

UNIVERSITY OF DAYTON CAMPUS RECREATION

SPORT CLUB MANUAL



University of Dayton
**Campus
Recreation**

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INTRODUCTION

This manual serves as the primary resource of information for University of Dayton Sport Clubs. This manual works in conjunction with the [Student Organization Resource Guide](#) to provide Sport Club officers and members insight into the policies and procedures in place at the University of Dayton. This document may not include all information pertaining to UDCR Sport Clubs and may be edited periodically.

Sport Club members at the University of Dayton are part of an elite organization of students who actively practice, compete, and represent the University of Dayton through various sporting endeavors. The UDCR Sport Club program is housed underneath the Division of Student Development with both the Department of Campus Recreation (UDCR) and the Center for Student Involvement (CSI). These associations provide the foundation for the UDCR Sport Club program and guide the impetus behind the policies and procedures in place.

UNIVERSITY OF DAYTON CAMPUS RECREATION

MISSION

Campus Recreation is an energizing force that utilizes play to enrich the lives of others through education, inclusion, and the relentless pursuit of excellence. Rooted in our values, we motivate, inspire, and empower the UD community to lead healthy, active, and balanced lives.

VISION

Intentional, developmentally focused experiences meet fun on the journey to where sport, play, and life meld to create the foundation for lifelong wellness.

VALUES

- Healthy, active lifestyles
- Safety
- Inclusion
- Fun
- Innovation
- Leadership
- Personal Growth and Development

MAILING ADDRESS

UD Campus Recreation
300 College Park
Dayton, OH 45469-0790

PHYSICAL ADDRESS

UD Campus Recreation
2 Evanston Avenue
Dayton, OH 45409

UDCR PROFESSIONAL STAFF OVERVIEW

The UDCR Professional staff serves as the official supervisor of the sport club program. The staff holds high expectations of themselves to ensure clubs are set up for success each academic year. The staff provides the resources necessary to support sport clubs toward their organizational goals while developing individuals into leaders on campus and in the community. The UDCR staff encourages club officers to seek advice, guidance, and support from the staff. The staff is comprised of the following individuals:

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CLUB SPORTS	
Baseball	Running
Basketball (M)	Soccer (M)
Basketball (W)	Soccer (W)
Boxing	Softball
Field Hockey	Swimming
Golf	Tennis
Gymnastics	Triathlon
Ice Hockey	UD Dance
International Tae Kwon Do	Ultimate (M)
Irish Dance	Ultimate (W)
Lacrosse (M)	Volleyball (M)
Lacrosse (W)	Volleyball (W)
Life Itself Dance	Water Polo
Powerlifting	Waterski
Rugby	Wrestling

SPORT CLUB OVERVIEW

A sport club at the University of Dayton is a recognized student organization through the Center for Student Involvement (CSI) that exists to compete, promote, and develop interest in a particular sport or physical activity. All sport clubs are student-run organizations that provide students opportunities in experiential learning, organizational skill enhancement, and leadership development.

The Sport Club program at UD encompasses a range of instructional, recreational, and competitive athletic organizations. All of these organizations have an emphasis on the values of UD Campus Recreation: healthy and active lifestyles, safety, inclusion, fun, innovation, leadership, and personal growth and development. In addition to these cornerstones, the UDCR Sport Club program requires recognized clubs to adhere to the following parameters and definitions in order to apply and remain recognized as a sport club:

- The club's mission, purpose, and activities must be consistent with the University of Dayton's Commitment to Community, as well as the mission, vision, and values of UDCR
- Clubs and their members must uphold standards of conduct espoused in the UDCR Sport Club Manual (see "Standards of Conduct" section below)
- Clubs must abide by all policies, procedures, and guidelines listed in the UDCR Sport Club Manual
- Clubs must meet all requirements set forth by the Center for Student Involvement (CSI)
- Clubs must have a total of at least five (5) University of Dayton undergraduate students as active club members (on 1850 roster and actively participating in the club)

STANDARDS OF EXCELLENCE

While the above actions constitute a minimum compliance with UDCR Sport Club program expectations, successful clubs often engage in additional activities to further the mission and development of their members. UDCR Competitive Sports staff may assist with a club's success by providing additional training opportunities. The activities and opportunities outlined below are considered "Standards of Excellence" that can be completed by UDCR Sport Clubs to improve their club leadership and togetherness. Participating in these opportunities increases the benefits of being a UDCR Sport Club and fosters valuable experiences and skills. If your club is interested in any of these activities, please contact Campus Recreation Administration:

- UDCR positive group formation workshops
- UD Student Development Leadership Institute presentations
- Green Dot Training
- Campus partner's workshops (Sexual Violence Prevention, Hazing Prevention, LGBTQ+ Support Services, etc.)
- Community service
- Collaboration with another UDCR Sport Club to host an event

BECOMING A RECOGNIZED UDCR SPORT CLUB

Clubs wishing to be recognized as a sport club, through Campus Recreation, must meet the following requirements:

- Club must be a current registered student organization in good standing for at least two (2) consecutive semesters
- Club must be instructional, recreational, and/or competitive in nature (or a combination of those elements)
- Club may not be a duplicate or have strong similarities to a current UDCR Sport Club
- Club must pass a comprehensive risk assessment
- It is extremely beneficial that a club has a recognized governing body and/or is a NCAA sanctioned sport
- Check out the [Student Organization Resource Guide](#) for further general expectations

The UDCR Competitive Sports staff reserves the right to approve and reject any proposal submitted by a student organization. Factors contributing to approval or disapproval of a proposal include, but are not limited to: inability to meet the mission, vision, and/or values of UDCR or the university, viability of club success, inclusivity of club membership, financial feasibility of long-term success, and UDCR facility availability. Please contact the UDCR Competitive Sports staff for more information in regards to the process of becoming a recognized sport club.

MEMBERSHIP & PARTICIPATION

OVERVIEW & BENEFITS

Student involvement within a sport club provides a unique experiential learning opportunity while attending the University of Dayton. For some students, joining a club may serve the purpose of meeting new people or learning a new sport/activity. For others, it may be to continue their passion in a specific sport. Whatever the motivation, Campus Recreation provides the resources necessary to support our sport clubs toward their organizational goals while developing individuals into leaders within the UD community.

The most successful clubs have an engaged core of officers that guide their club toward structured and agreed upon mission, vision, values, and goals. Successful clubs have officers that effectively communicate with their membership, actively engage in leadership opportunities, and espouse the university's Commitment to Community. Effective club leaders not only champion the aforementioned qualities, but they do so even in the most difficult of circumstances. Through participation in a sport club, UD students will be challenged not only physically, but intellectually and emotionally with the aim of realizing their full leadership potential.

MEMBER ELIGIBILITY

Membership is open to students, faculty, and staff as outlined in each club's constitution. Students must be a registered University of Dayton student in good standing. Membership and participation within a Club Sport must be free from discrimination based on race, religion, sex, age, national origin or ancestry, marital status, parental status, sexual orientation, gender identity and expression, disability, or status as a disabled veteran.

COMPETITION ELIGIBILITY

Sport clubs are responsible for competing in compliance with any regulations set forth by their league, conference, and national governing body. Any sport club wishing to join or leave a league, conference, or national governing body must notify UDCR Competitive Sports staff before agreeing to join.

