University of Maine Sport Club Handbook

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Introduction

Campus Recreation Philosophy

"We Make the University Stronger."

The University of Maine Sport Clubs program 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. Each Club represents the University of Maine as well as Campus Recreation.

Sport clubs promote opportunities for students to engage in sporting events, competitions, and activities in the state of Maine, the Northeast, and the United States. The sport club program at U Maine is designed to offer students the opportunity to participate in organized competitive, instructional, and recreational activities. Each club's level of activity is unique and is governed by a national governing body.

Campus Recreation is a department within the Division of Student Affairs and reports to the Deans of Students, administers the Sport Clubs Program.

Sport Club Office

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.

Sport Club Handbook

This handbook serves as the primary source of information for policies, procedures, and leadership suggestions with regards to the sport club program. It is the responsibility of each sport club member and participant to be aware and in full understanding of the information included in this handbook.

Important Contacts

Campus Recreation	207-581-1082
Dale Russell Sport Clubs Coordinator	
Office	207-581-1095
Cell	813-380-5237
Brianna Woodworth Athletic Trainer	
Office	207-581-4018
Cell	207-671-8810
Emergency	
On Campus	911
Campus Police	207-581-4040
Cutler Health Center	207-581-4000
Memorial Union	
Room Reservations	207-581-1406
Student Government	207-581-1775
Publicity	
Maine Campus (Newspaper)	207-581-1268
WMEB (Campus Radio)	207-581-4340
Campus Television	207-581-4585
Motor Pool	
Vehicle Reservations	207-581-2645

RECREATION FACILITY HOURS OF OPERATION

New Balance Student Recreation Center

Fall/Spring Semester Hours:
Monday-Thursday, 5am-11pm
Friday, 5am - 10pm
Saturday, 9am - 9pm
Sunday, 9pm - 9pm

Summer Semester Hours:
Monday-Friday, 5am-8pm
Saturday, 9am-6pm
Sunday, 9pm-6pm

Bridge Tennis Courts

Dawn– 10pm

DeMeritt Forest Trial System

Dawn - Dusk

HOURS ARE SUBJECT TO CHANGE DUE TO SPECIAL EVENT SCHEDULING AND HOLIDAYS. CHECK THE RECREATION AND SPORTS SERVICES HOMEPAGE OR PROGRAM AREA TABS FOR LATEST EVENT POSTINGS AND SCHEDULE CHANGES.

The University of Maine
Sport Clubs
2017-2018

Tier 5		
Badminton/Table Tennis	Men's Lacrosse	Power Lifters
Swimming	Volleyball	
Tier 4		
Alpine Ski	Blade Society	
Tier 3		
Baseball	Crew	Figure Skating
Track	Water Polo	Women's Soccer
Tier 2		
Equestrian	Fast Pitch Softball	Men's Soccer
Men's Ultimate	Tennis	Women's Lacrosse
Tier 1		
Field Hockey	Men's Ice Hockey	Men's Rugby
Women's Ice Hockey	Women's Rugby	Women's Ultimate
	Wrestling	

Overview

Definition of a Sport Club

University of Maine Sport Clubs are student organizations specifically registered within the Campus Recreation Department formed by students with a common interest in a physical sport activity that exists to promote and develop interest in that particular activity. The group has joined together and organized to further their interest and enjoyment in this activity as well as promote the mission and values of the department in an athletic manner.

Qualifications of a Sport Club

- Must be student-initiated and student-led
- Must be sport-like in nature and represent the truest form of its specific sport
- Must be recognized by UM Student Government
- A club cannot be a duplicate nor have strong similarities with another current sport club
- 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.
- Must be directly associated with a nationally governing body, membership within that body's association is not required for recreational clubs

Organizations may request sport club status during any time throughout the Fall and Spring semesters. Any organization requesting to become a sport club must do so through the Campus Recreation Department. The following is a step-by-step process for sport club eligibility:

1. Meet the definition and qualifications of a sport club (see above)
2. Must have legitimate facilities on-campus or nearby and accessible within college guidelines, in order for the proposed team to practice and compete
3. Must receive Intercollegiate Athletics approval if a varsity team in the same sport exists
4. Must complete and turn in to Sport Club Coordinator a New Club Application (found at http://umaine.edu/campusrecreation/program/sports-clubs/forms-and-documents/)
5. If a club does meet the definition or qualifications, they will be notified to continue the steps below.
6. The requesting club will need to present to the Sport Club Council during the next Sport Club Council meeting. The presentation should consist of a short explanation of your club's interests, purpose, and goals. After the presentation, the Council will vote, and the club will be notified immediately.
    a. If the majority of the Council votes in favor of formation of the club, they will be granted CONDITIONAL status and notified of further responsibilities and privileges as a sport club.
    b. If the majority of the Council votes against the formation of the club, the club may be provided other suggestions for future request.

