UCSC
NON-COMPETITIVE
SPORTS CLUB
HANDBOOK
2015/2016
Dear UCSC Sports Club Officers and Athletes,

I 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 a more robust University through your involvement with your Sports Club. I recognize and appreciate your efforts and greatly value your positive impact on campus.

This Handbook is a guide to assist you in effectively managing your club. The contents are critical towards your success. 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 all.

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

Go Slugs!

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INDEX:

<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>I.</td>
<td>General Overview</td>
<td>4</td>
</tr>
<tr>
<td>II.</td>
<td>UCSC Principles of Community</td>
<td>5</td>
</tr>
<tr>
<td>III.</td>
<td>Maintaining Current Spots Club Team Status</td>
<td>5</td>
</tr>
<tr>
<td>IV.</td>
<td>Rosters</td>
<td>6</td>
</tr>
<tr>
<td>V.</td>
<td>Club Forms</td>
<td>7</td>
</tr>
<tr>
<td>VI.</td>
<td>Tiered System</td>
<td>8</td>
</tr>
<tr>
<td>VII.</td>
<td>Sports Club Administration Fee</td>
<td>10</td>
</tr>
<tr>
<td>VIII.</td>
<td>Conduct</td>
<td>11</td>
</tr>
<tr>
<td>IX.</td>
<td>Budgets</td>
<td>22</td>
</tr>
<tr>
<td>X.</td>
<td>Scheduling/Facilities</td>
<td>23</td>
</tr>
<tr>
<td>XI.</td>
<td>Event Management</td>
<td>24</td>
</tr>
<tr>
<td>XII.</td>
<td>Volunteers/Instructors</td>
<td>25</td>
</tr>
<tr>
<td>XIII.</td>
<td>Travel</td>
<td>25</td>
</tr>
<tr>
<td>XIV.</td>
<td>Club Officers</td>
<td>27</td>
</tr>
<tr>
<td>XV.</td>
<td>Web Sites/Social Media</td>
<td>28</td>
</tr>
<tr>
<td>XVI.</td>
<td>Fundraising/Alumni</td>
<td>29</td>
</tr>
<tr>
<td>XVII.</td>
<td>Extra Forms</td>
<td>30</td>
</tr>
<tr>
<td>XVIII.</td>
<td>Inventory</td>
<td>31</td>
</tr>
<tr>
<td>XIX.</td>
<td>Sports Club Operational Handbook</td>
<td>31</td>
</tr>
<tr>
<td>XX.</td>
<td>Certified Athletic Trainers/Medical</td>
<td>32</td>
</tr>
<tr>
<td>XXI.</td>
<td>Attachments</td>
<td>33</td>
</tr>
<tr>
<td>XXII.</td>
<td>Acknowledgment</td>
<td>34</td>
</tr>
<tr>
<td>XXIII.</td>
<td>Links</td>
<td>35</td>
</tr>
</tbody>
</table>
I. GENERAL OVERVIEW

UCSC Sports Clubs are part of the Office of Physical Education, Recreation and Sports (OPERS). The Sports Clubs, along with the Intramural program is comprise the Competitive Sports program within the department. Our direct report is to the Athletics Program of which we are closely associated.

UCSC Sports Clubs are student driven and student managed. It is expected that all teams have an actively engaged and diversified officer-ship. The most effective clubs have numerous people handling a variety of duties associated with the club. Listed here is a brief on the main points of interest with regard to managing the club and negotiating through the complex world of UCSC bureaucracy. Read this over and familiarize yourself and your team with these details. Also, keep in mind that I am here to help you. Communication is key to all of our efforts. Too often problems arise due to a lack of effective communication. Also, don’t put things off. Being proactive is a much better approach in all regards. All too often, having a reactive approach causes unexpected problems and delays. Keep in mind that UCSC bureaucracy is highly complex and rigid.

Your Club is not officially recognized until they have submitted all the necessary paperwork to the Sports Club Office and online through Do Sports Easy. The required paperwork is described below. Also, clubs that fail to adhere to the requirements of official Sports Club status may be placed on probation. The nature of that probation will be reflective of the degree of negligence of the club. If a Club is placed on Probation, they may be subjected to one or more of the following: 1) Loss of practice time 2) loss of ability to host contests 3) restriction of funds 4) expulsion.

Each Club is expected to have a Club Handbook which acts as a working narrative, explaining in detail the basics on how to run your club. The first step is to list all key dates on your calendar. This should include things like Fall Festival, first practice, how to host your tournament, first home game, first away game, away tournament, spring elections, fund raising and alumni game. The second step in this process was to go back over that calendar and list all tasks associated with those dates. The third step is to provide a working narrative to those tasks. The intention of the requirement of this document is as follows

1. To help you anticipate upcoming deadlines. Use this as a point of reference
2. To help you transition from one year’s officers to the next year’s officers
3. To help you better organize your club
4. To help offset the extra work load by the Sports Club staff

This document is due at your first scheduled meeting with the Sports Club Office. Once all your paperwork is submitted, your budget allocation is made to your club.
II. UCSC PRINCIPLES 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.

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.

III. MAINTAINING CURRENT SPORTS CLUB TEAM STATUS

All Sports Club Teams must re-register at the start of each year.

