

PROGRAM HANDBOOK

SPORT

CLUBS

2012-13

ABOUT HAMLINE	1
PROGRAM OVERVIEW	3
BECOMING A SPORT CLUB	6
OPERATING A SPORT CLUB	9
FUNDING & FUNDRAISING	13
TRAVEL	18
FACILITIES	21
MARKETING & PUBLICITY	24
CLUB LEADERSHIP & DEVELOPMENT	28

Campus Recreation
Walker Fieldhouse 037
1536 Hewitt Ave
Saint Paul, MN 55104
(651) 523-2817
sportclubs@hamline.edu
www.hamline.edu/campusrec

ABOUT HAMLINE

Mission Statement

To create a diverse and collaborative community of learners dedicated to the development of students' knowledge, values and skills for successful lives of leadership, scholarship, and service.

Values

Hamline University recognizes its roots in the traditions and values of the United Methodist Church, and aspires to the highest standards for:

- Creation, dissemination, and practical application of knowledge
- Rigor, creativity, and innovation in teaching, learning, and research
- Multicultural competencies in local and global contexts
- The development and education of the whole person
- An individual and community ethic of social justice, civic responsibility, and inclusive leadership and service

Vision

Hamline University will be recognized as a diverse, learning-centered university that is:

- Rooted in a tradition of liberal education
- Dynamic and actively inclusive
- Locally engaged and globally connected
- Invested in the personal and professional growth of persons

Student Activities

Purpose: *To foster personal and community development that promotes learning, develops talents, and prepares students to become active members and leaders of their communities.*

Campus Recreation

The Hamline University Campus Recreation program provides a wide range of team and individual recreational activities which promote wellness, leadership, and sportsmanship, through a variety of intramural sports, competitive and social sport club organizations, and other special events

Contact Information

Campus Recreation
1536 Hewitt Avenue
St. Paul, MN 55104

Email: sportclubs@hamline.edu -or- campusrec@hamline.edu

Website: www.hamline.edu/campusrec

Lamar Shingles

Director of Campus Recreation
Anderson Center, Room 319B
651-523-2817 (office)
651-523-2550 (rec desk)
Email: lshingles01@hamline.edu

SPORT CLUBS PROGRAM OVERVIEW

Contents:	Page:
Definition	4
Sport Club Policy	4
Program Benefits	4
Eligibility	5
Sport Club Council (SCC)	5

Forms & Documents in this Section

University Policies & Judicial Codes

SCC Constitution

Definition

A Sport Club is a recognized, student lead organization, comprised of individuals sharing a common interest in competitive, recreational, and/or instructional sport activity. Sport Clubs allow students to participate and compete in a variety of sport activities at the intercollegiate club level. Sport Clubs are created and managed by students, which provide numerous learning experiences that further enhance the overall collegiate experience for those involved. Programs shall not discriminate against anyone on the basis of race, color, national origin, ancestry, sex, disability, religion, age, sexual orientation or veteran status.

Sport Clubs Conduct Policy

Anyone affiliated with the Hamline University Sport Clubs Program is a representative of him/herself as an individual, Campus Recreation, and Hamline University. Participation with a sport club is a privilege that carries with it a great deal of personal responsibility. As a representative of Hamline, sport club members are expected to conduct themselves in the most positive way possible at all times.

Program members must adhere to all federal/state/local laws, sport club and university policies, rules and regulations. Campus Recreation, reserves the right to issue sanctions, including but not limited to denying or revoking memberships to individuals in violation of university policies. In addition, violation of university policies may require referral to the Director of Student Activities or Dean of Students Office for judicial review.

For more details regarding university policies or visit: <http://www.hamline.edu/policies/>

Program Benefits

Recognition as a Sport Club offers many positive opportunities and experiences for students. Below are some of the benefits related to Sport Clubs:

1) Opportunities for leadership through:

- Appointed leadership roles within individual clubs
- Intercollegiate representation of the University through club activities
- Sport Club Council (SCC) representation and involvement
- Financial management responsibilities

2) Program membership and administrative support:

- Professional staff guidance and assistance with club operations
- Recognition as a program “member” and not just an individual organization
- Valuable training in budget management, safety and risk, leadership, etc.
- Opportunity for CPR & First Aid Certification
- Space allocation for practices, games, events, etc.
- Assistance with making travel, hiring coaches/instructors, purchasing, etc.

3) Access and support for available resources:

- Financial support and guidance through student fee based funding
- Access to available equipment, supplies, storage, and designated recreation work space
- Club promotion/marketing through website and various university events
- Use of “Hamline University” name, logo, word marks

Eligibility

Clubs are open to all current Hamline undergraduate and graduate students, staff, and faculty although some clubs may be limited to only full-time undergraduate students, as determined by its governing body. Club members must adhere to the following guidelines to be considered “eligible” for participation:

- Must be in good standing with the university and maintain a minimum (2.0) GPA.
- All participants MUST agree to and sign **Release, Waiver of Liability, Assumption of Risk and Indemnity Form**, prior to any participation in sport club activities.
- Be knowledgeable and abide by all policies and guidelines set forth by the Sport Clubs program and Hamline University.
- If competitive, must be listed on the most current official club membership roster.
- Provide proof of insurance (insurance information/card) that will be kept on file.
- Faculty and staff are considered *an associate member* which allows them to participate in the non-competitive activities of a sport club, however, they do not retain the right to vote on sport club business, nor are they eligible to hold a leadership role as a club member. Faculty and staff may be charged an “affiliate fee”(and any membership dues) in order to participate in non-competitive activities.
- Individuals that are not affiliated (ACTC students, students attending other colleges and universities, etc) with the university are not eligible to join Sport Clubs.

