



**SPORTS CLUBS  
Handbook  
2017-2018**



Dear Sports Clubs Participants,

On behalf of the Sports Clubs staff, we would like to thank you for your considerable contribution to UC Santa Cruz student life. You help make the campus a more vibrant, more active and robust university through your involvement with Sports Clubs. We not only recognize and appreciate your efforts on campus, we want to further enlighten your journey and contribute to your success while at UC Santa Cruz and beyond.

This handbook is a guide to assist you in effectively managing your club. The policies and procedures set forth in this document have your best interest in mind. Your ability to communicate the contents of this handbook to your team will result in a positive outcome for your club members, staff, visitors, and campus stakeholders.

We look forward to working directly with each and every one of you this coming year. We will be having meetings during the school year so that we can work together efficiently and with clarity of purpose.

Go Slugs,

Clint Angus  
Pronouns: he, him, his  
Assistant Director, Competitive Sports & Camps  
University of California Santa Cruz  
cangus@ucsc.edu  
Office: (831) 459-4017  
Cell: (484) 639-1336





## **1. Mission Statement**

UC Santa Cruz Sports Clubs are student-driven and student-managed organizations that strive for skill building in leadership, problem-solving, collaboration and financial management while participating in a variety of active-lifestyle activities that compete against other university clubs.

## **2. Sports Clubs Introduction**

UC Santa Cruz Sports Clubs are part of the Office of Physical Education, Recreation and Sports (OPERS). Sports Clubs, along with Intramural Sports and Sammy Slug Summer Camp, comprise the Competitive Sports & Camps program within the department. We report directly to the Executive Director of OPERS.

It is expected that all clubs have an actively engaged and diversified officer-ship. The most effective clubs have numerous people handling a variety of duties associated with the club. This handbook is designed to be a guide and policy reference for navigating the workflows at UC Santa Cruz. Reference this handbook if you have questions or concerns. Familiarize yourself and your team with relevant details. Talk to Sports Clubs staff if something is unclear. Also, keep in mind that we are here to help you. Communication is key to all of our efforts. Too often problems arise due to a lack of effective communication. Additionally, being proactive is a much better approach in most regards. All too often, having a reactive approach causes unexpected problems and delays. Keep in mind that UC Santa Cruz has many levels of approval and as such, can be slow in taking action.

Clubs are not officially recognized by Sports Clubs until they have submitted all the necessary paperwork to the Sports Clubs office, have been approved by professional staff, and have met roster requirements online at [opers.ucsc.edu/sports-clubs](http://opers.ucsc.edu/sports-clubs). Clubs that fail to adhere to requirements of Sports Clubs policy and procedure may be fined and/or placed on probation. The nature of that fine/probation will be reflective of the degree of the club's negligence. If a club is placed on probation they may be subjected to one or more of the following: loss of practice time; loss of ability to host contests; restriction of funds; club expulsion.

Each club is expected to have an operational handbook which acts as a living document, explaining in detail the basics on how to run your club. The first step is to list all key roles in the club and what their duties are. Then you may list dates on your calendar and build timelines for action items in each role. This should include things like OPERS Fest, first tryouts/practice, fundraising, how to host a tournament, how to arrange travel, how to host home games, how to approach away games and tournaments, spring elections, and alumni relations. The next step in this process is to go over that calendar and list all tasks associated with those dates and areas of interest. Then assign tasks and have check-in meetings for those responsible to complete the tasks. The intention of the requirement of this document is as follows:

- Help anticipate upcoming deadlines;
- Help transition from one year's officers to the next year's officers;
- Help organize your club;
- Help offset work load on Sports Clubs staff.



### **3. Principle of Community**

The University of California, Santa Cruz, is committed to promoting and protecting an environment that values and supports every person in an atmosphere of civility, honesty, cooperation, professionalism and fairness. UCSC expects that every campus member will practice these Principles of Community. The UCSC Sports Clubs program accepts these as core values that measures the performance and standing of each club against these high standards. We strive to be:

- **Diverse:** We embrace diversity in all its forms and we strive for an inclusive community that fosters an open, enlightened and productive environment.
- **Open:** We believe free exchange of ideas requires mutual respect and consideration for our differences.
- **Purposeful:** We are a participatory community united by shared commitments to: service to society; preservation and advancement of knowledge; and innovative teaching and learning.
- **Caring:** We promote mutual respect, trust and support to foster bonds that strengthen the community.
- **Just:** We are committed to due process, respect for individual dignity and equitable access to resources, recognition and rewards.
- **Disciplined:** We seek to advance common goals through reasonable and realistic practices, procedures and expectations.
- **Celebrative:** We celebrate the heritage, achievements and diversity of the community and the uniqueness and contributions of our members.
- **We accept the responsibility:** To pursue these principles in an atmosphere of personal and intellectual freedom, security, respect, civility, and mutual support.



#### **4. Leadership Model**

Leadership, character, and communication skills are central to the success of all Sports Clubs officers. The nature of a Sports Clubs organization brings these key principles into a spotlight. As a values-based organization, the establishment of core values and key operating principles is central to our managerial philosophy and daily leadership of an organization.

The following are Sports Clubs key principles, which are the foundation of the organizational culture of the UC Santa Cruz Sports Clubs program.

##### **ETHICS, HONESTY, & INTEGRITY**

- Know and comply with University of California Santa Cruz policies & procedures.
- Know and comply with sanctioning body (association or conference) rules & regulations.
- Exhibit the values of honesty, integrity, collegiality & respect with faculty, staff, students and the public.
- We are committed to the principles of truth and honesty, and we will be equitable, ethical, and professional.
- We admit mistake. We give credit where credit is due. We tell the truth, even when it hurts.
- We operate with open agendas.
- We act, listen, and respond with sincerity. We correct false impressions.
- We exhibit the values of honesty, integrity, collegiality, and respect with faculty, staff, students, and the public.
- We seek to understand and follow the principles of the University and its underlying policies and philosophies.
- We will support equitable and fair treatment of others.

##### **TEAM WORK & COMMITMENT TO EXCELLENCE**

- Accord respect to self and others.
- Communicate with others in a positive & supportive manner.
- Be approachable and receptive to constructive criticism.
- Understand others' responsibilities & obligations.
- Be dedicated to each other and the campus' success.
- Create a positive competition and learning environment.



## 5. Nondiscrimination Policy

- a. The University of California, Santa Cruz is committed to creating and maintaining a community where all individuals, including non-affiliated visitors, who participate in university programs and activities, can do so in an atmosphere free of violence, harassment, discrimination, exploitation, or intimidation. Individuals who wish to participate and are not rooted in the gender binary may participate with Sports Clubs as the gender by which they identify. UC Santa Cruz Sports Clubs seeks to provide opportunities for all students to participate in programs inclusive of gender identity. To that end, all individuals shall be permitted to participate in the Sports Clubs program (i.e. membership, tryouts, games, tournaments, fundraising, sponsored events, etc.), in a manner consistent with their gender identity and expression. If an individual or club is unsure how to apply the inclusive gender policy, or seeks assistance in order to meet the participation needs of the individual and/or club, please contact the Assistant Director of Competitive Sports & Camps. Any matters that may arise in regards to gender identity within Sports Clubs participation may be presented to the Sports Clubs administrative staff and/or the Cantu Queer Center.
- b. The University of California, in accordance with applicable federal and state law and University policy, does not discriminate on the basis of race, color, national origin, religion, sex, gender identity, pregnancy, physical or mental disability, medical condition (cancer related or genetic characteristics), ancestry, marital status, age, citizenship, sexual orientation, or service in the uniformed services as defined by the Uniformed Services Employment and Reemployment Rights Act of 1994. The University also prohibits sexual harassment. This nondiscrimination policy covers admission, access, treatment in University programs and activities and employment.
- c. University policy also prohibits retaliation for bringing a complaint of discrimination or participating in a complaint process or investigation pursuant to this policy.
- d. Inquiries regarding the University's student-related nondiscrimination policies may be directed to Student Judicial Affairs, (831) 459-1738. Inquiries regarding the UCSC Policy on Sexual Assault, the UC Policy on Sexual Harassment, and Procedures for Reports of Sexual Assault(s) and Sexual Harassment and/or violations of Title IX may be directed to the Title IX Coordinator/Sexual Harassment Officer, (831) 459-2462, or e-mail [rew@ucsc.edu](mailto:rew@ucsc.edu). Student inquiries regarding disability or disability accommodations may be addressed to the Director, Disability Resource Center, (831) 459-2089, or e-mail [drc@ucsc.edu](mailto:drc@ucsc.edu).
- e. **Disclaimer** - Please note that the University reserves the right to change, modify, add or delete any University, campus, department or team policy, procedure, rule or regulation at any time. If there is a conflict between policies, procedures, rules or regulations, the policies of The Regents of the University of California shall prevail.
- f. **REGENT'S POLICY 4400: UNIVERSITY OF CALIFORNIA DIVERSITY STATEMENT**  
The diversity of the people of California has been the source of innovative ideas and creative accomplishments throughout the state's history into the present. Diversity – a defining feature of California's past, present, and future – refers to the variety of personal experiences, values, and worldviews that arise from differences of culture and circumstance. Such differences include race, ethnicity, gender, age, religion, language, abilities/disabilities, sexual orientation, gender identity, socioeconomic status, and geographic region, and more.



Because the core mission of the University of California is to serve the interests of the State of California, it must seek to achieve diversity among its student bodies and among its employees. The State of California has a compelling interest in making sure that people from all backgrounds perceive that access to the University is possible for talented students, staff, and faculty from all groups. The knowledge that the University of California is open to qualified students from all groups, and thus serves all parts of the community equitably, helps sustain the social fabric of the State.

Diversity should also be integral to the University's achievement of excellence. Diversity can enhance the ability of the University to accomplish its academic mission. Diversity aims to broaden and deepen both the educational experience and the scholarly environment, as students and faculty learn to interact effectively with each other, preparing them to participate in an increasingly complex and pluralistic society. Ideas, and practices based on those ideas, can be made richer by the process of being born and nurtured in a diverse community. The pluralistic university can model a process of proposing and testing ideas through respectful, civil communication. Educational excellence that truly incorporates diversity thus can promote mutual respect and make possible the full, effective use of the talents and abilities of all to foster innovation and train future leadership.

Therefore, the University of California renews its commitment to the full realization of its historic promise to recognize and nurture merit, talent, and achievement by supporting diversity and equal opportunity in its education, services, and administration, as well as research and creative activity. The University particularly acknowledges the acute need to remove barriers to the recruitment, retention, and advancement of talented students, faculty, and staff from historically excluded populations who are currently underrepresented.

g. **HATE CRIMES POLICY**

The University of California, Santa Cruz expressly prohibits students from engaging in conduct constituting unlawful discrimination, harassment or bias. In keeping with the UCSC Principles of Community, we expect students and their guests to refrain from any acts or behaviors that are directed at other members of the campus community, and that result in unlawful discrimination, harassment or bias for an individual or group, and/or that substantially disrupt University operations or interfere with the rights of others. The campus does not seek to limit freedom of speech but rather strives to ensure that all members of the campus community are able to participate in University programs and activities to the fullest extent possible.

- i. **REASON FOR POLICY** - Acts of bias and hate are divisive, unwelcome, and have a direct impact on both the academic mission of the University and individual student success. In some cases, these acts are illegal and/or violate University policies. In other cases, these acts are protected by principles of free speech. When acts of bias or hate are tolerated, the academic mission and climate of the University are undermined, which in turn directly affects the success and well being of individuals and groups. As a University community, we strive to create, foster and maintain an environment that provides support for students to feel safe and respected which will in turn enhance their ability to be successful.
- ii. If a hate/bias incident violates the UCSC Code of Student Conduct (including federal/state law) or is perpetrated in conjunction with a violation of University policy,





discipline may include enhanced sanctions (see Code of Student Conduct Code Section 104.90, Enhanced Sanctions). Law enforcement will be involved as appropriate.

- iii. **APPLICATION OF POLICY** - Any UCSC student may report suspected hate crimes, or alleged incidents of hate or bias under this policy. This policy is managed by the Dean of Students.
- iv. Hate or bias incidents perpetrated by or targeting staff or academic employees are managed by the Campus Diversity Officers: For staff employees, the Associate Chancellor at (831) 459-4380; and for academic employees, the Vice Provost for Academic Affairs at (831) 459-2351. If a staff or faculty member is identified as the responsible party or target, the complaint will be reviewed by either the Associate Chancellor or the (footnote continued)
- v. **DEFINITIONS**
  1. **What is a Hate Crime?** A hate crime is a criminal offense, in whole or in part, because of the victim's race, religion, sexual orientation, disability, ethnicity, national origin, gender, gender identity, or association with a member of these groups. While such a definition may make identifying a hate crime seem like a simple task, criminal acts motivated by bias can easily be confused with forms of expression protected by the First Amendment to the U.S. Constitution. For information on federal and state hate crime laws, please contact the UCSC Police Department at (831) 459-2231.
  2. **What is an Incident of Hate or Bias?** Not every expression of hate or group bias rises to the level of a hate crime as defined in state and federal law. Derogatory words or epithets directed against a member of a protected class – if not accompanied either by action with an intent to threaten harm with the ability to carry it out, or other applicable rules violations -- are considered protected speech and not a hate crime.
- vi. Even when the incident is not a crime, however, the campus seeks to prevent and respond to these incidents by educating the campus community and providing a clear, accessible way to report experiences of hate or bias. Any communication or behavior that maligns another individual or group on the basis of race, color, national origin, religion, sex, gender identity, pregnancy, physical or mental disability, medical condition, genetic information, ancestry, marital status, age, sexual orientation, citizenship or service in the uniformed services, may be an incident of hate or bias within the scope of this policy. If the communication or behavior substantially disrupts or interferes with University operations or the rights of others, it may be subject to additional review and investigation consistent with the University's student discipline procedures or employee personnel policies.
- vii. Further guidance regarding hate crimes, the difference between a hate crime and hate speech, and the indicators of a hate crime or bias incident may be found at <http://reporhate.ucsc.edu/about/definitions.html>
- viii. For information on reporting a crime to University police, please go to:
  1. <http://police.ucsc.edu/report/index.html>
  2. To submit a hate/bias incident via email address “[reporhate@ucsc.edu](mailto:reporhate@ucsc.edu)”
  3. Call the University Police Department at (831) 459-2231
  4. Emergencies – 911
  5. UCPD Anonymous tip line (voicemail only) - (831) 459-3847