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

Tier System

The Sport Club Program is structured into a five tier system. Each club resides within one tier based on the criteria associated within each tier.

Minimum Qualifications of a Sport Club:

- Must be student-initiated and student-led.
- Must be sport-like in nature and represent the truest form of its specific sport.
- Must be recognized by UM Student Government.
- A club cannot be a duplicate nor have strong similarities with another current sport club.
- 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.
- Have a minimum of ten members.
- Must be directly associated with a nationally governing body, membership within that body's association is not required for recreational clubs.

In addition to the minimum criteria, all Tier 5 Clubs must satisfy ALL the of the additional criteria:

1. Fundraise a minimum of $150 dollars.
2. New recognized Sport Club will be considered a Tier 5 Club.
    a. Refer to Newly Recognized Clubs Section for more information.
3. Can receive a maximum of 500 dollars per year.

In addition to the minimum criteria, Tier 4 Clubs must satisfy ALL of the additional criteria:

1. Have been a recognized Sport Club for a minimum of two (2) semesters.
2. Have at least five (5) members participate in at least one (1) on-campus community service event per semester.
3. Fundraise a minimum of $150 dollars per semester.
4. Can receive a maximum of 500 dollars in funding per semester.

In addition to the minimum criteria, Tier 3 Clubs must satisfy ALL of the additional criteria:

1. Have been a recognized Sport Club for a minimum of four (4) semesters.
2. Complete 50 hours of community service, and at least three (3) community service events on or off campus per year. At least one must be off campus.
3. Fundraise a minimum of $500 dollars per year.
4. Can receive a maximum of 2,000 dollars in funding per year.

In addition to the minimum criteria, Tier 2 Clubs must satisfy ALL of the additional criteria:

1. Have been a recognized Sport Club for a minimum of four (4) semesters.
2. Must compete in a league that leads to a regional and national championships.
3. Fundraise a minimum of $1000 per year.
4. Complete at least 150 hours of community service per year.
5. Complete at least three (3) off-campus community service or philanthropic events per year, at least one (1) must be completed each semester.
6. Can receive a maximum of 4,000 dollars in funding per year.

In addition to the minimum criteria, Tier 1 Clubs must satisfy ALL of the additional criteria:

1. Have been a recognized Sport Club for a minimum of six (6) semesters.
2. Have operated within Tier 2 for a minimum of two (2) semesters.
3. Must compete in a league that leads to a regional and national championships.
4. Create and maintain up-to-date website.
5. Fundraise a minimum of $2000 per year.
6. Compete during both fall and spring semesters.
7. Complete at least 350 hours of community service per year.
8. Hold at least one (1) alumni event per year.
9. Have a coach or instructor approved by the Sport Club Coordinator.
10. Complete at least three (3) off-campus community service/philanthropic events per year, at least one (1) must be completed each semester.
11. Can receive a maximum of 8,000 dollars in funding per year.

Tier Mobility:

Each Club has the ability to submit a Tier Mobility Request to advance to a different Tier at the end of each academic year. The Sport Clubs Staff will review and determine if all necessary criteria are met and the club will advance. In order to move to a new Tier, the following criteria must be met:

1. The club must complete and submit a Tier Mobility Request Form by April 1st of the current academic year;
2. Clubs must have met all criteria within the tier they desire to join prior to submitting the Tier Mobility Request Form (requirements that have not been completed prior to the submission of the request will not be considered);
3. Any club submitting a request must have not dropped tiers within three (3) semesters of the request.
4. Any club submitting a request to move to Tier 1 must not have dropped tiers within (4) semesters of the request.