To become a current club you will have to do the following:

Prior to your first practice

Submit online:
- Personal Info for all participants

Submit to Sports Club office:
- Sports Club Application Form
- Admin Fee Sheet
Prior to the end of Fall Quarter 2015

- UCSC Waiver (for practice players and hosting of events)
- Updates on the top three forms
- UCSC Administration fees paid by all team members (see section V).

All forms can be found online at:
http://opers.ucsc.edu/sports-clubs/forms/index.html

IV. ROSTERS
It is in your best interest to try to draw as many people to your team as you can accommodate. **The magic working number to qualify as a Sports Club Team is 10.** If you have less than 10 your standing as a Sports Club in good standing is in jeopardy and you may be placed on probation. Try to be inclusive. Your team is like a community. It is a place where people should feel connected. As a Sports Club Officer, you are also charged with upholding the campus Anti-Discrimination Policy.

UCSC NON-DISCRIMINATION POLICY
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.

University policy also prohibits retaliation for bringing a complaint of discrimination or participating in a complaint process or investigation pursuant to this policy.

**Disclaimer**
Please note that the University retains 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.

V. VI. CLUB FORMS
There are five forms that are relevant to individuals on Sports Club Teams. The first four are required of all Sports Club Team Participants. The fifth is for Teams that need verification of enrollment from the Office of the Registrar. Please read below.
1) **PERSONAL INFO**: [https://www.dosportseasy.com/ucscsportclubs/](https://www.dosportseasy.com/ucscsportclubs/)

- **IDENTIFICATION, EMERGENCY CONTACT**
- **HEALTH INFO**: This is a method for the Sports Club Office to track each individual's physical condition and their ability to participate in club activities. If someone has a medical condition that may or does limit their participation, they will be directed to complete a physical examination from either their a) personal physician b) Cowell Health Center or c) Local physician or Medical Clinic. If a player is deemed to be ineligible to physically participate in Sports Club activities, they are not cleared to play until they have provided the signed off information to the Sports Club Office and the Sports Club Office as deemed them to be fit to return to play. Failure to adhere to this may result in sanctions against the Club. Of particular note is those who have suffered from a concussion.

- **DESIGNATED DRIVER WAIVER**: Drivers must have a valid Driver's License and possess the minimum automobile liability insurance as required by the State of California. All drivers must complete all the requirements listed on this page and get approved by the Sport Club Director in advance of any travel. Additional policies can be found online on the Do Sports Easy driver waiver.

- **WAIVER OF LIABILITY**: Includes assumptions of risks, Indemnification and Hold Harmless clause, Severability, and Injury Acknowledgment

- **CODE OF CONDUCT**: All participants must read and sign the Code of Conduct, which outlines all cases of misconduct, the alcohol and drug policy, the anti-hazing policy, travel policy, and the UCSC Policy on Sexual Assault, Dating Violence, Domestic Violence, Stalking, and Sexual Harassment.

- **MEMBERSHIP STATUS**: Once all of the above online forms have been submitted, the participant’s membership status will be reviewed and approved by the Sports Club Staff.

2) **UC WAIVER for practice players and for the hosting of events (hard copy to office)**: This is a general liability waiver that all participants (such as those who are only practicing) who have not submitted a waiver on Do Sports Easy must sign prior to participating in practices or games. Make sure you enter the information correctly on the form to reflect that the form relates to your specific club.

3) **UCSC SPORTS CLUB APPLICATION FORM (hard copy to office)**: This lists the general information about the team as well as the Club Officers. It also has a section for Individual Insurance. Please list the carrier and the policy number for each individual on the team.
VII. TIERED SYSTEM
UCSC Sports Clubs are split into 5 different categories.

**TIER I A (receives $3K/year)**
- National Sanctioning Body
- Referee/Officials and League Fees
- Extensive Travel
- Ability to compete for a National Championship
- Requires a Medical presence at all home and away events
- Competes in more than 3 competitions per year.

**Teams**
Men’s Lacrosse
Men’s Rugby
Women’s Rugby
Cycling

**TIER I B (receives $2K/year)**
- National Sanctioning Body
- Referee/Officials and League Fees
- Extensive Travel
- Ability to compete for a National Championship
- Competes in more than 3 competitions per year.

**Teams**
Baseball
Equestrian
Sailing
Men’s Soccer
Men’s Ultimate
Women’s Ultimate
Men’s Water Polo
Women’s Water Polo

**TIER II A (receives $1K/year)**
- Extensive Travel
- Focus of Club is on Intercollegiate Competition
- Competes in more than 3 competitions per year.

**Teams**
Cross Country
Track and Field
Fencing
Surfing
Triathlon
TIER II B (receives ($500/year)
• Competes in more than 3 competitions per year.

Teams
Badminton
Disc Golf
Racquetball
Tennis

Note the language in Section I under General Overview on the re-categorizing of some of the Tier IIB Clubs towards Non-Competitive Sports Clubs.

TIER III (receives no funding)
• Competes in less than 4 competitions per year.