Sport Clubs Council (SCC)

The Sport Clubs Council (SCC) is the primary, student-lead oversight committee responsible for advising, advocating, and unifying all organizations within the Sport Clubs Program at Hamline University. The council is comprised of 3 appointed executive officers from recognized sport clubs, 1 appointed student Chairperson, Director of Campus Recreation (advisor), ex-officio member(s) and additional representatives as needed. The council should be well representative of the Hamline community in its composition. The SCC will serve as the link between Sport Clubs and the university administration, and be advised by the Director of Campus Recreation and Office of Student Activities.

Membership

Council representatives must:

- Be an eligible, current student member of a recognized Hamline sport club in good standing with the sport clubs program and the university, preferably for at least one year.
- Represent the best interest of ALL sport clubs.
- Attend ALL mandatory periodic meetings, trainings and events.
- Uphold the SCC constitution program and university policies at ALL times.

Responsibilities

- Recommend and enforce procedures and guidelines of the sport clubs program.
- Recommend and monitor SCC funds and other resources allocated for sport clubs, including the annual sport clubs budget allocation process and grant funding.
- Review clubs seeking new admittance and/or reinstatement into the program.
- Enforce disciplinary action against clubs and its members who violate policies, and serve as the appeal board for the same, on an as needed basis.
- University-wide representation of the sport clubs program at events, programs, etc.
- All SCC recommendations and/or actions are subject to approval and rejection by the Director of Campus Recreation and the Director of Student Activities.

BECOMING A SPORT CLUB

Contents:

Page:

Sport Club Recognition Process

7-8

Club Classifications

8

Forms & Documents in this Section

Student Organization Registration*
(Student Activities Registration)

Application and Recognition

Club Constitution Template

Creating a recognized sport club organization is a student-initiated process that can be an extremely rewarding experience if the proper time and effort are given by its members. Some current and prospective sport clubs are a major liability concern for the university due to the nature of their activities. A process has been developed to recognize new and existing organizations that meet the criteria for becoming a member of the sport club program. It is important to note, in some instances, certain clubs may be required to gain recognition as a sport club in order to exist as a registered student organization at Hamline.

Sport Club Recognition Process

STEP #1: Meet with the Director of Campus Recreation

- 1) Schedule a consultation meeting with the Director of Campus Recreation to discuss interest and plans for your proposed club and to receive the necessary paperwork to become a registered student organization.

STEP #2: Become a Registered Student Organization

Hamline University requires that ALL student organizations, regardless of type, be approved by the Office of Student Activities. In addition, orgs are required to register with the Office of Student Activities each semester by completing the required **Student Organization Registration Form**. No Hamline group may discriminate on the basis of sex, race, age, sexual orientation, ability, or ethnic origin.

- 2) Complete the required Student Organization Registration Form and submit to the Office of Student Activities. Once you are officially registered with Student Leadership and Activities, you may begin the selective process of becoming a member of the Sport Clubs Program under Campus Recreation.

STEP #3: Sport Clubs Program Application & Approval Process

Prospective sport clubs must complete a second process to gain recognition into the sport club program. Only clubs that successfully complete the recognition process will gain access to the many benefits and privileges within the sport clubs program. The more effort a prospective club puts into the application process, the greater the likelihood their sport club will be accepted into the program.

- 3) Complete **Sport Clubs Application & Recognition Form**. The form requires the following information:
 - a) Eligible participants (team roster) in the formation of the club. Must initiate enough interest to meet and sustain a minimum of 10 active club members.
 - b) Draft of your **Club Constitution**
 - c) Information regarding any *proposed* club coach/instructor (if applicable).
 - d) Appoint at least **3** individuals into a leadership positions for the club. Some organizations might be required to have additional leadership positions.
 - e) Facility/Space needs (on or off-campus) for your club to operate the majority of the time.
 - f) Funding requirements - projected itemized budget, dues, fundraising, etc.
 - g) League/Association membership, potential opponents, competitive events.
 - h) Date/Length of club's competitive season.
 - i) Any additional supporting documents to build a case of your proposed club.
- 4) Applications will be reviewed by the Director of Campus Recreation and/or Sport Clubs Council. Recommendations for admittance into the program will be made to Coordinator of Campus

Recreation who will make the final approval based on the council's decision, viability of club and the availability of resources within the program.

- 5) Once approved, new Sport Clubs will be granted **Conditional** admittance into the Sport Clubs program. A conditional admit is official recognition as a member of the sport club program, but will receive little to no funding and the lowest priority for facility space and sport club resources for the first year of operation. The first year serves as a trial period that will determine the viability of a new sport club.

NOTE: The timeline for the application process varies depending on the prospective club seeking admittance into the program. Generally speaking, competitive sport clubs will require a longer approval period than recreational clubs.

Club Classifications

Sport clubs are placed into one of 3 categories within the program, based upon the most consistent activities performed by a club. Clubs will be classified at the beginning of each academic year.

Tier I – Competitive

Primarily participate in team or individual sports competition at the intercollegiate level. Competitive clubs typically required a greater amount of commitment, responsibility and resources to operate, than clubs in the other two tiers. Clubs classified in this category will meet these minimum conditions:

- Have and maintain at least 1 coach (paid or volunteer) by the time competitive activities begin
- Be associated with a conference or league that competes for a championship
- Hold regular practices and a competitive schedule (games, tournaments, etc.)
- Require annual membership dues for all participants

Tier II – Semi-Competitive

Clubs which participate in team or individual sports and may engage in outside competition at an informal level (ex. Exhibition games). Semi-competitive clubs may have previously participated in intercollegiate competition or they are newly created clubs that plan to do so in the future as their membership develops. Clubs classified in this category must meet these minimum conditions:

- Not associated with a regional/national conference or league
- May have a coach/instructor, but are not required to
- Annual membership dues for all participants are not required, but strongly encouraged

Tier III – Recreational/Social

Share a common interest in team or individual sport activities, without participating in outside competition. Recreational clubs tend to be more flexible and open than the other two tiers because they focus on activities that are social and/or instructional in nature, rather than competitive. Clubs in this category may still travel (ex. Outdoor excursions) and charge annual membership dues for their participants.