TRYOUTS

UDCR Sport Clubs are permitted, but not required, to hold tryouts and/or make cuts to determine the members of their club. The format of tryouts is up to each club, but they may only consist of activities directly related to the sport. Final membership decisions may only be made by designated officers of the club and/or coaches.

WAIVERS

All club members, guests, volunteers, and coaches must complete all required paperwork, including, but not limited to a Participant Waiver and/or Coach Agreement, to be eligible to participate in any club-related activity. All paperwork must be accurate and submitted properly prior to participation and is valid for the current academic year through the summer sessions. Members who request to join a club on 1850 will be prompted to complete the Participant Waiver & Agreement prior officially joining the roster.

PERSONNEL

DEPARTMENT OF CAMPUS RECREATION (UDCR)

Clubs recognized by Campus Recreation are known as UDCR Sport Clubs. Once a club's constitution has been approved by the Center for Student Involvement (CSI), they must follow the university policies, procedures, and guidelines for student organizations that are governed by CSI. In addition, they must abide by the policies, procedures, and guidelines of Campus Recreation. The Assistant Director, Sport Clubs and Camps oversees the UDCR Sport Club program and serves as the official representative of the program.

THE CENTER FOR STUDENT INVOLVEMENT (CSI)

All student organizations must be registered with and approved by the Center for Student Involvement (CSI). In addition to following UDCR policies, all sport clubs must abide by the policies of CSI. A close association is maintained between the personnel of the both departments in order to assist and supervise student organizations recognized as UDCR Sport Clubs.

COMPETITIVE SPORTS SUPERVISORS

Competitive Sports Supervisors are current University of Dayton students who exist to provide additional support to the UDCR Sport Club program, as well as the Intramural Sports program. Their responsibilities range from supervising home events and practices to providing administrative support in the UDCR Main Office. In addition, they may occasionally act as another point of contact between UDCR Sport Clubs and the Assistant Director.

SPORT CLUB OFFICERS

Sport clubs are meant to be a learning experience for the members through their involvement in the organization, administration, budgeting, scheduling, fundraising, and community involvement, as well as their development of skills in their particular sport. The UDCR Sport Club program identifies the club officers designated by each club as the members directly responsible for leading their club towards accomplishing goals and upholding the policies outlined by the UDCR Sport Club Manual. UDCR Competitive Sports Staff will primarily work with the officers of each club when communicating important information. UDCR requires each sport club to have at least three (3) identified officers, including a president, risk manager, and a treasurer, but the overall officer structure is up to each club. Examples of other officer positions are vice president, treasurer, secretary, community service, fundraising, and social chair.

RISK MANAGER

All sport clubs are required to have at least one (1) officer designated as its Risk Manager. This person may serve in dual officer roles in the club (vice president, treasurer, etc.), or a separate position may be established. Risk Managers are responsible for creating and maintaining the club's annual Risk Management Plan on 1850, communicating the plan to all other club members, and ensuring that the plan is followed at all club events. They are also responsible for reporting all incident and accidents that occur during club events/travel to the Assistant Director and are the primary point of contact for all safety-related items. Additionally, they ensure all members have completed the annual Participation Waiver & Agreement, submit travel rosters prior to every off-campus event, ensure their club has enough approved drivers, and ensure that emergency documentation (vehicle insurance card and emergency contacts) are present at all club events. They are not permitted to be present at every club event but should assign another club member to fill-in in their absence.

FACULTY/STAFF ADVISER

The Assistant Director, Sport Clubs and Camps is the primary adviser for all UDCR Sport Clubs. However, each club may have an additional Faculty/Staff Adviser. If a club has a second Faculty/Staff Adviser, it is their responsibility to keep them up-to-date with club activities and initiatives, and it is recommended that they be contacted for advice and input, as necessary.

COACHES

Sport clubs may utilize a volunteer or paid coach, and it is their responsibility to secure these services with final approval from the Director of Campus Recreation. Coaches may be students, full-time faculty/staff members, or a non-UD affiliated individual. Coaches must restrict his or her contributions to his or her skills and knowledge in the area of coaching and refrain from assisting in other areas of club management and decision-making. In addition, they may not participate as a member of the club.

EXPECTATIONS

All coaches must attend UDCR Sport Club Coaches/Adviser Training each year, and must submit all required documentation before having any contact with a club. Coaches must follow all University of Dayton and Campus Recreation policies and procedures and are expected to be as knowledgeable as sport club officers. This includes, but is not limited to: encouraging student member involvement in all club operations; knowing emergency procedures for facilities utilized by the club; and knowing health and safety requirements of the club's activities, including the inspection of sports gear and reporting of potentially dangerous facility conditions.

FACILITY ACCESS

Coaches of clubs that utilize UDCR facilities are restricted to access during scheduled club activities. Any coach found utilizing UDCR facilities for non-club related activities outside of their club's assigned facility reservation will face disciplinary action. Family members, friends, or others associated with the coach who do not serve a specific instructional role with the club are not permitted to attend club practices in UDCR facilities.

DOCUMENTATION

If a club is interested in acquiring the services of a coach, they should contact the Assistant Director, Sport Clubs and Camps to obtain Human Resources paperwork and start the hiring process. All coaches are renewed on a year-to-year basis and must complete the following prior to beginning their working relationship with a sport club each year:

1. Submit a UDCR Coach/Instructor Agreement with attached job description, detailing a list of qualifications, expectations, requirements, and compensation as agreed upon by the club officers.
2. Attend UDCR Sport Club Coaches Training.
3. Complete University of Dayton hiring process including, but not limited to: sexual harassment training, minors on campus training, and drivers certification.

PAID COACHES

Clubs have the option of paying coaches a stipend for their contributions. Student coaches are not permitted to be compensated. **Any coach receiving a stipend is considered a part-time, University of Dayton employee.** The selection of all paid coaches is a collaborative effort initiated by club officers and reviewed/authorized by UDCR administration. In addition to the required documentation (outlined above), coaching candidates that receive a stipend must meet with the Assistant Director, Sport Clubs and Camps prior to beginning contact with the club to discuss their role and expectations. As part-time employees, paid coaches are expected to understand and accept the philosophy and mission of the Division of Student Development and the UDCR Sport Club program. Club members and Campus Recreation staff reserve the right to end any contractual relationship if they feel team goals or needs are not met and/or if a coach is in violation of university or UDCR policies.

VOLUNTEER COACHES

Volunteer coaches are subject to the same rules and provisions that apply to paid coaches, but they are **not** considered employees of the University of Dayton. Volunteer coaches may only be reimbursed for individual travel expenses during club trips (gas, parking, tolls, and hotels), and must submit a W-9 if they intend to seek reimbursement. Volunteer coaches are expected to uphold the rules, policies, and procedures set forth by UDCR and the club for which they assist. Should any volunteer coach be in violation of university, UDCR, or club policies, they may face suspension or termination of their relationship with the club.