Women’s Lacrosse (probationary, will move to Tier IB in Fall 2016)
Women’s Soccer (probationary, will move to Tier IB in Fall 2016)
Women’s Softball (probationary, will move to Tier IB in Fall 2016)
Rowing
Aikido
Ballroom Dance
Backpacking
Breakdance
Camp Kesem (probationary)
Cheer
Circus Slugs (formally Juggling Club)
Coaching Corps of UCSC
Dance Team
Fishing Club
Grappling Club
Judo
Kayak
Kendo
Ninjutsu
Muay Thai
Ping Pong
SCUBA
Special Olympics
Sports Medicine
Tae Kwon Do
Tangroupe (Tango Club)
Warrior Yoga (probationary)
Wushu
UCSC SPORTS CLUB ADMINISTRATION FEE. The Sports Club office will be submitting the names and student ID #'s to the AIS system to charge all participants an Administration Fee (see below). Each individual on the team is responsible for paying the Sports Club Registration Administration Fee. Those fees are based on administrative demand and additional medical coverage for home games as well as funds to support student positions who support the Sports Club program. The fees are an individual fee, not a team fee. This means that team funds cannot be used to pay for the fee. The fee only needs to be paid once for the entire academic year. If a person is participating in more than one sport, they are responsible for paying the higher of the fees for that sport. If a student lists their student ID # incorrectly, the team will be charged for that fee.

The Administration Fee is also based on the new Tiered format and goes as follows:

**Tier I A - $33/person**
- Men’s Lacrosse
- Men’s Rugby
- Women’s Rugby
- Cycling

**Tier I B - $23/each**
- Baseball
- Equestrian
- Boating
- Men’s Soccer
- Men’s Ultimate
- Women’s Ultimate
- Men’s Water Polo
- Women’s Water Polo

**Tier II A - $13/each**
- Cross Country
- Track and Field
- Fencing
- Triathlon
- Surfing

**Tier II B - $8/each**
- Badminton
- Cheer
- Dance Team
- Disc Golf (Flying Disc)
- Racquetball
- Tennis

**Tier III & New Clubs with Probationary Status - $6/each**
Women’s Lacrosse  Grappling Club
Women’s Soccer  Judo
Women’s Softball  Kayak
Rowing  Kendo
Aikido  Ninjutsu
Ballroom Dance  Muay Thai
Backpacking  Ping Pong
Breakdance  SCUBA
Camp Kesem  Special Olympics
Cheer  Sports Medicine
Circus Slugs  Tae Kwon Do
Coaching Corps  Tangroupe
Dance Team  Warrior Yoga
Fishing Club  Wushu

VIII. CONDUCT

Acts of misconduct shall subject the coach, volunteer, participant, and/or the entire club to disciplinary action. Allegations of misconduct against any Sports Club coach, participant, and/or entire club should be addressed with the Sports Club program. 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 staff for further sanctions. Acts of misconduct may be defined as conduct or behavior that may compromise the integrity of the Sports Club program, OPERS, or The University of California-Santa Cruz, and are prohibited.

Such misconduct includes but is not limited to:

Such misconduct includes but is not limited to:

• Violation of any local, state, or federal law, violation of the Code of Student Conduct, or any other university policy, rule, or regulation
• 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)
• Harassment or sexual harassment
• Hazing in any form (see below for further definition)
• Sexual assault or misconduct
• Striking, attempting to strike, or otherwise physically abusing an official, opposing coach, support staff, patron, spectator, or athlete
• Inciting participants or spectators to violent or abusive action intentionally, or with careless disregard for one’s conduct
• Using obscene gestures or profane provocative language or action toward an official, student, coach, or spectator
• Publicly criticizing a game official, conference personnel, another university member, or a student-athlete or personnel of another member university
• Being abusive of other patrons, facility users, officials, employees or agents.
• Acting in an abusive and aggressive towards others.
• Committing any act of misconduct not specifically described above shall subject violators to any of the described penalties which the Competitive Sports Supervisor determines most suitable to address the conduct involved.

In addition to any assessed penalty, the Competitive Sports Supervisor 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 Office for assistance.** The Competitive Sports Office will work with clubs to mediate or take action against any issues or concerns.

**Alcohol and Other Drug Policy.**
University funds may not be used to purchase alcohol or controlled substance for consumption by members of a UCSC Sport Club 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.

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. As representatives of the University of California, Santa Cruz, members of a UCSC Sports Club may not consume alcohol or controlled substance from the time they leave campus until they return upon the completion of a University sanctioned and approved club trip. Furthermore, the consumption of alcohol or controlled substance is forbidden at all practice 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 UCSC Sports Club or Athletic Team. Any deviation from this policy may result in the immediate suspension of the club or the expulsion of individuals from the Club. A report of the incident may be forwarded to the Office of Physical Education, Recreation and Sports (OPERS).

UCSC Sports Club members may not consume alcohol or controlled substances during any “official club activity,” including receptions, dinners and special events. Club members should be aware that if coaches, administrators or athletic
department staff members become aware of such conduct, or of underage drinking at any time on team trips, they will take appropriate action to stop it.

Anti-Hazing
Hazing will not be tolerated. Sports Club athletes may face severe sanctions for violations of this provision, including but not limited to ineligibility to participate in intercollegiate athletics. Hazing includes:

- Any type of initiation/pre-initiation, into an athletic or Sports Club 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.
- Examples include but are not limited to: Being forced to ingest certain substances (food, alcohol, drugs), beating/paddling, nudity, abnormal dressing, verbal harassment or abductions/kidnaps.

A Sports Club Athlete 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:

- Is alcohol involved
- Will active/current members of the team refuse to participate in activities with the new members.
- Does the activity risk emotional or physical harm or abuse?
- Is there risk of injury or a question of safety?
- Would you have any reservations whatsoever about describing the activity to your parents, to a faculty member or a University Official.
- Would you object to the activity being photographed for the school newspaper or filmed by the local TV news crew?

