all Sports Club Program, Campus Recreation, and University of Maine policies and procedures governing club-related activities and student organizations inclusive of the student conduct code found at: http://www.maine.edu/policyscc501.html.

**Data Sheet**

Clubs must fill out a Data Sheet (see appendix) at the beginning of every school year. Current officers and contact information is required. Clubs should also update the data sheet when any changes occur during the semester. It is requested that club turn in Practice Facility Requests (see appendix) for desired practices and Event Requests (see appendix) for games, special events, and/or fundraisers. A game schedule is requested of all competitive clubs.

**Annual Health Updates and Insurance/Liability**

All members must completely fill out an Annual Health Update (Appendix) and an Insurance/Liability Form (see appendix) to be eligible to participate. Students participating in a physical contact sport must pass a SAC test to be administered by the Athletic Trainer at Cutler Health Center.

**Budget Requests**

Clubs may request that all or a portion of league dues be paid by Campus Recreation each year. Clubs are required to fundraise, collect player dues and work with Student Government to reach funding levels adequate for participation.

**Student Government Responsibilities**

All clubs must be recognized by Student Government, have a constitution (see App. G) on file at Student Government, and update their status by September 20 of every school year. Funds are available for sports clubs through Student Government and must be requested from Student Government.
Chapter 3: Sports Club Council

The SCC is the collective voice for the students participating in club sports and is composed of members appointed by each club to serve as representatives.

The SCC will:
- Hear cases, judge validity, and recommend a course of action in situations where mediation is required. (scheduling facilities, etc…)
- Assist in the process of receiving financial support from outside sources; this may include the organization of general fundraising, requests to Student Government Inc., sponsorships, etc…
- Voice current issues, club concerns, potential problems, and possible improvements with the program.
- Record keeping of club finances
- Provide a leadership workshop to inform all new officers on the processes of the SCC before existing officers leave their positions.
- Any other duties assigned by the Sports Club Coordinator or Campus Recreation.

Officers and Duties

President:
- Arbitrate discussion of council on club matters
- Maintain adherence to the SCC constitution and rules placed by Campus Recreation
- Responsible for external affairs
- Serve on necessary University/SG committees
- Inform council of decisions of administration affecting sports clubs
- Train president-elect

Vice President:
- Act as president in president’s absence
- Organize/plan agenda for meetings
- Responsible for internal affairs
- Train vice-president elect

Treasurer:
- Keep finance records of funds received/distributed
- Know University procedures regarding fundraising and fund development

Secretary:
- Record meeting minutes
Approval and Membership to the SCC

New sports clubs will receive written notification of criteria for the club.

Upon recognition as a sports club, the new club is responsible for submitting required paperwork and adhering to policies and procedures of the program.

Funding is typically not available until the year following recognition, however limited funding may be available in some cases at the discretion of the Sports Club Coordinator.

All clubs must participate in the funding request process to receive funding each academic year.

New sports clubs will have a one year conditional status to substantiate adequate administration and maintain the minimum participation requirements.
Chapter 4: Advisors, Coaches, and Officers

Advisors

The Sports Club Coordinator will be the advisor to all sports clubs. The Coordinator will oversee sports club processes/procedures and make the necessary decisions in the interest of sports clubs.

Some general duties of the Sports Club Coordinator are:
- Serve as an information source, provide guidance and leadership.
- Be knowledgeable of the guidelines and procedures of sports clubs.
- Assist clubs in organization and in planning projects.
- Offer assistance in managing a club budget.
- Oversee generation of funds.
- Supervise fundraising events if necessary.
- Ensure clubs abide by university policies and procedures.

Coaches

If desired, it is the responsibility of sports clubs to secure the services of a coach/instructor for the club. The coach/instructor is not an employee of Campus Recreation or the University of Maine and is considered a volunteer. Coaches/Instructors are allowed to be paid by the club through fundraising or dues, but not with Campus Recreation allocated funds.

Coaches/instructors should be experienced within the specific area of instruction and posses the necessary certifications and licenses, if they are required.

Regulations:
- All coaches will be interviewed by the Sports Club Coordinator to review department policies and procedures relative to sports clubs and to discuss qualifications (certification recognized by a National Governing Body).
- Coaches/Instructors must be recommended by club members and submit a Coaching Application (App. H) every year.
- A UMaine or other college graduate is not eligible to be a sports club coach until at least 2 semesters have passed since their last semester of enrollment.
- The coach/instructor must be aware of and follow all university policies and procedures.
- The coach/instructor should restrict their contributions to coaching and/or instruction and should refrain from activities and business matters involved in the club’s management. A sports club is first and foremost a student organization and the club officers should serve as the liaison between the
club and Campus Recreation, the university, and all non-university agencies. Sports Clubs emphasize student leadership and participation.

- Coaches/Instructors must help to ensure good sportsmanship at all times.
- Participation in the Sports Club Program is strictly voluntary; therefore monetary rewards or scholarships shall not be promised or given to any player or prospective player by the coach/instructor.
- It is recommended that all coaches/instructors purchase medical and liability insurance, as they are not covered by the university.
- Campus Recreation has the right and obligation to protect the clubs, and if, in the department’s opinion, the coach/instructor is not working in the best interests of the club the coach/instructor will be relieved of his/her duties.
- Coaches/Instructors must not drive university-owned vehicles unless they are a direct employee of the university and cleared through Motor Pool.
- Coaches/Instructors should not, under any circumstances, allow hazing to take place within the club nor should they allow an environment of hazing to exist.
- Coaches cannot promote their personal or any private business or other enterprise for personal gain to the UMaine community including the club.

**Officers**

Officers are the prime governing body of each individual sports club and play an important role in the club’s success. Club members are encouraged to elect responsible and dedicated individuals who are effective communicators to these positions. Officers will be the liaison between the coordinator and the members.