- ix. All Hate/Bias Incident Reports will be referred to the Hate/Bias Response Team (HBRT), which will acknowledge receipt and review the report to determine, whether, if true, the facts as stated are sufficient to constitute an incident of hate or bias within the scope of this policy.
- x. The Dean of Students (459-4446) or designee will make every reasonable effort to contact the complainant within two (2) campus business days of receipt to gather additional information. The Dean of Students will also monitor the progress of all reports, including confirming that complainants have been contacted, that all reports have been addressed as appropriate, and that the matters have been closed. All reported incidents are entered into the campus confidential hate/bias incident database.
- xi. **PROCEDURE FOR REVIEW OF HATE/BIAS INCIDENT REPORTS**

After initial contact with the complainant, the Dean of Students will conduct further review of the alleged incident of hate or bias as necessary; or as appropriate, forward the matter to another appropriate campus office or HBRT member for investigation. Results of the review should be forwarded to the complainant within twenty-one (21) campus business days of receipt of the complaint. This time period may be extended, as necessary, based on the complexity of the matter.
- xii. If a student is identified as the responsible party for the incident, the Dean of Students will refer the matter to Student Judicial Affairs for adjudication consistent with student disciplinary procedures. If a hate/bias incident violates the UCSC Code of Student Conduct or federal/state law or is perpetrated in conjunction with a violation of University policy, discipline may include enhanced sanctions (see Code of Student Conduct Code Section 104.90, Enhanced Sanctions).
- xiii. If a student is identified as the responsible party, but there is no violation of the UCSC Code of Student Conduct or other University policy, or if there is no identified responsible party, the Dean of Students may nevertheless recommend an educational or informational intervention to the appropriate residential, academic or other administrative office.
- xiv. If a staff or faculty member is identified as the responsible party or target, either the Associate Chancellor or the Vice Provost for Academic Affairs will review the complaint, respectively, for possible action and/or referral to appropriate campus offices consistent with University personnel policies or collective bargaining agreements.
- xv. If a report pertains to a gender-based hate/bias incident, it will be forwarded to the Title IX/Sexual Harassment Officer for resolution.
- xvi. If a report pertains to a possible hate crime, the HBRT will immediately refer the matter to campus police for investigation as appropriate.
- xvii. The Dean of Students will coordinate with the HBRT, the Associate Chancellor, the Office for Diversity, Equity, and Inclusion (ODEI), Title IX and/or other relevant campus offices regarding: preventive education; the facilitation of dialogue among individuals, local communities or the campus community; and/or the facilitation of campus or community support services as appropriate.
- xviii. **CONFIDENTIALITY** - All reports are confidential to the extent permitted by law and University policy. Personal Information will not be shared with others except with those University staff who have a business need to know, such as those involved with investigating a report, responding to student support needs, or assessing disciplinary action. Any student's personal information gathered during the review of an alleged



hate/bias incident will be subject to disclosure only to the extent permitted by law such as the Family Education Rights & Privacy Act (FERPA) or University policy.

xix. **UC SANTA CRUZ BIAS INCIDENTS/HATE CRIMES POLICY & PROCEDURES**

The University of California, Santa Cruz is a community, which requires the free and open exchange of ideas and the widest possible range of opportunity in the pursuit of knowledge in order to thrive. We are committed to maintaining an objective, civil, diverse and supportive communities, free of coercion, hate, intimidation, dehumanization or exploitation. The campus is dedicated to the promotion and protection of an environment that values and supports every person in an atmosphere of honesty, cooperation, professionalism and fairness as reflected in ODEI, Title IX and/or other relevant campus offices concerning any appropriate communications to the campus community. The nature and extent of such communications will depend on an assessment of many factors, including but not limited to, the severity of the alleged incident(s), the impact of such communication on the targeted individual(s) or community at large, the potential for "copycat" behavior as a result of publicity, and the potential for interference with ongoing investigation(s).

xx. The following Student Support Services are also available for any UCSC student who would like support or assistance, either as a victim of a hate/bias incident or crime, or in seeking to help another student:

1. Counseling and Psychological Services 459-2629
2. Disability Resource Center 459-2089
3. Office for Diversity, Equity, and Inclusion 459-1758
4. Student Organization Advising and Resources (SOAR) 459-2934
5. Chancellor's Office 459-2058
6. Student Judicial Affairs 459-1738
7. Title IX Coordinator/Sexual Harassment Officer 459-2462

## **6. Code of Conduct**

All Sports Clubs participants are required to abide by all rules and regulations of his/her club, the Sports Clubs program, and the University of California Santa Cruz as well as all federal, state, and local laws. Sports Clubs participants represent UC Santa Cruz and must exhibit sportsmanship, honesty, and responsible behavior in and out of uniform.

- a. Student-athletes are expected to conduct themselves in a manner befitting representatives of UC Santa Cruz. The UC Santa Cruz Sports Clubs participant must always exercise good sportsmanship and responsible behavior.
- b. Specific club rules that are more stringent may supersede the policies related to misconduct noted in this code.
- c. **APPEARANCE**
  - i. Sports Clubs participants are highly visible representatives of the university. As a result, Sports Clubs participants must be concerned with their appearance in public settings, particularly when traveling with their teams. Appropriate clothing and grooming is expected on these occasions. Their appearance on campus and in the classroom are equally important.
  - ii. Sports Clubs organizations have the power to set their own appearance standards. It is highly encouraged that club officers set a professional standard and approach for the club to be successful.



- d. **PERSONAL CONDUCT** - Sports Clubs participants are expected to conduct themselves, both on and off campus, in a manner that brings credit to the university and their teams. Sports Clubs student-athletes must be concerned with any behavior, which might embarrass themselves, their teams, and/or the university. Acts of misconduct shall subject the coach, volunteer, participant, and/or the entire club to disciplinary action. Allegations of misconduct against any Sports Clubs coach/volunteer, participant, and/or entire club should be addressed with the Sports Clubs administration.

As appropriate, referrals may be made and sanctions may be imposed by one or more of these offices: the Office of Student Conduct, the Office of Physical Education, Recreation and Sports (OPERS), and/or the Competitive Sports Administrative Staff. Although individuals may be referred to the Office of Student Conduct and OPERS, all cases may return to the Competitive Sports professional staff for further sanctions. Acts of misconduct may be defined as conduct or behavior that may compromise the integrity of the Sports Clubs program, OPERS, or The University of California-Santa Cruz, and are prohibited. Sports Clubs participants, coaches, instructors, and volunteers must refrain the following areas of misconduct:

- i. Violation of any local, state, or federal law, violation of the Code of Student Conduct, or any other university policy, rule, or regulation;
- ii. Consumption of alcohol by any coach, participant, officer, or affiliate of the club at any club event, competition, trip, or function. This is a zero-tolerance policy and will result in immediate suspension of the coach, participant, and/or club activity;
- iii. Harassment or sexual harassment;
- iv. Hazing in any form (see below for further definition);
- v. Sexual assault or misconduct;
- vi. Striking, attempting to strike, or otherwise physically abusing an official, opposing coach, support staff, patron, spectator, or athlete;
- vii. Using obscene gestures or profane provocative language or action toward an official, opposing coach, support staff, patron, spectator, or participant;
- viii. Publicly criticizing a game official, conference personnel, another university member, or a participant or personnel of another member university;
- ix. Inciting participants or spectators to violent or abusive action intentionally, or with careless disregard for one's conduct;
- x. Being abusive or aggressive toward other patrons, facility users, officials, employees or agents;
- xi. Lying and/or fraud;
- xii. Academic Dishonesty;
- xiii. Gambling;
- xiv. Abuse of university property;
- xv. Forgery, alteration, or the misuse of documents or records
- xvi. Unauthorized entry to or use of University or private property
- xvii. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other University activities;
- xviii. Sale of equipment issued by the Sports Clubs organization or provided by commercial sponsors to other outside buyers.



- e. **DRUG POLICY** - University funds earned by Sports Clubs organizations may not be used to purchase alcohol, controlled substances, or other drugs by members of UC Santa Cruz Sports Clubs at any time, irrespective of the age of the individuals involved or the legal drinking age in the jurisdiction where the alcohol or controlled substance are purchased.
  - i. There will be no consumption of alcohol or controlled substance while in transit to or from practice, competition, or any club activity, regardless of whether personal vehicles, buses, vans, airplanes, or other means of transportation are used.
  - ii. As representatives of the University of California, Santa Cruz, members and participants of a UC Santa Cruz Sports Clubs organization may not consume alcohol or controlled substances from the time they leave campus until they return upon the completion of a University and Sports Clubs approved club trip.
  - iii. The consumption of alcohol or controlled substances are forbidden at all Sports Clubs practice and game facilities regardless of their location. No Sports Club member may consume alcohol or controlled substance while wearing a team uniform, logo or apparel associated with a UC Santa Cruz Sports Clubs. Any deviation from this policy may result in the immediate suspension of the club or the expulsion of individuals from Sports Clubs. Reports of incidents of this nature will be forwarded to the Office of Physical Education, Recreation and Sports (OPERS) via Incident Report available on the Officer Resources webpage.
  - iv. UC Santa Cruz Sports Clubs participants may not consume alcohol or controlled substances during any “official club activity,” including receptions, dinners and special events.
  - v. Sports Clubs participants should be aware that if coaches, administrators or OPERS staff members become aware of such conduct, or of underage drinking at any time on club travel or other events, they will take appropriate action to report it.
- f. **ANTI-HAZING** - Hazing will not be tolerated. Sports Clubs participants face severe sanctions for violations of this provision, including but not limited to ineligibility to participate in Sports Clubs. Hazing includes:
  - i. Any type of initiation/pre-initiation into an Athletics or Sports Clubs team that includes any activity that may cause or is likely to cause bodily danger, physical harm, personal degradation or disgrace through physical or mental harm to oneself or others.
  - ii. Examples include but are not limited to:
    - 1. Being forced to ingest certain substances (food, alcohol, drugs);
    - 2. Beating/paddling;
    - 3. Nudity;
    - 4. Abnormal dressing;
    - 5. Verbal harassment;
    - 6. Abductions/kidnaps.
  - ii. A Sports Clubs participant cannot give permission to others to haze him or her. Hazing is against the law and giving permission does not change the law. Peer pressure and a desire to belong to the group are ever-present in these situations. An “okay” is not a green light to proceed. When considering an activity and determining whether or not it constitutes hazing, ask yourself the following questions:
    - 1. Is alcohol involved?
    - 2. Will active/current members of the club refuse to participate in activities with the new members?
    - 3. Does the activity risk emotional or physical harm or abuse?



4. Is there risk of injury or a question of safety?
  5. Would you have any reservations whatsoever about describing the activity to your parents, to a faculty member or a university official?
  6. Would you object to the activity being photographed for the school newspaper or filmed by the local TV news crew?
- iii. If the answer to any of the above questions is “yes” the activity is considered hazing. **DON'T DO IT!** More information about what constitutes hazing at UC Santa Cruz can be found in the Student Handbook, <http://deanofstudnts.ucsc.edu/student-conduct-handbook.html>. Use Appendix E as an additional reference.
  - iv. Please see the Important Dates page for options on attending the mandatory Anti-Hazing and Sexual Harassment Orientation.
- g. Committing any act of misconduct not specifically described above shall subject violators to any of the described penalties which the Competitive Sports professional staff determined most suitable to address the conduct involved.
  - h. In addition to any assessed penalty, the Competitive Sports professional staff may take any remedial action believed to be proper to deter any future misconduct. Students concerned about inappropriate club activity by another member, coach, advisor, or team should contact the Competitive Sports professional staff for assistance. The Competitive Sports office will work with clubs to mediate or take action on any issues or concerns;
  - i. If there are sanctions set forward from a Governing Body, additional sanctions will likely be established by the UC Santa Cruz Sports Clubs program. This includes but it is not limited to: Loss of practices, games, tournaments, funding sanctions, and limited or canceled travel to events/tournaments/games. If severe enough, a club may also be placed on probation and or expelled as a Sports Club.
  - j. **UNIVERSITY POLICIES** - In addition to club-specific policy, Sports Clubs policy, and OPERS policy, all Sports Clubs participants are expected to abide by the policies outlined below. Violations of these policies may result in disciplinary action from both the Sports Clubs program and the UC Santa Cruz Dean of Students office.
  - k. **ACADEMIC DISHONESTY** - Cheating and plagiarism are regarded as very serious forms of academic dishonesty. Any use of unauthorized assistance on exams, papers, homework assignments, or other course work constitutes cheating. Knowingly providing assistance during an exam or allowing other students to copy one's work is also a serious form of academic dishonesty.
    - i. Plagiarism consists of submitting written work that has been developed wholly or partially by someone else. Submitting written work in which the ideas of others have been duplicated or even paraphrased without proper reference to the author is also a form of plagiarism. Also considered plagiarism is the acquisition of term papers or other assignments from another source and the subsequent presentation of these materials as the student's own work. In addition, students may not use papers in more than one course without the permission of both instructors.
    - ii. Participants who are guilty of any form of academic dishonesty will be subject to disciplinary action set forth by the instructor, the University, and/or the Athletics Department.