If the answer to any of the above questions is “yes”, the activity is considered hazing. **DON’T DO IT!** (Adapted from “Death By Hazing, Sigma Alpha Epsilon”, 1988, www.stophazing.org


UCLA has an excellent link explaining Hazing:

[http://www.hazing.ucla.edu/](http://www.hazing.ucla.edu/)

The Sports Club Office will be setting up trainings for each Sports Club. Those dates will be conveyed as they become clear.
Also, find the attachment on this packet called UCSC Anti-Hazing Policy. It is your responsibility to copy and distribute this to all your team mates.

Read this over and forward this link to all team members. Passively assuming that your teammates understand this content may result in serious issues for them and for your club.

Here are the links at the bottom of the UCSC Sports Club website:
http://hazingprevention.org

And here is a link for the anonymous tip line:

UCSC Policy Sexual Assault, Dating Violence, Domestic Violence and Stalking and
UCSC Policy on Sexual Harassment

POLICY SUMMARY

The University of California, Santa Cruz is committed to creating and maintaining a community where all individuals who participate in University programs and activities can work together in an atmosphere free of violence, harassment, discrimination, exploitation, or intimidation. Every member of the community should be aware that the University prohibits sexual assault, sexual harassment, domestic violence, dating violence, stalking, and retaliation, and that such behavior violates both law and University policy. The University will respond promptly and effectively to reports of sexual assault, dating violence, domestic violence, stalking and sexual harassment, and will take appropriate action to prevent, to correct, and when necessary, to discipline behavior that violates these Policies.

- UCSC Reporting Options
- To review information on confidential and non-confidential resources, and where to report sexual assault, dating violence, domestic violence and stalking see: Procedures for Reporting Sexual Assault, Dating Violence, Domestic Violence and Stalking.
- To review information on resources and where and how to report sexual harassment go to Procedures For Reporting Sexual Harassment.

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.
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.

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.

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.

**DEFINITIONS**

**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).

**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.

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.
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.

For purposes of this Policy, the age of consent is consistent with California Penal Code Section 261.5.

**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.

**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 abuser has a child, has an existing dating or engagement relationship, or has had a former dating or engagement relationship.

**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.

**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.

**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.

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.

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.

Additional types of misconduct covered by these Policies:
- Electronically recording, photographing, or transmitting intimate or sexual utterances, sounds or images of another person;
- Allowing third parties to observe sexual acts;
- Engaging in voyeurism;
- Exposing oneself
- Falsifying a posting on an electronic site involving sex or sexual activity
- Knowingly transmitting a sexually transmitted infection, including HIV, to another person.

EXECUTIVE OFFICER The University President, Chancellor, Lawrence Berkeley National Laboratory Director, or Vice President of Agricultural and Natural Resources.

POLICY TEXT

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

Sports Club Program (831) 459-4220 kdgivens@ucsc.edu
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 EXPRESsSION, 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 covered by these Policies. Retaliation includes threats, intimidation, reprisals, and/or adverse actions related to employment or education.

F. 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.

G. 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.

UCSC'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).

H. 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.

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.

I. FREE SPEECH AND ACADEMIC FREEDOM
As participants in a public university, the faculty and other academic appointees, staff, and students of the University of California enjoy significant free speech protections guaranteed by the First Amendment of the United States Constitution and Article I, Section I of the California Constitution. These Policies is intended to protect members of the University community from discrimination, not to regulate protected speech. This Policy shall be implemented in a manner that recognizes the importance of rights to freedom of speech and expression. The University also has a compelling interest in free inquiry and the collective search for knowledge and thus recognizes principles of academic freedom as a special area of protected speech. Consistent with these principles, no provision of these Policies shall be interpreted to prohibit conduct that is legitimately related to the course content, teaching methods, scholarship, or public commentary of an individual faculty member or the educational, political, artistic, or literary expression of students in classrooms and public forums. However, freedom of speech and academic freedom are not limitless and do not protect speech or expressive conduct that violates federal or state anti-discrimination laws.

J. ADDITIONAL ENFORCEMENT INFORMATION
The Federal Equal Employment Opportunity Commission (EEOC) and the California Department of Fair Employment and Housing (DFEH) also investigate complaints of unlawful harassment, including sexual assault, sexual harassment, dating violence, domestic violence and stalking in employment.

The U.S. Department of Education Office for Civil Rights (OCR) investigates complaints of unlawful sexual assault, sexual harassment, dating violence, domestic violence and stalking by students in educational programs or activities.
These agencies may serve as neutral fact finders and attempt to facilitate the voluntary resolution of disputes with the parties. For more information, contact the nearest office of the EEOC, DFEH or OCR listed on the web or in the telephone directory.

**UCSC TITLE IX OFFICE RECORDS AND FILES**

UCSC Title IX Office Records and Files: 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:**

1. **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.

2. **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.

**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.

**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.

UCSC Procedures for Reports of Sexual Assault, Dating Violence, Domestic Violence and Stalking (Interim March 2014)

http://www2.ucsc.edu/title9-sh/sopolicy/assault.htm

IX. BUDGETS
Each Team has the capacity to have 3 different budgets (see attachment at the end of this document)

• **OPERS** general budget for your team. This is the budget assigned to your team. It always begins with 70700. This is your general account. This is where dues go, general fundraising from events and other similar activities.