Responsibilities include:

- Informing club members of required information sessions and of the content of the Sports Club Handbook and the UMaine Student Conduct Code.
- Attending clinics and serving as a liaison between the club members and Campus Recreation.
- Meeting deadlines required for the Sports Club Program including:
  - Facility requests.
  - Travel authorizations.
  - Purchase requests.
  - Current member roster.
  - Club information.
  - Annual Health Updates.
  - Insurance/Liability forms.
- Furnishing in a timely manner the club’s schedule of games, tournaments, and/or matches.
- Maintaining equipment inventory and submitting it to the Sports Club Coordinator
  - Returning all equipment and jerseys at the end of the season or at the latest the end of the spring semester to Campus Recreation.
Maintain a marking system on all club equipment.

- Regularly check the club's mailbox (see Sports Club Coordinator).
- Reporting results of club competitions, demonstrations and other activities to:
  Sports Club Coordinator, Maine Campus, WMEB.
- Update files with Student Government in the by October 1.
- Submitting a budget request for the club in May for the following year.
- Enlisting club members to help out and assume leadership roles within the club.
- Turn in yearly forms to Sports Club Coordinator:
  Liability / insurance waivers for each club member.
  Annual Health Updates for each club member.
  Club Data Sheet.
  Game schedule/Game Agreement.
  Practice Facility request form and Event Request forms
- Elect 2 club members to serve on the Sports Club Council.
- Provide a leadership workshop to inform all new officers of the processes of
  the club before existing officers leave their positions. The workshop should
  include the rules and responsibilities required by Campus Recreation.

**President’s Responsibilities:**
- Lead the club through member involvement.
- Coordinate the elections of officers.
- Support officers/members and lead by example.
- Make sure that each club member has completed and signed a
  liability/insurance affidavit form, as well as an annual health update form.
  Return these to the Sports Club Coordinator before any
  practices/games take place.
- Complete a responsibility form if equipment is issued.

**Vice President’s Responsibilities:**
- Assist the club president in carrying out his or her responsibilities to the
  club and Sports Club Coordinator.
- Act in place of the president when required.

**Secretary’s Responsibilities:**
- Schedule games and events
- Record the results of activities.
- Record the minutes of all meetings concerning the club.

**Treasurer’s Responsibilities:**
- Prepare the club budget proposal for the upcoming season.
- Keep club financial records up to date.
- Maintain balanced ledger of all monies.
- Turn in all club dues.
Student behavior is subject to the Student Conduct Code both on and off campus and should respectfully represent the University of Maine.

Insurance

The university holds NO blanket insurance policy on sports club participants. All participants are required to have accident/health/medical insurance and must verify this by turning in an Insurance/Liability Form (App. A). Sports Club involvement is voluntary and each participant assumes responsibility for their actions.

The university does not provide insurance for club members while traveling. Club members are responsible for their own auto insurance and passengers if traveling with private vehicles. Passengers in private vehicles that are driven by club members are at the sole risk of the driver.

Sports Clubs are responsible for their events and activities, as well as the actions or negligence of the organization membership.

To use off-campus facilities, proof of the University of Maine $1 million dollar insurance policy is generally required. Proof must be requested for each individual use of the facility and must be requested from the Sports Club Coordinator 4 weeks in advance. The Coordinator will then submit the request to Facilities Management. Fill out a Proof of Insurance form (App. I) with all necessary information for the Coordinator.

Governing bodies may offer additional insurance through membership.

When providing billing information to the medical institution, an injured member should request that he/she should receive the billing. An itemized bill and a doctor’s diagnosis should be obtained from the medical institution for insurance claims as well as and a completed Accident Report (App. J) filled out immediately after the injury and turned in at the Campus Recreation office.

Accidents and Injuries

An Accident Report (App. J) must be completed for every injury occurring during a sports club activity, including practices. All injured participants should seek medical attention. There are inherent risks in all sports club activities and all participation in these activities is voluntary. Each participant assumes liability for their actions.
Procedure for ON Campus Accidents/Injuries
1. As soon as anyone becomes aware of an injury, stop the activity and have participant remain where they are. Do not let the player(s) continue participation if the injury may worsen (especially head, back, and neck injuries). Provide a safe, calm environment.

2. Notify Public Safety (911) as soon as any serious injury takes place, or if you are unsure of the severity. In any head injury or injury with severe bleeding, breathing impairment, visible dislocation or bone fracture or loss of consciousness, call 911. Again, if ever unsure, call 911. If an ambulance is needed, make sure a path is clear to the injured participant and have someone at the entrance to direct the ambulance.

3. Notify the building supervisor at Campus Recreation (207-949-2281). If ice is needed, the building supervisor will assist you. Go back to the injured participant and provide comfort.

4. Fill out an Accident Report accurately. These forms must be completed and returned to the Campus Recreation office within 12 hours of the accident occurring.

5. In case of any injury that might require transport or if you need to call 911 you need to contact Campus Recreation and/or appropriate recreation staff. (Phone Krisite Deschense 207-944-0080 or Thad Dwyer 207-949-0984)

Procedure for OFF Campus Accidents/Injuries
1. As soon as anyone becomes aware of an injury, stop the activity and have participant remain where they are. Do not let the player(s) continue participation if the injury may worsen (especially head, back, and neck injuries). Provide a safe, calm environment.

2. If the club is on another campus, let the host institution know and follow their procedures.

3. If the club is not on another campus, go to a telephone and dial 911. If an ambulance is requested, make sure a path is clear (especially no cars in the way) to the injured participant and have someone at the entrance to direct the ambulance. Go back to the injured participant and provide comfort.

4. Fill out an accident report accurately. These forms must be completed and returned to the Campus Recreation office within 24 hours of the accident occurring.
5. In case of personal injury, contact Campus Recreation and/or appropriate recreation staff. (Kristie Deschesne 207-944-0084 or Thad Dwyer 207-949-0984). You must contact Brianna Woodworth (581-4018 work/ 207-671-8810 cell) to also update her about the injury.

**Procedure for Blood and Bodily Fluid Spills**

1. If you discover what you suspect is blood or other bodily fluids do not touch it, keep others away, and call 581-4040 to report the incident, they will dispatch people trained to decontaminate the area. Do not clean blood or other bodily fluids unless you have proper training.