- I. **SELF-REPORTING** - It is the Sports Clubs participant's responsibility to report any misconduct that involves violations of law, university policy, and/or Sports Clubs regulations to the club officers, Sports Clubs professional staff, or other OPERS professional staff. Early reporting of misconduct is important. Reporting within 24 hours may reduce sanctions.
- m. **SOURCE AND RANGE OF SANCTIONS** - Sports Clubs participants may be sanctioned by their club officers or professional staff for failure to comply with any written club/program expectation of the club, UC Santa Cruz Sports Clubs, OPERS, or university policy.
  - i. Alleged violations of UC Santa Cruz University Policy and Regulations (e.g. hazing, alcohol and drug use, harassment) may result in the initiation of UC Santa Cruz student conduct procedures. These proceedings could result in sanctions that affect the student status as well as student-athlete privileges. Student-athletes are also subject to athletic and/or university sanctions for violation of local, state or federal law.
  - ii. Sanctions for less severe infractions may include but are not limited to writing/presenting training materials to prevent the behavior, written apologies to parties involved, and other probation measure.
  - iii. Sanctions for more severe infractions may include referral to the UC Santa Cruz student conduct process in addition to suspension from practice, suspension from competition for one or more games, or a determination of ineligibility to participate in intercollegiate athletics for the duration of a student's enrollment at UC Santa Cruz.
- n. **APPEALABLE SPORTS CLUBS SANCTIONS** - Sports Clubs participants have the right to appeal Sports Clubs sanctions that result in suspension or removal from a game or club or that affect overall eligibility. The appeal process is outlined below:
  - i. It is the goal and commitment of the athletics department to abide by all time frames outlined below so as to achieve a timely resolution to all disciplinary matters. In the event of mitigating circumstances, time frames may be extended via written notice to the student-athlete.
  - ii. Sanctions rendered by the UC Santa Cruz Dean of Students are appealable according to the processes outlined by those offices/organizations.
  - iii. **ROLE OF ADVISORS IN APPEAL PROCEEDINGS** - The Sports Clubs participant may bring an advisor of his or her choosing to any meeting at the first or second levels of appeal. The advisor may be an attorney or other support person. The advisor will not be permitted to speak on the student's behalf. The student is required to speak for himself/herself. The role of the advisor is limited to assistance and support. The student may consult with his/her advisor at any time during meetings with the club officers, Sports Clubs professional staff, or review committee as long as such consultations do not result in unreasonable delay in the proceedings.
  - iv. **LEVELS OF APPEAL** - If a Sports Clubs sanction is appealable (see above), two levels of appeal are available. A Sports Clubs participant must go through the first level or appeal prior to initiating the second level of appeal.
    1. **FIRST LEVEL OF APPEAL** - A student-athlete who has been sanctioned by the UCSC Coach or Athletic Director, may request an in-person first level appeal with that individual within three campus business days, in which the Campus is fully operational, of the imposition of the sanction. Requests for a first level appeal must be made in writing via email message. The email should be sent to the Director of Athletics.
      - a. The appeal may request that the decision be overturned or the sanction amended on the following grounds:



- i. There is no substantial evidence to support the allegation of misconduct;
    - ii. The severity of the sanction does not match the severity of misconduct;
    - iii. There is newly discovered, relevant evidence not known at the time the sanction was rendered.
  - b. The participant may request to have any club officer(s) present at the meeting. The participant may also present any documents s/he believes are relevant in considering the appeal.
  - c. The Assistant Director of Competitive Sports & Camps will respond to the student-athlete via email with a date/time for the meeting within two working days of receipt of the student's request. The meeting will occur within ten working days of the student's initial request to meet.
  - d. Within two working days of the meeting, the Assistant Director of Competitive Sports & Camps will document, in writing his/her determination concerning the sanction and the status of the participant. The determination will be transmitted to the participant via email.
  - e. If the participant is not satisfied with the outcome of the first level of appeal and the sanction includes either suspension from competition for more than five games or a finding of ineligibility to participate in intercollegiate athletics, the student-athlete may request a second level of appeal. Otherwise, the decision of the first level appeal is final.
2. **SECOND LEVEL OF APPEAL -**
  - a. Requests for a second level of appeal must be submitted to either the athletic director (if the first level was heard by a coach) or dean of students (if the first level was heard by the athletic director) within five days of the delivery of the outcome of the first level of appeal. The appeal may request that the original or amended sanction be overturned or the sanction further amended, on the following grounds;
    - i. There is no substantial evidence to support the allegation of misconduct;
    - ii. The severity of the sanction does not match the severity of misconduct;
    - iii. There is newly discovered, relevant evidence not known at the time of the original sanction.
  - b. **REVIEW COMMITTEE** - Upon receipt of a qualified second level of appeal, a review committee will be established. Review committees and processes are not bound by formal court procedures or rules of evidence. The committee may, at its discretion, exclude from consideration evidence that is marginally relevant, repetitive or unreliable.
  - c. Review committee procedures will provide for the club president, Assistant Director of Competitive Sports & Camps, and involved participant to be present and present for their cases. However, if either the participant or the Assistant Director of Competitive Sports & Camps does not attend the meeting, the review committee will nevertheless hear the case and determine the appropriateness of the sanction on the basis of the available evidence.
- v. **APPEAL OF OFFICER IMPOSED SANCTIONS:** For second level appeals from the officer's determination, the Assistant Director of Competitive Sports & Camps will empanel a review committee consisting of the Assistant Director of Competitive Sports & Camps, a second OPERS administrator, and a campus administrator outside of Sports Clubs to consider the participant's appeal.





- a. The review committee will convene within ten working days of receipt of the request for a second level appeal. The committee will invite both the participant and the coach if applicable to explain their position. The review committee will consider any documentation the parties wish to provide. The parties may also present (not more than two) witnesses.
  - b. The review committee will consider whether the sanction imposed is reasonable in light of the facts and circumstances of the case. The review committee will present a written report to the dean of students within five working days of the review committee meeting. The report will contain the committee's determination regarding reasonableness and its recommendation(s) to the dean of students concerning an appropriate sanction (or no sanction).
  - c. Within five working days of receipt of the committee's report, the dean of students will make a final decision in the matter.
- vi. **APPEAL OF ASSISTANT DIRECTOR OF COMPETITIVE SPORTS & CAMPS IMPOSED SANCTIONS:** For second level appeals of the Assistant Director of Competitive Sports & Camps determination, the dean of students will empanel a review committee, consisting of the dean of students, the assistant dean of students and a campus administrator from outside of the campus life – dean of students office, to consider the participant's appeal.
- a. The review committee will convene within ten working days of receipt of the request for second level appeal. The committee will invite the Assistant Director of Competitive Sports & Camps and the participant to explain their position. The review committee will consider any documentation the parties wish to provide. The parties may also present (no more than two) witnesses.
  - b. The review committee will consider whether the sanction imposed is reasonable in light of the facts and circumstances of the case. The review committee will present a written report to the executive vice chancellor (or the EVC's designee) within five working days of the review committee meeting. The report will contain the committee's determination regarding reasonableness and its recommendation(s) to the EVC or designee concerning an appropriate sanction (or no sanction).
  - c. Within five working days of receipt of the committee's report, the executive vice chancellor (or his/her designee) will make a final decision in the matter.

## **7. Law Compliance**

- a. As a recipient of federal funds, the university is required to comply with Title IX of the Higher Education Amendments of 1972, 20 U.S.C. §1681 et seq ("Title IX"), which prohibits discrimination on the basis of sex in education programs or activities. Sexual assault, dating violence, domestic violence, stalking and sexual harassment as defined in this policy, are a form of sex discrimination prohibited by Title IX.
  - i. Any person who is the target of sexual assault, dating violence, domestic violence, stalking or sexual harassment should immediately consult the Title IX Officer for advice, options, and information on informal resolutions and fact-finding investigations. All reports and complaints of sexual assault, dating violence, domestic violence, stalking or sexual harassment, made to any university official or Clery Security Authority must be reported to the Title IX Officer by the person receiving the report preferably within 48 hours of receipt.



- b. In addition, the university is required to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act 1998 (Clery Act). The Violence Against Women Act 2013 (VAWA) and the Campus Sexual Violence Elimination Act 2013 (Campus SaVE). VAWA and Campus SaVE amended the Clery Act and affords additional rights to campus victims of sexual assault, dating violence, domestic violence and stalking.
- c. These policies apply to all employees and students at UC Santa Cruz. These policies further the University's commitment to compliance with the law and to the highest standards of ethical conduct as outlined in the University's Statement of Ethical Values and Standards of Ethical Conduct.

## **8. Conduct Definitions**

- a. **SEXUAL ASSAULT** occurs when physical sexual activity is engaged without the consent of the other person or when the other person is unable to consent to the activity. The activity or conduct may include physical force, violence, threat, or intimidation, ignoring the objections of the other person, causing the other person's intoxication or incapacitation through the use of drugs or alcohol, or taking advantage of the other person's incapacitation (including voluntary intoxication).
- b. **CONSENT** is informed. Consent is an affirmative, unambiguous, and conscious decision by each participant to engage in mutually agreed-upon sexual activity. Consent is voluntary. It must be given without coercion, force, threats, or intimidation. Consent means positive cooperation in the act or expression of intent to engage in the act pursuant to an exercise of free will.
  - i. Consent is revocable. Consent to some form of sexual activity does not imply consent to other forms of sexual activity. Consent to sexual activity on one occasion is not consent to engage in sexual activity on another occasion. A current or previous dating or sexual relationship, by itself, is not sufficient to constitute consent. Even in the context of a relationship, there must be mutual consent to engage in sexual activity. Consent must be ongoing throughout a sexual encounter and can be revoked at any time. Once consent is withdrawn, the sexual activity must stop immediately.
  - ii. Consent cannot be given when a person is incapacitated. A person cannot consent if s/he is unconscious or coming in and out of consciousness. A person cannot consent if s/he is under the threat of violence, bodily injury or other forms of coercion. A person cannot consent if his/her understanding of the act is affected by a physical or mental impairment.
  - iii. For purposes of this Policy, the age of consent is consistent with California Penal Code Section 261.5.
- c. **INCAPACITATION** is defined as the physical and/or mental inability to make informed, rational judgments. States of incapacitation include, but are not limited to, unconsciousness, sleep, and blackouts. Where alcohol or drugs are involved, incapacitation is defined with respect to how the alcohol or other drugs consumed affects a person's decision-making capacity, awareness of consequences, and ability to make fully informed judgments. Being intoxicated by drugs or alcohol does not diminish one's responsibility to obtain consent. The factors to be considered when determining whether consent was given include whether the accused knew, or whether a reasonable person should have known, that the complainant was incapacitated.
- d. **DOMESTIC VIOLENCE** is defined as abuse committed against an adult or a minor who is a spouse or former spouse, cohabitant or former cohabitant, or someone with whom the



- e. abuser has a child, has an existing dating or engagement relationship, or has had a former dating or engagement relationship.
- f. **DATING VIOLENCE** is defined as abuse committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.
- g. **STALKING** is behavior in which a person repeatedly engages in conduct directed at a specific person that places that person in reasonable fear of his or her safety or the safety of others.
- h. **SEXUAL HARASSMENT** is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment is conduct that explicitly or implicitly affects a person's employment or education or interferes with a person's work or educational performance or creates an environment such that a reasonable person would find the conduct intimidating, hostile, or offensive. Sexual harassment includes sexual violence (see definition below). The University will respond to reports of any such conduct in accordance with the UC Policy on Sexual Harassment.
  - i. Sexual harassment may include incidents between any members of the University community, including faculty and other academic appointees, staff, student employees, students, coaches, residents, interns, and non-student or non-employee participants in University programs (e.g., vendors, contractors, visitors, and patients). Sexual harassment may occur in hierarchical relationships, between peers, or between individuals of the same sex or opposite sex. To determine whether the reported conduct constitutes sexual harassment, consideration shall be given to the record of the conduct as a whole and to the totality of the circumstances, including the context in which the conduct occurred.
  - ii. Consistent with the University of California Policies Applying to Campus Activities, Organizations, and Students, Policy 100.00 on Student Conduct and Discipline, Section 102.09, harassment of one student by another student is defined as unwelcome conduct of a sexual nature that is so severe and/or pervasive, and objectively offensive, and that so substantially impairs a person's access to University programs or activities that the person is effectively denied equal access to the University's resources and opportunities.

## **9. Sexual Harassment Policy**

- a. **GENERAL** - The University prohibits sexual assault, sexual harassment, dating violence, domestic violence, and stalking. Such behavior violates both law and University policy. The University will respond promptly and effectively to reports of sexual assault, sexual harassment, dating violence, domestic violence, and stalking and will take appropriate action to prevent, to correct, and when necessary, to discipline behavior that violates these Policies.
- b. **PROHIBITED ACTS** - These Policies prohibits sexual assault, sexual harassment, dating violence, domestic violence, and stalking as defined in the previous definitions section. Conduct by an employee that is in violation of these Policies is considered to be outside the normal course and scope of employment.
- c. **CONSENSUAL RELATIONSHIPS** - These Policies cover unwelcome conduct of a sexual or violent nature. Consensual romantic relationships between members of the University community are subject to other University policies. For example, policies governing faculty-student relationships are detailed in The Faculty Code of Conduct. While romantic relationships between members of the University community may begin as consensual, they



may evolve into situations that lead to charges of sexual assault, sexual harassment, dating violence, domestic violence, and/or stalking covered by these Policies.

- d. **GENDER IDENTITY, GENDER EXPRESSION, OR SEXUAL ORIENTATION DISCRIMINATION HARASSMENT** - Gender Identity, Gender Expression, or Sexual Orientation Discrimination Harassment that is not sexual in nature but is based on gender, gender identity, gender expression, sex-or-gender-stereotyping, or sexual orientation also is prohibited by the University's non-discrimination policies if it denies or limits a person's ability to participate in or benefit from University educational programs, employment, or services. While discrimination based on these factors may be distinguished from sexual assault, sexual harassment, dating violence, domestic violence and stalking these types of discrimination may contribute to the creation of a hostile work or academic environment. Thus, in determining whether a policy violation exists due to sexual assault, sexual harassment, dating violence, domestic violence or stalking, the University may take into account acts of discrimination based on gender, gender identity, gender expression, sex-stereotyping, or sexual orientation.
- e. **RETALIATION** - These Policies also prohibit retaliation against a person who reports sexual assault, sexual harassment, dating violence, domestic violence or stalking, assists someone with a report of sexual assault, sexual harassment, dating violence, domestic violence or stalking or participates in any manner in an investigation or resolution of misconduct
- f. covered by these Policies. Retaliation includes threats, intimidation, reprisals, and/or adverse actions related to employment or education.
- g. **DISSEMINATION OF THE POLICY, EDUCATIONAL PROGRAMS, AND EMPLOYEE TRAINING** - As part of the University's commitment to providing a working and learning environment free from sexual assault, sexual harassment, dating violence, domestic violence and stalking, these policies shall be disseminated widely to the UCSC community through publications, websites, new employee orientations, student orientations, and other appropriate channels of communication. UCSC has preventive educational materials available to all members of the University community to promote compliance with these policies and familiarity with local reporting procedures. All UCSC university officials and UCSC Clery Security Authorities (CSA) may receive reports of sexual assault, sexual harassment, dating violence, domestic violence and stalking. Once a report is made to any university official or CSA, in whatever form, the report must be promptly forwarded to the Title IX Office by the person who received it, preferably within 48 hours. University officials and CSA's are responsible for completing training and keeping abreast of university policy and procedures concerning sexual assault, sexual harassment, dating violence, domestic violence and stalking.
- h. **REPORTING SEXUAL ASSAULT, SEXUAL HARASSMENT, DATING VIOLENCE, DOMESTIC VIOLENCE AND STALKING** - Any member of the University community may report conduct that may constitute sexual assault, sexual harassment, dating violence, domestic violence, and stalking to any supervisor, manager, or Title IX Officer. UCSC supervisors, managers, and other designated employees, like Clery Security Authorities, are responsible for promptly forwarding such reports to the Title IX Office. Any manager, supervisor, or designated employee responsible for reporting or responding to sexual assault, sexual harassment, dating violence, domestic violence, and stalking who knew about the incident and took no action to stop it or failed to report the prohibited act to the Title IX officer may be subject to disciplinary action.