DISCIPLINE

All coaches and instructors are responsible for adhering to local, state, and federal laws and all applicable policies, guidelines, and procedures put in place by the University of Dayton, Campus Recreation, and the Center for Student Involvement. UDCR professional staff reserve the right to initiate a removal process of any coach or instructor at any time. It is the right and obligation of the sport club program to protect the club and if, in the staff's opinion, the coach is not meeting expectations deemed in the best interest of the club, the coach may be relieved of his or her duties. This applies to student coaches and non-student coaches. UDCR reserves the right to suspend club privileges if club officers do not comply with this request.

STANDARDS OF CONDUCT

All sport clubs are charged with representing the campus community in a way that reflects the values that the University of Dayton and the department of Campus Recreation espouse. All sport clubs, while on and off-campus, are responsible for following the Student Standards of Behavior and Code of Conduct, as well as the Commitment to Community.

MISCONDUCT

Violation or non-compliance by a club with regard to University policies, campus regulations, and Campus Recreation policies and procedures may result in disciplinary sanctions for the sport club and/or individual members involved. Depending on the frequency of minor infractions or incidents of major infractions, UDCR will act to discipline club members and/or clubs themselves if found liable of violating the Student Standards of Behavior and Code of Conduct and/or UDCR policies. Clubs may be disbanded and/or individuals banned from participation in further sport club activity. Misconduct by a club may also result in loss of funding, loss of facility use, the postponement and/or cancellation of all current and future club activities, as well as the loss of student organization status. These infractions may include but are not limited to: violations of alcohol policy, hazing, drug policy, sexual harassment, unsportsmanlike conduct, club fund mismanagement, and any other school or legal issue.

Discipline issues that arise out of sport club behaviors will be handled through the Office of Community Standards & Civility (CSC) and the Center for Student Involvement. Information on student organization conduct can be found beginning on [page 16 of the Student Handbook](#). If it is determined that individual students have also violated the policies, they will also be held accountable for their actions (see [Student Standards of Behavior and Code of Conduct](#)). For further information regarding student organization conduct, including Leader Conduct, as well as the Student Organization Conduct Exemption Clause, please refer to the [Student Organization Resource Guide](#).

WARNINGS

Warnings exist for Campus Recreation to officially note any potential disciplinary issues that may be apparent within the club. Clubs will be notified of any warnings via an emailed memorandum to the club officers. A second warning in the same academic year to a club automatically leads to a minor infraction, which is outlined below.

MINOR INFRACTIONS

Examples of minor infractions include but are not limited to the following situations:

- Receiving two or more warnings within the same academic year
- Failure to submit required forms and documentation in a satisfactory manner within the timeline established by Campus Recreation. This includes:
 1. 1850 roster, waivers, 1850 events, post-event summary forms, checkpoints, and re recognition;
 2. Failure to comply with or violation of travel policy guidelines (see "Travel" below) and;
 3. Non-use of reserved facilities (see "Facility and Equipment" section below)
- After any infraction, club officers must set up a meeting with the Assistant Director, Sport Clubs and Camps to discuss the situation

If the infraction is the club's first during the current academic year, the Assistant Director will notify all club officers in writing via an emailed memorandum stating:

- Reason for the infraction
- Specific funding consequences (if applicable)
- Possible consequences the club will face if additional infractions occur
- Potential loss of facility practice space

If a second minor infraction occurs during the same academic year, the following steps are taken, the club will receive a disciplinary infraction. As a result of their disciplinary infraction:

- Club will have their organization account frozen for the remainder of that academic year.
- If club has been awarded funds from SGA, the club will lose the awarded amount for the remainder of that academic year.
- If club has used their full awarded amount, the club will lose privilege to apply for SGA funds for the following year. Specific amounts will be determined based off the infractions incurred.

If a third minor infraction occurs during the same academic year, the club will be disciplined in the manner of a major infraction.

MAJOR INFRACTIONS

Examples of major infractions include, but are not limited to, the following:

- Any violation in regards to the University Student Code of Conduct
- Any alcohol, tobacco, or controlled substance possession violation
- Displaying conduct that is incongruent with the University's function as an educational institution and the purpose of the Sport Club program
- Unsportsmanlike conduct towards officials or opponents, unacceptable verbal/physical abuse of UDCR staff, disruptive behavior on trips, etc.
- Unauthorized club travel by individual members or club as a whole
- Misuse or misappropriation of club funding
- Allowing ineligible individuals to participate in club activities, including non-students

For any major infraction, club officers must meet with the Assistant Director, Sport Clubs and Camps. Referral/input from other university administrators may be considered depending upon the violation. Campus Recreation will determine the disciplinary action(s) that will be taken. The club will be notified in writing of the disciplinary actions and is reminded of their right to appeal the decision. Possible disciplinary actions that may be taken include, but are not limited to:

- All club activities are immediately suspended until further notice
- Loss of travel privileges
- Club funding restriction, both in current year as well as in future years
- Loss of facility use
- Loss of Sport Club status and affiliation with UD Campus Recreation

UDCR also reserves the right to discipline specific individuals, including coaches, depending on the severity of the situation. Examples of this can include the suspension of an individual from club activities or the removal of an officer and/or coach from their leadership position. Possible violations of the Student Code of Conduct will be referred to Community Standards and Civility to assess an appropriate response. In addition to discipline levied by CSC, UDCR may enact further sanctions.

APPEAL PROCESS

The appeal process exists to ensure that all disciplinary actions taken against Sport Clubs are fair and equitable. The person to whom a disciplinary decision is appealed will review the previous decision and rule on its appropriateness given the infraction(s) committed. Sport Clubs who initiate a disciplinary appeal are advised that the person who hears the appeal, may at their discretion, levy a stiffer penalty than the disciplinary decision that is being appealed.

Appeals of disciplinary decisions involving decisions of the Assistant Director will be forwarded to the Associate Director and Director of Campus Recreation who will rule on the appeal after investigating the situation. Clubs are again reminded that the Associate Director and Director of Campus Recreation may uphold, reject, or modify the decision of the Assistant Director.

All requests for appeals must abide by the following procedure:

- Written notification from the Sport Club's representative to the Assistant Director, Sport Clubs and Camps indicating the club's reason(s) for the appeal and any circumstances related to the situation that caused the infraction, must be submitted within five business days.
- The appeal will be forwarded to the Associate Director and Director of Campus Recreation and the club's officers will be notified in writing as to when and where they may present evidence supporting their appeal.
- When a decision has been reached, the club's officers will be notified in writing of the decision.

ALCOHOL

Consumption of alcohol during registered club events is strictly forbidden. Failure to abide will result in disciplinary action (including a major infraction). A club may be found partially responsible if creating the circumstances for which an alcohol-related incident occurs. Therefore, clubs are advised to not congregate representing their club or organizing functions having alcohol.

Use and/or possession of alcoholic beverages under the legal drinking age, distribution of alcoholic beverages, drinking in public, public intoxication, manufacturing alcohol, drinking & driving, possessing consumption devices and mass containers (kegs/mixed alcohol from a common source outside of its original packaging), and abuse (requiring medical attention, passing out, vomiting, loss of memory or hospitalization) are not permitted.