2. Participants involved in activities associated with a sports club (practice, game, clinic, etc) that are bleeding are required to leave the activity until bleeding has totally stopped. In order to return to participation the wound must be cared for appropriately and Campus Recreation must be notified immediately (207-949-2281).

**CONCUSSIONS**

Medical management of sports-related concussion is evolving. In recent years, there has been a significant amount of research into sports-related concussion. Campus Recreation at UMaine has established this protocol to outline procedures that Club officers/players and well as identified medical professionals will follow to manage sports related injuries including injuries sustained to the head.

Campus Recreation seeks to provide a safe return to activity for all athletes after injury, particularly after a concussion. In order to effectively and consistently manage these injuries, procedures have been developed to aid in insuring that concussed athletes are identified, treated and referred appropriately, receive appropriate follow-up medical care, and are fully recovered prior to returning to activity.

This protocol will be reviewed on a yearly basis, by the Campus Recreation with advisement by Cutler Health Center Athletic Training staff. Any changes or modifications will be reviewed and given to Campus Recreation staff and club officers in writing.

I. **S.A.C. Testing Requirements**

A. All contact/collision sport club athletes, any previously concussed sport club athletes and many non-contact sport athletes are required to have S.A.C. testing completed by the Athletic Training Room Staff at Cutler Health Center prior to their first contact practice, game or scheduled competition event. This testing is required once every two years for all players and annually for previously identified concussed players and/or those designated by the athletic training staff.
B. Club representatives can view rosters and compliance on their UMaine gmail account. This drive can be regularly viewed by deemed members of the club, contracted medical advisement and Campus Recreation

II. Guidelines and Procedures of Sports-Related Concussion for Coaches/Club Officers/Participants:

A. All coaches/club officers should become familiar with the signs and symptoms of concussion.
   A. **Recognize** concussion
      Common signs and symptoms of sports-related concussion
      1. **Signs (observed by others):**
         - Athlete appears dazed or stunned
         - Confusion (about assignment, plays, etc.)
         - Forgets plays
         - Unsure about game, score, opponent
         - Moves clumsily (altered coordination)
         - Balance problems
         - Personality change
         - Responds slowly to questions
         - Forgets events prior to hit
         - Forgets events after the hit
         - Loss of consciousness (any duration)
      2. **Symptoms (reported by athlete):**
         - Headache
         - Fatigue
         - Nausea or vomiting
         - Double vision, blurry vision
         - Sensitive to light or noise
         - Feels sluggish
         - Feels “foggy”
         - Problems concentrating
         - Problems remembering
      3. These signs and symptoms are indicative of probable concussion. The mechanism of injury and previous history of concussion should also be considered during recognition of concussion symptoms.

B. **Remove** from activity
   1. Remove all athletes athletic activities that have signs/symptoms of concussion
      (see Appendix 1 for common signs/symptoms)
a. Any athlete who exhibits signs or symptoms of a concussion should be removed immediately, assessed, and should not be allowed to return to activity that day.

2. Any athlete with a witnessed loss of consciousness (LOC) of any duration should be spine boarded and transported immediately to nearest emergency department via emergency vehicle.

3. Any athlete who has symptoms of a concussion, and who is not stable (i.e., condition is changing or deteriorating), is to be transported immediately to the nearest emergency department via emergency vehicle.

4. An athlete who exhibits any of the following symptoms should be transported immediately to the nearest emergency department, via emergency vehicle.
   i. deterioration of neurological function
   ii. decreasing level of consciousness
   iii. decrease or irregularity in respirations
   iv. decrease or irregularity in pulse
   v. unequal, dilated, or unreactive pupils
   vi. any signs or symptoms of associated injuries, spine or skull fracture, or bleeding
   vii. mental status changes: lethargy, difficulty maintaining arousal, confusion or agitation
   viii. seizure activity
   ix. cranial nerve deficits

5. The role of club members/Campus Recreation representative is to act as a first aider at their level of skill set. DO NOT MOVE PATIENT. CALL 9-1-1 and monitor condition until emergency care arrives.

6. An athlete who is symptomatic but stable, may be transported by friends or family. They are advised to contact the athlete’s primary care physician, or seek care at the nearest emergency department, on the day of the injury.
   i. ALWAYS give athletes the option of emergency transportation, even if you do not feel it is necessary.

C. Refer the athlete to the Athletic Training Room at Cutler for medical evaluation for all head related injuries after immediate care procedures have been met.
   1. Coaches/officers should report all head injuries to the contracted Certified Athletic Trainer (ATC), as soon as possible, for medical assessment and management, and for coordination of home instructions and follow-up care.
      a. See Appendix B for contact information.
      b. The club is also responsible for completing an injury/illness report for all events home and away in which the contracted ATC was not present to Campus Recreation (see Appendix C)

2. Coaches/Officers should seek assistance from the host site ATC/ medical staff if at an away contest.
3. Make contact with athlete’s emergency contact.
   a. The club representative should insure that the athlete will be with a responsible individual, who is capable of monitoring the athlete and understanding the home care instructions, before allowing the athlete to go home.
   b. The club representative should continue efforts to reach the emergency contacts.
   c. If there is any question about the status of the athlete, or if the athlete is not able to be monitored appropriately, the athlete should be referred to the emergency department for evaluation. When possible a club representative should accompany the athlete and remain with the athlete until emergency contract or responsible individuals can insure athlete’s safety.
   d. Athletes with suspected head injuries should not be permitted to drive home.

II. Immediate Procedures for the Certified Athletic Trainer (ATC)
   A. The ATC will assess the injury, or provide guidance to the coach/club officer when possible if unable to personally attend to the athlete.
   B. Immediate referral and recommendations should be made for the athlete to the hospital, via emergency transport or personal vehicle, primary care physician, other medical advisement or provide instructions for home care when medically appropriate.
   C. The ATC will perform serial assessments following recommendations in the NATA Statement, and may utilize some on-field tools to assess condition such as the SCAT (Sport Concussion Assessment Tool), BESS (Balance Error Scoring Test), SAC Test (Standardized Assessment of Concussion), Symptoms Grading Scale and/or cranial nerve evaluation.
      1. The Athletic Trainer will notify the athlete, club representative and Campus Recreation of athlete’s neurocognitive and on-going recovery status. Written and/or verbal home and follow-up care instructions may be provided. The athletes emergency contacts may also be notified.