- i. **CONFIDENTIALITY** - UC Santa Cruz's confidential resources with whom members of the University community can consult for advice and information regarding making a report of sexual assault, dating violence, domestic violence, and stalking may be found in the Procedures For Reporting Sexual Assault, Dating Violence, Domestic Violence, and Stalking. These same confidential resources are also available to discuss reports of sexual

harassment. Requests regarding the confidentiality of reports of sexual assault, sexual harassment, dating violence, domestic violence, and stalking will be considered in determining an appropriate response; however, such requests will be considered in the dual contexts of the University's obligation to ensure a working and learning environment free from sexual assault, sexual harassment, dating violence, domestic violence, and stalking and the due process rights of the accused to be informed of the allegations and their source. Also, an individual may file a complaint or grievance alleging sexual assault, sexual harassment, dating violence, domestic violence, and stalking under the applicable University complaint resolution or grievance procedure (Appendix I: University Complaint Resolution and Grievance Procedures).

- j. **RESPONSE TO REPORTS OF SEXUAL ASSAULT, SEXUAL HARASSMENT, DATING VIOLENCE, DOMESTIC VIOLENCE AND STALKING** - For information on UCSC's prompt and effective response to reports of sexual assault, sexual harassment, dating violence, domestic violence, and stalking see the Procedures for Reporting Sexual Assault, Dating Violence, Domestic Violence and Stalking and the Procedures For Reporting Sexual Harassment.
  - i. Upon a finding of a violation of the UCSC Policy on Sexual Assault, Dating Violence, Domestic Violence, and Stalking, and/or the UCSC Policy on Sexual Harassment, UCSC may offer remedies to the individual or individuals harmed by the policy violation consistent with applicable complaint resolution and grievance procedures. Such remedies may include counseling, an opportunity to repeat course work without penalty, changes to student housing assignments, or other appropriate interventions. Any member of the University community who is found to have engaged in conduct that violates either of these policies is subject to disciplinary action up to and including dismissal in accordance with the applicable University disciplinary procedure (Appendix II: University Disciplinary Procedures) or other University policy. Generally, disciplinary action will be recommended when the conduct is sufficiently severe, persistent, or pervasive that it alters the conditions of employment or limits the opportunity to participate in or benefit from educational programs. Any manager, supervisor, or designated employee responsible for reporting or responding to sexual assault, sexual harassment, dating violence, domestic violence, and stalking who knew about the incident and took no action to stop it or failed to report the prohibited act to the Title IX Office also may be subject to disciplinary action. Conduct by an employee that is sexual assault, sexual harassment, dating violence, domestic violence, and stalking or retaliation in violation of these Policies is considered to be outside the normal course and scope of employment.



## 10. Campus Support Resources

- a. The Title IX Officer will maintain confidential records of all reports and complaints of sexual assault, sexual harassment, dating violence, domestic violence and stalking. Two types of files will be maintained:
  - i. **Formal Complaint File** - A formal complaint file will be maintained by the Title IX Officer by the last name of the accused. This file will contain all formal review documents, such as the complaint form, the Title IX Officer investigation report, any response by the accused to the report, any record of appeal by the complainant of the Title IX Officer findings and/or remedies and the result of the appeal, and a record of correspondence notifying the complainant and accused of actions taken and the progress of the complaint.
  - ii. **Education/ Report File** - Files will be maintained by the Title IX Officer on all reports whether they result in a formal investigation or not. These files will be maintained by the last name of the respondent and will include a summary of the report and the resolution of the problem, including any education the respondent received as a result of the report.
  - iii. **Access to Title IX Files:** Title IX records are considered private on a need and/or right to know only for purposes of access and will be maintained in a secure location. Both the complainant and respondent may have access to the record to the extent permitted by existing law. Other University officials may have access if the disclosure is relevant and necessary in the ordinary course of the performance of their official duties and is related to the purpose for which the information was acquired. Access may also be given in response to a subpoena, court order or other compulsory legal process; before the disclosure, the Title IX Officer should reasonably attempt to notify the individual to whom the record pertains, if the notification is not prohibited by law.
  - iv. **Title IX Records Retention:** All Title IX files in the Title IX office will be retained until seven (7) years after separation of the respondent from university employment or in the case of a student until seven (7) years after graduation; provided there has been no further report or complaint concerning the conduct of the respondent for seven (7) continuous years, from the date of the last report or complaint, the file will be destroyed. All records pertaining to pending litigation or a request for records shall be maintained in accordance with instructions from legal counsel.

If you would like to reach out to the Title IX office their contact information is below:

Vacant  
Title IX Officer  
@ucsc.edu  
831-459-2462

Anna Bartkowski  
Principal  
Investigator/Complaint  
Resolution Officer  
lahmadza@ucsc.edu  
831-502-7040

Laura Young-Hinck  
Response Team  
Coordinator  
lyounghi@ucsc.edu  
831-459-1666



- b. **The Sexual Assault Prevention & Education program at SHOP** provides confidential support, information, and resource referrals to survivors of sexual violence. The mission of Sexual Assault Prevention is to promote the compassionate and just treatment of student survivors, their support system, and significant others, foster collaborative relationships between campus and community agencies and affect attitudinal and behavioral changes on campus as we work toward the elimination of sexual violence against all people. For more information visit [http://healthcenter.ucsc.edu/shop/sexual\\_assault\\_prevention\\_education.shtml](http://healthcenter.ucsc.edu/shop/sexual_assault_prevention_education.shtml)
- c. **COUNSELING & PSYCHOLOGICAL SERVICES (CAPS)** staff provides the UCSC community with a wide range of mental health services, including short-term individual and couples counseling, group counseling, crisis assessment and intervention, and referral services. CAPS is staffed by Psychiatrists, Psychologists, Registered Nurses, Clinical Social Workers, Marriage & Family Counselors, Pre-Doctoral Interns and Post-Doctoral Fellows. They also provide preventative outreach and consultation services to the University community. Counseling services are confidential and free of charge to all UCSC Students. Helpful resources and Information:
  - i. Counseling and Psychological Services (831) 459-2628
    - 1. Appointment scheduling 8:00am-5:00pm
  - ii. Crisis Hours 8:00am-5:00pm - Consultation available 8:00am-5:00pm
  - iii. Cowell Student Health Center (831) 459-2211
  - iv. Website: <http://www2.ucsc.edu/counsel/>

## 11. **Starting the Year**

*\*Note: See Important Dates page for deadlines and relevant meeting times, locations, etc.*

- a. **Officer's Training** - Each fall, Sports Clubs staff will invite campus stakeholders and partners to put on educational sessions to help Sports Clubs officers navigate the university for club operations. At least three officers are required to register and attend the training. The category a club is in will determine which sessions are required.
- b. **Coaches, Volunteers, & Instructor's Meeting** - Each fall, Sports Clubs staff will host a meeting to orient Sports Clubs coaches, volunteers, and instructors on liability, waivers, expectations, the Sports Clubs mission, as well as an opportunity to provide feedback to the Sports Clubs staff on issues concerning Sports Clubs.
- c. **Individual Participant Registration** - all Sports Clubs participants must register at the beginning of each year and prior to full participation in the club. Registration is completed via [opers.ucsc.edu/sports-clubs](http://opers.ucsc.edu/sports-clubs). Clubs that fail to reach minimum club roster requirements (10) by the end of the fall quarter Academic Add/Drop Day will lose membership in the Sports Clubs program.
  - i. **Clubs holding tryouts or trial memberships** are required to have participants sign waivers prior to participating in a tryout or trial membership. Please see the Sports Clubs website for printable group and individual waivers. All completed waivers must be submitted to the Sports Clubs office.
- d. **Handbook Agreement** - all Sports Clubs officers are required to submit signed handbook agreements. Please see the last page of this document to sign the agreement to abide by everything in this handbook and submit it to the Sports Clubs staff.



- e. **Travel** - If a club needs to travel during the fall quarter it must submit all complete travel requests by the provided deadline in this handbook and noted during Fall Officer's Training.
  - i. All Driver Authorization requests must be submitted by the quarterly travel request deadline.
- f. **Member Meetings** - All club presidents and treasurers should notify their members of the financial and operational situation of the club. Inform members of at least the following items:
  - i. How to register with the club (must be accomplished online);
  - ii. Sports Clubs administrative fees;
  - iii. Team dues if applicable and what they are used for;
  - iv. Potential additional costs of participation (equipment, travel, etc.);
  - v. Plans for the club this year (travel, special events, projects, etc.);
  - vi. If verified rosters required - signed Permission to Release Educational Record Information (PRERI) forms from each member;
  - vii. Long-term plans for the club.

## 12. **Roster Requirements**

- a. Sports Clubs organizations are required to have a minimum of 10 full time UC Santa Cruz students registered on its roster. Failure to have at least 10 students on a club roster by 11:59pm on Sunday, October 15 will result in the organization losing Sports Clubs membership for the year and will become inactive for the duration of the school year.
- b. Additionally, Sports Clubs organizations are expected to have consistent participation at club practices, meetings, or other club gatherings. Each Sports Clubs organization is subject to a practice audit where staff will check Student ID information to match existing rosters and waivers on file for the club in addition to other criteria set by Sports Clubs staff and the Sports Clubs Advisory Committee.
- c. Larger clubs may choose to activate "A" and "B" teams to denote skill level and/or enact travel rosters and practice rosters to manage high volumes of members. Sports Clubs encourages its organizations to be inclusive of anyone willing to join the club to grow the Sports Clubs community.
- d. Sports Clubs officers are responsible for upholding the university Anti-Discrimination Policy previously mentioned in this handbook.
- e. **Inactive Clubs** - Sports Clubs organizations that do not meet policy requirements including but not limited to minimum roster and/or participation requirements, conduct requirements, etc. Sports Clubs professional staff will make final determination on the minimum length that Sports Clubs organizations become and remain inactive. Sports Clubs professional staff will also make final determination on when clubs may become active again.
- f. **League & Association Compliance** - Clubs that wish to be a member of leagues and/or associations are responsible for completing the required criteria of that organization.
  - i. Clubs that require roster verification from the Office of the Registrar must complete Permission to Release Educational Record Information (PRERI) forms for each member on the roster in addition to any documents that the league/association require.
  - ii. PRERI forms may be found on the Sports Clubs website in Officer Resources.





- iii. The completed PRERI forms are to be placed in alphabetical order by last name and submitted to the Sports Clubs office with *at minimum* two weeks lead time. Documents submitted with less than two weeks turnaround time are not guaranteed to be timely.
- iv. Submitting falsified or otherwise inauthentic, unoriginal documentation will result in penalties from Sports Clubs and intervention with the Student Conduct office.
- v. If a Sports Clubs organization receives sanctions or penalties from its league and/or association, additional penalties may be assessed by UC Santa Cruz Sports Clubs. Penalties include but are not limited to: loss of practice space, forfeited travel/games/tournaments, allocation penalties, etc.. Severe penalties may include placing the club on inactive status or expelling the club from the Sports Clubs program.

### **13. Officer Requirements**

- a. Each club is required to have at least three active officers in the club. Every club must have a president. The other two officer positions may be chosen from the list below according to the type of activities the club conducts, however if a club has financial operations they are required to have a treasurer / accounting officer. Additionally, if a club operates in the water it is required to have a health & safety officer. Please note that some clubs are best served to have more than three officer positions.
  - i. **President**
    1. Provide overall direction of the club. Oversees the work of other officers and ensures all officers work together as a team.
    2. Oversee all operational aspects of the club.
    3. Serve as primary contact between the club and Sports Clubs administration.
    4. Submit all facility requests for the club.
    5. Ensure compliance with Sports Clubs administration.
    6. Inform the club officers and members of the contents of the UCSC Sports Club Handbook.
    7. Ensure all participants are eligible and registered online with Sports Clubs program.
    8. Lead organizational meetings in cooperation with UC Santa Cruz Sports Clubs Handbook.
    9. Monitor all activities of the club.
    10. Delegate responsibility to involve other club members.
  - ii. **Treasurer / Accounting Officer**
    1. Establish annual budget for the club in consultation with other officers.
    2. Complete UC Santa Cruz Basic Cash Handling Training.
    3. Delegate at least one other officer to complete UC Santa Cruz Basic Cash Handling Training.
    4. Collect all dues, donations, and other funds and reconcile all funds with UC Santa Cruz Sports Clubs professional staff.
    5. Keep accurate financial records - keep all original receipts to document expenditures and create invoices to document revenues.
    6. Prepare and distribute receipts for donors.
    7. Submit annual budget proposal to Sports Clubs administration.
    8. Report financial status of the club to membership.