Continued Sport Club Status

- Meet the original definition and qualifications as listed above
- Attend the Sport Club General Session at the beginning of Fall Semester
- Re-register by updating the following information
    - Contact Information
    - Constitution
    - Inventory
    - Roster

Misconduct and Discipline Process

All clubs, club members, and guest participants will be held accountable for actions using the disciplinary actions set forth within this handbook. Clubs, members, and participants may receive discipline based on the following non-compliance categories:

- **Administrative Non-Compliance**: Administrative non-compliance consists of a club's failure to attend meetings, turn in paperwork, or complete other requirements by specified deadlines.
- **Behavioral Non-Compliance**: Behavioral non-compliance consists of a club's misconduct related, but not limited to, the following:
    - Misuse of awarded funding
    - Violation of any local, state or federal law, violation of the Student Code of Conduct or any other University policy, rule, or regulation
    - Drug, alcohol, or other substance abuse
    - Harassment or sexual harassment
    - Striking, attempting to strike or otherwise physically abusing an official, opposing coach, spectator, or athlete
    - Inciting participants or spectators to violent or abusive action intentionally, or with careless disregard for one's conduct
    - Using obscene gestures or profane provocative language or action toward an official, student, coach or spectator
    - Publicly criticizing a game official, conference personnel, another university member, a student athlete or personnel of another member university

All sport clubs and sport club participants are expected to uphold University Code of Conduct. Any violation of law, rules of the University, or sport club policies outlined within this handbook may jeopardize the status of a sport club and could result in one or more of the following actions dependent on severity of the misconduct:

a. **First Offense--Written Warning:** A club and or club member may receive a written warning.
b. **Second Offense--Suspension/Freezing:** A loss of some or all privileges for a specified period of time.
c. **Third Offense--Probation:** A club will no longer be considered a recognized club,
d. **Fourth Offense--Revocation:** Cancellation of the club's registration, constitution, and establishment within Recreation & Sport Services.

a) within Recreation & Sports Services.

Appropriate action for a violation of law, University rules and regulations, and/or sport club policies will be addressed by the Sport Club Office. As appropriate, the Sport Club Office may seek recommendations from the Sport Club Council, other University parties, or law enforcement. These decisions may then be appealed to the Coordinator of Sport Clubs (within 10 business days) and, if necessary, to the Director of Campus Recreation. The club will be notified of disciplinary actions in writing by the Sport Club Office. The Sport Club Office reserves the right to interpret each case individually.

Any alcohol or drug misconduct will be reported to and adjudicated through the formal UMaine judicial process under the direction of the Dean of Student Affairs

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.

Annual Health Updates and Insurance/Liability

- All members must completely fill out an Annual Health Update thru Imleagues and an Insurance/Liability Form thru Imleagues 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 every other year.

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.

Membership and Organization

Who can participate in Sport Clubs?

UMaine sport clubs will promote the concept of equal opportunity and fairness, and may not restrict their membership on the basis of race, religion, national or ethnical origin, age, sex, or disability**.** Reasonable ability and individual safety will be the guidelines for determining the extent of participation by club members with disabilities.

Membership in a sport club is open to any fee-paying UMaine student. Faculty and staff members may become members but sports have eligibility requirement. So faculty and staff members are encouraged to get involved as advisors or instructors (see **Advisor** section under **Officer Responsibilities**). All members must have a completed Insurance/Liability, Campus Recreation waiver, Annual Health Update, and Student-Athlete Release and Liability Waiver forms and be in compliance with requirements in the constitution of the given club. 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.

Try-outs/Cut Policy

Clubs that receive an annual budget from SGA are prohibited from cutting interested students. Only clubs that are completely self-sufficient are able to cut members. It is suggested that clubs wishing to hold try-outs form multiple divisions within their clubs (i.e. A and B squads, practice and competitive teams, etc.).

Gender Identity Participation Policy

Participation will be evaluated on two criteria; open participation and governing body participation. Open participation will refer to practices and events that are not sanctioned by a governing body. Governing body participation will refer to contests that are managed by a governing body.

- Open Participation: Participation will be in accordance to one's self identified gender
- Governing Body Participation: Participation will be in accordance with standards set by the Governing body of the specific sport.

If no specific policy is mandated by the Governing Body, Campus Recreation staff will facilitate/help students connect with a governing body should that be needed/desired for clarification on eligibility.

Officers

The success of sport clubs is dependent on the dedication of several members. For this reason, it is highly recommended that each club have several officers so that the president is not responsible for all club responsibilities. Each club is required to have a president and SCC representative (the SCC representative can also serve as another officer). Other officers recommended are vice president, treasurer, and secretary.