IV. Continued Care Procedures for the Certified Athletic Trainer (ATC)
The ATC will continue to provide coordinated care with the athlete for the duration of the injury per recommendations of the NATA Position Statement.
   A. The ATC is responsible for administering post-concussion testing.
      a. The initial post-concussion test will be administered within 48-72 hours post-injury, whenever possible.
      a. Repeat post-concussion tests will be given at appropriate intervals, dependent upon clinical presentation.
   B. The ATC will review post-concussion test data with the athlete and the athlete’s treating physician or parent/emergency contact, if needed/requested. The ATC
will forward testing results and engage in communications with the athlete’s treating physician, with permission and a signed release of information form.

C. The ATC may request that an athlete be referred to a medical provider at any time the duration of the injury. To review cognitive scores or symptom scales. The athlete or their insurer will be responsible for charges associated with the consultation.

D. The ATC will monitor the athlete, and keep appropriate personnel informed of the individual’s symptomatology and neurocognitive status, for the purposes of developing or modifying an appropriate health care plan for athlete.

E. The ATC is responsible for monitoring recovery & coordinating the appropriate return to play activity progression.

F. The ATC will maintain appropriate documentation regarding assessment and management of the injury.

V. Return to Play (RTP) Procedures after Concussion

A. Returning to participate on the same day of injury
   a. An athlete who exhibits signs or symptoms of concussion, or has abnormal cognitive testing, must not be permitted to return to play on the day of the injury. Any athlete who denies symptoms but has abnormal sideline cognitive testing and signs of concussion must be held out of activity.
   b. When in doubt, hold them out.”

B. Return to play after concussion

The athlete must be properly evaluated and released with a return to play guidelines set by ATC.

   a. If an athlete seeks care from a medical provider, they must provide written documentation of evaluation and clearance or guidelines to ATC, so a return to play plan must be generated. Athlete must be cleared for progression to activity by a physician other than an Emergency Room physician).
   b. Once the medical clearance has been received by ATC, the athlete will be progressed back to full activity following a stepwise process, under the supervision of the ATC.
   c. Progression is individualized, and will be determined on a case by case basis. Factors that may affect the rate of progression include: previous history of concussion, duration and type of symptoms, age of the athlete, and sport/activity in which the athlete participates.
d. The athlete should see the ATC regularly for re-assessment and instructions until he/she, has progressed to unrestricted activity. Campus Recreation will be given communication to an athlete’s playing status at any time and they may request status updates of a sports club participate.

**Risk Management**

All events home and away must be registered with Campus Recreation at least 14 days prior to the event and all necessary forms (travel, event/facility requests, liability/insurance, officials, etc) must be completed.

Annual Health Updates and Liability/Insurance forms (see appendix) are required from all participants.

Officers and coaches should be aware of potential injuries in their sport and inform all participants of these injuries and risks. Officers and coaches are responsible for educating all participants in injury prevention and must stay informed of current information regarding safety equipment, rules, and potential problems.

Every club must have a current rulebook for their sport and follow guidelines for safety as required.

Officers are responsible for to know what to do in the event of an injury/emergency. It is also the officers’ responsibility to ensure all activities are conducted in a safe and proper manner including making sure the facility is in safe condition before conducting any activity.

**LIGHTNING POLICY**

Lightning is the most dangerous and frequently encountered weather hazard that physically active people face each year. According to Orville and Huffines research (2001), there are approximately 25 million cloud-to-ground lightning strikes in the United States each year, resulting in nearly 100 deaths and an additional 500 injuries. While it appears that the number of overall deaths from lightning strikes is decreasing, trends show that the number of injuries continues to rise. And lightning casualties during sports and recreational activities have risen alarmingly. Most lightning-related injuries occur between May and September, and nearly 80 percent occur between 10 a.m. to 7 p.m.

**In game/competition situations**, the on-site Athletic Trainer, EMT or Campus Recreation Supervisor is charged with making the call as to whether activity must be
suspended because of lighting or the threat of lightening. They are also responsible for determining when the game/event can resume. Activities should be suspended until 30 minutes after the last strike of lightning is seen (or at least 5 miles away) and after the last sound of thunder is heard. The 30-minute clock restarts for each lightning flash within 5 miles and each time thunder is heard. (NATA Position Statement). The decision is made using the Flash-to-Bang method and the 30/30 Lightning Rule described below.

**In outside or water practices**, the Coach, Club President or highest ranking club officer on-site is charged with making the call as to whether activity must be suspended because of lightening, and also when/if play can resume. The Flash-to-Bang method is to be used in making the decision to suspend activity, and the 30/30 Lightning Rule observed before return to activity/play.

**Lightning Safety Tips**: Check the weather forecast before you head outside and be aware of any storms in your area or conditions that are right for the development of thunderstorms. Identify and know close venue locations where you can safely remain if a lightning storm presents. May want to identify places of safety at each venue: For example: Morse Stadium----Memorial Gym

**Flash-to-Bang**: If thunderstorms develop, count the seconds between the flash of lightning and the bang of the thunder to estimate the distance between you and the lightning strike. Because sound travels at approximately 1 mile in 5 seconds, you can determine how far away the lightning is by using this "flash-to-bang" method. It is recommended that you seek shelter if the time between the lightning flash and the rumble of thunder is 30 seconds or less (6 miles). Once inside shelter, you should not resume activities until 30 minutes after the last audible thunder. This is known as the **30/30 Lightning Rule**.

Keep in mind that although uncommon, lightning has been reported to strike up to 10 miles or more from where it is raining. Blue skies overhead do not guarantee protection from lightning strikes. Lightning can strike far from where it is raining.

- **Use the 30/30 Lightning Rule** (see above)
• **Count seconds between 'flash' and 'bang'** and seek shelter when the time is less than 30 seconds.

• **Find safe shelter:** Sturdy buildings are the safest place to be during lightning storms. Avoid sheds, picnic shelters, baseball dugouts, and bleachers. Staying in a car with windows closed also offers some protection.