High risk drinking activities also constitute abuse of alcohol. Such activities include but are not limited to drinking large quantities of alcohol, consuming alcohol at an accelerated pace (chugging), participation in drinking games, use of beer bong, and/or any activity that promotes irresponsible drinking. Any item that is used to rapidly consume alcohol or used to facilitate high risk drinking may be confiscated and may not be returned. Additionally, the use of alcohol containers/packaging for decoration and/or signage is not permitted in residential areas where alcohol is prohibited. **Note: Students are responsible for all aspects of the Code of Conduct both on and off campus (see 'Travel pg. 3').*

HAZING DEFINITION, SANCTIONS, & RESOURCES

Any action taken or situation created (planned or executed) by or against an active member, associate member, new member, pledge or potential member of an organization or group that inflicts physical or mental harm, distress, anxiety, or which may demean, degrade, embarrass or disgrace any person, regardless of location, consent or intention of participants is prohibited.

Examples of hazing include but are not limited to forced consumption of food, alcohol, drugs or any other substance, forced physical activity, deprivation of food or sleep, and physical acts such as hitting, branding or paddling, creation of excessive fatigue, physical and psychological shocks, quests, treasure hunts, scavenger hunts, road trips, wearing apparel which is conspicuous and/or lewd, engaging in public stunts and buffoonery, morally degrading or humiliating games and activities, or late work sessions which interfere with scholastic activities.

Any activity required or suggested to a small group of members or potential members that sets them apart from other members is not permitted. Any actions or situations that intentionally or unintentionally endanger a student who is attempting admission into or affiliation with any student organization, is prohibited.

A hazing incident may be reported by anyone, a person whom the activity directly affected, a person who assisted in the implementation of the activity, University personnel who witnessed the activity, or community members who witnessed the activity. Situations involving hazing may be reported to UDCR, CSI, Community Standards & Civility, and/or Public Safety.

- When a Sport Club is found to be involved in a possible hazing activity Campus Recreation and/or Community Standards & Civility will initiate disciplinary review and action.
- Such actions shall be conducted in compliance with conduct proceedings as outlined in the [UD Student Handbook](#). Should further investigations be needed the university will pursue that investigation.
- If there are violations of policy and/or the club's constitution and purpose, the organization will be notified via email through the president of the organization of the possible violations.
- Sport Clubs or individuals found in violation of the Student Code of Conduct shall be subject to a range of consequences the University deems appropriate. Furthermore, Sport Clubs found in violation of the Student Code of Conduct will be subject to sanctions within UDCR (major infraction).

Individuals seeking to report incidents of hazing can do so through a variety of campus resources (see '[Resource and Support Guide](#)'). In the event a hazing incident is witnessed or made apparent, fill out a [University of Dayton incident report](#).

FACILITIES & EQUIPMENT

FACILITY OVERVIEW

UDCR Sport Clubs that are in good standing may request to use UDCR facilities for club meetings, practices, games, and other organizational activities at little to no cost. The following facilities are available for reservation by sport clubs:

RECPLEX

- North Gym: Four (4) basketball/volleyball courts and three (3) racquetball courts
- MAC Gym: Two (2) multipurpose courts with one (1) batting cage
- Studio A: Group fitness, spinning, and dance studio
- Studio B: Group fitness, martial arts, and dance studio
- Studio C: TRX studio with punching bags and other fitness equipment

STUART FIELD

Stuart Field is a 5.5-acre artificial turf field with four (4) intramural flag football soccer fields, two (2) intramural softball fields, and a .385-mile walking/running path. For sport clubs, it can also accommodate two (2) soccer fields, two (2) lacrosse fields, two (2) field hockey fields, and one (1) rugby pitch. Stuart Field is available for use between the months of March and November.

OUTDOOR COURTS

The Outdoor Courts consist of a full-size sand volleyball court and an outdoor basketball court with two (2) baskets.

OUTDOOR ENGAGEMENT CENTER

The Outdoor Engagement Center offers outdoor equipment rentals, clinics and workshops, a pro-shop for bicycle and camping supplies, a do-it-yourself bicycle repair station, and resources to plan outdoor adventures.

FACILITY RESERVATIONS

Sport clubs may submit UDCR facility reservation requests at any time during the year, unless otherwise indicated by UDCR professional staff. All requests must be submitted two (2) weeks prior to the event taking place. Requests that do not meet this deadline will not be accommodated. UDCR professional staff will review each request and contact sport club officers when the request is approved or denied or if more details are needed. Permitted requests are as follows:

EVENT REQUESTS

For all games, tournaments, meetings, and other club events, sport club officers may submit requests using the [Facility Reservation Request Form](#) on the UDCR website. To help UDCR prepare for each event and provide appropriate staff, sport clubs must provide their arrival time, warm up time, game start time, game end time, and any other important details. At least one (1) week prior to each event, sport club officers are required to meet with UDCR professional staff to discuss event logistics.

PRACTICE REQUESTS

Practice requests are only available periodically throughout the academic year. When instructed by UDCR professional staff, sport club officers may submit requests using the **UDCR Sport Club Practice Request Google Form**. Practices are determined based on facility needs availability, competitive seasons, and overall club compliance, and clubs may receive no more than four (4) practices per week.

TRYOUT REQUESTS

If possible, all club tryouts should take place during scheduled practices. However, if clubs would like to hold tryouts in UDCR facilities before practices begin, they may submit requests using the [Facility Reservation Request Form](#) on the UDCR website. If clubs would like to hold tryouts in UDCR facilities outside of scheduled practice times after practices begin, they may submit a request using the link above, but the request may not be accommodated if it conflicts with another club's practice or event.

FACILITY POLICIES

UDCR Sport Clubs are required to abide by all [UDCR Guidelines & Policies](#). In addition, the sport clubs must abide by the following facility usage policies:

EVENTS

Any event that requires UDCR facilities to be open outside of normal operating hours or requires special accommodations, is subject to defined rental charges. Clubs conducting events in the RecPlex that require covering floor space with tarps are subject to defined rental charges. During all events in the RecPlex, non-UD participants and spectators must stay within the designated event space and are not permitted to leave the first floor.

PRACTICES

Sport clubs must have six (6) or more members at all practices in order to hold their reservation time. Practice reservations will be cancelled after three (3) occurrences of falling below the minimum required number. If this occurs, club members may participate informally, but the space will be shared with informal users or may be reserved for other clubs. Club practice attendance will be monitored periodically by UDCR staff.

TAILGATING

Tailgating is defined as parking, gathering, and/or consuming food and beverages, including alcoholic beverages, before, during, or after official University of Dayton events. Tailgating, or any of its associated activities, is not permitted on the interior of the University of Dayton campus. The University's guidelines regarding tailgating are designed to ensure that campus remains a space dedicated to the safety, security, and well-being of all people associated with student organization activities while safeguarding and preserving all public property under management of UD. The following items and activities associated with tailgating are prohibited during any student organization-sponsored event, unless prior approval is granted:

- Alcohol
- Drinking games
- Lawn games
- Food Sales
- Portable grills (gas or charcoal)
- Generators
- Driving or parking private vehicles on green spaces
- Loud, abusive language and behavior that prevents others from enjoying the event

EQUIPMENT & STORAGE

UDCR has minimal space to adequately store all club equipment. Consequently, it is suggested that clubs do their best to accommodate the needs of their respective club's equipment. However, some storage space is available during summer and/or club's offseason or on a temporary basis depending on space available. Clubs that have been assigned storage cages are responsible for ensuring they are organized and in good condition at all times. Please contact UDCR professional staff if your club wishes to obtain equipment storage space.

