



UMaine Club Sports Handbook

2025-2026

Shawn Owens, Club Sport Director
shawn.owens@maine.edu

Quincy Clifford, Club Sport Assistant
quincy.clifford@maine.edu

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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 UMaine 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 Student Life.

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, scheduling, compliance support, digital media support, 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	Primary #	207-581-1082
Shawn Owens (Club Sport Director)	Office	207-581-1095
	Cell	<u>207-951-6938</u>
Quincy Clifford (Club Sport Assistant)	Cell	207-447-8668
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
Motor Pool	Vehicle Reservations	207-581-2645
Enterprise Rent-A-Car	Vehicle Reservations	(207) 942-3772

Our Teams				
Tier 5	Tier 4	Tier 3	Tier 2	Tier 1
Badminton	Blade Society	Boxing	Baseball	Alpine Ski
Golf		Pickleball	Cycling	Crew
M Basketball		W Basketball	Softball	Equestrian
Wrestling			Field Hockey	Figure Skating
Spikeball			M/W Lax	M/W Ice Hockey
Water Polo			M/W Soccer	M/W Rugby
			M/W Volleyball	M/W Ultimate
			Swim	Tennis
				Woodsmen's

Program Overview

1. Definition of a Sport Club

University of Maine Sport Clubs are student organizations specifically registered within the Campus Recreation Department formed by students with the 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
- Must not be a duplicate nor have strong similarities with another current sport club
- Only current clubs represented in the Sports Club Council *and* by the UMaine Student Government are recognized as part of the Sports Club Program.
- Club/members are required to adhere to the established UMaine Sports Club Handbook policies and procedures
- 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](#)

2. Process for Forming a New Sport Club

Organizations may request sport club status during any time throughout the Fall and Spring semesters. Any organization requesting to become a sports club must do so through the Campus Recreation Department and UMSG. 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 that are accessible within college guidelines, in order for the proposed team to practice and compete.
3. Schedule a meeting with the Sport Club Director at the New Balance Rec Center.
4. Must receive Intercollegiate athletics approval if a varsity team in the same sport exists.
5. Must complete the application for New Undergraduate Organization on Campus Groups. https://umaine.campusgroups.com/web_app?id=24040&menu_id=56483&if=0&
 - a. Schedule a hearing with UMSG to propose a new Sport Club recognition in front of the senate.

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 sports club.
 - b. If the majority of the Council votes against the formation of the club, the club may be provided other suggestions for future requests.
 - c. New clubs must elect a Sport Club Council member to represent the club at regular meetings.

***Campus Recreation reserves the right to refuse recognition to any club requiring 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.*

3. How to Maintain Sport Club Status

- Meet all tier requirements
- Attend all Sport Club Officer meetings throughout the academic year.
- Comply with all regulations and guidelines
 - Maintain an officer with active CPR certification, ensuring that a CPR-certified officer is present at every practice/game/event.
 - Fulfill Mid-Year and End-of-Year reports
 - At all times, have an active President, Vice President and Treasurer
 - Ensure all members are registered in Campus Groups and have completed the required eligibility forms. (Annual Health and Insurance Form, Student-Athlete Release and Liability Waiver)
 - Post all events, games, and practices on Campus Groups

Campus Groups

- Re-register each fall semester, updating the following information on campus groups
 - Contact Information
 - Constitution
 - Roster (by October 1st) - see Officer duties for more information
 - Student Organization Update Form
 - Email CPR certification to Club Sport Director no later than the second week of each semester

4. Tier Systems

The UMaine Sport Club Program is structured into a five-tier system. Each club resides within one tier based on the criteria associated within each tier. Clubs must meet these requirements, in addition to meeting the minimum qualifications of a Club Sport program, in order to function.

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

1. Fundraise a minimum of \$150 dollars.
2. New recognized Sport Clubs will be considered a Tier 5 Club.
3. Can receive a maximum of \$500 per year via the recreational center.

Tier 4 - 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. Complete 25 hours of community service on or off campus.
3. Fundraise a minimum of \$300 dollars per year.
4. Can receive a maximum of \$1000 in funding per year via the recreational center.

Tier 3 - 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 \$2,500 in funding per year via UMSG.

Tier 2 - 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) community service or philanthropic events per year, at least one (1) must be completed each semester.
6. Can receive a maximum of \$5,000 in funding per year via UMSG.

Tier 1 - 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. Complete at least three (3) community service/philanthropic events per year, at least one (1) must be completed each semester.
10. Can receive a maximum of \$10,000 in funding per year via UMSG.

Budget Requests

- Tier 5 and 4 Clubs submit a budget request to the Sport Club Office.
 - Requests must include a budget for the entire year.
 - The Budget Request form is found on the UMaine Sports Club Website.
- Tier 3 and below submit and present the budget request to Student Government
 - Requests must include a budget for the entire year.
 - The budget process for the following year take place in the Spring Semester
 - Clubs will know of their budget amounts by the end of the spring semester.
 - Spending of the funding may begin July 1st.