### iii. Health & Safety Officer

1. Hold current certification in CPR, AED and First Aid or lifeguard certification if water sport. Attain certification if one does not exist. Submit all active certifications to Sports Clubs staff.
2. Record and submit all club-related injury and incident reports to Sports Clubs administration via online submission at Sports Clubs Officer's Resources webpage.
3. Keep an active log of all injuries, especially noting concussions and other severe injuries.
4. Ensure at least one other active lifeguard certification for another member in the club to allow for active and safe lifeguard rotations while activity is occurring in the water (if applicable).
5. Keep inventory of all first aid supplies for the club. Restock the club's first aid kit as needed (see Sports Clubs staff).
6. Actively manage injuries during practices and games if no Sports Clubs staff is present.
7. Coordinate club members completing a Concussion Protocol Test and signed acknowledgement (if applicable, see below).
8. Responsible for Concussion Protocol Management
  - a. ALL participants in high impact clubs must complete the UC Concussion Management Training (found on Sports Clubs Officer Resources page).
  - b. Any Sports Clubs participant that suffers from a perceived concussion must report to the OPERS Athletic Trainers the next business day, Mon-Fri 10:00am-12:00pm for further testing.
  - c. NEW Sports Clubs participants in high impact clubs must complete a concussion baseline test.
  - d. ALL high impact club participants must sign an acknowledgement indicating their responsibility of understanding concussion symptoms as well as their responsibility to self-report (found on Sports Clubs Officer Resources page). Completed forms for all club participants must be submitted to Sports Clubs staff.
  - e. The following clubs are considered high impact:
    1. Aikido
    2. Cheer
    3. Cycling
    4. Equestrian
    5. Grappling
    6. Ice Hockey
    7. Judo
    8. Kendo
    9. Men's Lacrosse
    10. Women's Lacrosse
    11. Muay Thai
    12. Men's Rugby
    13. Women's Rugby
    14. Men's Soccer
    15. Women's Soccer
    16. Softball
    17. Men's Water Polo
    18. Women's Water Polo
    19. Men's Ultimate
    20. Women's Ultimate
    21. Wushu



iv. **Travel Officer**

1. Adhere to all UC Santa Cruz Sports Clubs and university policies on travel.
2. Submit all travel requests to the Sports Clubs staff in a timely manner prior to deadlines.
3. Create and maintain active travel roster and driver list for all away events.
4. Complete and submit Travel Advance and Travel Itinerary at least four weeks in advance of travel date to Sports Clubs office.
5. Possess, track, and return fuel card during and after travel (if applicable). Keep all receipts.
6. Ensure all club drivers attend mandatory Sports Clubs driver preparedness training.
7. Ensure each driver has active co-pilot whose duties include:
  - a. Reading maps and giving the driver directions;
  - b. Using a cell phone when necessary;
  - c. Keeping the driver awake;
  - d. Making changes to the radio or climate control system;
  - e. Staying awake at all times.
8. Collect and organize all original receipts relevant to the club's travel in conjunction with the Treasurer / Accounting Officer.
9. Complete, sign, and submit all Travel Advance forms and quotes/receipts at the Sports Clubs staff request.
10. Complete, sign, and submit any applicable Post Travel forms and receipts to the Sports Clubs staff upon return from all club travel.

v. **Vice President / Secretary**

1. Acts in place of the president when necessary.
  2. Updates club-specific operations manual handbook, duties, etc.
  3. Maintains all club membership lists, files and records.
  4. Often leads special projects/committees such as fundraising and tournament arrangements.
  5. Attends all club meetings and records minutes.
  6. Conduct all communication for club functions internally and externally.
- b. In addition to the three-officer minimum, clubs may choose to activate other officer positions listed above or other positions as follow:
- i. Team Captain
  - ii. Fundraising Officer
  - iii. Alumni Relations Officer
  - iv. Social Media / Digital Affairs Officer
- c. **Mandated Reporting of Child Abuse & Neglect (CANRA)**  
All Sports Clubs officers are designated as Mandated Reporters for Child Abuse and Neglect (see Sports Clubs Officer Resources). As such, all Sports Clubs officers must understand the law and sign off agreeing to the terms stated in California State Law.
- d. All officers must be designated as such online during the registration process. If a participant becomes an officer later in the school year, they may edit their registration to be labeled as an officer.



- e. All clubs must have at least one person serving in an officer role not graduating in the same school year as the other officers.
- f. All clubs must have or create a club operational manual that serves as a living document for future officers to use for the club. Clubs that fail to create an operational manual within one year are subject to being placed on inactive club status.

#### **14. Coaches, Instructors, & Volunteers**

- a. All UC Santa Cruz Sports Clubs coaches and instructors are first and foremost considered volunteers.
- b. The Assistant Director of Competitive Sports & Camps must approve all new appointments of coaches, instructors, and volunteers.
- c. Each fall, Sports Clubs professional staff will meet with all coaches, instructors, and volunteers to discuss items including but not limited to:
  - i. Compliance paperwork
  - ii. Sports Clubs Mission Statement
  - iii. Expectations
  - iv. Hazing
  - v. Title IX Compliance - understanding the necessity of in-person training
- d. Approved coaches, instructors, and volunteers must complete the following items:
  - i. Staff Volunteer Agreement Letter
  - ii. Volunteer Election of Workers Compensation Coverage
  - iii. Child Abuse and Neglect Reporting Act (CANRA) Reporter Form
  - iv. OPERS Facility Access Request (if applicable)
  - v. UC Santa Cruz Sports Clubs Coach/Instructor Contract
  - vi. Fingerprinting at Baskin Engineering for background check
- e. Reports of misconduct by any coach, instructor, or volunteer will result in an internal investigation. If necessary, UC Santa Cruz Police Department will be notified. The Sports Clubs program may elect to put the coach, instructor, or volunteer on leave while the investigation is underway. If a coach, instructor, or volunteer is dismissed from Sports Clubs a formal notice will be given to the Sports Clubs organization president(s) affected by the dismissal.
- f. If a club wishes to remove a coach, instructor, or volunteer the club president is required to submit a statement indicating the reasons for removal. Reasons for removal include but are not limited to:
  - i. Title IX complaint(s);
  - ii. Alcohol or other drug-related incidents;
  - iii. Recorded misconduct related to games, practices, or other club events as stated in Rules 6 through 9.
- g. Sports Clubs is unable to offer free parking.
- h. Coaches, instructors, and volunteers are not to be involved in club finances.
- i. Coaches, instructors, and volunteers must follow the Sports Clubs Code of Conduct.
  - i. Any coach, instructor, or volunteer that is ejected from a game, match, or other event must inform the Sports Clubs professional staff within 72 hours of the incident.
- j. Clubs that wish to pay coaches or instructors must contact and meet with Sports Clubs professional staff for further discussion and details.



## **15. Tiered Allocation System - Concluding June 8, 2018**

All Sports Clubs organizations are currently being allocated funds from Sports Clubs via placement in one of five categories described below. This system is being phased out after the 2017-2018 school year in favor of a Points-Based Allocation System to be described in Rule 15.

- a. Administrative Fee - Each Sports Clubs participant is required to pay an administrative fee that is determined by the tier the club is organized into below.
  - i. The administrative fees are used to pay for professional and student staffing, program supplies, and emergencies.
  - ii. The fee is charged once for the academic year to each participant's university bill.
  - iii. Club funds may not be used to pay this fee.
- b. Tier IA - Allocated \$2,800/year
  - i. National sanctioning body;
  - ii. Referees/officials and league fees;
  - iii. Extensive travel;
  - iv. Ability to compete for a national championship;
  - v. Requires a medical presence at all home and away events;
  - vi. Competes in more than 3 competitions per year.
  - vii. Tier IA Clubs - \$33.00/participant administrative fee
    1. Cycling
    2. Men's Lacrosse
    3. Women's Lacrosse
    4. Men's Rugby
    5. Women's Rugby
- c. Tier IB - Allocated \$1,900/year
  - i. National sanctioning body;
  - ii. Referee/officials and league fees;
  - iii. Extensive travel;
  - iv. Ability to compete for a national championship;
  - v. Competes in more than 3 competitions per year.
  - vi. Tier IB Clubs - \$23.00/participant administrative fee
    1. Equestrian
    2. Ice Hockey
    3. Sailing
    4. Softball
    5. Men's Soccer
    6. Women's Soccer
    7. Softball
    8. Men's Ultimate
    9. Women's Ultimate
    10. Men's Water Polo
    11. Women's Water Polo
- d. Tier IIA - Allocated \$900/year
  - i. Extensive Travel;
  - ii. Focus of club is on intercollegiate competition;
  - iii. Competes in more than three competitions per year
  - iv. Tier IIA Clubs - \$13.00/participant administrative fee
    1. Ballroom Dance
    2. Cross Country
    3. Fencing
    4. Surfing
    5. Triathlon



- e. Tier IIB - Allocated \$450/year
  - i. Competes in more than three competitions per year.
  - ii. Tier IIB Clubs - \$8.00/participant administrative fee
    - 1. Disc Golf
    - 2. Tennis
- f. Tier III - Allocated \$0/year
  - i. Competes in less than four competitions per year.
  - ii. Tier III Clubs - \$6.00/participant administrative fee
    - 1. Aikido
    - 2. Backpacking
    - 3. Badminton
    - 4. Breakdance
    - 5. Camp Kesem
    - 6. Cheer
    - 7. Circus Slugs
    - 8. Dance
    - 9. Grappling
    - 10. Judo
    - 11. Kayak
    - 12. Kendo
    - 13. Ninjutsu
    - 14. Muay Thai
    - 15. Racquetball
    - 16. Table Tennis
    - 17. Tae Kwon Do
    - 18. Tango
    - 19. Track & Field
    - 20. Volleyball
    - 21. Wushu

## **16. Sports Clubs Advisory Committee (SCAC)**

- a. The purpose and mission of this committee is to discuss issues relevant to the Sports Clubs program, communicate with Sports Clubs staff, and provide recommendations pertinent to the Sports Clubs mission statement. Additionally, it is the responsibility of the SCAC to make recommendations on points earned per each Sports Clubs organization's annual funding proposal (see Rule 17).
- b. SCAC is comprised of nine, active Sports Clubs officers representing unique Sports Clubs organizations. Interested participants must apply through the Sports Clubs Officers Resources webpage by the listed deadline. There will always be one member of the Sports Clubs staff present at committee meetings to record meeting minutes.
  - i. Applicants will be chosen by the Sports Clubs professional staff and invited to serve on the committee for one calendar year (November 1 - November 1).
  - ii. Meetings between November - April will occur once per month where members will meet with Sports Clubs staff to go over agenda items from Sports Clubs staff, previous SCAC members, and OPERS at large.
  - iii. May 1 through the end of the spring quarter members will meet up to twice per week to make determinations on submitted applications for funding from Sports Clubs organizations.
  - iv. Sports Clubs staff may not serve as a representative from their club on the SCAC.
- c. Selected committee members must attend scheduled SCAC meetings to be a voting member.



- d. Members of the committee are allowed one excused absence from a committee meeting. Additional absences must be permitted by the Sports Clubs professional staff to retain member status.
- e. Active members will make allocation recommendations based on Sports Clubs organizations' respective body of work over the course of one academic year and each club's funding proposal submission (see Rule 17).
  - i. Each SCAC member will randomly select one of the nine categories which they will review for each club funding proposal. They will be responsible for all review and follow up if necessary in that category for all club proposals.
  - ii. SCAC members will provide point recommendations in their respective categories for each club during SCAC meetings according to Rule 17.
    - 1. Point recommendations must be completed on a club-by-club basis. For example, all nine categories for a club's proposal must be reviewed and ready to be reported by SCAC members while being recorded by Sports Clubs staff at an SCAC meeting. Only after all nine categories have been reported should the next club proposal be reviewed.
  - iii. Active SCAC members may not take part in their respective club's proposal review, but may participate in the proposal submission or provide additional documentation if necessary. Each SCAC member will have to
- f. In order to submit a recommendation to the Sports Clubs staff, the SCAC must have a simple majority vote to agree on the recommendation and submit it to Sports Clubs staff. The recommendation must be typed and state the dissenting opinion as well as the majority opinion and list those supporting either opinion and the recommendation's potential impact.
- g. Sports Clubs staff are not permitted to vote on recommendations or Points-Based Allocation proposals (see Rule 17).
- h. The deadline to apply for the committee is October 15. The application is available online via the Officer Resources webpage.

## **17. Points-Based Allocation System - Beginning June 8, 2017**

- a. Throughout the course of the 2017-2018 academic year, clubs will have the opportunity to earn points. In order to earn points, clubs are required to record everything that happens with the club to supplement an annual funding proposal to the Sports Clubs Advisory Committee (see Rule 16). That proposal will be reviewed by the Sports Clubs Advisory Committee which will then establish a recommendation for what each club's awarded point total will be in each of the nine available categories. Point totals are subject to review by professional staff. Points awarded are counted towards a 2018-2019 funding allocation for each club.
- b. Sports Clubs administration will determine exactly how much funding will be awarded for the next fiscal year based on the cumulative, awarded point total for all clubs. Available funds will be split according to each club's percentage of the total points accumulated for all Sports Clubs organizations submitting funding proposals before May 1.
  - i. For example, if a club earns 5% of the cumulative points earned for all clubs, then they will be eligible to receive a maximum 5% of the Sports Clubs available allocation fund.
- c. Sports Clubs reserves the right to award less than the calculated percentage to match a club's budget proposal, club active or inactive status, discipline record, and available funds for allocation.
- d. Sports Clubs organizations may not be awarded more than 75% of their projected operating budget submitted with their annual funding proposal (see Rule 17.e.).



- e. Each club will be responsible for submitting a proposal for the next fiscal year prior to May 1. The Sports Clubs Advisory Committee (SCAC) will review each club funding proposal. The proposal must focus on what points the club should earn accompanied with a detailed, projected budget for the next fiscal year (not the current fiscal year).
- f. Clubs that fail to submit a proposal and budget projection are not eligible to receive a funding allocation from Sports Clubs for the next fiscal year.
- g. Clubs that finished a fiscal year in a deficit are subject to either not receiving Sports Clubs funds the following fiscal year or having awarded funds deducted to balance the club's budget deficit.
- h. SCAC and professional staff may call on any club to further explain their proposal or present their proposal to the SCAC if information needs to be clarified.
- i. In all cases of documentation related to accumulating points the burden of proof lies with the Sports Clubs organization to provide it to the SCAC.
- j. The following are categories by which Sports Clubs organizations may earn points:
  - i. **Administration - Maximum 6 Points**
    - a. All Sports Clubs members turn in all documentation prior to appropriate deadlines including but not limited to the handbook agreement, facility requests, travel requests, driver authorizations, roster verification, budget proposals, quotes, etc. In order to be eligible for these points, the club must have had zero "After the Fact" transactions occur and the club must have at least two officer complete UC Santa Cruz Basic Cash Handling training. +2 points
    - b. More than three club officers register for and attend the Fall Sports Clubs Officers Workshop. +1 point
    - c. Club leadership holds monthly meetings verified by meeting minutes. +1 point
    - d. Club leadership documents and reconciles all financial activity with Sports Clubs professional staff, including but not limited to completed Event Revenue & Expense forms if applicable, Fund Reconciliation forms, etc. +1 point
    - e. All outgoing and incoming officers attend a scheduled Spring Transition meeting with Sports Clubs staff. +1 point
  - ii. **Health & Safety - Maximum 9 Points**
    1. One of the high impact activity Sports Clubs organizations that require concussion baseline testing **and** completely compliant with OPERS Athletic Trainers' requirements. +1 points
    2. Club leadership submits complete and accurate accident and/or incident reports to Sports Clubs professional staff within one business day of the occurrence. +1
    3. Club has a Health & Safety officer certified in CPR/AED/First Aid. +2
    4. Club has one additional member certified in CPR/AED/First Aid. +1
    5. Club has prepared Health & Safety officer and/or certified lifeguards at all practices (verified via practice audits). +4
      - a. Prepared Health & Safety Officers includes: having an equipped first aid kit at the practice site, completed and valid CPR/AED/First Aid or Lifeguard certification on file with Sports Clubs administration, and knowledge of Sports Clubs professional staff personal contact information in case of emergency.





iii. **Game Officials - Maximum 7 Points**

1. One official required for each game/contest/event. +1
2. Two officials required for each game/contest/event. +2
3. Three officials required for each game/contest/event. +3
4. Four officials required for each game/contest/event. +4
5. Club provides hospitalities to visiting officiating staff. +2
  - a. Receipts reflecting food for officials required to receive points.
6. Officials paid through league dues - no additional transactions required. +1

iv. **Community Service - Maximum 10 Points**

Volunteer time/labor/services for a non-profit or community-affiliated organization. Community service must be verified via the form found on the Sports Clubs Officer Resource webpage. Clubs may not receive monetary awards in exchange for volunteering for it to count towards points in this category (see Rule 17.ix).