OPERATING A SPORT CLUB ORGANIZATION

Contents:	Page:
Club Status	10
Sport Club Officers	10-11
Role of Faculty/Staff Advisor	11-12
Club Coaches and Instructors	12

Forms & Documents in this Section

Annual Activation Process

Coach Appointment Form

Sport Club Liability

Club Membership

Club Roster

Once you are a registered student organization and an official member of the Sport Clubs program, the task of running the organization can begin. Operating a sport club takes a lot of time, commitment, and sacrifice from members to be successful, but it can also be one of the most comprehensive and rewarding experiences during college.

Club Status

Active Status

Sport Clubs that have prior recognition in the program and have completed all requirements of the Annual Registration Process will be considered **Active**. Active status is ultimately where every sport club should and want to be. Clubs that are considered Active are eligible to receive any and all benefits within the program such as any guaranteed funding as established by the annual budget process, hold appointments within the SCC, receive top priority for program resources, etc.

Conditional Status

Returning and new sport clubs can be designated Conditional Status. Conditional clubs will be given the lowest priority for resources such as facility space, will not maintain voting rights within the SCC and are expected to support themselves financially. All newly approved clubs will automatically receive conditional status for their first-year of existence to demonstrate viability.

Returning clubs may be demoted to conditional status if they do not fulfill the requirements for annual reporting or do not complete the annual registration process. Any funds that were allocated for a returning club will be frozen until and depending on timeline, reduced. In order to return to Active status, all unfulfilled requirements must be met and a request for a change of status must be granted by the Director of Campus Recreation.

Probation Status

Clubs that violate program and/or university rules and regulations, persistent failure in completing required administrative tasks, absence at required meetings/trainings/events, may be placed on probation. When placed on probation, a club may be forced to cease activities and lose use of any and all resources previously granted by the program including funding, ability to travel, facility space, etc.

Depending on factors that led a club to probation, a procedure will be determined by the Director of Campus Recreation. This could range from a simple meeting to a judicial hearing with the SCC, or University Student Conduct Board.

Terminated Clubs

Clubs with significant infractions or have been inactive for an extended period of time may be removed from the program completely. Any club that is dropped from the program and would like to be re-admitted will spend a minimum of one year on probation, if accepted.

Sport Club Officers

It is the responsibility of each club to determine how they will operate their organization, which is why each club is required to create and submit a Club Constitution each year. A crucial aspect of the constitution is the development of leadership roles within an individual sport club. Clubs are required to appoint a minimum of three officer positions (President, Vice President, and Treasurer). It is, however, strongly recommended that each club create additional leadership positions that all have a defined responsibility to the organization and will help to distribute duties.

President, Captain, or Chair (Required)

Executive Senior Officer for an individual club that presides over all club business. The president is the position with the most authority and responsibility to the individual club and the sport clubs program overall. Key responsibilities of this position include:

- Ensuring adherence to all policies, rules, and regulations.
- “Keeper & Enforcer” of the clubs constitution.
- Ensure all required administrative tasks are accurately completed and submitted.
- Coordinate team meetings and events.
- Attend required meetings and/or trainings set by the Coordinator of Campus Recreation.
- Communicate regularly with the Campus Recreation Office.

Vice President, Co-Captain, Co-Chair (Required)

Senior Officer considered the second in command. This position maintains a high level of authority and often times oversees a major function within the club. Key responsibilities of this position include:

- Assist with club duties and responsibilities and assume the president’s role in their absence.
- Serve as the clubs default Safety Coordinator.
- In absence of a Secretary position, organize and maintain club forms, equipment, and records.
- Attend required meetings and/or trainings set by the Coordinator of Campus Recreation.
- Requests facility space for club activities

Treasurer (Required)

Officer responsible for managing the clubs operating budget and financial activities. This position is the primary administrator for financial transactions and completion of required documentation. Key responsibilities of this position include:

- Coordinate club purchases, deposits, budget transfers, and reimbursements.
- Communicate and prepare budgets for club business activities.
- Attend monthly budget review meetings with Coordinator of Campus Recreation.
- Collect any club membership dues.
- Attend required budget training(s).

Additional Positions

Although not required, you may want to consider some of the positions listed below to more effectively distribute the responsibilities in your club:

- Secretary – Manages administrative tasks and organizes club records.
- Safety Coordinator – Ensures club complies with safety and risk management requirements.
- Travel Coordinator – Manages teams travel to off-campus activities/events.
- Marketing Coordinator – Promotes club activities and attracts additional members.

Role of Staff/Faculty Advisor

Each student organization is required to have an advisor. An ideal and active advisor will provide professional support and help to guide your club in its various activities. In most cases, your clubs advisor will be the Director of Campus Recreation. If your club would like to appoint a specific advisor, they must be a current staff or faculty member at Hamline University and adhere to the guidelines established by the Office of Student Activities.

Club Coaches and Instructors

Sport Clubs may choose or be required to hire a coach or instructor for any number of reasons. With more and more clubs maintaining high levels of competition and programming, coaches and instructors can provide many benefits that further enhance the overall experience of sport club participants. If a sport club is interested, or in some cases required to hire a coach or instructor, it is important to understand the following guidelines:

- Undergraduate students can serve many roles within the club, but are prohibited from engaging in club activities as a coach or instructor, while enrolled.
- Approval for graduate and law student coaches will be determined at the discretion of the Director.
- Students are responsible for finding prospective coaches and instructors, but ALL are approved, hired, supervised, and evaluated by the Director of Campus Recreation
- Coaches and instructors must have prior experience and knowledge of the clubs' activities.
- Coaches and instructors must follow all guidelines and sign a contractual agreement with Campus Recreation prior to engaging in any club activities outlined in the job description.