Tier Mobility: How to move up a tier level

Each Club has the ability to submit a Tier Mobility Request to advance to a different Tier for the next 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 prior to the yearly budget meeting. The form can be found on the UMaine Rec Club Sport website.
2. Clubs must include their plan to meet all criteria within the tier they desire to join and fulfill those requirements prior to the end of the current academic year.
3. The request must be approved by the Club Sport Admin.
4. If all requirements are fulfilled and the request is approved by both Club Sport Administration and UMSG, the club may begin functioning in the new tier no earlier than the beginning of the **next** academic year

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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 ethnic 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 currently enrolled UMaine student. Student government funded clubs (tiers 1-3) are required to restrict use of club issued funds to undergraduate students only. While graduate students can still participate in the club, they are not able to reap the benefits of activities funded from UMSG. This may include, but is not limited to; league registration, home and away competitions, club travel and accommodations, and other UMSG-sanctioned activities as funded by the discretion of UMSG, the Sport Club Director, and the existing club executive team.

Sport Clubs Faculty and staff members may become members but sports have eligibility requirements. Faculty and staff members are encouraged to get involved as advisors or instructors (see **Advisor** section under **Officer Responsibilities**). All members must have completed the UMaine Campus Recreation waiver, the Annual Health and Insurance Update, and the 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.

****All contact/collision sport participants must have an Impact Test (Concussion baseline test) on file.****

Try-out Guidelines

It is suggested that clubs wishing to hold try-outs create multiple divisions within their clubs (i.e. A and B squads, practice and competitive teams, etc.). Clubs reserve the right to limit their competitive roster, and try-out procedures must be clearly outlined in the respective clubs constitution and by-laws.

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 sports clubs is dependent on the dedication of several members. For this reason, it is required that each club have a President, Vice President, and Treasurer, at minimum. Other officers recommended are secretary, community service, social media chair, and alumni.

Responsibilities include:

- Must ensure that at least one member, certified in First-Aid/CPR is at all club events. **(Certificate emailed to Sport Club Office by the second week of each semester).**
- Informing club members of required information sessions and of the content of the Sports Club Handbook and the UMaine Student Conduct Code.
- Attending meetings and serving as a liaison between the club members and Campus Recreation.
- Meeting deadlines required for the Sports Club Program including:
 - [Accident Report](#)
 - This must be completed within 48 hours of someone on your team receiving an injury that requires medical attention.

- Go to the UMaine club sports page.
- Click Forms and Documents
- Under additional forms click Accident Report
- o Current Roster Updates (on Campus Groups)
 - Fall semester: by October 1st
 - Spring Semester: By February 1st
- o Event Request - located on the "Events" page of Campus Groups
 - Must be filled out before your club holds an event on or off campus (**including practice**).
 - Clubs must submit practice locations and times that they would like to hold practices to the sports club director, before the start of the new semester
 - **The Event Request form needs to be completed 10 business days before each event.**
- Submitting a budget request for the following year.
- Most hold officer elections at least once a year to elect club officers and leadership roles.
- Ensuring yearly forms are completed by all club members via campus groups

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. At any time, the club may follow constitutional 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; 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. Supervise fundraising events if necessary.
7. 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 or UMSG allocated funds.**

****Clubs that desire bringing on a new coach/instructor must contact the Sport Club Director for approval. Background checks may apply.**

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 new coaches will be interviewed by the Sports Club Office 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.
- 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 are not approved to operate university-owned vehicles unless they are cleared through Motor Pool.

Sport Club Council

The SCC is the governing body of the UMaine Sport Club program. The SCC works in partnership with the Club Sport Director 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:

- **Each club MUST have an elected member of the Sport Club Council.**
- 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 new membership to the Sport Club Program
- Suggest improvements to the policies and procedures of the sport club program
- Be knowledgeable of Sport Club Discipline process to aid Sport Club Office 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 in immediate removal from the Council.

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 Director 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.

The Sport Club of the Year

This is an annual award presented by UMaine Sports Club Program to the club that most embodies 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 facilities, it's important to notify the Sports Club Director as soon 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 for a fee.

Facility Scheduling

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

Alfond Sports Arena (\$\$)	Mahaney Dome (\$\$)	Rec Center MAC Court
Field Hockey Complex	Morse Field	Rec Center Multipurpose Room 1
Field House	Soccer Field	Rec Center RAD Room
Lengyel Gym	Rec Center Basketball Courts	Pit
Lengyel Field	Rec Center Conference Rooms	Softball Field
Mahaney Diamond	Rec Center Foster Room	Wallace Pool (\$\$)

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

Important Notes Regarding Facility Use:

- All reservations for practices, games, performances, meetings, etc. must be made by completing the [Event Request Form](#) found on Campus Groups.
- Practice times may be changed at the discretion of the Club Sport Director.
- 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. Intramural rules may apply.
- **Adjacent building use**
No building facility shall be used in any capacity without the express consent and scheduling from the Sports Club Director 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 custodial fees 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 National Governing Bodies. Clubs must adhere to NGB guidelines for competition and remain eligible to pursue higher level competition.