- a. One member completes one hour of verified community service (cap 10 hours) = 0.1 points
- b. 10 members complete 1 hour OR 1 member completes 10 hours = 1 point
- c. This category is capped at 10 points. Individuals that reach 10 hours of service count toward category total.

v. **Competitions - Maximum 21 Points**

Clubs may gain points by competing against other universities. One tournament/meet counts as one competition. A scrimmage does not count as a competition. Clubs may choose whether they want to pursue points through team competition **or** individual competition.

- a. One point for each competition, up to 8 points.
  1. Must be with another college or university club organization.
  2. Must have standardized league rules with game officials/judges/administration present and record of competition occurring available to the SCAC.
  3. Must have at least two teams (for team sports) or at least five individuals (for individual sports) present and competing in each competition.
  4. Regional/National competition does not count here, see below for additional point opportunity.
- b. Club has more than two teams within the club competing (example: A & B teams) or at least five unique individuals competing in at least five games/meets/contests or equivalent throughout the year. +2 points
- c. Registered member of a league/association in associated club activity. +1 point
- d. Club qualifies and attends league/regional playoffs or equivalent. +2 points
- e. Winning a national championship as individual or as team. +5 points
- f. Club hosts an organized, sanctioned, and successful tournament, meet, or equivalent with more than two competitors. +3 points

vi. **Coaches, Volunteers, Instructors - Maximum 31 Points**

All Sports Clubs student organizations are to be operated by student club members. All coaches/volunteers/instructors must at the least have OPERS volunteer



paperwork on file. If the club is planning to pay the coach/instructor they are to be contracted by providing a quote for services to club leadership who will work with Sports Clubs professional staff to complete the agreement.

- a. Exemplified qualifications for a coach/instructor/volunteer. +1 point (2-person maximum)
  - b. Burden of proof lies with the club to present to the Sports Clubs Advisory Committee and/or staff.
  - c. If a coach/instructor is volunteering time. +1 point (2-person max)
    1. Student members may serve in a coaching/instructional role, however the student must be able to prove exemplified qualifications in the club's annual funding proposal.
  - d. A coach/instructor is paid more than \$400 annually for services. + 2 points (2-person max)
  - e. A coach/instructor is paid more than \$800 annually for services. +3 points (2-person max)
  - f. A coach/instructor is paid more than \$1200 annually for services. +4 points (2-person max)
- vii. **Travel - Maximum 25 points available**
1. Clubs that travel more often and further distances are eligible to receive points that count towards their funding allocation. The burden of proof for travel lies with each club when submitting their allocation application to the Sports Clubs Advisory Committee.
    - a. A competition where distance between UC Santa Cruz and visited university is between 200-1,000 miles. +1 point
    - b. Each competition where the distance between UC Santa Cruz campus and visited university is greater than 1,000 miles. +2 points
    - c. Total travel between 1,000-2,000 miles in a year. +1 point
    - d. Total travel greater than 2,000 miles in a year. +2 points
    - e. At least two additional drivers authorized to drive personal and/or university vehicles beyond minimum requirements. +1 point
    - f. Submitting travel requests after quarterly deadline. -1 point
    - g. Submitting all post travel receipts within 5 business days of trip returning. +1 point
- viii. **Team Grade Point Averages (GPA) - Maximum 4 points available**
1. Sports Clubs organizations are subject to Sports Clubs administration running a cumulative GPA report on all club members that provides an average, cumulative GPA for all club members during the first week of the spring quarter. Results of the report may be emailed to each respective club president upon request. Individual GPA records will not be shared. Clubs may gain additional points for a high cumulative GPA. The entire club roster is included in this GPA report. The point breakdown is as follows:
    - a. Cumulative Club GPA Average of 3.00-3.24. +1 point
    - b. Cumulative Club GPA Average of 3.25-3.54. +2 points
    - c. Cumulative Club GPA Average of 3.55-3.84. +3 points
    - d. Cumulative Club GPA Average of 3.85-4.00. +4 points



ix. **Fundraising & Sponsorships - Maximum 13 Points Available**

Sports Clubs organizations must fundraise to be able to accomplish many of their goals in competition, apparel, equipment, and other club activities. Sports Clubs is incentivizing fundraising & sponsorships by offering additional points for successful fundraising towards annual funding allocations. This includes funds in both the 70700 fundraising accounts and club foundation accounts (Giving Day funds). Clubs must fundraise a minimum of 35% of their expenses for the current fiscal year to be eligible for points in this category. Budgets include all expenses out of team accounts. Individuals donating or assisting with fundraising do not count as a sponsoring organization. Team dues must be directly related to operational costs of the club. Team dues do not count as fundraising.

1. Club members pay team dues of at least \$1000 per person on an annual basis. +3 points
2. Club members pay team dues of at least \$2000 per person on an annual basis. +6 points
3. Club fundraised at least 50% of expenses during fiscal year. +1
4. Club fundraised at least 60% of expenses during fiscal year. +2
5. Club fundraised at least 70% of expenses during fiscal year. +3
6. Club fundraised at least 80% of expenses during fiscal year. +4
7. Club sponsored by at least 1 organization outside of UC Santa Cruz during fiscal year valued at more than \$150.00. +1
8. Club sponsored by 2-3 organizations outside of UC Santa Cruz during fiscal year valued at more than \$150.00 each. +2
9. Club sponsored by 4 or more organizations outside of UC Santa Cruz during fiscal year valued at more than \$150.00 each. +3

**18. Websites, Social Media, and Promotions**

- a. Clubs are permitted to host their own social media pages; however, Sports Clubs organizations are prohibited from hosting their own websites. Each Sports Clubs organization has its own website located at [opers.ucsc.edu/sports-clubs](http://opers.ucsc.edu/sports-clubs). If there are updates requested you may request changes by submitting a form available on the Sports Clubs Officers Resources page.
- b. In addition, Sports Clubs organizations are not permitted to accept any payments online through a website outside of the [opers.ucsc.edu](http://opers.ucsc.edu) domain. For instance, a club may set up a PayPal account to receive donations. All donations must be deposited directly with the Sports Clubs professional staff or through a UC Santa Cruz foundation approved web portal placed on the Sports Clubs website.
- c. All promotional material must be pre-approved by Sports Clubs professional staff prior to public release.



## 19. Finances & Budgets

- a. Sports Clubs organizations failing to be compliant with policies and procedures outlined in Rule 19 may result in decrease, suspension, and/or termination of OPERS facility use or active status as a Sports Clubs organization.
- b. All Sports Clubs presidents and treasurer / accounting officers must complete and be compliant with the UC Santa Cruz Basic Cash Handling Training on an annual basis. Sports Clubs organizations may have a minimum of two and a maximum of four club members trained in basic cash handling at any time. Sports Clubs professional staff tracks compliance with all cash handling requirements.
  - i. Only clubs and club members compliant with UC Santa Cruz Basic Cash Handling policy are allowed to accept cash or checks for fundraising, team dues, ticketed events, or any other club activity requiring a financial transaction.
- c. **Sports Clubs Change Fund** professional staff hold custodial power for a \$150.00 change fund that may be utilized by Sports Clubs members trained in the university's basic cash handling course.
  - i. Cash boxes from the Sports Clubs Change Fund must be reconciled the business day after the event takes place. Cash boxes that are signed out on a Friday and utilized during non-business days will return cash funds the next business day prior to 12:00pm. Failure to do so will subject the responsible individual to consequences outlined below (see cash fund voucher form for details):
    1. Expectations - Cash fund disbursements are to be used for official university business only. It is to be used for fundraising and ticketed events associated with an official UC Santa Cruz Sports Clubs organization where change to customers may be needed. The cash fund is not to be used for purchases or individual reimbursements of any kind. The change fund must be returned with the same amount that was received.
    2. The recipient failing to return the cash fund in its entirety will forfeit the privilege of using the UC Santa C Sports Clubs Change Fund for the remainder of the academic year. Recipient will also be responsible for reimbursing the change fund for any amounts missing, & recipient may be billed through Series Z to recover the missing amount if reimbursement is not made.
- d. Each financially active club has the ability to operate from up to three (3) different on-campus accounts: 20264 Allocation Account, 70700 Club Fundraising, and a foundation account. Account balances are available by request to the Sports Clubs staff. All requested expenses are subject to review by Sports Clubs staff.
  - i. **20264 Allocation Account** is reflected in the Tiered System allocations this year and will be reflected in the Points-Based Allocation system beginning 2018-2019 and beyond. Money may not be deposited into this account. If a club receives an allocation it will be used before accessing the 70700 Fundraising Account.
  - ii. **70700 Fundraising Account** is meant for deposits relating to team dues, general fundraising operations, apparel orders, etc. Sports Clubs professional staff approved expenses may be completed using this account.
  - iii. **Foundation Account** is designed for donations. Clubs receive 94% of the amount on each donation. These donations are tax deductible for donors. All donors who write checks into a club's foundation account receive a formal thank you from the university.
- e. All of these funds can be used for any authorized club activities such as travel, uniforms, entry fees etc. Always check with the Sports Clubs office before making any purchase. All purchases by a club must be pre-approved.



- f. Using university funds is not permitted for personal items or activities that are not central to the stated activity or nature of the club. All funds that are solicited by team members whether it be for dues, donations, or income from fundraising/events are subject to university policies and procedures.
- g. Clubs may not order anything beyond what is available in its accounts.
- h. At least two and no more than four club officers must be trained in UC Santa Cruz Basic Cash Handling Training.
- i. **When preparing to order goods or services, please allow for at least four weeks of lead-time. The process for ordering goods or services is as follows:**
  - i. Send a listing of what you want to the vendor. Have them send you a quote and submit it to the Sports Clubs office via email. The quote needs to show the following details:
    - 1. The vendor's contact info and address;
    - 2. A listing of what the club wants to order including an itemized breakdown of the costs, shipping costs, tax (if applicable);
    - 3. Any artwork that will be designed printed, embroidered, etc. is to be included.
    - 4. The total, estimated cost of the order.
  - ii. Once the quote is received by the Sports Club staff, administration will submit a purchase order request. After multiple approval processes, a purchase order number is generated and sent to the vendor and Sports Clubs professional staff. A final invoice may now be sent to process payment for the order.
    - i. All orders must be delivered to OPERS. The address to utilize is as follows:  
Sports Clubs  
1156 High Street  
Mailstop: OPERS  
Santa Cruz, CA 95060
- j. Clubs are prohibited from initiating orders without consulting Sports Clubs staff and going through the process outlined above. Failure to do so results in an unauthorized purchase known as an "After the Fact" purchase which will result in delayed payment to the vendor and subject the club to penalty.
- k. Additional information on Vendor Requirements can be found on the Sports Clubs website and in Rule 20.
- l. All club funds are the dual responsibility of the club treasurer / accounting officer and Sports Clubs Administration. Sports Clubs organizations are required to report all income and expenses to the Sports Clubs office regardless of how the money is stored.
- m. All clubs hosting events in which income will be generated must utilize the Event Revenue & Expense Form available on the Sports Clubs Officer Resource webpage. This form is used to track all expenses, income, and reconcile funds and costs generated from the event.
  - i. An "event" includes fundraisers, collecting entry fees for a game, tournament, or contest, team dues, team payment, approved proposals for funding via student government organizations, or other collection of cash or checks for equipment, uniforms, etc.
- n. All money collected must be declared with the Sports Clubs office and determined whether it will be deposited into the club's university fundraising account or an established off-campus bank account by using the Sports Clubs Reconciliation form found on the Sports Clubs Officer Resources webpage. Declaration of funds must be reflected on any budget tracking and the attached reconciliation form.



- o. **Reconciling All Funds** - Sports Clubs organizations must reconcile all funds in the Sports Clubs office with the Sports Clubs professional staff within five business days of gaining possession of the club funds.
  - i. The Sports Clubs officer reconciling funds and the professional staff will individually count the money and/or checks and then record the accurate total on the attached reconciliation form.
  - ii. Once the money is counted and recorded on the reconciliation form the club officer will declare where the funds will be stored.
  - iii. The funds must be stored in the club's established UC Santa Cruz fundraising account, or deposited into an existing off-campus bank account that has bank statements on file with the Sports Clubs office (see Rule 20).
  - iv. Once the reconciliation form is complete, the reconciling officer and the Sports Clubs professional staff will sign the reconciliation form verifying that all of the information on the form is correct. Copies of the document will be made available for the reconciling officer, the Sports Clubs office, and OPERS business administration.
- p. Checks that are sent directly to the Sports Clubs office and written out to "UC Regents" must be deposited to the associated club's university fundraising account. Checks under these circumstances will be reconciled by Sports Clubs professional staff to verify checks are received and reconciled for the appropriate club. The memo may specify which club or the relevant event taking place.
- q. **Event Expense/Revenue Tracking Form** - Sports Clubs organizations that hold any type of fundraising events (see Rule 19.j.i. for "event" definition) are required to utilize the Event Expense/Revenue Form on site at the conclusion of the event. The form is found on the Sports Clubs Officers Resources page. The form will be utilized to accurately portray the "who, what, when, where, and why" of the fundraising event. This will help the club verify funds for reconciliation and provide ultimate clarity to Sports Clubs administration on where the fundraising is coming from and where it will be secured.
  - i. Once the fundraising event is complete, the accounting officer and club president must verify all of the information pertaining to the Event Expense/Revenue Form by signing the document. The document is to be submitted with the reconciliation form to the Sports Clubs office.
- r. **Expense Reimbursement** - There will be no reimbursements completed before all funds have been reconciled with the Sports Clubs office. In order for any reimbursement to occur, 204 Payee Setup forms must be complete and on file with the UC Santa Cruz Accounting Office and relevant, itemized receipts submitted to the Sports Clubs office upon reconciliation. It may take up to four weeks for 204 forms to be recognized by the university.
  - i. Please see Officer Resources webpage to download the 204 Payee Setup Form.
  - ii. Submit all original receipts to the Sports Clubs office.
  - iii. **Do not submit the completed 204 Payee Setup Form to Sports Clubs administration.** Due to sensitive identity information on the document, it should be sent directly to:
    - Accounting
    - UC Santa Cruz
    - 1156 High St
    - Santa Cruz, CA 95064
- s. **Continuity of Finances** - All Sports Clubs presidents and treasurer / accounting officers must meet with Sports Clubs staff at least once per quarter throughout the year to confirm account balances and to finalize the next fiscal year's budget. The Assistant Director of



Competitive Sports & Camps may print a summary of accounts for club presidents, club treasurers / accounting officers, and professional staff to sign. Future club presidents and accounting officers are to be present and sign the document as well as current students holding those positions and professional staff at the end of each academic year.

