



**SPORT CLUB OFFICER
HANDBOOK
2023-2024**

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VT Rescue Squad:.....231-7138 / 7984
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LewisGale 24-Hour Emergency Care:.....953-5122

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Connect.recports.vt.edu

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 Follow us on Twitter: @VTRecSports

 Youtube.com/user/VirginiaTechRecSport

 Follow us on Instagram: VTRecSports

Directory of Sport Clubs

- Baseball
- Women's Basketball
- Clay Target
- Competitive Cheerleading
- Crew
- Cricket
- Cross Country/Track & Field
- Cycling
- Equestrian
- Fencing
- Field Hockey
- Golf
- Gymnastics
- Ice Hockey
- Men's Lacrosse
- Women's Lacrosse
- Roller Hockey
- Men's Rugby
- Women's Rugby
- Snow Ski
- Men's Soccer
- Women's Soccer
- Softball
- Tennis
- Triathlon
- Men's Volleyball
- Women's Volleyball
- Men's Water Polo
- Women's Water Polo

Introduction

There are currently 29 Extramural Sport Clubs administered by the Virginia Tech Department of Recreational Sports. Each club is comprised of enthusiastic, hardworking, and dedicated athletes, who organize, fund, and promote their clubs with the ultimate goal of competing against other colleges and universities on both a regional and national level.

Extramural Sport Clubs provide unique opportunities for students to participate, compete, and develop skills in a variety of sports. These clubs actively recruit both new and experienced student-athletes during the year, and through weekly practices, prepare for intercollegiate competitions. Sport clubs are governed by regulations of both the Department of Recreational Sports and the Extramural Sport Club Federation. Sport Club members represent not only their club but also the Department of Recreational Sports and Virginia Tech.

The success of the Virginia Tech sport club program is the result of dedicated student leaders volunteering their time, effort, and guidance to their respective clubs. Sport club officers provide strong leadership as well as a vision that carries each club into the new academic year. This handbook has been created to assist you and to develop continuity in the administration of the Extramural Sport Club program. Contained in this handbook are the policies and procedures that each club is expected to follow. Hopefully, you will find this handbook to be a useful resource throughout the year.

Good luck to all of you and your clubs this year!

The Sport Club Office

Recreational Sports Mission Statement & Overview

Recreational Sports Mission Statement

The Department of Recreational Sports enhances the quality of life for the university community by educating and encouraging participation in activities that promote healthy lifestyles, social interactions, and leadership skills. The department creates an atmosphere that encourages individuals to develop life-long involvement in recreational activities and is dedicated to meeting the changing needs of a diverse community by offering quality structured and informal recreational opportunities.



What is an Extramural Sport Club?

An Extramural Sport Club is a group of students who form an organization to practice and compete in a sport. Extramural Sport Clubs are classified as a “University Student Life Program” (USLP) at Virginia Tech, and this group of clubs is advised by, and legally considered to be a part of the Department of Recreational Sports. There are several other sport-related student organizations at Tech, but these clubs are not overseen by the Department of Recreational Sports and are classified as “Registered Student Organizations” on campus. Sport clubs are competitive, instructional, recreational, and social in nature with a strong emphasis on competing against other college and university sport club programs.

How do Sport Clubs differ from Varsity Sport programs?

Sport Clubs differ from varsity athletics in that sport clubs are not scholarship-based. Sport Clubs are responsible for their own administration and many of their expenses. Unlike varsity sports, students themselves manage sport clubs. Sport Clubs are required to have a faculty advisor and may or may not have a coach. The Assistant Director of Recreational Sports for Sport Clubs oversees the Virginia Tech Sport Club program.

How do Sport Clubs differ from the Intramural Sports programs?

The Intramural Sports program provides an opportunity for students, faculty, staff, and other members of the university community to participate in team and individual sports against other Virginia Tech individuals or teams. The purpose of intramurals is to provide exercise, recreation, and fun for all participants. The Intramural Sports program is different from sport clubs in that sport clubs travel to other college and university campuses/cities to compete, and schedule their own practices, games, and tournaments.