Responsibilities include:

- Must ensure that at least one member, certified in First-Aid/CPR is at all club events.
- 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:
    - Accident Report
    - Current Roster
    - Event Request/Follow-up
    - Practice Facility Form
    - Travel Request/Follow-up
- 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.
- Ensuring yearly forms are completed by all club members:
    - Liability / insurance waivers
    - Annual Health Updates

- Elect 1 club members to serve on the Sports Club Council.
- Attend a leadership workshop with 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.

Following are *suggested* responsibilities that each club may wish to divide amongst the officers. This list is not exhaustive and some areas may not be relevant to every club.

- **Administrative**
  - Represent the club as the SCC Representative at every SCC monthly meeting, maintain club social media, serve as primary contact, and keep records

- **Safety**
  - Hold first aid and CPR certification and record all other club members who old certifications
  - Have each participant complete an informed consent before participating
  - Return all completed informed consents to Sport Club Office

- **Financial** (these will vary depending on each club's financing needs; see **Financing** section)
  - Serve as signer on club's outside bank account
  - Collect dues from club members
  - Keep records of all club accounts and budget-related transactions
  - Organize/give club's presentation to the Executive Board for an annual budget

- **Travel** (see **Travel** section below)
  - Organize details of upcoming travel opportunities with entire club
  - Submit Travel Request Form to Sport Club Office at least five business days prior to date of any travel
  - Keep Sport Club Office updated on travel plans and changes prior to travel
  - Submit Travel Follow-Up Form and any necessary receipts or change to Sport Club Office after trip return

Advisor

Faculty/Staff advisors are required for each sport club and should be listed and added to the club's roster. The selection of an advisor should be done with great consideration. The term of an advisor is for one year. At any time the club may follow constitution procedure to dismiss an advisor and institute a new one.

Who can be an Advisor?

Full time, salaried faculty, professional or approved staff members are eligible to serve as student organization advisors so long as they are not on leave during their term; student teaching assistants and graduate assistants are not eligible to serve as primary advisors, but may serve as a secondary advisor.

Role:

The purpose of a faculty/staff advisor is to serve as an on-campus resource to students within the organization. Additionally, advisors also:

1. Help with growth and development of students.
2. Provide consistency and communicate goals to future members.
3. Assist in the area of program content and purpose.
4. Be knowledgeable of the guidelines and procedures of sports clubs.
5. Offer assistance in managing a club budget.
6. Oversee generation of funds.
7. Supervise fundraising events if necessary.
8. Ensure clubs abide by university policies and procedures

One thing to note, the role of an advisor is an important one and may vary with the organization's needs. The scope of an organization's activities, the effectiveness of its officers, the time commitments of the advisor and other factors determine the nature of an advisor's involvement with the group. **Advisors should never consider themselves as only a "requirement" for registration.**

Coaches, Instructors, and Other Volunteers

Clubs are not required to have coaches or instructors; however, 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**.

Responsibilities of a Sport Club Coach, Instructor, Volunteer

- Coaches/instructors should be experienced within the specific area of instruction and possess the necessary certifications and licenses, if they are required
- Comply with the policies and procedures within this handbook as well as the constitution of the respective club
- Understand the importance of and help foster leadership and growth within the club
- 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.
- It is recommended that all coaches/instructors purchase medical and liability insurance, as they are not covered by the university
- 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

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 every year
- 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 cleared through Motor Pool

Sport Club Council

Description

The SCC is the governing body of the UMaine Sport Club program. The SCC works in partnership with the Coordinator of Sport Clubs for the advancement of the sport club program. The SCC will act as an advisory committee and advocate for sport clubs and will provide a medium of exchange of information regarding sport club activities.

Membership:

- Membership of the SCC is limited to one member per club that is designated at the time the club is instated into the sport club program.
- Each member must be in good standing with the University and his/her club.
- If, for some reason, a club's SCC representative can no longer perform responsibilities related to the SCC, the club must immediately elect a new representative.