- t. **Appropriate Use of Club Funds** - Any and all funds associated with Sports Clubs organizations are prohibited from using them for drugs, alcohol, or any cost outside of operations that pertain directly to the appropriate operation and activities of each respective Sports Clubs organization. Clubs found to be using club funds for anything outside of the intended purpose of club activities will result in termination of the Sports Clubs organization.
- u. Coaches, instructors, and volunteers are never permitted to handle club funds and are not considered a financial point of contact for the Sports Clubs program. Sports Clubs is a student-centric program and will be operated as such.
- v. Inactive Clubs - Sports Clubs organizations that become inactive will maintain any 70700 account and foundation account funds. All 20264 allocations will be absorbed into Sports Clubs for re-allocation to other clubs during the next fiscal year.
- w. **How to Fundraise** - Meet with Sports Clubs staff prior to beginning any fundraising to discuss goals and actionable plans. Approved methods for fundraising include a solicitation of donation letter campaign or involvement with UC Santa Cruz Giving Day. All fundraising efforts must be approved by the Sports Clubs professional staff before implemented.
- x. **Off-Campus Bank Accounts**
  - i. Sports Clubs organizations that hold existing off campus bank accounts are required to coordinate with the Sports Clubs professional staff to transfer funds into a Sports Clubs approved bank account with Chase Bank on Mission Street in Santa Cruz. This must be accomplished prior to the last day of classes for fall quarter 2017.
  - ii. All Sports Clubs off campus bank accounts must have the Assistant Director of Competitive Sports & Camps as the primary signor on the account and the account name as "UC Santa Cruz 'Club Name'". The club president and/or treasurer is permitted to be an auxiliary signor on the account and receive a debit card after signing off on the agreement found on the Officer Resources webpage. All bank statements will be forwarded to the Sports Clubs Staff via [sportsc@ucsc.edu](mailto:sportsc@ucsc.edu). Each month, debit card holders must submit all receipts for every transaction on that month's statement.
  - iii. The transactional limit on each of these club debit cards will be \$500.
  - iv. There will be no checks written from off-campus bank accounts, only card transactions, cash/check deposit and cash withdrawal.
  - v. Clubs are prohibited from paying coaches, instructors, or other independent contractors from off-campus bank accounts.
  - vi. Clubs are prohibited from using off-campus bank accounts for lodging and transportation transactions. These types of transactions must be done through the processes outlined in Rule 22.
  - vii. If a club chooses to deposit money in an off-campus bank account it is still required to declare all income and expenses with the Sports Clubs office via the Event Expense/Revenue Tracking Form and Reconciliation Forms available on the Officer Resources webpage.
  - viii. Clubs are responsible for keeping all receipts and may file them with Sports Clubs staff.
  - ix. Any club that wishes to create an off-campus bank account must meet with Sports Clubs professional staff prior to opening any account for the Sports Clubs organization. Information required to open a Chase Total Business Checking account include:
    - 1. EIN Number for the organization;



2. Meeting minutes declaring Assistant Director of Competitive Sports & Camps Clint Angus the director of the organization as well as all other officer positions;
3. Any party that wishes to have a debit card present at the time of account opening with valid photo ID.

## 20. Vendor Requirements

- a. Sports Clubs organizations that wish to utilize on campus funds to pay vendors must go through the vendor on-boarding process with each new vendor. If the vendor has already been on-boarded with the university than an itemized quote will suffice in initiating a payment process.
- b. Clubs must allow *at minimum* two weeks to process purchase orders.
- c. These requirements for purchases including but not limited to game officials, custom apparel orders, services, graphics work, advertising for events, etc.
- d. In order to pay a vendor, the Sports Clubs office and University of California Santa Cruz require the following to be completed:
  - i. **The vendor must have a completed 204 Payee Setup Form on file with the UC Santa Cruz FAR office.** The form is linked here, however please note it is a fillable PDF file which means users will not be able to view it in the average Internet browser. Download the file first then open it locally on Adobe Acrobat Reader or equivalent software.
  - ii. The completed form may be mailed or faxed to the address listed at the bottom of the form. We do not recommend emailing the form as most email is unencrypted and the completed 204 will contain sensitive identity information.
  - iii. **Do not submit the completed 204 Payee Setup Form to Sports Clubs administration.** Due to sensitive identity information on the document, it should be sent directly to:  
Accounting  
UC Santa Cruz  
1156 High St  
Santa Cruz, CA 95064
  - iv. A W9 form may not serve as a substitute for a 204 form.
  - v. Linked here are instructions on how to complete the 204 form.
  - vi. **The vendor must submit a quote at bare minimum 2 weeks ahead of the goods delivered and/or service date.** If the quote is submitted a day before or even a week before the expected goods delivery or service payment will be delayed. The university utilizes a purchase order process for many vendors and as such, approval of the goods/service is required before goods delivery/service begins. Every time an invoice is delivered after the goods/service has been completed without a prior quote and purchase order it is a violation of university policy.
  - vii. If the amount of the goods/service changes, please provide an updated invoice at the conclusion of the goods delivery/service provided.
  - viii. An invoice generator may be found here with the Sports Clubs program invoice used as an example.
- e. **What's the difference between a quote and an invoice?**
  - i. A quote is a documented price estimate from a vendor detailing the goods and/or services requested, who the goods/services are meant for, and who the goods/services came from with full address and contact information. A quote is usually answered by a PO or purchase order from the buyer to the seller.





- ii. An invoice is a financial document requesting payment for work either completed or in progress. The invoice should include the PO number to identify the validity of the document in addition to what was detailed on the quote and any changes if necessary.
- f. **Quote & Invoice Creation Tips**
  - i. A quote is used for planning to purchase. An invoice is asking for final payment after the buyer has approved and committed to purchasing goods/services via purchase order after a quote has been received and approved for purchase.
  - ii. *Who*: Who is providing the goods or services? The quote and invoice should be on company letterhead, or be signed by the vendor.
  - iii. *Who the goods or services were provided to*: Quotes and invoices should be addressed to the University at a University address. Quotes and invoices addressed to an individual at a non-University address should be questioned, with the explanation noted on the invoice.
  - iv. *What*: What will be or has been purchased. The quote should reflect an itemized list of goods or services to be provided. The invoice should reflect what has been provided updated and finalized pricing. The invoice should include unit process, sales tax being charged, shipping/handling fees, and the total cost of the goods or services.
  - v. *When*: Quotes and invoices should be dated. The invoice should include the date the goods or services were provided, if different from the invoice date.
  - vi. *Where*: The invoice should note where services were performed, or the address where goods were picked up from or shipped to.
  - vii. *Why*: The invoice, or supporting documentation, should indicate the reason for the purchase of goods or services.

## 21. **Branding**

- a. All Sports Clubs organizations that wish to purchase new uniforms, apparel, or equipment are required to utilize Under Armour if the company manufactures the item(s). OPERS has forged a 40% discount from the catalogue listed prices. To view the catalogue, please visit the Officer Resources webpage. Customized uniforms are also possible through the Under Armour Uniform Builder.
- b. All print, equipment, and apparel orders must be submitted through the Sports Clubs office.
  - i. Custom apparel/equipment takes 3-4 weeks for completion.
  - ii. Custom team uniforms take 6-8 weeks from design approval for delivery.
- c. Sports Clubs organizations may use the following university names/slogans, “Slugs”, “UC Santa Cruz”, or “UCSC”. Clubs must use at least one of the aforementioned names and the name of the club in all printed materials and on club apparel/equipment.
- d. Sports Clubs organizations are required to use official color variants of UC Santa Cruz.
  - i. Blue #00458c (Midnight Navy on UA Builder)
  - ii. Gold #F1B521 (Steeltown Gold on UA Builder)
  - iii. White is permitted
  - iv. Charcoal/Grey is permitted for non-team uniform apparel.
- e. Sports Clubs organizations must utilize “collegiate” font on all custom print apparel, equipment, etc.
- f. Required Logo (available on Officer Resources webpage):





- g. Printing the Slug imagery that is sold in the campus book store that features the “Grateful Slug”, “Studious Slug”, “Cruz” logo, and any variation of these images or themes would be in violation of copyright law and university licensing agreement. The University must pay royalties to use these images. The images are actually owned by an outside firm, who have initiated legal proceedings against UC Santa Cruz Sports Clubs for copyright violations in the past. Do not use these images (also illustrated below), without expressed written consent and a licensing agreement. The “Cruz” logo has not been vetted and given proper university approvals and licensing. It will not be utilized by outward-facing programs until it has gone through the university approval process.
- h. Prohibited Logos:



## 22. Travel

- a. Club leadership is to plan out the entire quarter’s travel schedule and submit travel requests by the appropriate deadline as stated in Rule 22.b.
- b. Sports Clubs organizations that wish to travel outside of Santa Cruz County for club purposes must submit a travel request prior to the quarterly deadline via the Registration & Management webpage on the Sports Clubs website. This includes but is not limited to games, tournaments, practices, trips, special events, volunteering, pre-season meetings, etc. The Quarterly Travel Request Deadlines are as follows:
  - i. Fall 2017 - October 15
  - ii. Winter 2018 - January 8
  - iii. Spring 2018 - March 16
  - iv. Summer 2018 - June 17
  - v. Fall 2018 - September 30
- c. Each travel request must inform Sports Clubs administration of where the event is, who is travelling to the event, who is hosting the event and party’s contact information, mode of transportation, who is driving (if applicable), how many nights the travel event will occur, where the travel roster will be lodging, and the lodging location’s contact information.
- d. Travel requests should include fuel cards if the club has funds to pay for the approximate cost of fuel for the trip or vehicle rental (5-seat, 12-seat, and charter bus if funds available).
- e. In order to utilize club funds for fuel, clubs must submit requests for fuel cards during the travel request period.



- f. Sports Clubs officers are responsible for keeping all original receipts related to travel and club business. Failure to produce these documents will result in failed reimbursement or travel advance.
- g. **Travel Advance Request (TAR)** - Clubs that require access to funds prior to travel may request a travel advance for an approved club member travelling on the trip. These funds may include event registration, lodging, or airline tickets. Any time a TAR is granted, a Post Travel Form must be completed within 10 business days of the travel end date (see Rule 22.h.). In order to receive a travel advance the following criteria must be met:
- i. 204 Payee Setup Form on file with the university.
  - ii. Submit all quotes/invoices/receipts to Sports Clubs administration for each trip showing how much funding is necessary.
  - iii. Sign a completed Travel Advance Request (Sports Clubs professional staff will help).
- h. **Post Travel Form** - Any club member that needs to be reimbursed for travel expenses (lodging, airline, car rental, etc.) or was granted a TAR must fill out a Post Travel Form. Sports Clubs will not reimburse any individual fuel expenses. All fuel purchases with club funds must use fuel cards method (see Rule 22.e.). The following criteria is necessary to complete this form:
- i. 204 Payee Setup Form on file with the university.
  - ii. Submit all final invoices/receipts to Sports Clubs administration showing what was spent on the trip and how much needs to be reconciled/reimbursed.
  - iii. Sign a completed Post Travel Form (Sports Clubs professional staff will help).
- i. **Do not submit the completed 204 Payee Setup Form to Sports Clubs administration.** Due to sensitive identity information on the document, it should be sent directly to:
- Accounting  
University of California Santa Cruz  
1156 High St  
Santa Cruz, CA 95064
- j. Each travel request submitted after the quarterly travel request deadline will subject the club to a \$200.00 penalty to the club's active on campus account and is subject to having the travel request denied.
- i. If the club does not have an account on campus they will be suspended from OPERS facility use until the fine is paid. Travel requests submitted more than five business days after the quarterly travel request deadline will be rejected entirely.
- k. Sports Clubs organizations which have tentative plans about attending regional, national, or other tournaments/events must submit travel requests by the appropriate deadline even if plans are tentative. This includes but is not limited to potential: playoff qualification; regional competition; or national competition.
- l. **Driving Authorization** - In order for a Sports Clubs participant to drive for club purposes during approved travel, they must be a Sports Clubs Authorized Driver. Sports Clubs participants that drive for club business without prior approval are subject to penalties including but not limited to fines, suspension or loss of facility space, forfeits, or inactive club status. In order to become a Sports Clubs Authorized Driver Sports Clubs members must complete the following:
- i. State intent to drive for Sports Clubs in registration profile and complete online driver registration;
  - ii. Upload valid driver's license and proof of auto insurance;
  - iii. Complete Defensive Driver Training and upload certificate of completion;
  - iv. Complete and upload DMV Pull Notice form;
  - v. Attend scheduled Sports Clubs Driver Training.