• **FOUNDATION** This is the account for donations. You receive 93% of the amount of those donations. These donations are tax deductible. All checks that come into the Foundation Account receive a formal thank you from the University.

• **REFERENDUM** These are the amounts that are reflected in the Tiered System allocations. No extra money can go into these accounts.

All of these funds can be used for any authorized club activities such as travel, uniforms, entry fees etc. Again, check with me if you have any questions.

Please read the language in section VII on the Tiered System here at UCSC to see what your team status is and how it affects your overall budget. This will show you your annual allocation for the year from the University. These funds can be used for a variety of things including but not limited to: Equipment, travel, game management, sanctioning body fees, entertainment (note restrictions) and uniforms. **Check with the Sports Club office PRIOR to ordering anything that will be drawn against your account. All purchases by a club MUST BE PRE-APPROVED!** Using University funds is not allowed for personal items or activities that are not central to the stated activity or nature of your sport. All funds that are solicited by team members whether it be for dues, donations or income from fundraising/events are subject to University Policy and Procedures. Clubs are responsible for keeping your budgets up to date. Clubs cannot order anything beyond what you have currently in your budget.
When you are preparing to order goods or services, please allow for plenty of lead time. This is the process for ordering:

- Send a listing of what you want to your preferred vendor. Have them send you a QUOTE and present that to the Sports Club Office. The Quote needs to show detail such as who they are, their contact info and address, a listing of what you want to order, an itemized breakdown of the costs, shipping costs, tax (if applicable) and the total cost of the order.
- Once the quote is received by the Sports Club Office, we will submit it as a Purchase Order request. A PO# is then generated and sent to the vendor. This is their green light to process the order.
- Make sure you list the shipping address to:

  UCSC – OPERS  
  Attn: CLUB NAME  
  1156 High Street  
  Santa Cruz, CA 95064

If you list a home address, the University may not honor the shipment and will withhold payment to the vendor.

You should never initiate an order on your own without going through this process. Failure to do so results in an unauthorized purchase and will likely complicate the payment process to the vendor.

*Please note that you cannot spend money that you do not have in your budget. You must turn in all checks and cash related to the purchase of team items to me prior to ordering. Failure to do so will result in sanctions against your club including but not limited to – freezing of accounts – loss of practice/events – Probation – Expulsion. Coaches should never handle money. All orders must be delivered to OPERS, never to a home address.*

*All artwork for team apparel must be pre-approved.* Extra care must be taken to ensure that clubs are not using trademarked logos, images or properties for team purposes.

Teams can only carry forward a positive balance from one year to the next with prior approval. There must also be a valid reason for carrying forward a positive balance such as saving money for a large purchase etc.

Also, see attached sheet for Fundraising Policy

**X. SCHEDULING/FACILITIES**
Check with the Sports Club Office prior to the start of the season or at the earliest possible time to allow for your schedules and/or facility requests for the upcoming quarter to be approved. Note that most all facilities are severely impacted and availability can change with each passing quarter. The same goes for your home game/tournament schedules. Submit those requests in a prompt manner so approvals can be made for your games.

**Teams are responsible for the proper use of facilities. This includes cleaning up after you’re done with your game or practice.** Also, teams may not use the tennis courts for any purposes other than Racquet Sport Play. Teams that do not properly manage the facility they use will be subjected to fines to the amount that pays professional staff to come in deal with the effects of the team’s use of the facility. Repeated offenses will result in the cancellation of practices/games and potentially Probationary status.

Teams may request facilities for the next quarter’s practices beginning two weeks prior to the last week of classes. Sports Club practices are lower priority than the following:

- Athletics Practices/Games
- PE Classes
- Recreation Classes
- Intramurals

If a facility is highly impacted, a club may be granted limited hours. Keep in mind that our facilities are in very high demand. Do not assume that you will be practicing at time convenient to you.

For Tournaments and Special Events, you must submit a formal proposal requesting the facility. Include all pertinent information on the request (see Facility Use Permit form in attachments). Including date, time, number of anticipated participants, which schools, # of tables, chairs, tents, total budget and other event related items. You will also likely be assessed additional expenses including but not limited to: Parking Directional Signs, Medical Personnel, Refuse/Recycling Work Order charges, Custodial and Event Management personnel (see below for Game Management). The Facility Use Permit needs to be submitted for approval by the OPERS Events Coordinator prior to your event being announced. You should allow at least 2 weeks for approval, with one month being the preferred time frame for approvals.

**XI. GAME / EVENT MANAGEMENT**

As a team you are responsible for handling all game protocol for your home game. This includes field set up, game management including but not limited to scorekeepers, timers, ball shags and sideline assistant. You must also break everything down and place it where it belongs. All trash must be removed from the facility as well. Make sure that you leave everything clean when you leave.
You should never leave work for someone who is not on the team to deal with. Many of your events will require having a UCSC Events Staff present. They are there to assist you on your event, please make them feel welcome.