Unsafe locations include most places termed shelters, such as picnic, park, sun, bus, and rain nonmetal shelters, and storage sheds. Locations with open areas, such as tents, dugouts, refreshment stands, gazebos, screened porches, pressboxes, and open garages are not safe from a lightning hazard. Tall objects (eg, trees, poles and towers, and elevated areas) are potential lightning targets and should be avoided. Large bodies of water, including swimming pools, are unsafe areas. Injuries have been reported to people inside a building who were using plumbing or wiring or were near enough to the structure to receive a side flash from lightning. Close proximity to showers, sinks, locker rooms, indoor pools, appliances, and electronics can be unsafe.

• **Avoid isolated trees or other tall objects.** It's better to seek shelter under a thick growth of relatively small trees.

• **Don't wait for rain to seek shelter.**

• **Get out of the water.** Water is a great conductor of electricity.

• **Avoid any metal objects** such as bicycles and golf clubs, fishing rods, tennis rackets or tools.

• **Spread out** and do not stay in a group

• **Never lie flat** on the ground during a lightning storm.

• **If on a bicycle** and lightning is within 5 miles, STOP riding, get off of your bicycle, find a ditch or other low spot and sit down.

**As a last resort, assume the lightning-safe position:** If you are caught in a lightning storm and if you feel your hair stand on end, your skin tingle, or you hear crackling noises, crouch on the ground with your weight on the balls of the feet, your feet together, your head lowered and ears covered. Some experts recommend placing your hands on your forehead and your elbows on your knees to create a path for lightning to travel to the ground through your extremities rather than through your core (heart).
Athletic Training and First Aid

Sports clubs have access to athletic training services through Cutler Health Center.

Clubs hosting on-campus events must register their event with the Sports Club Coordinator to assess the medical/athletic training requirements of the event so that appropriate care can be provided to participants.

Each club must have a well-stocked first aid kit (issued to each club in the fall through the S.M.A.R.T. clinic) at practices and games and should be brought to the S.M.A.R.T. clinic for restocking several times per season. Each kit will be numbered and must be returned at the end of the academic year. If a kit is not returned, the responsible club will be billed for replacement.

Chapter 6: Scheduling & Facilities

Clubs should submit a schedule of activities (meetings schedule, events, games, and desired practice times/locations) for each semester to their Sports Club Coordinator as early as possible, during the preceding semester is strongly recommended.

To make the best use of all facilities, it is important to notify the Sports Club Coordinator as early as possible when events are cancelled.

Contacts:
Athletic Facilities: Work with your coordinator, Thad Dwyer or Kristie Deschesne – email your request through first class.
Union: Nancy Morin – 581-1406
Classrooms: Roberta Hussy, Student Records – 581-1298
Campus Recreation: Dave Mahan

Practices

Clubs must email their Practice Facility Request via Firstclass to their Coordinator during the beginning of each semester or two weeks in advance of anticipated weather changes. Requests should also include any set up needs (e.g., lines painted, equipment, etc.).

Clubs will have priority over other clubs under the following guidelines:
1. All forms are turned in and complete.
2. In-season clubs
3. Greatest involvement (membership #'s)

No club can have 2 practices before all clubs have at least 1 requested time, unless clubs are not in compliance with the necessary forms.

Practice times may be changed at the discretion of the Sports Club Coordinator.

Conflicts will be heard and resolved by the Sports Club Council (see Chapter 3).

Weather
As the weather worsens, it is important to consider whether the club will remain active and if so, where the club activities could be held. See Lightning Policy for such occurrences.

Clubs using outdoor facilities are required to have approval for practice and events if it has rained or snowed in the previous 24 hours before the scheduled use of the facility to preserve the facility for all clubs and other Campus Recreation programs.

Keys
In some cases, keys may be issued to sports club members or coaches for access to storage buildings.
- Keys must not be copied or transferred to others for security reasons.
- Failure to comply with key policies may result in loss of privileges.

Games/Special Events

Sports clubs are responsible for constructing a schedule of competition that is acceptable to the appropriate NGB. Clubs must adhere to NGB guidelines for competition and remain eligible to pursue higher level competition.

Campus Recreation can assist clubs in searching out opponents. Contact the Sports Club Coordinator to arrange an individual meeting to begin developing an approved schedule.

Game or competition officials are often required.
- Clubs are responsible for scheduling officials.
- Clubs should have officials sign an agreement when scheduled for a game/contest to confirm their commitment.
- Payment for officials should be discussed with Campus Recreation to ensure that the proper procedures are used.
• Sometimes an UMaine employee is scheduled to officiate and specific payment procedures exist to pay such an official.
• UMaine has new policies involving UMaine employees working additional hours and these policies directly affect the rate of pay.
• See “Entry Fees and Officials’ Pay” in Chapter 7: Budget/Fundraising & Equipment – Spending Guidelines.

**Home Games**

Clubs must fill out an Event Request (see appendix) at least 4 to 6 weeks in advance with opponent’s available dates. Requests should also include any set up needs (e.g., lines painted, equipment, etc.).

Clubs that have routine set-up needs should inform the Sports Club Coordinator.

A Memorandum of Agreement (see appendix) must be filled out (by Campus Recreation and any visiting school, club or Non UMaine Organization which uses, accesses, plays on or in a UMaine field or facility) and turned in to Campus Recreation prior to the event.

**If you have a pre-season scheduling meeting with a league/organization, request dates from Campus Recreation prior to this meeting and fill these dates at the meeting**

**Off-Site Home Games**

Ex. Hampden


Clubs using an off-site facility should give Campus Recreation all contact information for the facility as well as a Memorandum of Agreement (App. K).

**Away Games**

Schedule with opponent and complete opponent’s Memorandum of Agreement. Request proof of insurance (if necessary).

Complete a Travel Request Form (see appendix) and secure Motor Pool transportation (if desired).

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**Meetings (On/Off Campus)**

Submit a Event Request (see appendix) 2 weeks in advance.
All scheduling should be done by Campus Recreation, not through the desired facility. Requests should also include any set up needs.