Role:

- Attend monthly SCC meetings
- Hear sport club presentation proposals and vote to grant CONDITIONAL and TIER status to new and existing clubs
- Suggest improvements to the point system, policies, and procedures of the sport club program
- Be knowledgeable of Sport Club Discipline process to aid Sport Club Coordinator in discipline decisions if needed
- Vote on Sport Club Awards
- Update Council on club events, information, etc.
- Share ideas, suggestions, concerns

Meetings:

Acquiring two absences from any regularly scheduled meeting, a meeting scheduled by the Sport Club Office, or by two members of the Board (members must be notified of the meeting at least 48 hours in advance) will result my immediate removal from the Council.

My club will be required to elect a new SCC Representative to replace me.

Sports Club Awards

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

The Sport Club of the Year

This is an annual award presented by UMaine Sports Club Program to the club that most optimizes the University of Maine and the UMaine Campus Recreation Mission. This award will be selected by the staff of the Campus Recreation Department.

Facilities and Scheduling

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.

New Balance Recreation Center Usage and Membership

Any person wishing to use the New Balance Recreation Center must be a current student or paying member of the facility with a working Maine Card. Sport club participants are not exempt from this policy—**all sport club participants are required to bring and use their Maine cards any time they are using the Rec.** Current students or members can bring guests into the facility; each will pay a $5.00 guest fee.

Facility Scheduling

The following facility spaces are available for reservation for Sport Club usage:

- Alfond Sports Arena
- Field Hockey Complex
- Field House
- Lengyel Gym
- Lengyel Field
- Mahaney Diamond
- Mahaney Dome
- Morse Field
- New Balance Basketball Courts
- New Balance Conference Room
- New Balance Foster Room
- New Balance MAC Court
- New Balance Multipurpose Room 1
- New Balance RAD Room
- Wallace Pool

Other areas within Recreation may be available; if curious about an area not listed above, please ask.

All reservations for practices, games, performances, meetings, etc. must be made by completing the Practice Facility Request Form found on IMLeagues.com

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

Conflicts will be heard and resolved by the Sports Club Council

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.

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.

Other University Facility Reservations

All facilities outside of the Recreation Department (i.e. rooms in the Union, etc.) should be requested by calling reservations in the Commons Building must be made through Reservations at the Student Union/Commons at 207-581-1406

Individuals may not use University space for personal gain unless it is a recognized University program and the Sport Club Office gives authorization.

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 thru ImLeagues at least 5 business days in advance with opponent's available dates but the earlier the better. 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.

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

Staffing the Facilities

Depending on the type, size, and location of sport club events, clubs may be required to staff the events for risk management protocol.

Supervisors must be present at **games, competitions, or other events** located on the UMaine campus. Clubs must notify the Coordinator of supervisor-need at least two weeks prior to the event to ensure availability.

Athletic Trainers *must be present at all* ***games and competitions*** *hosted by a Tier 1 sport club. Clubs must notify the Coordinator of trainer-need at least two weeks prior to the event to ensure availability.*

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.*

The Sport Club Office reserves the right to cancel reservations in which supervisors and/or trainers are not scheduled or present or weather conditions make the club activities unsafe.

Finances

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.

Campus Recreation Funds

Sports Cubs receive support from student fees through Campus Recreation which receives a portion of the unified fee or Student Government. 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 or SGA is determined by the Tier the club's belongs too.

- 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.

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

Fundraising

Fundraising is **necessary** to meet the needs of every club and must be cleared through Sports Club Coordinator. Fill out an Event Request 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

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.

Membership Dues

Sport clubs are urged to use membership dues as a means of supplementing the funding which may be received. The amount assessed for the membership dues is left to the responsibility of each club and must be written in the constitution.

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 email of the with all nessacary information to the Sport Club Coordinator:

- 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 for all equipment checked out of Campus Recreation.

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 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.

Sport Club Bank Accounts

Sport clubs are allowed to maintain off-campus bank accounts provided the club agrees to supply the Sport Club Office or University of Maine official with a review of the books and records for the account upon request. Neither the University nor the Campus Recreation Department are liable for any off-campus club banking activity. Clubs with off-campus accounts are not eligible to use the University's tax exempt status or federal ID. Most banks will require an Employer Identification Number (EIN) to start an account with the club's name. The application for an EIN can be found through the irs.gov website, as well as, with the Sport Club Coordinator

Inventory and Ownership

All equipment, uniforms, or other items purchased by sport clubs with money allocated from SGA or Campus Rec is property of the University in the care of the respective sport club under the supervision of the Recreation Department. **All permanent purchases must be added to the club's Inventory List immediately**. Club inventory is shared with all club officers via Google Drive. If this equipment is lost, the club is responsible for replacing the equipment. 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.