CLUB FUNDING & FUNDRAISING

Contents:	Page:
Sport Club Program Funds	14
Club Purchasing	14-15
Annual Budget Allocation Process	15-16
Fundraising	16-17

Forms & Documents in this Section

Club Purchase

Check Request

Petty Cash Request

Annual Report

Budget Allocation

Fundraiser Event Request

The main question on an organization's mind, particularly when just getting started, usually pertains to funding. The Sport Club program will receive an allotment of funds that originate from the Student Affairs and are administered through Campus Recreation. Funds will be dispersed to individual clubs at the discretion of the Coordinator of Campus Recreation through an annual budget process.

Sport Club Program Funds

It is important to note that the amount of funding granted to each club will vary. Some clubs cost more than others to operate, specifically, clubs that are competitive and/or considered "higher risk" by the university. Several criteria go in determining a club's budget allocation, some examples are:

- What were the club's primary activities during the previous and current years?
- Did the club meet all of the requirements including reports, forms completion, etc?
- How many members does the club have consistently?
- What are the goals of the club?

In addition to funding specifically allocated to individual sport clubs, the program also retains funds that will be allocated for the Sport Club Council and general program development that benefits all sport clubs. A breakdown of the sport club program funding is illustrated below:

- Sport Club Annual Budget Allocation – Funds allocated directly to each eligible sport club
- Sport Club Council – Grant and program funds distributed by the SCC during the year
- Program Administration – Used to cover costs of operating the sport club program

Annual Budget

Campus Recreation is required to follow the budget timeline of the university, which operates from July 1st – June 30th, annually. All funding allocated by the university to Campus Recreation originates from the Student Activities Fee, paid by all undergraduate students, may carry over from year to year. In addition, club member dues, fundraising monies, and gifts, will carry over. Sport clubs are prohibited from holding bank accounts outside of the university.

Grant Funding

Clubs may request additional funds through the SCC grant proposal process for financial expenditures above and beyond their budget allocation. These funds are very limited and will be granted on a first come first serve basis. In addition, as a registered student organization sport clubs are eligible to request funds directly from HUSC through the Conference/Travel Grant and Challenge (Fundraising) Grant. New sport clubs are eligible to request one-time "Start-Up Grants" (up to \$250), allocated by the Director of Campus Recreation.

Club Purchasing

ALL purchases made with university funds REQUIRE APPROVAL by the Director of Campus Recreation. This includes sport club funding, member dues, and fundraising dollars. Clubs must complete a **Club Purchase Form** before any funds will be granted (as long as the club has available funds). Clubs that make purchases without approval will be responsible for the costs incurred. In most cases, single purchases must be under \$5,000. Any purchases beyond this must go through a Capital Approval Process, carried out by the Finance Department. Purchase requests can be made using the following guidelines:

Receipts & Invoices – All purchase requests must be accompanied by a receipt or invoice that includes: purchaser information, payment information, remittance address and invoice number (if applicable). No

payments or reimbursements will be granted without them!

Check Request – used for purchases of any dollar amount. The university’s Accounting Office is responsible for writing checks and therefore must be requested using the **Check Request Form** and by providing any required documentation (receipt, invoice, W-4, etc). Checks take at least one week to process. Check requests submitted by Monday at 10:00pm will be mailed by Friday.

Purchasing Credit Card – The Director of Campus Recreation will make purchases using a university Visa card. It is preferred that any single purchase not exceed \$2000, if possible.

Reimbursements – Purchases under \$100 can be reimbursed using a petty cash slip that you can take to the university cashier’s office on the main level of East Hall. **Petty Cash Forms** must be accompanied by a receipt of purchase and signed by the Director of Campus Recreation. Any purchases over \$100 must be reimbursed by check request. A check request must be accompanied by the appropriate documents (See *Acceptable Receipts Guide*) in order to be issued. The check may either be mailed to a specified address, picked up at the Cashier’s Window in East Hall, or it will be directly deposited you have set that up for on-campus employment.

Deposits – Any funds obtained by a club will be deposited into the designated club account held within the Campus Recreation budget. Clubs ARE NOT allowed to have an account off-campus.

**Funds may only be used for club business. All clubs are strictly forbidden to use funds for personal expenditures or gain, to engage in illegal activities including but not limited to drug or alcohol purchases, gambling, etc. Misappropriation, intentionally communicating inaccurate information, or misrepresenting funds in any way is a serious violation and will have severe consequences.*

Annual Budget Allocation Process

Clubs that have followed the guidelines of the budget allocation process will be guaranteed funding. Funding received from the Sport Clubs program should be considered supplemental. That is, the program does not have the resources to fund clubs 100%. The primary source of funding should originate from member dues and fundraising. Any monies received from the program should be considered a “bonus.” All clubs must participate in the following annual budget process for Sport Clubs in order to receive budget allocation for the next academic year:

1. Clubs must complete the **Sport Club Annual Report** by the spring semester deadline in order to be considered for funding by the Sport Clubs Program the following year.
2. As part of the annual report, clubs must submit the Club Budget Allocation Form which should include:
 - a. Entry fees, league/association, dues, officials fees
 - b. Equipment, supplies costs
 - c. Travel and transportation costs
 - d. Expected Income (fundraising, club dues, etc)
 - e. Coaching stipends
 - f. Other miscellaneous expenses.
3. The Director of Campus Recreation will evaluate each club’s budget and make recommendations on how funds will be allocated, based on the necessary criteria.