Facilities/Fields Usage

The Student Code of Conduct must be followed at all times in sports club affairs.

In as much as each facility and field location presents a different environmental and physical condition the following criteria should be utilized while using all facilities and fields.

- All Facilities will be scheduled through an approved Facility Request. Use of facilities and fields without an approved Facilities Request or inappropriate procedure may result in loss of current or future use at the discretion of the Sports Club Coordinator.
- All scheduling will be noted in the Sports Club Calendar and available to all Sports Club Presidents.
- All scheduling will be posted on the Campus Recreation web site.
- All scheduling conflicts will be resolved at the discretion of the Sports Club Council with under the discretion of the Sports Club Coordinator.

No practice or play shall take place on/in wet conditions without the express consent of the Sports Club Coordinator or designee. (Based on: game vs. practice; weather forecasts; actual, perceived, and managed risk; on-site SMART Responder; current or future condition of game field).

Main Game Facilities and Fields

Only used when scheduled as an official game (except with prior permission at 3 pm or after prior to game day)

- No practice or casual play
- Cleats shall only be used during a scheduled game
- Warm-up/cool-down is on/in the practice area only
- All additional equipment, goals or aids in game play will be placed on, in or adjacent to the facilities and fields through coordination of the Sports Club Coordinator or designee and the Sports Club President

Adjacent building use

No building facility shall be used in any capacity without the express consent and scheduling from the Sports Club Coordinator or designee

Bathrooms are available with proper use and should be left clean. If bathrooms or facilities are left in an unclean or state of disarray then the club will be fined the cost of the janitor and $50.
Medical care/ First Responder/ UVAC
Shall be coordinated, supervised and directed through Brianna Woodworth or designee at Cutler Health Center

SMART Responders shall be present at all contact games or scrimmages by request of a team or the Sports Club Coordinator or designee.

Club use of Open Recreation Time
All clubs are strictly prohibited from using facilities during Open Recreation time. Open Recreation is reserved for students who do not have the ability to reserve time, a privilege Sports Clubs have.

Any Sports Club who attempts to use Open Recreation or any other time not scheduled will lose scheduling privileges for the remainder of the semester or eight (8) in session weeks, whichever is greater.

Individuals of clubs may participate in Open Recreation but only for the designated purpose of that open recreation session.

Chapter 7: Budget/Fundraising & Equipment

Sports Clubs in good standing are eligible for financial support as part of this Campus Recreation program. All clubs are expected to do some type of fundraising.

Approximately 80% of clubs' operating budgets will be self-generated.

Clubs are strongly recommended to administer all finances through Campus Recreation to ensure proper accounting and tax exemption.

Sponsorships and Donations

Campus Recreation must approve all activities before they are initiated. Sports clubs represent the University of Maine and are asking on behalf of the University of Maine when seeking sponsorship and/or donations, monetary and material. It is crucial that misrepresentation of the sports club's position with Campus Recreation or the University of Maine not occur.
Sponsorship and donation policies will be updated throughout the year, therefore, contact Campus Recreation for up-to-date information.

**Procedure for Seeking Funds**

1. Submit written proposal (the letter the club plans to give to the potential donor or sponsor) to Sports Club Coordinator for review (spelling, grammar, content).

2. Submit list of potential donors or sponsors with proposal. Campus Recreation will give the club written authorization. Sometimes approval of other UMaine departments or offices will be required. Campus Recreation will contact the appropriate offices.

3. After securing donors and/or sponsors, submit a Sponsor/Donor Verification Form (see appendix) to Campus Recreation.

**Procedure for Requesting Funds from Alumni**

1. Before any plans or contacts are made, you MUST see the Director of Development, in the Heritage House. All contacts will be coordinated through the Development Office through their “Prospect Screening Process”. All funds or donations must go through the Development Office and will be distributed appropriately from there.

2. Special projects or dedications, (i.e. facility naming or dedication, memorials or awards) based on fund giving MUST be cleared through the Development Office.

3. These policies are not meant to restrict your group in fundraising, but must be followed to insure proper crediting of alumni donations and to be sure high potential givers are not being contacted to donate small amounts.

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**Fundraising**

Fundraising is **necessary** to meet the needs of every club and must be cleared through Sports Club Coordinator. Fill out an Event Request (App. E) for all fundraising events.

Fundraising efforts can help publicize your club – be creative!

Items cannot be sold on campus without a license attained through the Memorial Union.

- If you are considering selling at any UMaine home athletic contest, you will need Athletic Department approval. It is important to clear any/all fundraising ideas through the Sports Club Coordinator.
Suggestions:
UNO, auction, guest speakers, host tournaments, magazine subscription, marathon (in your sport), raffles, clean-up after athletic contests, contest pertaining to your sport, showing films

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**Campus Recreation Funds**

Sports Cubs receive support from student fees through Campus Recreation which receives a portion of the unified fee. The funds are distributed based on line item budgets.

Allocations will provide a fraction of each club’s operating costs; generally all or a portion of league dues may be paid by Campus Recreation.

**Criteria for Budget Allocations**
The amount each club receives from Campus Recreation is determined by evaluating the club’s annual activities and history.

- Club’s attempts to provide services or programs for a large segment of the university community.
- Club’s budget request reasonably relates to the number of people served.
- Club’s request for funds relates to accomplishing their stated goals and purpose.
- Club has demonstrated its ability to handle its finances in a responsible manner.
- Club attempts to also fund its activities from fundraising, donations, and sponsorship sources.
- Club abides by UMaine, Campus Recreation and Sports Club Program policies and procedures.
- Club participation in community service and volunteer work increases a club’s status in receive funding.

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**Other Sources of Income**

**Comprehensive Fee Fund**
Applications are available in the Assistant Vice President/Dean of Students & Community Life’s Office in the Memorial Union.