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.

In order to receive credit for community service, activities must meet the following criteria and submit the Sport Club Service Hours Tracking Sheet to the Sport Club Office:

1. Completed at a 501(c)(3) non-profit organization, or a community of skill in need, or with an underrepresented group;
2. Clubs must not receive payment or remuneration for services completed;
3. A minimum of five (5) students must participate in an event unless otherwise approved by SC office;
4. A photo must be included with the paperwork;
5. In order for an event to count towards the fall semester, the event must be completed prior to December 31st
6. All community service must be complete prior to spring graduation to be credited during the current year.

Note: A community of skill in need may include, but is not limited to, public schools, tutoring, mentoring, coaching, giving lessons, or serving at hospitals, retirement communities, USO or any community based organization, and staffing an event. The time spent preparing for a service event counts towards the service hours. - Examples are: YMCA, Boys & Girls Club, Girl and Boy Scouts, and Little League.

Travel

General Guidelines -- While traveling as a University of Maine Sport Club, there are several liability issues that must be taken in to consideration.

- All traveling participants must be active members, advisors, coaches, or instructors
- All traveling participants must have a completed informed consent form in the Sport Club Office
- Travel outside of the greater Bangor area requires a submitted Travel Request Form **at least five business days prior to departure date**
- Clubs must call or text the Sport Club Coordinator when the club arrives at destination, if accidents/incidents occur, and when they return to Orono
- A Travel Follow-Up Form must be submitted by the Wednesday after trip return and receipts and/or change if applicable

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.

- No one under 21 years of age is permitted to drive a University vehicle while on a club event.

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 have a valid driver's license in their possession when 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.
- 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.
- 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.

Risk Management

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. 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 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** filled out immediately after the injury and turned in at the Campus Recreation office.

Informed Consent Forms

Every sport club participant must complete a Sport Club Informed Consent Form before participating in any event. The Informed Consent Form explains that neither the University of Maine nor the Campus Recreation Department provide insurance for the participant and that the activity does involve risk. **A new form must be completed for every different Recreation activity (i.e., participants must complete a new form when participating in different sport club events, intramural sports, group fitness classes, etc.).** The Informed Consent Form is a legal document and must be completely filled out in blue or black ink before anyone is eligible for participation. A new form must be submitted and updated each academic year. **Club members must be aware that failure to have these forms on file for all participants in your club's activities will be cause for elimination of your club from the UMaine Sports Club Program.**

Annual Health Updates

Every sport club participant must complete a Sport Club Annual Health Update Form before participating in any event. This form provides the Sport Club Athletic Trainer with medical history to better access the participants needs for treatment.

Insurance forms

Every sport club participant must complete a Sport Club Insurance Form before participating in any event. This form is proof that the participant carries insurance which is a requirement for participation in the sport club program.

Head, Neck and Back Injuries

Any participant who sustains a head, neck, or back injury while will be unable participate in club activities (practices or games) until medical clearance is provided from a healthcare professional (MD, DO, PA, FNP or the certified athletic trainer contracted by Cutler Health Center) to the Competitive Sports Office.

Club Rosters

Club Officers are responsible for maintaining an up to date roster of club members. This roster is stored using the ImLeagues software. Club Officers must ensure all members have filled out all necessary paperwork. If a club member becomes no longer active in the club don't delete them from roster. It is suggested that a club keeps a second roster that is more club specific.

First-Aid/CPR Procedures and Athletic Training

It is mandatory that one member of each club that is First-Aid/CPR Certified attend all club events. It is recommended that each club have at least two people who have First-Aid/CPR certification and mandatory that one of these people is present at each of the club's events. The Sport Club Program hosts one certification per semester. Contact the Sport Club Office to schedule a training session. These people should be able to administer basic first responder assistance in the event of an injury or emergency. Proof of certification should be on file with the Sport Club Office. The Sport Club Office staff will also be attending events randomly to ensure all are being run safely. First-Aid kits and ice are also available for check-out from the Sport Club Office.

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.

SMART Room Hours:
Monday/Wednesday/Thursday 2-4pm
Or by Appointment

Required Staff

It is required to staff: (more information found on page **14**)

Supervisor at all games, competition, or other events.
Athletic Trainers at all Tier 1 Clubs Games.