EQUIPMENT MAINTENANCE

UDCR Sport Clubs are expected to treat UDCR facilities and equipment in a respectful and responsible manner. UDCR will work diligently with clubs to maintain equipment longevity. Sport clubs can assist by reporting incidents of equipment damage, improper use, and wear and tear. UDCR will work with specific clubs to set expectations relating to acquiring and purchasing new equipment when replacements are necessary. In addition, due to use by the entire student population, UDCR will purchase most shared equipment located on Stuart Field to ensure quality at all times.

FINANCE

FUNDS/ACCOUNTS

All current sport clubs have their own financial funds overseen by UDCR in conjunction with sport club officers. No other accounts — including UD bursar accounts, banks, credit unions, third-party lenders, and fundraising websites — are permitted. Sport clubs are required to maintain a positive account balance at all times, and withdrawals are not permitted unless sufficient funds are available.

1850 MONEY FUNCTIONS

Each Student Organization has its own portal in *1850*. *1850* should be used to track all student organization financial transactions. Student organizations will receive a copy of the University's official student organization fund transaction records to reconcile against once per semester. Below are functions available that outline the Center for Student Involvement's intended use for student organizations.

BUDGET TAB

- The budget tab is where student organization leadership can submit financial requests. Financial Requests are mandatory for student organizations as the request allows members, advisers and staff to see/approve how student organizations want to spend funds.
- Requests can be made by selecting the "Spend Money from Your Club Account" tab from the drop-down option located near the top-left corner of the Budget screen. After selecting the correct tab, Presidents and Treasurers can select the "Request Payment" button toward the bottom-right portion of the same screen.

ACCOUNTING BOOK TAB

The Account Book is where all transactions will be visible to the student organizations. Available money in the student organization's University fund will be under "Group Funds." Money awarded through SGA will be located under "SGA Fall/Spring Funding (20-21)" or "SGA Special Request Funding (20-21)." Please note that funds awarded through SGA will not be directly deposited into the "Group Fund." SGA Funds must be spent through SGA or treated as a reimbursement for a purchase made by the club.

ONLINE REVENUES

The Online Revenues tab will allow members to see who has paid for which items sold through student organizations' *1850* stores (See CSI office for store set-up process and approval).

TREASURER EXPECTATIONS

Treasurers, or another officer designated to oversee the club's account, play a vital role in ensuring financial success. Along with following all UDCR and University of Dayton policies, treasurers are expected to:

- Attend Treasurer's Training
- Maintain an accurate and up-to-date budget on *1850*
- Know their club's current account balance
- Track all transactions on *1850*
- Notify other club officers when transactions occur
- Practice fiscal responsibility
- Communicate financial discrepancies with UDCR

BUDGETS

All sport clubs are required to maintain their own accurate and up-to-date budget to ensure success during the academic year, financial stability for the club's future, and smooth officer transitions. UDCR does not allocate any funds to sport clubs. However, there are opportunities through SGA to request funds.

DEPOSITS

Deposits are any monetary amount that is added to your club's account. All deposits must be made in the UDCR Main Office, located at the top of the ramp in the RecPlex, by an officer of the club or a non-officer if they are paying their individual membership dues. UDCR accepts check, and most credit cards; checks should be made out to "University of Dayton Campus Recreation – Club Name". All deposits must include a **1850 Financial Request Form** submission, and funds will be immediately added to the club's account. Examples include:

MEMBERSHIP DUES

Sport clubs are not required to charge membership dues, but they may do so to assist with club operations such as league membership fees, referee fees, facility rentals, travel costs, and equipment and apparel purchases. Membership dues should be based on each club's projected budget for the academic year. UDCR encourages clubs to establish a deadline for submitting membership dues to ensure proper records are kept of all members.

DONATIONS

Individuals may make cash, check, or credit card donations by following the steps listed above. However, to receive a tax deduction from UD, individuals must make donations using [University Advancement's "Give to UD" page](#). Donors should include what club they are donating to and the intended purpose of their donation. The club must utilize the funds as intended by the donor.

FUNDRAISING & UNIVERSITY ACCOUNT TRANSFERS

Sport clubs may deposit funds collected during a fundraiser by following the steps listed above. If fundraising occurs in collaboration with another department on campus (takeovers, athletic event cleanup, etc.), clubs should provide their account number to the other department so that funds are electronically transferred. Clubs must also notify the UDCR and CSI staff if a university account transfer is taking place.

EVENT ENTRY FEES

Sport clubs that host events requiring an entry fee may collect and deposit funds using any method. However, it is preferred that sport clubs distribute UDCR's address to non-UD groups and individuals so they can pay by mailing a check. If requested, UDCR or CSI will provide approved university invoices.

WITHDRAWALS

Withdrawals are any monetary amount that is removed from your club's account. All withdrawal requests must be made in consultation with UDCR and/or CSI professional staff and may be requested using the **1850 Financial Request Form** with an itemized invoice or original itemized receipt included. Withdrawals and purchases will not be permitted unless sufficient funds are available, including transactions the club has already committed to (i.e. facility rentals, league fees, coach payments, etc.). Clubs are discouraged from having family members, coaches, advisers, or other non-student club members make purchases on behalf of the club. Examples of withdrawal requests include:

CREDIT CARD PURCHASES

Sport clubs may make purchases using the UDCR or CSI department credit card. This is the fastest and most efficient way to make purchases and will guarantee that charges are tax exempt and orders are delivered appropriately. All credit card payment requests must be submitted with an itemized invoice. All credit card authorization forms must be obtained by the club and included in the **1850 Financial Request Form**.

CHECKS, ELECTRONIC PAYMENTS & PURCHASE ORDERS

Vendors that do not accept credit cards may be paid via university check, electronic payment through the Automated Clearing House (ACH), or creation of a purchase order. All requests for these types of payment must be submitted with an itemized invoice. UDCR professional staff will contact the vendor directly to enroll them in the university's online financial procurement system (Runway), and payment will be processed online. Please allow up to four (4) weeks for the entire process to be complete from start to finish.

TRAVEL-RELATED REIMBURSEMENTS

Individual club members may be reimbursed for travel costs (gas, parking, and tolls) and meal expenses during team events and travel. To do this, members must follow the [Travel-Related Reimbursement Process](#) which includes submitting a completed [Travel & Entertainment Form](#) with original itemized receipts **within five (5) business days** of the transaction. If approved, funds will be directly deposited into their bank account on file with the university or a check will be issued if they are not enrolled in direct deposit.

NON-TRAVEL-RELATED REIMBURSEMENTS

In the rare case that UDCR approves non-travel-related reimbursements, club members must submit an original itemized receipt, and they will be reimbursed through the university's online financial procurement system (Runway). Funds will be directly deposited into their bank account on file with the university or a check will be issued if they are not enrolled in direct deposit.