XII. VOLUNTEERS/INSTRUCTORS/COACHES
Clubs may have volunteers assist them with their trainings and development. Reference OPERS Volunteer Paperwork at http://opers.ucsc.edu/sports-clubs/forms/index.html

All Volunteers must fill out a UCSC Volunteer form prior to them participating with the team. In return we can offer them an OPERS Access Card so they can enter the facilities. We can setup an email account if needed. We CAN NOT offer any free parking. Coaches should not be involved in the working finances of the team. We also require that all Volunteers must complete the Title IX Sexual Harassment on-line training program. Coaches must also act responsibly and represent UCSC in a positive manner. Any Coach that receives a Red Card or expulsion from a game must inform the Sports Club Supervisor within 72 hours of the incident. If the expulsion/red card is severe enough, the Sports Club Supervisor needs to be contacted immediately.

All Sports Club Coaches (volunteers) must be CANRA (Child Abuse & Neglect Reporting Act) Compliant. The Sports Club Office will forward all relevant information to the specific coaches to get them current with this mandate (See attachments).

XIII. TRAVEL (see XVI Extra Forms as well)
Travel is a very tidy and exact exercise. ALL TRAVEL EXPENSES MUST BE APPROVED BY THE SPORTS CLUB OFFICE AT LEAST ONE WEEK PRIOR TO YOUR TRAVEL. For reimbursements, there is a three-week (21 day) window after travel was completed to turn in forms for payment. Failure to abide by these policies will likely result in the University not honoring a form for payment or for reimbursement. If you are using club money for travel then you must fill out a PRE TRAVEL FORM as well as a POST TRAVEL FORM. ALWAYS KEEP YOUR ORIGINAL RECEIPTS! All travel forms in the attachment section of this Handbook. Keep in mind that the University is extremely rigid in their requirements for the approvals and processing of Post Travel paperwork. All submitted materials must be accurate and in good order. If you are travelling out of state, please note that we have a corporate contract with almost all companies and receive a lower rate than you would get by contacting them directly. If you want to charter a bus, you must let me know with plenty of lead-time. Please note that UCSC will only honor Bus Charters that are pre-approved by the University.

These forms are required to be filled out online @ https://www.dosportseasy.com/ucscsportclubs/ prior to travel.
University of California, Santa Cruz  
Office of Physical Education, Recreation and Sports  
Sports Club Program

- **Itinerary**
- **Driver Authorization form for personal vehicle**
- **Driver Authorization form**
- **Travel Roster Form**

Not required but for your information or if needed:
- **Vehicle Safety Checklist**
- **Accident Report**

If expenses need to be paid up front, prior to travel this form needs to be filled out:
- **UCSC Travel Advance form**

Note that all Travel Advance paperwork must be submitted at least 4 weeks in advance of your team’s travel.

If reimbursements need to be paid to the traveler, this form needs to be completed:
- **Post Travel Form**

For clubs that wish to use the Recreation Vans for team travel, there is a new process in place for this year. To reserve a van, contact the Sports Club office and indicate the dates you would like to use the vans. Include dates, times and destination in your requests. Do not go directly to the Recreation Program to initiate Van reservations, they’ll just kick you back to the Sports Club office. Here are the rates:

**Van Rentals**
1. $110/day  
   a. Fuel is not included. Renter pays for their fuel with a van fuel card.  
   b. Van must be returned with a full tank of fuel.  
   c. If using a van fuel card, all gas receipts must be submitted at the end of the rental.  
   d. Unlimited miles  
2. $1.10/mile  
   a. Fuel is included and is paid for using a van fuel card.  
   b. No per diem fee  
   c. Van must be returned with a full tank of fuel.

Paying for the vans is very easy as this is a transfer of funds internally between the UCSC Sports Club and the UCSC Recreation Program.

Here are the details of the van rentals:
In short, each potential driver must complete an on-line Defensive Driver’s training class:  
http://www.dgs.ca.gov/orim/Programs/DDTOnlineTraining.aspx

And each potential driver must complete the Pull Tag on their driving records.  
http://www.dmv.ca.gov/forms/epn/inf1101.pdf

XIV. CLUB OFFICERS
Each Club should have the following officers at a minimum
- CLUB PRESIDENT
- FIRST AID OFFICER
- TRAVEL OFFICER

I would also like clubs to have these officers in place:
- TEAM CAPTAIN
- VICE PRESIDENT
- ACCOUNTING OFFICER/TREASURER
- TRAVEL SECRETARY
- FUND RAISER CHAIR
- WEB MASTER/SOCIAL MEDIA

Officers may take on dual roles, but it is highly suggested to have a diversified officer-ship. Those clubs who have numerous officers tend to be more effective.

There are many more positions that a club can have based on their specific needs. It’s also a good idea to have Frosh and Soph members in some capacity so when the Seniors graduate the transition will be much smoother.

**It should be the charge of the Club Officers and the team as a whole to leave the club in better condition than they found it.** This ties in to the mandate for the creation of Club Narratives (see General Overview).

Here are some responsibilities related to Sports Club positions:

**PRESIDENT**
- Oversee all operational aspects of the Club
- Serve as liaison between the club and the Sports Club Supervisor
- Complete procedures for registering the Club with the Sports Club Office
- Submission of Club Inventory.
- Inform the Club Officers and Club Members of the contents of the UCSC Sports
- Club Handbook.
Delegate responsibility to involve other club members

SECRETARY
- Attend all club meetings and record minutes.
- Conduct correspondence for the club and update the club roster.
- Handle all publicity for club functions

TREASURER
- Collect dues and keep an accurate financial record – keep all receipts to document expenditures.
- Work with the Club President in budget preparation

FIRST AID (Safety) OFFICER
- Be currently certified in CPR and 1st Aid.
- Keep an inventory of all 1st aid supplies for the team
- Restock the team 1st aid kits as needed (see Sports Club Department for more stock)
- Record and submit all Accident Reports related to the team.
- Keep a log of all injuries, especially noting ones deemed ‘severe’ or ‘concussions’.
- Report all Concussions to the Sports Club Office within by the next business day.
- NOTE: There will be a FIRST AID OFFICER’s Training session. Date and time TBA.