On-Campus Emergency Action Plan

If a sport club participant is injured at an on-campus activity, there is a specific protocol which every member should be familiar with.

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. Complete the Accident Report Form **at the scene of the accident**. The form can be found in the Sport Club Office, on the IMLeagues website, or copies can be obtained from the Sport Club Coordinator to be kept with individual clubs and should accompany the club on any trip. It is very important that this form be thoroughly filled in blue or black ink out in case of litigation.

5. Contact the Sport Club Coordinator Dale Russell 813-380-5237 and the ATC Brianna Woodworth 207-671-8810 at the first possible chance to report the accident.

6. Submit the Accident Report Form to the Sport Club Office within **48 hours** of the accident so proper follow-up can begin.

Off-Campus Emergency Action Plan

Should an accident occur while a club is traveling off-campus, the following protocol should be adhered to:

1. If an injury requires an ambulance or is considered life threatening, call 911 immediately.

2. If someone was injured, contact the emergency contact of the injured party.

3. Contact the Sport Club Coordinator Dale Russell 813-380-5237 and the ATC Brianna Woodworth 207-671-8810 at the first possible chance to report the accident.

4. Complete the Accident Report Form **at the scene of the accident**. The form can be found in the Sport Club Office, on the IMLeagues website, or copies can be obtained from the Sport Club Coordinator to be kept with individual clubs and should accompany the club on any trip. It is very important that this form be thoroughly filled in blue or black ink out in case of litigation.

5. Submit the Accident Report Form to the Sport Club Office within **48 hours** of the accident so proper follow-up can begin.

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).

LIGHTNING POLICY

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.

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.

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).

Alcohol

All sport club participants are expected to comply with all applicable local and state laws and University policies pertaining to alcoholic beverages at sponsored programs or events. All club participants should be familiar with the UMaine student alcohol policies.

- Events: No sport club may sponsor a sporting event, which consists of, but is not limited to, practices, workouts, or competitions, on or off-campus in which alcohol is present without permission from the Sport Club Office. If a club wishes to sponsor an event in which alcohol will be served, they must first get approval from the Sport Club Office, and then follow the Student Activities procedures and guidelines.

- Businesses/Products: A club cannot have any association with alcohol or tobacco products. This includes but is not limited to sponsorships, donations, advertising, etc.

- Minors: Please be reminded, it is illegal to sell, give, or serve alcohol to persons under the age of 21. A person may not misrepresent one's age to induce someone to serve alcohol to persons under the age of 21. Individual participants and respective sport clubs can be held liable for injury or damage caused by or resulting from the intoxication of a minor or a person habitually addicted to alcohol if the individual sold or furnished alcohol to such a person. Possession of open containers of alcoholic beverages in vehicles is prohibited, both for drivers and passengers.

Any alcohol or drug misconduct will be reported to and adjudicated through the formal UMaine judicial process under the direction of the Dean of Student Affairs.

Hazing

What is Hazing?

- 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, and 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.

<u>It is not a defense to a charge of hazing that:</u>

- 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 videotaped by the media or school paper?

All student organizations are prohibited from hazing in any form both on and off-campus.

Marketing and Communications

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 website for current policies and guidelines.

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

Danger of Social Networking Websites

Sports clubs need to be especially careful when posting club-related pictures or material on social networking websites (Facebook, Instagram, Twitter). 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.

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
- First Class 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 Maine Campus 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.

Schedule

Date:	Time:	Event:	Location:
August 31	7-9pm	Sport Club Training	RAD Room
September 1	7-9pm	Sport Club Training	RAD Room
September 6	9pm	September SCC Meeting	RAD Room
October 3	9pm	October SCC Meeting	RAD Room
November 7	9pm	November SCC Meeting	RAD Room
December 5	9pm	December SCC Meeting	RAD Room
December 16	Due by 5pm	Mid-Year Report	Online
January 17	9pm	January SCC Meeting	RAD Room
February 14	9pm	February SCC Meeting	RAD Room
March 20	9pm	March SCC Meeting	RAD Room
April 10	9pm	April SCC Meeting	RAD Room
May 1	9pm	May SCC Meeting	RAD Room
May 12	Due by 5pm	Annual Report	Online

**All dates, times, and locations of events is subject to change. If change occurs a graduate assistant will notify clubs of change.*