OFFICIALS FEES

Officials payment requests must be submitted with a completed [Officials Payment Form](#). Sport club officers should send this form to each official prior to each game or bring it with them to the game. If the form is not complete, officials cannot be paid. Once submitted, UDCR professional staff will contact the officials directly to enroll them in the university's online financial procurement system (Runway), and payment will be processed online. Clubs that can obtain their officials' information prior to their games should provide it to UDCR professional staff so the process can be expedited. In addition to submitting the form to UDCR professional staff, officers should submit the **1850 Financial Request Form**.

UNIVERSITY ACCOUNT TRANSFERS

To pay another campus organization or department for good or services provided, clubs should provide their account number to the other department so that they can send an official invoice and funds are electronically transferred. If another club or department outside of UDCR transfers funds into your club's account, please notify UDCR and/or CSI staff.

TAX-EXEMPTION & GIFT TAX

The University of Dayton is a **501(c)3 tax-exempt organization**, and therefore, UDCR Sport Clubs are also tax-exempt. Invoices and receipts may not include sales tax, and vendors that do not accept tax-exemptions may not be utilized. Purchases made with unit prices greater than \$100.00 are considered a "gift" by the Internal Revenue Service (IRS) and are taxable per individual receiving each item. If there is potential for this process to occur, please contact the UDCR professional staff for assistance.

CONTRACTED SERVICES

All contracts and agreements, including those with and without financial implications, must be reviewed by UDCR professional staff. Sport club officers should send documents to the Assistant Director, Sport Clubs and Camps will review and forward to the Executive Director of Campus Recreation. Per university guidelines, the Executive Director of Campus Recreation is the only individual who is permitted to sign contracts and agreements with vendors. Under no circumstances may sport club members sign contracts and agreements.

SGA FUNDING & SPECIAL REQUEST

In accordance with the SGA constitution, SGA will provide funding to Recognized Student Organizations through a process set each year by the SGA Vice President of Finance. The budget and proposal system of funding to student organizations varies from year to year. For more information on SGA funding for your student organization, please check their website at: sga.udayton.edu.

EVENTS & TRAVEL

1850 EVENT REGISTRATION

Any time a UDCR Sport Club hosts an event, travels, or meets as a group, it must be registered on 1850. For instructions on how to register events, please refer to the [Student Organization Resource Guide](#):

SUBMISSION

All events must be registered on 1850 at least two (2) weeks prior to the scheduled start date. Any event that is submitted less than two (2) weeks prior to the scheduled start date for the event will not be approved. Within the submission, clubs should include all pertinent information, including a detailed agenda of activities, how the event works towards the mission and purpose of the club, contact information, location, and other details to ensure the event is compliant with university guidelines.

REVIEW & APPROVAL/DENIAL

Once submitted, the event details will be reviewed by UDCR and The Center for Student Involvement, who will follow up with questions, if necessary. The submission will then be approved or denied by UDCR and The Center for Student Involvement. If the submission is not approved by both parties prior to the scheduled event date, or if one or both parties denies the submission, it is not permitted to occur.

MEMBER RSVP

Once the event is approved, individual club members who are attending must RSVP on 1850 prior to the scheduled event date. This is a crucial step to ensure an active roster of attendees.

POST-EVENT SUMMARY

Upon completing the event, the individual who submitted the event on 1850 on behalf of the club is also required to fill out a "Post-Event Summary" on 1850. To access this, visit CSI's 1850 page, or access the forms through quick access forms banner on 1850. This form will capture information from the event, including results, highlights, accidents, incidents, successes, areas for improvement, and if the club wants the information publicized by UDCR.

EVENTS AT UD

Sport clubs wishing to hold an event, practice, game, competition, meeting, or any other club activity in UDCR facilities (RecPlex, Stuart Field, Outdoor Courts, or Outdoor Engagement Center), must follow these policies and procedures:

BEFORE THE EVENT

1. Submit a facility reservation request using [Facility Reservation Request Form](#) on the UDCR website at least two (2) weeks prior to the requested event date. To help UDCR prepare for each event and provide appropriate staff, sport clubs must provide their arrival time, warm up time, game start time, game end time, and any other important details.
2. Register the event on 1850 (see above) at least two (2) weeks prior to the requested event date.
3. After facility and 1850 approval, schedule a meeting with UDCR professional staff to discuss event details, times, and logistics. This meeting should occur at least one (1) week prior to the event date.

DURING THE EVENT

1. Arrive at the reserved event location at the agreed upon time, and check in with the UDCR staff member overseeing the event. The staff member will confirm event details, times, and logistics, and assist with pre-event setup. They will also complete a facility walkthrough prior to the event beginning.
2. Complete event setup and welcome guests, visiting teams, and officials, if necessary.
3. Ensure all club members, visitors, and spectators are following UDCR guidelines and policies.

AFTER THE EVENT

1. Assist UDCR staff with cleanup of event.
2. Check out with UDCR staff to confirm the event is completed.
3. Submit accident/incident reports and notify UDCR professional staff.
4. Complete the [Post-Event Summary on 1850](#).

UDCR STUDENT STAFF & ATHLETIC TRAINERS

1. UDCR Student staff serve as a resource and the primary point of contact during all sport club events. They also serve as an emergency outlet in case of an accident, injury, or other incident, and is American Red Cross CPR and First Aid certified. During any emergency situation, clubs, visitors, and spectators must abide by the instructions of the UDCR staff member. They are not permitted to provide preventive care prior to any sport club event (ankle taping, stretching, etc.).
2. UDCR requires athletic trainers for all outdoor clubs that host events on Stuart Field and any other event deemed necessary. Athletic trainers from Dayton Children's Sports Medicine are contracted for all said events and provide preventive care and injury response. Sport clubs are responsible for all athletic trainer expenses and clubs must contact UDCR professional staff at least four (4) weeks prior to their event if they wish to have coverage.

OFF-CAMPUS EVENTS & TRAVEL

Sport Clubs function as part of the University of Dayton campus community and are representatives of the university when they travel. Consequently, they are held to a high level of conduct both as a collective organization and as individuals. UDCR, the Center for Student Involvement, and Community Standards and Civility have established the parameters of acceptable behavior for student organizations and individuals (including conduct of fans associated with the club). Sport clubs should be aware of these processes and ensure that members adhere to all policies and procedures while traveling. In addition, it is important to remember that **club travel begins once individuals leave campus and is not complete until all individuals return to campus.**

Sport clubs wishing to travel off-campus for any club activity, must follow these policies and procedures:

BEFORE TRAVEL

1. Review club budget to ensure sufficient funds are available for travel.
2. Make sure the club has enough registered drivers through the university. Clubs must have at least two (2) drivers that have completed the [driver certification program](#) when the planned event trip in a University vehicle is longer than 250 miles one way.
3. [Register the event](#) on 1850 at least two (2) weeks prior to the requested travel date.
4. Reserve hotels and rental vehicles, if necessary, using the **1850 Financial Request Form**.
5. Ensure all traveling members have a valid driver's license/identification.

6. Submit a travel roster using the **UDCR Sport Club Travel Roster** spreadsheet before leaving.
7. Review the student organization travel guidelines in the [Student Organization Resource Guide](#).