A committee of four students reviews them twice a month.
Funds may be used for:

- Big Events Fundraisers (start money)
- Services (events that require police, fire marshals, trainers, and custodial services result in a major expense for the clubs - bills for these services may be submitted to Student Activities for reimbursement of 80%)
- Travel

Club dues
Entry fees for activities or events hosted by the clubs
Sales events or raffles

Spending Guidelines

Equipment/Uniform Purchasing
All equipment purchases must be authorized in advance. Bring purchase information (invoices, entry forms, membership forms, price quotes, etc.) to the Campus Recreation office at least 5 business days before the check is needed and submit an Equipment Purchase Form (see appendix).
- include shipping and handling
- order from companies that accept purchase orders
- plan well ahead of the event (plan for out-of-stock items, delayed shipping)

Be sure to have three quotes or other accompanying verification of cost/items, etc.

Payment or reimbursement to coaches must have written approval of all club officers before issuance.

**Newly purchased equipment/uniforms will be inventoried (size, color, number and any other descriptive identification) by Campus Recreation staff and then issued to the club for the academic year. Club officers must sign an Equipment Responsibility form (App. P) for all equipment checked out of Campus Recreation. **See Inventory in Chapter 12: Miscellaneous, Paperwork, etc. for an example of an Equipment Inventory Spreadsheet.

**All club equipment/uniforms should be returned by the last day of classes in the spring semester. A hold will be placed on the responsible student's record for any club equipment that is not returned. It is the club officers’ responsibility to keep accurate equipment and uniform assignment information. **
**All equipment purchased with sports club funds is property of Campus Recreation and must be returned. Any equipment not returned will be billed to the responsible club.**

**Entry Fees and Official’s Pay**

For tournament entries that are available well in advance of the tournament the entry form is given to the Sports Club Coordinator and a check request is made to the sponsoring institution.

When limited notice of a tournament is given then a check request will be used with the yellow request card attached for the needed amount. A receipt must be received to verify payment. **Official’s name, signature, address, and amount due should be filled in on the Officials Contract Form (App. Q) and turned in to the Sports Club Coordinator within 48 hours of the competition.**

**Appropriate and Inappropriate Spending**

All expenditures (with Campus Recreation or donor/sponsor funding) **must have prior approval.**

Examples of Appropriate expenditures:
- Equipment, uniforms, travel expenses, payment/reimbursement for services rendered (referee costs), entry fees to a recognized club games, conference/association/league dues for the club, other items approved by the Sports Club Coordinator.

Examples of Inappropriate Expenditures:
- Banquets, parties, flowers or decorations, outside office expenses (copying, telephone, postage, anything not directly related to club business or function), gifts, awards, uniforms/warm up outfits that the team will keep, cost of an individual membership to a league/association, support of any individual participation/equipment/entry fee, personal player equipment/personal uniforms, food not for resale.

**Community Service**

In an effort to support the UMaine community, sports clubs can visibly demonstrate their commitment by being involved in community service projects.

The Student Employment and Volunteer Programs office in the Memorial Union (3rd floor) can help clubs be involved in volunteer work.

Volunteering is a great way for clubs to receive recognition for their activity in addition to the club's regular sport-related endeavors.
Chapter 8: Travel

Any travel outside the greater Bangor area (Bangor, Old Town, and Orono) must have an approved Travel Request (see appendix) 7 day prior to travel. Travel for club purposes within this area should also be documented with the Sports Club Coordinator.

Campus Recreation encourages group travel to events, matches, meetings, etc.

Violation of these policies not only affects a particular club but all clubs. Therefore, violation of travel policies may result in suspension and/or termination of travel privileges for a club.

Using University Vehicles

All persons utilizing University vehicles must adhere to the guidelines and regulations set forth in the Motor Pool Vehicle-Use Policy and Regulations of University Motor Pool Vehicles. (This in-depth manual is kept in the Campus Recreation office for club references when needed.)

Students, student groups, student clubs, sports clubs, and other recognized student organizations are eligible to utilize Motor Pool vehicles.

Student Drivers

- All students traveling in University Motor Pool vehicles must recognize they are representing the University and must conduct themselves in a way that reflects positively on the University of Maine.
- Students must be properly licensed to drive.
- In the case of students from countries other than the United States or Canada, proof of valid international driver’s license must be provided.
- Students must have a valid driver’s license in their possession when driving.
- Any student whose license has expired, been revoked, or is under suspension is not eligible to operate a University vehicle. Violation of this regulation will subject the student to disciplinary action.
- Violation of state OUI laws while operating a University vehicle will also subject the driver to disciplinary action.
- No one under 21 years of age is permitted to drive a University vehicle while on a club event.
- Out of State drivers must be approved through Human Resources and pay a background check fee to be approved to drive.
- Drivers under the age of 21 are not permitted to drive vehicles that are transporting seven or more passengers, including the driver, unless the driver has at least two years of driving experience without a moving violation.
- Any group that rents off-campus vehicles is responsible for primary insurance (each driver must provide proof of insurance to the Systems Office before rental).
- All University vans are limited in passengers to the number of seatbelts or to no more than nine passengers (including the driver).

Students must be **alcohol and drug free.** Included in this are illegal prescription drugs, prescription drugs, and non-prescription drugs that are known to cause drowsiness.
Chapter 9: Advertising and Recruiting

University Posting Policy

Sports clubs will be held to the university policy on where to post fliers, chalk, and distribute materials. Clubs that are caught violating this policy will be subject to disciplinary procedures.

University departments and campus student organizations may submit signs or posters to be posted in the residence halls by dropping off materials to the Office of Residence Life, 3rd floor Memorial Union.

Please follow these guidelines for posting materials:

- All materials must include specific times and dates of the event and phone number of a contact person(s).
- Only four signs are allowed per residence hall or village for a total of 76 signs or posters. Materials over the 76 limit will be thrown away. Please understand that not all residence halls or villages have space for all four signs.
- Please allow staff up to 72 hours to post your materials. NO door-to-door sales, solicitation or posting is allowed. Persons in the hall without appropriate reason and posting signs may be considered trespassing. Persons who do not follow the above guidelines may jeopardize future access to posting in residence halls and villages.