- Clubs are responsible for scheduling officials (if required).
- 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.
- **See “Entry Fees and Officials’ Pay” in Fundraises – Spending Guidelines.**

Home Games

Clubs must fill out an Event Request through Campus Groups at least 10 business days in advance with opponent’s available dates - **the earlier the better in order to ensure available space.** Clubs should be cautious about scheduling with teams before reserving a game space, as reservations are never guaranteed. Requests should also include any set up needs (e.g., lines painted, equipment, etc.). Clubs that have routine set-up needs should inform the Club Sport Director and/or Club Sport Assistant.

If you have a pre-season scheduling meeting with a league/organization, request dates from the Club Sport Director 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** at the Mahaney Dome.

Athletic Trainers must be present at all **games and competitions** hosted by all contact-sport clubs. Clubs must notify the Director of trainer-need at least two weeks prior to the event to ensure availability.

Note: The Sport Club Office reserves the right to cancel reservations in which supervisors and/or trainers are not

scheduled or present, or if 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. To be granted funding sports clubs must fulfill all designated requirements for their tier.

Sport Club Funding

Depending on the respective tier, a Sport Club will receive funding from the Campus Recreation (tiers 4 and 5) or from UMSG (tiers 1, 2, and 3).

Fundraising

Fundraising is **necessary** to meet the needs of every club and must be cleared through the Sports Club Office. Fundraising efforts can help publicize your club – be creative! Typical fundraisers may include bake sales, car washes, auctions, guest speakers, youth clinics, raffles, etc.

***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.*

Sponsorships and Donations

The Club Sport Director 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 the sports club's position with Campus Recreation and the University of Maine is well-represented.**

Procedure for Seeking Sponsorships and/or Donations:

- Submit a written proposal (the letter the club plans to give to the potential donor or sponsor) to the Club Sport Director for review. Include a list of potential donor/sponsor recipients.

Procedure for Requesting Funds from Alumni:

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

***Sponsorship and donor policies are not meant to restrict your group in fundraising, but must be followed to ensure 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. All participants paying dues should receive a receipt with the amount paid. **NO money received from dues will be counted towards overall fundraising.**

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 necessary information to the Sport Club Office:

- 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)

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 Office and a check request is made to the sponsoring institution.
- For officials a check request require if using club's budget

Appropriate and Inappropriate Spending

All expenditures (with Club Budget 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 Office or UMSG.

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 Director

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 Bodwell Center 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 photo must be included with the community service form; unless otherwise noted.
4. All community service must be completed 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 into consideration.

- All traveling participants must be active members, advisors, coaches, or instructors
- All traveling participants must have a completed informed consent form on Campus Groups
- Travel requires a submitted [Event Request Form](#) **at least five business days prior to departure date**
- Clubs must call or text the Sport Club Director when the club arrives at destination, if accidents/incidents occur, and when they return to Orono

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 driving.
 - 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 Motor Pool 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).

Students must be **alcohol and drug free. Included in this are legal prescription drugs and non-prescription drugs that are known to cause drowsiness.

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 at a club event.
- All drivers must complete the Drivers Safety Fundamentals Course

Using Rental Vehicles

The Sport Club Office staff **will** assist in coordinating rental vehicles from outside companies (Enterprise, Avis etc.) for club travel.

- Requests for assistance should be indicated on the [Event Request Form](#) when submitted in addition to number and kind of vehicle/s desired and primary driver/s.
- The Sport Club Office will work with the rental company to reserve, pay for (using club's Student Gov-allocated funding), and coordinate pick-up time/location.
- Rental vehicle confirmation will be sent to the primary contact for the trip prior to departure.

- o It is the club's responsibility to pick-up and drop-off the vehicle at designated times.
- o It is also the club's responsibility to be familiar with the rental company's policies and procedures.
- o A receipt for the vehicle rental must be submitted when using allocated funding

Using Personal Vehicles

Driving personal vehicles for travel purposes is allowed. When club members' vehicles are being used, the following guidelines must be met:

- o Medical bills resulting from an auto accident would be paid for by each passenger's individual PIP coverage. If a passenger has no PIP coverage, then the PIP coverage of the driver would cover medical bills.
- o Members must keep in contact with the SC Office regarding any changes made to driving arrangements before departure

Booking Hotels

The Sport Club Office staff **will** assist in coordinating booking hotels for club travel. To book hotels using a club budget you must complete hotel information on event request form on Campus Groups

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 Director 4 weeks in advance. The Director will then submit the request to Facilities Management. Fill out a Proof of Insurance form with all necessary information for the Director..