DURING TRAVEL

1. All members, coaches, and anyone else affiliated with the club are not permitted to consume alcohol while traveling for recognized and approved university trips. A club's travel is not complete until all students safely return to campus.
2. Clubs are not permitted to drive between 12:00 a.m. and 6:00 a.m. unless approved by UDCR professional staff. Clubs must include this detail in the 1850 event registration.
3. Club members assume all responsibility for all fines or traffic violations associated with his/her driving.
4. Clubs may not have a single individual drive a vehicle for a University purpose for more than eight (8) hours in an 18-hour period. Clubs may not have a single individual drive for more than four (4) consecutive hours without a one-hour break.
5. Clubs are not permitted to transport minors unless that minor is a UD student.
6. Risk Managers are responsible for ensuring all above policies/expectations are followed and submit accidents/incidents reports, if necessary.

AFTER TRAVEL

1. Ensure that all rental vehicles have been returned appropriately.
2. Ensure that all club members have made it to their destination safely.
3. Report any accidents or incidents to UDCR professional staff.
4. Submit travel receipts and [Travel & Entertainment Forms](#) to Assistant Director, Sport Club and Camp, if applicable.
5. Complete the [Post-Event Summary](#) on 1850.

UNAPPROVED TRAVEL

If club travel is not approved on 1850 by UDCR and CSI personnel prior to the requested travel date(s), clubs and individual club members are not permitted to travel. Unapproved travel is not considered a university-sponsored event, and therefore, clubs and club members are traveling as individuals who are not representing the University of Dayton. In addition, they are not covered by the university's general liability insurance, and no university or club funds may be used for expenses incurred. This also results in an automatic Major Infraction, and the club is subject to significant disciplinary action including but not limited to loss of travel, facility, and funding privileges or club suspension/removal from the university. Clubs or individual club members found to be on an unapproved trip must return to the university immediately when notified.

VEHICLE USE & RENTAL

To be eligible to drive on behalf of the University (including sport club travel or to request travel reimbursement), individuals must complete the [driver certification program](#) which includes submission of a signed driver certification form. All driver certifications expire at the end of the academic year. For a full list of university policies related to vehicle use, please [click here](#). The following types of vehicles may be used during sport club travel:

PERSONAL VEHICLES

Clubs may use personal vehicles to provide transportation to and from events. All drivers driving on behalf of the University, including those who use their personal vehicle, must have a valid driver's license and maintain a low-risk driving record. Drivers who do not have a valid driver's license and do not maintain a low-risk driving record are not permitted to drive on behalf of the University.

UNIVERSITY VANS/VEHICLE

This is borrowing or renting a University vehicle for any registered University event/trip.

- All sport clubs must have enough drivers that have completed the proper driver certification process through the office of Environmental Health and Safety/Risk Management.
- Students and advisers must apply for University vehicle certification **every year**.
- All who are certified to drive a University vehicle are responsible for reporting any changes in individual driver's license status/points to the office of Environmental Health and Safety/Risk Management immediately.
- University vans cannot carry more than 12 passengers (including the driver) at any given time. Seats may be removed to ensure that only 12 passengers will be seated with a proper fitting safety belt being worn. UD vehicles are alcohol and drug free spaces. Use or transportation of either substance is prohibited. If your organization qualifies to rent a University of Dayton van, a reservation can be made by going to the [UD Vehicle Reservation Form](#).
- In comments section please put: (Your Campus Recreation Administrator) as your advisor, who can verify if trips are approved
- Please contact Sondra Harris at 937-229-3868 for questions about the program

RENTAL VEHICLES

The University of Dayton has a contract with Enterprise Rent-A-Car, and the CSI Business Manager will contact them on behalf of each sport club to reserve vehicles. Once reserved, the CSI Business Manager will confirm with the individual who made the request, and remind them to be in possession of the **UD Insurance Identification Card** during the trip. Clubs that wish to rent vehicles for travel should make requests at least four (4) weeks prior to the event using the **1850 Financial Request Form** and provide the following information:

1. Size and number of vehicle(s) (max size: 12 passenger van)
2. Date and time vehicle(s) will be picked up
3. Date and time vehicle(s) will be returned
4. Drivers of vehicle(s)

THIRD PARTY TRANSPORTATION

Clubs may contact third party vendors (with insurance coverage) to contract a charter vehicle. All contracts must be reviewed by UDCR professional staff and signed by the Director of Campus Recreation. Additionally the **1850 Financial Request Form** must be completed to start this process.

TRAVEL EMERGENCY PROCEDURES

Should an accident or incident occur during any form of club travel, please follow the proper procedures outlined in the [Student Organization Resource Guide](#):

1. Notify the proper law enforcement agency/emergency medical services so that an official report can be made to document the accident.
2. Dial 911 from a mobile/cell phone — this will connect you to the local police.
3. Call UD Public Safety (937-229-2121) and inform them of the incident.
4. If a car accident occurs, obtain the following information from the driver of the other vehicle:
 - Name of driver
 - Make and model of vehicle
 - Year of vehicle
 - Color of vehicle
 - License plate number/state

- Driver's license number/state
 - Insurance information for other driver
 - Phone number (mobile or home) for other driver
5. **Do not** make any statement, oral or written, as to who was at fault. Appropriate legal authorities will decide fault or liability. Simply collect the appropriate information and be forth coming with your information as well.
 6. Record the names, addresses and phone numbers of all witnesses.
 7. Provide all required information to the law enforcement officer at the scene.

Upon returning to campus, the driver must immediately contact UDCR professional staff, as well as the Center for Student Involvement (937-229-3333) to report the accident/incident. This should also be included in the Post Event Summary Form (see '1850 Event Registration'). If an accident/incident occurs in a rental vehicle and Enterprise Rent-A-Car or University of Dayton administration contacts any club members about insurance claims, please immediately contact UDCR professional staff.

EVENTS & TRAVEL RISK MANAGEMENT

One of UD Campus Recreation's core values is "safety". Within the Sport Club program, each club's goal should be to present the safest recreational environment by taking as many means necessary to prevent accidents and injuries.

RISK MANAGEMENT PLAN

Each semester, Risk Managers must complete a comprehensive Risk Management Plan on 1850. This plan is valid for all club activities and only needs to be submitted once per academic year. It is meant to be thorough and inclusive of every aspect of risk associated with the club, and must encompass a variety of topics related to risk, including:

- Inclement weather
- Medical emergencies
- Physical risk associated with the sport
- Travel risk
- Reputational risk
- Emotional risk
- Financial risk
- Facility risk

This plan is reviewed by UDCR and the Center for Student Involvement and may be approved or denied. If denied, guidance will be provided on how to strengthen the plan for resubmission. **Clubs may not engage in any activity until the Risk Management Plan is approved.**

In addition to the Risk Management Plan, the following is a list of measures that should be taken to minimize the possibility for accidents and injuries during club events and travel:

- Sport Club officers, members, coaches, and instructors should emphasize safety during all club related activities.
- Each participant recognizes that they are responsible for their own well-being and the well-being of the group they are a part.
- Sport Club officers are expected to inspect fields and facilities prior to every practice, game or special event. Unsafe conditions must be reported to the UDCR staff.