4. The funding for clubs will be divided as a lump sum into individual accounts and maintained by Campus Recreation. The amount of funding received by a club will be communicated as early as mid-July.
5. It is extremely important to note that clubs will not receive their allocated funding until they have satisfied the beginning of the year requirements outlined in the (Appendix). However, clubs that are allocated funds should begin preparation for the clubs activities as soon as possible.

**Note: If funding is needed prior to the specified funding “release” date (ex. Association Dues), please consult with the Coordinator of Campus Recreation as it is possible to submit early payments if necessary.*

Fundraising

Fundraising is a crucial and necessary aspect to the financial health of sport clubs and demonstrate viability and commitment to the club. There are various potential opportunities for clubs to raise money and awareness about their organization. **All fundraising activities and events must be reviewed and approved by the Director of Campus Recreation and Director of Annual Giving Programs prior to the activity or event** to ensure the effective coordination of all university fundraising activities while maximizing overall return and benefit to the university.

Fundraising requests can be made by complete the **Fundraiser Event Request Form** and submitting it to the Director of Campus Recreation, as far in advance as possible to guarantee adequate time for review. Approved fundraising activities must adhere to the appropriate university guidelines regarding definition of operating revenue versus unrestricted and restricted gift revenue:

Requirements and Restrictions

- All fundraising activities must be consistent with the mission of the university, the chartered club/organization purpose, and overall university fundraising goals and objectives.
- The fundraiser must not violate tax or corporate restraints upon the university and comply with all applicable federal, state and local laws, rules, regulations, and internal university accounting procedures.
- Raffles are not permitted at the university for either fundraising or general operating purposes.
- Chance drawings may be held at fundraising events, such as at a bake sale or spaghetti dinner, **only if the organization does not charge for entry into the drawing.** *In the case of a fundraising event where a drawing is held, it must be made clear that the ticket purchase was for the specific event and not the drawing*
- Fundraising events must clearly identify in all communications the specific purpose of the event, expected donation amount, and the fair market value of any goods or services received.
- Costs associated with fundraising must be paid by clubs responsible for the fundraising initiative.
- In the event that a fundraising activity is not one that benefits the university directly or is sanctioned by the university, members of the Hamline community are prohibited from engaging in the following activities:

- Using home addresses from the university's telephone directory to compile calling or mailing lists
- Using the university's Alumni Directory to compile calling or mailing lists
- Using one's status as a university employee or student to secure a gift commitment
- Using "blast e-mails" on the campus email system to solicit gifts
- Fundraising for any candidate for political office.
- Sale or distribution of items that violate university trademark rights or existing contracts.

The university reserves the right to impose reasonable restrictions and/or requirements with respect to the time, place, and manner of fundraising activities. These restrictions may be in addition to, or in lieu of, those set forth in this policy.

Fundraising Procedures

- A **Fundraiser Event Request Form** must be sent to the Director of Campus Recreation that will be forwarded to Annual Giving, at least two weeks before the proposed event.
- All appeal materials whether direct mail, email, Inside Hamline notices, or personal (including but not limited to cover letters, recommendation letters, solicitation letters, pledge cards, flyers, and brochures) must be reviewed and approved.
- All information should clearly state that Hamline University is not the beneficiary of said efforts and identify the actual beneficiary.
- Any sales to benefit Hamline University will not be receipted. This includes activities such as concession sales, advertising, clean up, hosting events, clothing sales, car washes, and bake sales.
- Any fundraising activity, event, or sale where Hamline University is NOT the beneficiary will not be receipted by the university.
- Gifts received must be provided to the Manager of Gift Information within 72 hours of receipt.
- Unrestricted or restricted donor charitable gifts will have receipts issued.
- Gifts received related to restricted proceeds such as dinners, golf or athletic tournaments, or auctions will include a receipted amount for the gift less fair market value of goods or services received.
- Activities such as concession sales, advertising, clean up, hosting events, clothing sales, car washes, and bake sales where consideration or service is provided for revenue earned will be treated as unrestricted operating revenue.
- Gift revenue from unrestricted fundraising activities will be treated as unrestricted operating revenue and will not carry forward a balance into the next fiscal year.
- Restricted gifts from fundraising activities are designated for a specific purpose and unused fund balances may be carried into the next fiscal year. Examples of restricted proceeds include general gifts, dinners, golf or athletic tournaments, and auctions.

TRAVEL

Contents:	Page:
Prior to Travel	19
During Travel	19-20
Post Travel	20

Forms & Documents in this Section

Travel Request

Class Absence Request

Travel Checklist

Policy References

Vehicle Use

Sport clubs may wish to travel to various competitions and events within the immediate area, region and country. For this reason, it is imperative that clubs follow ALL guidelines and procedures, before, during, and after events requiring travel. In most cases, clubs will choose to travel by vehicle versus flying for reasons of cost-effectiveness and flexibility.

It is important to note that when clubs are traveling, you are representing not only yourselves, but Campus Recreation and the University as a whole. It is expected that each individual will maintain integrity, respect and professionalism at all times. Club Officers have a personal duty to ensure compliance of all policies and report back any inappropriate behavior during travel.