TRAVEL OFFICER
- Adhere to the UCSC Travel Policy as it relates to team activities
- Submit all paperwork to the Sports Club program in a timely manner (prior and after travel).

CLUB OFFICERS and (Child Abuse and Negligence Reporting Act) CANRA.
It has been deemed by OPERS Director Dr. Andrea Willer that all UCSC Sports Club Officers are designated as Mandated Reporters for Child Abuse and Negligence (See attached forms). To that end, all Sports Club Officers must understand the law and sign off agreeing to the terms stated in California State Law. Here is the on-line link for the CANRA form:

http://opers.ucsc.edu/staff-toolbox/CANRA_packet.pdf

XV. WEB SITES/SOCIAL MEDIA
The official website for UCSC Sports Clubs is: http://opers.ucsc.edu/sports-clubs/
You are encouraged to provide updates to the content for your club on this site. Contact me directly for login information. I also encourage you to use this link instead of creating your own. One of the benefits of this is when you graduate, your website will remain in good hands. There have been numerous incidents of letting a domain name fall into abusive hands due to the ineffective transfer of the website to the next club webmaster. Some of the suggested content for your website are as follows:

- **Schedules**
  - Both game and practice.
- **Roster**
  - With photos and bios if possible
- **Photos**
- **Links**
  - To other teams you may play, league web sites, national websites etc.
- **Alumni**
  - Have a section where you list Alumni who wish to donate to the team.
- **Contact info**
  - How to get in touch with you and the team.

**If you set up your own web site it is your responsibility to keep it current. Make sure you effectively transfer the management of the web site from one year to the next.** In the same regard, do not let the website go idle and become cancelled. There are some significant issues with domain names and cyber squatting that have affected UCSC Sports Club sites in the past. It’s virtually impossible to get them back once someone else takes them over and their intentions are rarely cordial.

- **Social Media.** If your team has a Facebook, Twitter or other social media web page or blog, you are required to provide your login information to the Sports Club Office. It is unacceptable to have any content that conflicts with University Policy or portrays the team/university in a bad light. This includes any content related to drinking or marijuana.
- **In addition,** you are not allowed to accept any credit card payments online through your website. For instance, you cannot set up a PayPal account to receive donations to your club. All donations must be deposited directly into a UC Regents account or a UCSC Foundation account. For more information, see Chapter XV – Fundraising

All Flyers must be pre-approved prior to hosting. The Sports Club Office has staple guns that you can use to post your approved flyers.

### XVI. FUNDRAISING/ALUMNI
There are restrictions in place that limit how you can go about fundraising. Check with me for details BEFORE you proceed. OPERS has an individual who can assist with you with your fundraising efforts. Make sure you check in with me if you have any designs on that. If you need extra income for your team I encourage you to draw up a solicitation of donation letter. Please note the Sports Club Donation Letter Template (attachments). **All Donation letters must be approved by the Sports Club Supervisor before they can be sent out.**

You are encouraged have a relationship with alumni from your club. There are many things you can do to stay connected with them. This can include an Alumni Game, a newsletter or invitations to a tournament or special event you’re hosting. Make up a list of alumni who made donations to the team and show that on your team website. You can do a yearly newsletter that keeps them informed about your club activities. Alumni can be a fantastic source of funds, so stay connected with them. Keep an excel sheet with their current contact information on it so the next officers can have it for their use.

**XVII. EXTRA FORMS:**

All Forms need to be filled out completely with extra attention to detail. Failure to do so will likely result in a non-payment or reimbursement.

Refer to [http://opers.ucsc.edu/sports-clubs/forms/index.html](http://opers.ucsc.edu/sports-clubs/forms/index.html) for all Forms below:

**Volunteer Forms:** All Coaches must fill out four forms prior to assisting with the team (see examples in Attachments). The forms must be filled out entirely. The Forms for Volunteer Coaches are online at: [http://opers.ucsc.edu/staff-toolbox/Volunteers.html](http://opers.ucsc.edu/staff-toolbox/Volunteers.html)

- OPERS Supervisor Checklist
- Staff Volunteer Agreement Letter
- Volunteer Election of Workers Compensation Coverage
- CANRA Mandatory Reporter Form
  Also, if a Volunteer Coach wants to receive a Wellness Card in return for their volunteer hours, they will need to complete the Justification Form at the bottom of that page.
- Coaches Agreement Contract

**New Vendor Form (aka 204 form aka Payment Data Record Form):**

This form must be filled out by any individual who seeks reimbursements or travel advances. If that person moves, they must send in an updated form with the current address listed on it.
UCSC Direct Payment Form: This form is to be used when you are seeking a reimbursement for expenses paid by you for team purposes. You must supply an original receipt or a bank statement. This form is to be used for basic supplies such as uniforms and equipment.

UCSC Entertainment & Student Programming Reimbursement form: Entertainment is considered anything that has to do with the purchase of food or beverages, even water. At no time should you ever have alcohol listed on this form or on the receipt. You also need to indicate where the event was held, what it was for and a listing of who attended.