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. **Club members must be aware that failure to have these forms on file for all participants in your club's activities will cause the 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 assess 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 is unable to participate in club activities (practices and 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 Sport Club Office.

Club Rosters

Club Officers are responsible for maintaining an up to date roster of club members. This roster is stored using the Campusgroups.. Club Officers must ensure all members have filled out all necessary paperwork.

First-Aid/CPR Procedures

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 **must** 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.

Required Staff

It is required to staff: (more information found on page 13)
Athletic Trainers at all full-contact 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 the 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 (581-4040) 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 Public Safety. Again, if ever unsure, call Public Safety. 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](#). The form can be found on the [Sport Club website](#), it is very important that this form be thoroughly in case of litigation.
5. Contact the Sport Club Director 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 Director at the first possible chance to report the accident.
4. Complete the Accident Report Form. The form can be found on the [Sport Club website](#), it is very important that this form be thoroughly 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 207-581-4040 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.

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 lightning or the threat of lightning. 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 lightning, 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. There is also an app that you can download called "WeatherBug" which gives you a by the minute updates if there is lightning in your area.

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 the 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, press boxes, 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.

Drugs

Illegal Drugs: The possession, use, manufacture, or distribution of illegal drugs (heroin, cocaine, LSD, steroids, etc.) are prohibited at any time on University property and as part of any University activities. "Illegal drugs" does not mean the use of drugs under a valid prescription. Students known to use, possess, manufacture, or distribute illegal drugs are liable to public law-enforcement actions and University disciplinary actions.

In order to maintain the University's federal funding Cannabis cannot be used or possessed on campus regardless of state law

Sanctions: Students who violate the University's policy will be subject to disciplinary action by the University. The severity of the imposed sanctions will be appropriate to the violation; possible sanctions include suspension, probation, dismissal, restitution, official censure or reprimand, referral for prosecution, participation in a rehabilitation program, and other actions the University deems appropriate.

Tobacco

The University of Maine is a 100% tobacco and smoke-free campus. This policy prohibits smoking and tobacco use, including electronic tobacco and nicotine delivery products:

- In all university owned, leased, and affiliated buildings, including residence halls and parking lots
- Administrative facilities, classrooms, and fraternity and sorority houses.
- On all university-owned or leased grounds.
- At all university-sponsored events, both indoor and outdoor.
- In all university-owned, leased, or rented vehicles.
- In all vehicles parked on campus including parking lots.

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
 - Penalty: Termination of UMSG funding (potential audit for suspected misuses)
 - 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
 - Hazing in any form (see Hazing section)
 - 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.

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, University of Maine Undergraduate Student Government, other University parties, or law enforcement. These decisions may then be appealed to the Sport Club Director (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.

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.

Violations of any kind may also cause repercussions from the UMaine undergrad student government and the UMaine center for student involvement.

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.

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 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 90 signs or posters. Materials over the limit will be thrown away. Please understand that not all residence halls or villages have space for all 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 website features information about sports clubs. Campus Recreation has a webpage for all Clubs. These pages are linked to the Campus Recreation Sports Club website for easy access to browsing students. Clubs are responsible for keeping them up to date. This is done by sending current information to the Sports Club Office. For convenience, a link is provided on the Club Sport page. Officers should use this link to share any updates with Campus Rec media team, who will update the pages accordingly. "Official" sports club websites 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 assets of promotion. **All advertising should be cleared with the Sports Club Director 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

Social Media

Sports clubs need to be especially careful when posting club-related pictures or material on social networking websites (Facebook, Instagram, Twitter, Snapchat, Tik Tok, etc.). Utilize social media wisely as it can be a recruitment tool. All sport club social media sites are open to the public and the content on these sites can be directly associated with your club. 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.

- If necessary, the Sport Club Director or Sport Club Assistant can suspend or delete any, and is not limited to, content and/or account.
- The Sport Club Office recommends following the guidelines about Social Media on the UMaine website.

UMaine Club Sport Pages

The UMaine Club Sport accounts on Instagram, Facebook and Tiktok exist to elevate clubs, raise awareness, attract new students to programs, and overall support club athletes through representation opportunities and collaborations. The UMaine Club Sport accounts aim to collaborate with teams and provide coverage on as many club activities as possible. Club officers can message the UMaine Club Sport instagram or contact the Club Sport Assistant in order to collaborate and/or have content featured on the pages.

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.

Scheduling

**All dates, times, and locations of events are subject to change. If change occurs, the Club Sport Director and/or Club Sport Assistant assistant will notify clubs of change.*

[A live document containing club practices for the present semester can be found at the hyperlink.](#)