Prior to Travel:

1. All clubs wishing to attend events off-campus are required to submit a **Travel Request Form** no later than **ONE WEEK** prior to the departure date. **All travel requests must be approved by the Director of Campus Recreation AND Director of Student Activities before clubs will be allowed to travel.** Travel requests will be communicated to the Dean of Students Office, so it is imperative that this guideline is followed!
2. Travel arrangements should be made as soon as your request has been approved. The Director of Campus Recreation will assist clubs with any travel arrangements that must be made which includes: purchasing airline tickets, hotel rooms, entrance fees, etc. This is why it is important to begin planning your activities and travel as soon as possible
3. If using a university vehicle or rental vehicle, clubs must have minimum number of authorized drivers for the trip. **See Vehicle Use Policy.** One 12-passenger van is available for student clubs and organizations to use. Reservations can be made by filling out a form at the Bush Student Center front desk. Requests should be made at least **two weeks** in advance.
4. **Ensure that the traveling roster is 100% accurate prior to departure.** Changes (add & drop) to the traveling team roster can be made up until the time a club departs via email, phone, etc.
5. Complete a **Class Absence Request Form** for classes that will be missed during travel.
 - a. Meet with instructor/professor as early as possible and discuss your desire to attend the specific club event.
 - b. Ask if there is any way to have your absence from class excused and if it is possible to make up any missed work and work out logistics if any exceptions are made.
 - c. If instructor/professor requests proof of your involvement in the club and/or your participation in the upcoming event you request that the Director of Campus Recreation contact the instructor/professor to verify.
 - d. Letters prepared by the Sport Clubs Program staff are INFORMATIONAL only. At no point will the Campus Rec staff require that an instructor or professor excuse a club member from class or homework
 - e. Class Absence Requests **MUST** be submitted at least 2 weeks prior to the club's departure date.
6. Make sure that at least 1 person that is traveling be First Aid/CPR/AED certified.
7. Obtain a sport club "Travel Kit" and refer to the Travel Checklist prior to departure.

During Travel:

1. Follow all travel policies and guidelines outlined. They have been created to keep you safe while allowing you to participate in desired activities.
2. If any issues arise during your travel, please notify the Director of Campus Recreation IMMEDIATELY. This includes: any change in travel plans or participant attendance, motor vehicle accident, catastrophic events (hospitalization, death) etc.
3. Complete any requirements as you would if on-campus. For example, incident report, payment documents for paying referees, etc.

4. When clubs are traveling, it is acceptable to make purchases that are considered a necessity, without prior approval. However, the club is still responsible for obtaining all receipts, invoices, etc and must submit them within (2) business days after you return.

Post Travel:

1. If returning on a weekend day or during a holiday/break period, please send the Director of Campus Recreation an email IMMEDIATELY in order to verify your safe return.
2. If a university or rental vehicle is used, it should be returned in the same or better condition than received. To ensure proper return of the vehicle refer to the **Travel Checklist**. Vans returned in unsatisfactory condition may result in a loss of van use privileges.
3. Return any borrowed items and submit reimbursements for travel expenses within (2) business days of arrival back to campus.
4. Submit any additional required documents such as incident report, competition results, etc.

Non-compliance with any of the above responsibilities will result in monetary fine and suspension of auto use privileges for the offending club and/or individuals for up two (2) calendar years from the date of the offense and/or significant financial penalties.

FACILITIES

Contents:	Page:
Requesting Space	22
Facility Use	22
Recreation Desk/Office	22-23
Sport Club Equipment	23

Forms & Documents in this Section

Facility Request

Campus Recreation in collaboration with Athletics and Facility Services has a limited number of facility options available for use by sport clubs. Hamline does not have the infrastructure to support the facility needs of all potential club activities, so the usage of off-campus facilities is permitted. The following on-campus athletic spaces are available for club use:

- Walker Field House
- Klas Center (Football Stadium)
- Hutton Arena
- Pat Paterson Fields
- Tennis Courts
- Other University green spaces
- Off-campus locations

Requesting Space

Clubs wishing to request on-campus facility space for regular activities (practices, games, meetings, programs, etc.) must complete and submit a [Facility Request Form](#) at least one week prior to requested date. All space requests must be confirmed with Classroom and Space Management and Athletics, so adequate time is needed for approval. In addition to athletic space, clubs may also request any rooms available to the Hamline community (classrooms, meetings rooms, etc) for club meetings, recruitment events, etc.

All Hamline facilities are scheduled by priority or on a first come first serve basis. Clubs should submit requests as early as possible. Campus Recreation will do its best to provide space for clubs, but in some cases this may not be possible, so club contingency plans are encouraged. If your club would like to reserve off-campus facility space, it is your responsibility to make the appropriate arrangements with the facility or contact the Coordinator of Campus Recreation to assist in this matter.

Facility Use

The use of space, whether on or off-campus is a privilege that requires a lot of responsibility on the part of all club participants. *Any misuse of facilities may result in a clubs inability to use the space violated in the future.* For on and/or off-campus facility use, clubs must ensure the following:

- Abide by ALL policies established by a facility.
- Appoint a Site Supervisor that oversees the clubs use of the facility at each activity (practice, games, etc.) and contacts the Coordinator of Campus Recreation with any issues.
- Must have at least one person who is First Aid/CPR certified at ALL team activities.
- The use of off-campus facilities is allowed, but these facilities must either provide standard safety equipment or clubs must transport their own to and from the off-campus facility.
- Remove ALL club equipment and materials prior to leaving the facility. This includes any items used for field marking, safety equipment, food, beverage, etc.
- Use of off-campus facilities may require a Certificate of Insurance from Hamline and should be requested with adequate time to obtain (at least one week prior).

Recreation Program Desk/Office

New for this fall is the addition of the Recreation Program Desk & Office in Walker Fieldhouse. This new space will be the “home” of Campus Recreation. This will be a secure (card access) space that may be utilized by designated officers from each sport club. The desk/office will contain:

- Computer workstation and printer for sport clubs to work on club related business
- Assigned mailboxes for each club

- Administrative documents, forms, and supplies
- Limited storage for each club
- Equipment and supplies belonging to the sport club program

Club designees for access to the desk/office area will be granted by the Coordinator of Campus Recreation. There is a need to limit desk access to only those club members who are designated by the Director of Campus Recreation unless special permission is granted. Any unauthorized access to the desk will result in a loss of privileges. In addition to the new recreation desk/office will be a new conference room that is open to the entire university.

Clubs that need to have access to it past regular building hours, need to be on the *After Hours Access* list with Safety & Security. Leaders of those clubs who would like after hours access will need to submit a request to the Coordinator of Campus Recreation and be approved by the Director Student Activities.