The University is extremely strict about using funds for Food/Entertainment. All requests must be made at 2 weeks in advance. Be proactive in regards to any team funds being used for these.

UCSC TRAVEL ADVANCE / REQUEST: This form is to be used for all travel advances such as payment for hotels, rental vans etc. for pre-arranged travel. Note: You also need to pre-arrange on the recipient end for travel advances. Most vendors need to get in to our data base via the “New Vendor Form” so UCSC can cut them a check.

POST TRAVEL EXPENSE: This form is for dealing with all post travel. If you received a travel advance, you need to turn in receipts reflective of what was issued for payment. You also need to reflect that on this form as well. For all reimbursements related to travel, you must provide original receipts. This form must be filled out showing the exact expenditures that are reflected on that receipt. Note: all travel expenses must be pre-approved. You must also indicate the nature of your travel (University Business) as well as a schedule of your games/activities. Note: Gas receipts will not be honored unless they are accompanied by other travel expenses. If you are able to turn in gas receipts, you need to note who the driver was, that the destination was, how far the round trip was and who were the riders in that vehicle. Reimbursements along with the required paperwork and receipts is required by University Policy within 21 days after you return from your travel.

UCSC SPORTS CLUB BUDGET SHEET: Attached is the UCSC Sports Club Budget template.

XVIII. INVENTORY: The team is responsible for the care and upkeep of all equipment. They must also submit an inventory to the Sports Club Office prior to the start of their season. Please use the sheet for this in the attachments section of this Handbook.

XIX. SPORT SPECIFIC OPERATIONAL HANDBOOK:
Each Club needs to create an Operational Handbook specific to their club. The contents of this Handbook should capture all aspects of running and organizing the club. The best starting point for the Handbook should be an annual calendar of events with relevant timelines. Those dates should trigger a list of tasks, which requires a more thorough description. There should also be sections included on how to deal with all issues related to the club such as but not limited to – elections – dealing with the issues described in this handbook – practices – fundraising etc.

**XX. CERTIFIED ATHLETIC TRAINERS/MEDICAL**
Some of the Non-Competitive Sports Clubs will be required to take Concussion Baseline tests. Also, if you have a medical need due to your participation on a Sports Club activity, contact the Sports Club Supervisor Skippy Givens @ kdgivens@ucsc.edu to arrange for treatment.

**Team First Aid Officers.**
As mentioned above, your club may be required to have a 1st Aid Officer. The Sports Club Office will provide them with a 1st Aid Kit. The Medical Officer is charged with the following tasks:

- Fill out and submit all Accident Report Forms to the Sports Club office within a 24 hour period or the day after returning from a road trip.
- Keep an active inventory of the contents of the team Medical Kit
- Coordinate any special medical needs with the Sports Club Athletic Trainer.
- Assist with the process of having athletes from your team doing a Concussion Protocol Test (See below and if applicable).
- Actively manage injuries during practices and games (if no ATC is present).
- Manage the teams needs for Ice (if applicable).

**Concussion Protocol Management**

Any Sports Club athlete that suffers from a Concussion must have that injury reported to the Sports Club Office by the next business day. Any exceptions to this will likely result in Sanctions against the club.

The following teams are required to have **ALL PARTICIPANTS** must submit a Concussion Protocol Test. The Sports Club Office will set up some on-line testing which will be coordinated by the Sports Club Athletic Trainer. All student athletes must also sign an acknowledgement, indicating their responsibility of understanding concussion symptoms as well as their requirement to self-report.
There is also a Concussion Injury Acknowledgment form in place. All participants must complete and submit this form.

XXI. ATTACHMENTS

- Sports Club Budget
- Fundraising Guidelines for Sports Clubs
- OPERS Facility Use Permit Application
- Accident/Injury Report
- CANRA Mandatory Reporting
- Concussion Agreement and Fact Sheet
-
XXII. Acknowledgement

Club_____________________________________

I acknowledge that I have read the materials in this document and understand the content. I will effectively convey these materials to my team as it applies to the members.

Officers (list name, title and signature)

_____________________________________

_____________________________________

_____________________________________

_____________________________________

Date________________________
UCSC Links

UCSC Home Page  http://www.ucsc.edu
Academic Calendars:  http://registrar.ucsc.edu/calendar/
Intramural Sports  http://opers.ucsc.edu/intramurals/
Office of Physical Education, Recreation and Sports:  http://opers.ucsc.edu/
OPERS Facilities and Hours  http://opers.ucsc.edu/facilities/index.html
Recreation Program  http://www.ucscrecreation.com
Wellness Center  http://wellness.ucsc.edu
Athletics website:  www.goslugs.com
Cantu Queer Center:  http://queer.ucsc.edu/
Counseling and Psychological Services:  http://caps.ucsc.edu/
Health Center:  http://healthcenter.ucsc.edu/
Office of Physical Education, Recreation and Sports:  http://opers.ucsc.edu/
Student Conduct:  http://deanofstudents.ucsc.edu/student-conduct/
Support Services:  http://admissions.ucsc.edu/campus-life/support-services.html
Title XI/Sexual Harassment Office:  http://www2.ucsc.edu/title9-sh/
Undergraduate Advising:  http://advising.ucsc.edu/

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831-459-4220  9/20/2015