- During events at UD Campus Recreation facilities, supervision will be provided by UD Campus Recreation staff. This includes during all practices and events within UDCR facilities. As detailed in the 'Events at UD' section, club officers must check in with this individual prior to each event practice. Throughout the event, this staff member will observe the activities of both the club members as well as the spectators present. This person is to also serve as an emergency outlet in case of an accident, injury, or other incident, and is American Red Cross CPR and First Aid certified. During any emergency situation, clubs, visitors, and spectators must abide by the instructions of the UDCR staff member.
- All sport clubs are encouraged to have a first aid kit at each practice session, game and/or special event. For events in UDCR facilities, the UDCR staff will have a first responder bag.
- If inclement weather arises (i.e. lightning, ice, snow, etc.), teams will cease from participating for the remainder of the practice, game, or session. Rain stoppage will be based upon the severity of the storm, and the decision will be made by the UDCR staff on site.

ADDITIONAL POLICIES

MINORS

All clubs must abide by the [University's Minor's Policy](#). This policy includes information regarding policy governing presence of minors on campus, implementing the policy, and reporting requirements. Any event involving minors must be indicated as such on the 1850 Event Registration form, and brought to the attention of the UDCR professional staff. Per University policy, additional information/requirements may be needed if minors are involved in any manner with the club.

MEDIA INQUIRIES

Should a situation arise where a club is contacted with regard to a media inquiry, whether by an internal or external entity, the club must inform the UDCR professional staff regarding the details surrounding the inquiry before answering any questions. If approval is granted, the club may proceed with the inquiry.

WEBSITE & SOCIAL MEDIA

Sport Clubs are not permitted to have websites hosted outside of the University of Dayton unless they are directly linked to a required national governing body website. Any recognized sport club can have a UD-hosted website through 1850. Training and webmaster services are available through the Center for Student Involvement. Those student organizations wishing to request a University of Dayton website should email studentorgs@udayton.edu to learn more.

Sport clubs represent themselves, Campus Recreation, the Center for Student Involvement, the University of Dayton, and any local or (inter)national affiliations at all times. This is particularly true regarding content posted online. Sport clubs are expected to monitor the use of organizational social media accounts and maintain content that aligns with the values of the organization and the University of Dayton. Clubs using social media in ways inconsistent with University policy may face disciplinary sanctions or jeopardize recognized organizational privileges (see '**Misconduct**').

OFFICER TRANSITION

Sport clubs are highly recommended to have multiple individuals ranging in grade levels serving as officers for their club (see '**Personnel**'). Thus, when officers graduate, there are individuals ready to step up into leadership roles with experience in understanding much of the role the officers play. It is the responsibility of the outgoing officers to follow their club's constitution when selecting new officers. Once new officers have been selected, it is required for the club to provide the Assistant Director, Sport Clubs and Camps with the contact information of the incoming officers. In addition, prior to the full transition of officers, sport clubs are

encouraged to meet with the Assistant Director, Sport Clubs and Camps to discuss the transition between the outgoing and incoming officers. This meeting will assist in assuring documentation and knowledge has been passed down appropriately, such that the incoming officers will not be starting from square one.

MARKETING & LOGO USAGE

The University of Dayton and UD Athletics have registered their names, initials, logos, and trademarks as a means of protecting them from unauthorized use and abuse. Federal trademark laws protect the use of the University's marks and athletic logos in any way, including on websites or t-shirts, without permission. **The first step to garnering logo approval is to submit the logo to the UDCR professional staff, or ask the UDCR professional staff for a set of approved club logos.** After approval from the UDCR professional staff, the logo must be submitted via the Imprinting Form on 1850.

If permission is granted via the Imprinting Form, the use of any University-owned mark must be consistent with the limited permissions granted, and must conform to the guidelines, graphic standards and current University licensing contracts. For posting and signage policies, please refer to the [Student Organization Resource Guide](#).

OMNISOURCE MARKETING

Organizations using University funds to purchase imprinted materials need to use the University preferred vendor, OmniSource. Omnisource is the exclusive University vendor for imprinting and it is the expectation that all student organizations use them for imprinting needs. Please contact the Center for Student Involvement for assistance.

IMPRINTING FORM

- The imprinting form is available in all organization portals through 1850: <http://cglink.me/s12214>
- The imprinting request will be sent to the Center for Student Involvement and staff will review to ensure content is in line with the values and mission of the University.
- Your adviser MUST approve the imprinting request in order for CSI staff to approve.
- If approval is granted, the student organization will receive an email saying that they are approved to imprint the item(s) requested.
- If the imprinted item is being used for sales, fundraising, etc. then that activity/event must also be registered as an event within 1850 first, before the imprinting form is completed.

UD ATHLETICS LOGOS

Sport Clubs are permitted to use trademarked UD Athletics logos as outlined below. However, all clubs must first receive approval from UDCR professional staff and the Imprinting Form on 1850 prior to placing any jersey and/or apparel orders. Please contact UDCR Competitive Sports staff if your club is interested in obtaining club-specific logos. Any deviation from the following policies will not be approved:

'WINGED-D' LOGO

1. "Club _____" is required below logo on all jersey/uniform tops or practice shirts.
2. "Club _____" is NOT required below logo on small, secondary areas (i.e. yolk, sleeve, pants/shorts) but must be worn with jersey/uniform top.
3. "Club _____" NOT required below logo hats and bags.

'DAYTON' & 'DAYTON FLYERS' LOGOTYPE

1. "Club _____" required below logotype at all times.
2. Permitted on all apparel.

**JERSEY/UNIFORM TOP
OR PRACTICE SHIRTS
MUST HAVE "CLUB"**



**SECONDARY AREAS: YOLK, SLEEVE, PANTS/SHORT BOTTOMS
"CLUB" NOT REQUIRED BUT MUST BE WORN WITH
UNIFORM/JERSEY TOP WHILE PLAYING**



**TEXT LOGO WILL ALWAYS
HAVE "CLUB" OR
"CLUB SPORT"**



**HATS OR BAGS
"CLUB" NOT REQUIRED
DUE TO EMBROIDERY SIZE**



OFFICER RESOURCES

EMERGENCY CONTACTS

In a medical or other emergency of any kind, immediately dial 911 or contact UD Public Safety at 937-229-2121. Then, immediately contact your Campus Recreation Administrator. If they cannot be reached, leave a message and continue down the call list, in order, until you reach someone. For any non-life threatening situation involving a hospital visit, contact your Campus Recreation Administrator.

- | | | |
|---------------------|---------------------------------------|--------------|
| 1. Drew Salvador | Associate Director, Campus Recreation | 937-229-2702 |
| 2. Mark Hoying | Director, Campus Recreation | 937-229-2721 |
| 3. Melissa Longino | Executive Director, Campus Recreation | 937-229-2701 |
| 4. UD Public Safety | | 937-229-2121 |

IMPORTANT CONTACTS

- Office of Community Standards & Civility 937-229-4627
- Dean of Students Office 937-229-1212
- Assistant Vice President for Leadership Development 937-229-2229
- Center for Student Involvement 937-229-3333
- Campus Recreation 937-229-2731
- Resident Assistants or other staff members in an on-campus living area