Sport Club Equipment

Club equipment is defined as any items owned by a club with the intent to be utilized during club practice, competition, or events. This includes, balls, protective gear, jerseys, etc. In addition, clubs may choose to have members purchase equipment at their own individual expense.

- Club officers are responsible for equipment purchasing decisions, for arranging purchases and maintenance, and for managing how the equipment is used. When at all possible, any equipment owned by Hamline University should remain on-campus.
- Equipment must be appropriately used and adequately maintained. This is imperative with regard to protective equipment and should not be taken lightly!
- The minimum standard of equipment established by the individual activity or its governing body must be used.
- All club equipment is considered property of Hamline University, unless purchased with individual private funds. *Equipment purchased using fundraising or sponsorship revenue is still the property of Hamline University.* If a club dissolves, its equipment becomes property of the University, not of the individual club members.
- The sale or disposal of any equipment must be approved by the Coordinator of Campus Recreation.

MARKETING & PUBLICITY

Contents:	Page:
Mailboxes	25
Website	25
E-mail Accounts	25
Student Org Office	25
Promotional Materials	25-26
Posting in Residence Halls	26
Tabling	26
Sorin Tabling	26
GLC Advertising	26
Activity Calendars	27
The Oracle	27
Member Recruitment	27

One of the benefits of joining the Sport Clubs program is the additional marketing and publicity your club will receive by efforts from Campus Recreation and Student Activities. We will continue to work hard in making sure that our clubs are well known to the greater community.

Mailboxes

All clubs will be assigned a mailbox by Campus Recreation. Please check them regularly!

Website

All will be provided with a profile page on the Campus Recreation website, with limited customization. Clubs may consider usage of third-party hosting sites for their club, which can be linked directly to the Hamline site.

E-mail Accounts

To request a Hamline email account to use for organizational purposes or if are unsure if your organization already, contact the Director of Student Activities. The following guidelines should be followed. Use of the emails beyond those recommend may result in organizations losing their access.

Appropriate Use:

- Announcements of upcoming meetings, events and activities
- Announcement of recognition or acknowledgement
- Announcements of new services or policies
- Announcements related to organizational initiatives/concerns

Inappropriate Use:

- Items for sale or swap
- Ride Share information
- Housing or rental information
- Personal opinions or editorials
- Postings not related to organizational or departmental initiatives

Student Org Office

As a registered student organization, you have access and use of the student org office located in the Bush Student Center HUB. Hours for the org will be posted and afterhours access is available through Student Activities.

Promotional Materials

There are many great resources at Hamline for promoting your events. Campus Recreation has and will continue to create promotion materials and advertising for the benefit of all sport clubs. Any promotional materials created by a club must contain the following:

- Name of the event
- Location
- Time
- Name of club or organization
- Contact phone number -or- email address

Additional guidelines regarding promotional materials are as follows:

- All posters must be approved and stamped by Campus Recreation and Student Activities. This can be done by bringing them to the Recreation Program Desk or Student Center front desk. Promotional materials may then be posted on bulletin boards around campus that are

not designated for a specific office/department. Clubs wishing to make copies of flyers, etc. should utilize the copier in the basement of Bush Student Center.

- Alcohol related advertisements or events advertising the sale of alcohol are not allowed.
- Materials that are derogatory, discriminatory, or hurtful whether through words or pictures will not be approved.

Posting in Residence Halls

Materials to be posted in the Residence Halls must be brought to the Office of Residential Life, Lower Manor Hall 26 for approval. The Office of Residential Life is responsible for posting the materials in the residence halls. Residential Life Staff has the authority to remove any items not approved through the Office of Residential Life. Any materials approved through Campus Recreation and Student Activities must still be approved through the Office of Residential Life.

Other Guidelines:

- Posters 18"x24" or smaller will be approved.
- Any postings approved should not cover up any fire exit signs or windows.
- It is the responsibility of the Sponsoring Clubs and the Residential Life Staff to remove any outdated materials.
- The Residential Life Staff will determine appropriate posting areas, items posted in other locations may be taken down at the discretion of the Residential Life Staff.
- Residential Life Staff Members may post events for residents in their own buildings without approval; postings of events for other buildings should come through the Office of Residential Life.
- In order to remain earth friendly and keep the halls from being overrun with flyers, advertising will be limited to 1 flyer posting area.
 - Heights-3
 - Drew-3
 - Manor-3
 - Sorin-1
 - Apartments– 1
- For any other distributed or showcased materials, please make sure you follow the copyright policy.

Tabling

Tables within the Student Center may be reserved for promotional and informational purposes. The use of the table for raffles is prohibited. The table reservation form is available online at www.hamline.edu/studentactivities and click on "Resources" on the right to find the link to the table reservation form. This must be completed at least one week before the tabling date. Reservations are not guaranteed until a confirmation e-mail is received.

Sorin Advertising

Table tenting is available in Sorin. The table tents should be printed on a 4 inch by 6 inch sheet of paper (one sided) and dropped off at the dining office on the first floor of Sorin, behind the dining room. The staff will distribute them in Sorin. Tables in Sorin must be reserved through Classroom and Event Management by filling out a Request Space form online (www.hamline.edu/cem).

GLC Advertising

Tables in the GLC can be reserved through Classroom and Event Services by filling out a Request Space form online (<http://www.hamline.edu/offices/space-management/>).

Activity Calendars

Campus Recreation will maintain a calendar of events that is hosted on the Hamline website. If you would like information posted on the calendar, you may contact the Coordinator of Campus Recreation. If you would like to add your event to the calendar, posted in the Bush Student Center, please e-mail your events to campusrec@hamline.edu.

The Oracle

Hamline's student newspaper is a great opportunity for student organizations to publish information about upcoming events. They can be contacted at oracle@gw.hamline.edu or 651-523-2268.