Sports Club Website

The Campus Recreation web site features information about sports clubs. Clubs are encouraged to create their own websites for disseminating information about their club to students. These websites can be linked to the Campus Recreation Sports Club website for easy access to browsing students. Clubs are also encouraged to submit information to the Sports Club Coordinator for headlines on the Sports Club page. "Official" sports club web sites are those that are part of the Campus Recreation site.

Advertising

Campus Recreation can assist clubs in recruiting members, advertising events and functions, and other aspects of promotion. All advertising should be cleared with the Sports Club Coordinator prior to releasing advertising materials or holding events.
It is important that clubs report the results of their activities so that press releases can be created for wider distribution.

Use of UMaine logos must comply with UMaine policy. Consult the UMaine Marketing web site for current policies and guidelines: http://www.umaine.edu/insider/graphics.htm

Campus Recreation can assist and support clubs with many administrative functions such as
- Copying, flyer development, mailing/postage, long distance phone calls, faxing

**The Maine Campus**
The Maine Campus has published articles concerning sports clubs. The club should contact the Sports Editor if they wish to have a club activity covered by the paper. Clubs are able to put advertisements in the Maine Campus concerning member recruitment or special events. The advertising costs would be paid by Campus Recreation out of the club budget.

**Newspapers/Radio**
There are many opportunities available for clubs to promote their sport though some require some extra effort. The Campus Radio, WMEB, has done play-by-play action for women’s hockey and may be willing to provide this opportunity for other clubs.

The Bangor Daily News has published articles concerning clubs and their events.

WZON has interviewed club members live to promote upcoming events.

**Demonstrations**
Clubs may promote their sport by holding demonstrations. Consider performing at half time during a men’s basketball game in Alfond Arena or at a hockey game. There can be a positive response from spectators especially since many may not know such a club exists on campus.

**Other Options**
- Sidewalk Chalk
- Banners in the Atrium (schedule through Sports Club Coordinator)
- Waazup: weekly activities e-newsletter
- Firstclass email postings to folders and forums.
- Announce events in your classes (with professors’ permission)
- List your event in the Maine Campus Community Calendar for free. Contact the MaineCampus for more info
 Reserve a table to sit at in the Union (schedule through Sports Club Coordinator)
 Flyers, bulletin boards, outdoor sign boards, word of mouth, contests, giveaways
 Be sure to include event title, date, time, location, admission costs, contact information, sponsor(s) name, and a brief description of the event.

Chapter 10: Hazing

Hazing is:

- Any act committed against a student who is seeking to join a new group that is humiliating, demeaning, or endangers the student’s health and safety.
- It occurs regardless of consent or willingness to participate. Even if you did not take part, knowledge of hazing activities is also part of the problem.
- Even the creation of an environment that promotes or allows hazing can be considered hazing.

The University of Maine has a No Hazing policy in accordance with all Maine Hazing Laws.

Any group or individual action or activity that inflicts or intends physical or mental harm or discomfort or which may demean, disgrace, or degrade any person, regardless of location, intent, or consent of participant(s). Although hazing is related to a person’s initiation or admission into, or affiliation with, any student group or organization, it is not necessary to have direct proof that a person’s initiation or continued membership is contingent upon participation in the activity for a charge of hazing to be upheld. The actions of either active or associate members of an organization may be considered hazing. Hazing includes, but is not limited to:

- Interference with a student’s academic performance
- Forced consumption of any food, alcohol, other drugs, or any other substance
- Forced physical activity, such as calisthenics
- Deprivation of food or sleep
- Kidnapping
- Hazardous exposure to the elements
- Any activity that would subject the individual to embarrassment or humiliation
Penalties

Any organization affiliated with any campus of the University of Maine System that violates these rules shall lose all right to conduct activities on any campus of the University of Maine System and all right to receive any other benefit of affiliation with any campus of the University of Maine System.

Any person associated with any institution of the University of Maine System as a student, administrator, faculty member or in any other capacity, whose conduct violates these rules, shall be subject to suspension, expulsion, or other appropriate disciplinary action.

Any disciplinary action, penalty, or sanction enforced under these rules for conduct shall be in addition to, and not in limitation of, any other civil law or criminal law process, procedure or penalty arising from the conduct concerned.

It is not a defense to a charge of hazing that:
- The consent of the victim had been obtained
- The conduct or activity that resulted in the death/injury or a person was not part of an official organizational event or was not otherwise sanctioned or approved by the organization
- The conduct or activity that resulted in death/injury of the person was not done as a condition of membership to an organization

Elimination

Incoming members will model after what they see from veteran members. Veterans need to change the culture now so that in the future young club members will not allow a hazing culture.

Questions to ask:
- Is this a group activity where members are encouraged to attend and where any minors are consuming alcohol?
- Will current group members refuse to do exactly what new members are asked to do?
- Is there risk of emotional or physical abuse?
- Is there any risk for injury or is safety a question?
- Would you invite your parents, supervisor, or university official?
- Would you object to being photographed or video taped by the media or school paper?
Danger of Social Networking Websites

Sports clubs need to be especially careful when posting club related pictures or material on social networking websites (Facebook, Community Webshots, MySpace, etc). These sites are open to the public and the content on these sites can be directly associated with your club, including any photos that appear to be hazing. Please remember to only post content that is suitable for public exposure. Educate all members of the club to use caution when using these sites.

Discipline Policies

Sports clubs and their members are expected to function and behave in a mature and responsible manner both on and off campus as representatives of the University of Maine

Sports Club activities shall be in accordance with Campus Recreation and Sports Club Program policies and procedures, and the UMaine Student Conduct Code. Sports club members may face disciplinary action for violations of the Student Conduct Code.

In addition, the club and/or some members may face sanctions from UMaine Campus Recreation as well including loss of funding.
Chapter 13: Appendix

A. Insurance/Liability
B. Annual Health Update
C. Data Sheet
D. Practice Facility Request
E. Event Request
F. Budget Request
G. Constitution Outline
H. Coaching Application
I. Proof of Insurance
J. Accident Report
K. Memorandum of Agreement
L. Travel Request
M. Field Map
N. Sponsor/Donor Verification Form
O. Equipment Purchase Form
P. Equipment Responsibility
Q. Officials' Contract Form
R. Release of Information