- m. **Sports Clubs Authorized Drivers** are required to keep and maintain a Driver Checklist for their vehicle on each trip they are a driver. It is to be filled out entirely except for the post-trip inspection. After filling it out Authorized Drivers must visit the Sports Clubs office and ask for a copy prior to departure. This is the driver's chance to note any irregularities with the vehicle (what type of fuel the vehicle requires, for example), ask any questions, and ensure that they understand and will utilize resources available.
- n. Sports Clubs registered drivers are required to attend a mandatory Sports Clubs Driver Authorization Training prior to driving on a Sports Clubs trip. Failure to complete Sports Clubs Driver Authorization Training prior to departure will result in penalties to the travelling club.
- o. **Incidents & Accidents** - Sports Clubs organizations that encounter an accident or incident while traveling for a Sports Clubs event must report the incident immediately to the Sports Clubs professional staff via cell phone. Accidents or incidents include but are not limited to: vehicle accidents, fueling with incorrect types of fuel, encounters with law enforcement, severe injuries, inappropriate conduct from UC Santa Cruz students as defined in the handbook, fighting, or inappropriate conduct from other participants in the game, tournament, or event, etc. The Sports Clubs professional staff will then initiate the proper procedure to handling the reported accident/incident.
- p. The university requires approved vendors to utilize a charter bus. If the club wants to utilize a charter bus, they must use one of the university approved vendors listed below and submit a quote by the appropriate travel request deadline:
  - i. El Camino Charter Lines Inc.
  - ii. Pacific Monarch LTD
  - iii. Peninsula International
  - iv. Royal Coach Tours
  - v. San Jose Charters, Inc.
  - vi. West Valley Charter Lines, Inc.
- q. Sports Clubs participants are prohibited from ingesting illegal substances or alch
- r. Travel plans may be restricted at the discretion of the Sports Clubs and/or OPERS professional staff for reasons including but not limited to: inclement weather, safety, and discipline. If travel is restricted, the club president and travel officer will be notified as soon as the decision is made. Clubs and/or club members restricted from travel may not travel officially or unofficially to represent UC Santa Cruz Sports Clubs.

### **23. Facility Requests**

- a. Sports Clubs organizations are able to reserve all OPERS facilities with these conditions:
  - i. Reservations are submitted prior to the quarterly facility request deadline;
  - ii. Reservations in the West Gym must be during OPERS staff hours;
  - iii. East Field and East Remote Field are a maximum six hours/week of practice;
  - iv. Reservations for indoor spaces may not leave less than 1.5 hours before closing unless the reservation is intended to end with facility closing time;
  - v. No East Remote Field practice reservations during fall quarter.
- b. All clubs are responsible for reserving their own facility space with Sports Clubs administration via [sportsc@ucsc.edu](mailto:sportsc@ucsc.edu). Club officers are encouraged to reserve time as early as possible for all practices, home games, tournaments, and special events.
- c. Clubs that do not wish to change their quarterly facility requests from the previous year may opt not to submit a request and receive the same facility reservation for that quarter from the the previous year. For example, if Tae Kwon Do Club had a reservation in the Martial Arts



Room in Winter 2017 and wanted to keep that reservation in Winter 2018, they would not need to submit a new facility request.

- i. Exception: Tournaments and Special Events must have requests submitted each time the event is being planned.
- d. All current facility reservations are available for view on the Sports Clubs Officer Resources web page. Reservations are also viewable on OPERS Google Calendars found on the OPERS Facilities webpage.
- e. **Tournaments** - Any club that wishes to host two or more opponents or visiting schools in the same day must complete and submit an OPERS Facility Request Permit Application found on the Sports Clubs Officer Resources webpage by the relevant deadline (see Rule 22.i.). Completed permit applications should be sent to [sportsc@ucsc.edu](mailto:sportsc@ucsc.edu) prior to the quarterly facility request deadline.
- f. **Special Events** - Any club that wishes to host a special event on campus pertaining to OPERS facilities must submit an OPERS Facilities Permit Application **according to the following deadlines**:
  - i. Proposed events during the fall quarter must be submitted by April 1 of the previous school year.
  - ii. Events hosted during the winter and spring quarters must be submitted by October 31 of the same school year.
  - iii. Applications submitted with less than 4 months prior to the event date are subject to being rejected by Sports Clubs professional staff.
  - iv. In addition to information requested on the permit application, Sports Clubs applicants must submit a timeline of action items that must be completed prior to the event taking place. Failure to submit a timeline of action items may result in Sports Clubs professional staff rejecting the permit application.
  - v. Tips to successfully host a special event include:
    1. Do not announce the event until all approvals have been met, including permits.
    2. Special events should be planned at least seven months in advance of the event.
    3. Be prepared to budget for additional expenses including but not limited to:
      - a. Parking Directional Signs;
      - b. EMS, TAPS and/or UCSCPD Personnel;
      - c. Refuse, recycling, signage, and other work order charges;
      - d. Custodial and event management personnel (see below for game management).
    4. Plan a backup date in case the initial date is unavailable.
    5. Have at least three meetings with all campus stakeholders:
      - a. Introduction Meeting - First meeting with stakeholders. Stakeholders will explain necessary items to hold successful event and action items will likely be given to Sports Clubs organization leadership planning the event. Student organization leadership must come prepared to this meeting with as many details of the event as possible. The Introduction Meeting should be planned by Sports Clubs professional staff as soon as OPERS professional staff confirms there are no departmental or other known university conflicts with the event.
      - b. Progress Meeting - The second event planning meeting with stakeholders will require the student leadership to update the stakeholders on any action items previously assigned and provide additional updates on the planning of the event. This meeting should take place at least three (3) months prior to the event date(s).



- c. Eleventh Hour Meeting - This is the last meeting with stakeholders prior to the event taking place. This is where final action items are checked and confirmed that all permits, staffing, signage, equipment, lines, etc. are ready for the event. Sports Clubs leadership should have 98% of the event ready at this stage. The final 2% is implementation of all the previous planning.
- g. New facility requests are not guaranteed. Most OPERS facilities are severely impacted and availability can change with each passing quarter. This is also true for home games, tournaments, and special events. Submit all requests in a prompt manner so approvals and reservations can be made for your club's events.
- h. Sports Clubs organizations are prohibited from hosting events during finals weeks and on university holidays including but not limited to: winter break, spring break, President's Day, Veteran's Day, Memorial Day, etc.
- i. Sports Clubs Facility Request Deadlines:
  - i. Winter 2018 - November 22, 2017
  - ii. Spring 2018 - March 2, 2018
  - iii. Summer 2018 - June 8, 2018
  - iv. Fall 2018 - June 8, 2018
- j. If a Sports Clubs organization receives its schedule from a league or association it is responsible for coordinating with the Sports Clubs professional staff on what dates may be available to host games/matches. These are preliminary dates that are not guaranteed, however Sports Clubs professional staff will work to preserve necessary dates and times.
- k. Sports Clubs organizations are one of five program areas that comprise use of OPERS facilities. Due to Sports Clubs organizations often representing a narrow and often smaller population of students served, Sports Clubs reservations take a lower priority than the following programs:
  - i. Physical Education Classes
  - ii. Athletics Practices/Games/Events
  - iii. Intramural Sports programming
  - iv. Recreation Classes
- l. Sports Clubs organizations are responsible for proper use of facilities. This includes but is not limited to: tidy setup and cleanup of facilities before and after games, practices, and events; using the facilities as intended; reporting any issues with facilities; and respecting facility calendars.
  - i. For example, clubs may not use the tennis courts for any purpose other than racquet sport play and have a responsibility to keep the courts clean.
  - ii. Clubs that fail to use facilities properly will be penalized (see Rule 24).
- m. If a facility is highly impacted, clubs may experience decreased facility reservation time to ensure fair usage.
- n. Sports Clubs organizations not practicing at university facilities must notify Sports Clubs administration of where practices are occurring and at what recurring interval via the Registration & Management webpage.
- o. Clubs that wish to cancel a practice must notify Sports Clubs administration at least 24 hours in advance of the practice time going into effect in order to make the space available for drop-in use.
- p. Any cancellations due to weather or field conditions will be made by the Sports Clubs administration in accordance with the OPERS Facilities & Grounds team.
- q. Games/matches may be rescheduled if necessary and if available facilities exist.



- r. Sports Clubs organizations that wish to utilize the portable light towers must be financially and organizationally able to manage such practices.
  - i. The operation of the lights cost \$40/hour that Sports Clubs organizations are responsible for paying upon being invoiced. If multiple organizations are practicing at the same time costs may be shared.
  - ii. Clubs that wish to utilize the lights must submit the reservation prior to each quarter's facility request deadline.
  - iii. The rugby clubs have first priority on use of the light towers, followed by Intramural Sports. This is due to the financial contribution made to buy and implement proper usage of the light towers.

## **24. Event Management**

- a. All Sports Clubs organizations are responsible for managing their own events. Although Sports Clubs staff may be available to assist, clubs are responsible for officials, field set up, scorekeepers, timers, ball shags, any sideline assistants. Sports Clubs organizations must also break the event down at its conclusion and put everything away.
- b. All trash must be removed from the event facility. everything clean when you leave. Clubs may not leave work for someone who is not on the club unless help is offered. Many events will require a Sports Clubs and/or events staff present. They are there to serve as CPR/First Aid/AED first responders and managers of the event site. They may assist you with your event, please make them feel welcome.
- c. Sports Clubs organizations must put all equipment away at conclusion of practices, games, and other events.
  - i. Soccer and rugby goal posts must be removed from the field of play every Friday unless the goal posts will be the first event of the weekend to use that field space. At the conclusion of any event during a weekend, all goal posts must be removed from the playable surface and properly stored by the Sports Clubs organization using them.
  - ii. Sports Clubs organizations are responsible for any damage to equipment including, but not limited to, goals and goal posts, leaving said equipment on a playable surface, and any forfeits that occur as a result of the aforementioned activities. All of these are considered improper use of facilities.
- d. OPERS fields are subject to closure based on field and/or weather conditions. Sports Clubs administration may cancel practices, games, or other events on field space to preserve the longevity of the field for further use. If OPERS closes the fields, cancellation announcement will come from the Sports Clubs staff to the club president affected by the field closure.
  - i. Once a field closure announcement is made, the field remains closed until an announcement from Sports Clubs staff is made stating that the field is open again.



**25. Penalty Administration** - Failure to comply with the aforementioned policies and procedures in this handbook may result in fines and/or the loss of facility space, travel, Sports Clubs organization status, or other administrative actions.

<b>Violations</b>	<b>1<sup>st</sup> Occurrence</b>	<b>2<sup>nd</sup> Occurrence</b>	<b>3<sup>rd</sup> Occurrence &amp; Beyond</b>
Failure to sign a UC Participation Waiver prior to participating in club activity.	Up to \$50.00 #1	Up to \$100.00 #2-4	Up to \$200.00 #3-5
Failure to submit Travel Advance Request prior to quarterly request deadline.	\$200.00 #1	\$400.00 #2-3	\$600.00 #3-4
Failure to submit Post Travel form within 10 business days from date of travel end.	\$50.00	Up to \$75.00 #1	Up to \$100.00 #2-3
Failure to inform the Sports Clubs office of cancelled/adjusted practices or game.	\$50.00	Up to \$75.00 #1	Up to \$100.00 #2-3
Failure to return a fuel card.	\$20.00 per day	N/A	N/A
Late or failure to submit required paperwork/info on time.	Up to \$50.00 #1-5	Up to \$100.00 #1-5	Up to \$200.00 #4-5
Failure to attend mandatory Sports Clubs meetings.	Up to \$50.00	Up to \$100.00 #1	Up to \$200.00 #2-3
Failure to attend Sports Clubs Officers' Training	Up to \$100.00 #1	Up to \$200.00 #2	Up to \$300.00 #3-4
Failure to notify Sports Clubs administration of home games, practices, or any other club function.	Up to \$200.00	Up to \$400.00 #1	Up to \$600.00 #2-5
Failure to register volunteers, coaches, or instructors with Sports Clubs administration.	\$50.00 (>7 days since start date) #1	\$100.00 (>20 days since start date) #1-3	\$200.00 (>30 days since start date) #4-5
Failure to represent UCSC in a positive manner that results in disciplinary action from the university or violating the Sports Clubs Code of Conduct.	Up to \$200.00 #1-5	Up to \$400.00 #1-5	Up to \$600.00 #1-5
Misuse of university facilities or club property.	Up to \$200.00 #1-3	Up to \$400.00 #2-4	Up to \$600.00 #2-5

*The numbers above and below indicate what other penalties may occur in conjunction with the fine.*

- #1 Meeting with club president and Assistant Director of Competitive Sports & Camps.
- #2 Club is placed on probation for a period determined by the Sports Clubs Supervisor.
- #3 Loss of facility space and/or travel.
- #4 Loss of allocation for following year.
- #5 Possible loss of recognition in Sports Clubs.





## 26. Important Dates

- a. October 1<sup>st</sup> - Officer's Training
- b. October 10<sup>th</sup> - Coaches, Instructors, & Volunteers Meeting @ 7:00pm in MPR
- c. October 15<sup>th</sup> - Minimum Roster, Fall Travel Request, and SCAC Application Deadline
- d. October 27<sup>th</sup> - Off-Campus Account Compliance Deadline
- e. November 10<sup>th</sup> - Veteran's Day (no classes)
- f. November 22<sup>nd</sup> - Winter Facility Request Deadline
- g. November 23<sup>rd</sup> & 24<sup>th</sup> - Thanksgiving Break (no classes)
- h. December 8<sup>th</sup> - Last day of fall quarter classes
- i. January 8<sup>th</sup> - Winter Travel Request Deadline (winter classes begin)
- j. January 15<sup>th</sup> - Martin Luther King Jr. Day (no classes)
- k. February 19<sup>th</sup> - President's Day (no classes)
- l. March 2<sup>nd</sup> - Spring Facility Request Deadline
- m. March 16<sup>th</sup> - Spring Travel Request Deadline (winter classes end)
- n. April 2<sup>nd</sup> - Spring classes begin
- o. May 1<sup>st</sup> - Funding Proposal Deadline
- p. May 28<sup>th</sup> - Memorial Day (no classes)
- q. June 8<sup>th</sup> - Summer and Fall Facility Requests Deadline (spring classes end)
- r. June 17<sup>th</sup> - Summer Travel Request Deadline
- s. September 30<sup>th</sup> - Fall Travel Request Deadline



## UC Santa Cruz Sports Clubs Handbook Agreement 2017-2018

\_\_\_\_\_ Club

I acknowledge that I have read and understood the materials in the 2016-2017 UC Santa Cruz Sports Clubs Handbook and its content. I agree to abide by the standard of conduct, policies, and procedures set forth by this handbook. I will effectively convey the information, resources, and materials to my club as it applies to its members.

\_\_\_\_\_  
Officer First & Last Name

\_\_\_\_\_  
Officer Position

\_\_\_\_\_  
Signature

Date\_\_\_\_\_