Member Recruitment

New members are the future of any sport club. They bring new ideas, enthusiasm, and continuity with graduating and outgoing members. Here are a few suggestions for building membership.

- 1) Look at your clubs purpose and future plans. Know what you are going to promote about your group. Define your strong points in order to sell them. What does your organization have to offer? Fun, friendship, prestige, leadership opportunities, skill development?
- 2) Defining your club will also help you to define your audience. What is the profile of the new member? Who are you targeting? This will help you focus, but don't exclude others who may be interested. Remember Hamline's nondiscrimination policy.
- 3) How did your current members learn about the organization? What inspired them to join? Use this to create ideas.
- 4) Participate in Hamline events such as Piper Passages (formerly New Student Days), Activities Fairs, etc. Reserve a table in the Student Center to meet students and pass out information.
- 5) Plan a reception, open house, or pizza party to welcome anyone interested.
- 6) Show slides of previous events, display scrapbooks, newsletters, photos, or awards.
- 7) Have an official welcome and brief explanation of the organization and introduce current and past officers. Announce upcoming events and meetings. Make a bookmark or card with dates, times, and locations to hand out.
- 8) Send out a newsletter or mailer to prospective students.
- 9) Provide a sense of belonging for current members. Word of mouth and enthusiasm of current members will create interest by itself.

CLUB LEADERSHIP & DEVELOPMENT

Contents:	Page:
Sport Club Workshops	29
Club Retreats	29
Leadership Summit	30
HU Lead	30
Women's Leadership Retreat	30
Student Leadership Awards	30
NIRSA	30

Sport Club Workshops

The Sport Clubs Program will offer various workshops and educational opportunities available to club officers and members. Part of your clubs budget allocation will be based on the attendance record of club officers at required and optional workshops/trainings/meetings throughout the year. Each executive club officer will be required to attend at least one workshop based on their position.

President – attend President Training Workshop

Vice President – attend Safety Officer Training Workshop (if not assigned as additional position)

Treasure – attend Treasurers Training Workshop

All training workshops indicated above are mandatory because they will cover very important information about how to perform the various requirements of the program. Each workshop may be offered more than once in order to accommodate schedules, if needed. In addition to required workshops, optional opportunities will be offered throughout the year.

Club Retreats

Retreats can be a great way to establish a team mentality and start the year off in a positive manner. The purpose of a retreat should be to step away from the daily tasks to develop skills that will allow the group to perform better and more efficiently. Retreats may also include fun activities designed to learn more about each other and motivate everyone to work together to accomplish the organization's goals. When planning a retreat, consider:

- Why are you going on the retreat? What are your goals?
 - Establish mission
 - Develop good teamwork
 - Train new leadership
 - Work through problems
 - Orient new members
 - Plan the future of the organization

- Expenses—What is it going to cost and how will it be paid for?
 - Determine a budget/projected cost
 - Will attendees contribute for transportation, lodging, food, recreation, materials?

- Location—Where will the organization go?
 - Align with goals of retreat
 - Enough space for all members
 - Allow for various types of group interactions
 - What will need to be brought along

- Length and Timing
 - How much time is necessary
 - Think about proper placement in the year to avoid major campus events, holidays, etc. and be early enough to have an impact

Establish continuity. There's high turn-over in student organizations from year to year. It's important to keep up good records and create personal continuity between incoming and outgoing members. Otherwise, groups have to recreate every year. This is too much work! Pass on the knowledge base that is developed each year. Once you've built up a solid membership base – don't lose it! Retention of members is important to a healthy organization. Plan ways to celebrate the organization's successes and let current members know they are appreciated.

Leadership Summit: A Student Leadership Conference

Hamline University's Leadership Summit is a one day leadership conference open to all Hamline undergraduate students. The conference is designed to assist students, regardless of experiences, in developing leadership abilities. It brings together students from across the campus to learn about themselves, others and the process of leadership.

The Summit also serves as the kick-off for the Leadership Development programs held throughout the year. At the conference, students will have the opportunity to participate in interactive workshops, network with peers, and explore leadership at Hamline. During break-out sessions, one of the time slots may be utilized to hold the first mandatory all sport clubs meeting of the year.

HU Lead

Student Activities is going into the second year of a newly created leadership program that is open to all undergraduate students. Students who enter the program will take part in leadership workshops, programs, and other opportunities, to gain comprehensive leadership skills. Those who complete the requirements of the program will be recognized as "true" leaders, distinguished amongst their peers.

Women's Leadership Retreat

The Women's Retreat is a four-day program designed to promote social consciousness, self-awareness and leadership skills in emerging female student leaders. On this retreat participants will begin a life-long journey of self-nurturance and leadership development while examining the various relationships their lives--both relationships with themselves (through means of mediation, self-reflection and health) and relationships they have with others (friendship-, occupational-, and media-based relationships). Participants are selected through an application process.

Annual Student Leadership Awards

The Annual Student Leadership Awards is an annual awards ceremony that provides an opportunity for formal and informal student leaders to be recognized for their dedication and commitment to their development as leaders and the University community. Awards given at this event include but are not limited to the following; the Outstanding Student Employee, Outstanding Student Organization, Unsung Hero/Heroine and Outstanding Student Leader.

National Intramural-Recreational Sports Association (NIRSA)

Hamline is an active member of the leading national association for recreational sports, which includes sport clubs. As a member of NIRSA students and clubs have access to many resources and opportunities. NIRSA hosts the National Collegiate Championship Series (NCCS), which are national championship tournaments for several sports played at the club level. In addition, club members can participate in various regional and national recreation conferences including Regional Student Lead-On, Sport Club Symposium, and the National Conference, where you can get involved on committees and volunteer to help with a variety of events and activities.