Participant Eligibility

It is the responsibility of every Sport Club Athlete to ensure that he or she is eligible to participate in the sport clubs program. Those individuals who have completed a code of conduct, assumption of risk waiver, and paid dues are eligible to join a sport club. All guidelines governing the Sport Club Federation are written to protect the rights and safety of each participant. These guidelines are designed to provide fair and equal opportunity for all persons are eligible to participate in sport club activities.

All sport clubs are subject to the Virginia Tech Department of Recreational Sports "Sport Club Code of Conduct" and the University Policies for Student Life as written in the Hokie Handbook. All sport clubs and their members are required to follow all University, Recreational Sports, and Sport Club policies, including, but not limited to risk management, discrimination, hazing, Title IX, sexual abuse and assault, and drugs and alcohol. Sport Clubs found to violate this Code of Conduct or University Policy are subject to discipline from the Sport Club and Code of Conduct Offices.

- Virginia Tech Students: All currently enrolled Virginia Tech students (full-time and part-time) are eligible to join a sport club. All students must be enrolled in at least 1 credit hour, which will be confirmed by the University Registrar. All students must be given the opportunity to join or tryout for a sport club at least once an academic year.
- Virginia Tech Faculty/Staff: Active faculty and staff members are eligible to practice (at the discretion of the club officers) in sport clubs however cannot compete. Proper memberships into Recreational Sport facilities are required in order to participate in club practices.
- Virginia Tech Affiliates: Active affiliates with the university are allowed to practice (at the discretion of the club officers) however cannot compete.
- Virginia Tech Alumni: Alumni are eligible to practice with the sport club however may not compete.
- Virginia Tech Sport Clubs Transgender Participation Policy: Participants may join a sport club in accordance with their self-identified gender, regardless of any medical treatment. It is expected that this is done in good faith and is consistent with a player's expressed gender identity. Participants will be able to compete against other clubs in accordance with the policies set forth by the National Governing Body for the respective sport. Recreational Sports seeks to provide opportunities for all students to participate in its sport programs; if an individual or team is unsure of how participants fit into the framework of any sport, please contact the Assistant Director of Sport Clubs or the Sport Clubs Coordinator. Virginia Tech values inclusion and diversity, Policy 1025 makes clear that Tech will not tolerate discrimination. The policy states: "Virginia Tech does not tolerate discrimination or harassment on the basis of age, color, disability, gender (including pregnancy), gender identity, gender expression, genetic information, national origin, political affiliation, race, religion, sexual orientation, veteran status, or any other basis protected by law."
- Virginia Tech Sport Club Officers: Only Virginia Tech students may hold an officer position in the club and vote on club matters.
- Virginia Tech Intramural Eligibility: Sport club members are allowed to participate in their sport or allied sport with a maximum of 3 players per team. For example, you may have 6 members of the field hockey club on an intramural softball team, but you may only have a maximum of 3 members of the softball club on an intramural softball team. Only one sport club member may participate on a doubles team in an allied sport. For example, only one tennis club member may

be on a tennis doubles team. Sport club members are defined as anyone whose name appears on the official sport club roster on file.

As a sport club, you must comply with any governing body's requirements regarding eligibility. Please make sure all club members are in compliance with your governing body before starting play.

Because your club is a campus organization, you and your club members must be able to present your Hokie Passport if requested by a Recreational Sports staff member.

Club and Officer Responsibilities

Virginia Tech Sport Club management requires an organizational structure to ensure that required duties are completed, and that the club remains a viable part of the campus community.

Sport club officers must be Virginia Tech students in order to hold an officer position and be able to vote on club matters. Each club must have a minimum of four student officers in good academic standing. The following is a list of suggested duties for each officer. However, individual clubs should identify the responsibilities of each officer based on the needs of their club. Other officer positions may include: webmaster, social chair, community service chair, fundraising chair.

Suggested Club Officer Roles:

- President:
 - The President has responsibility for the oversight of the club and all officers
 - Serve as the liaison with the Sport Club office, and Department of Recreational Sports
 - Communicate all Sport Club policies and procedures to all club members
 - Receives approval for club business through the Sport Club office. Examples include: fundraising activities, publicity, creating new logos or using the University logos, and sponsorships.
 - Individual Club Meeting: All Sport Club Officers are required to arrange and attend one individual club meeting each semester with the Sport Clubs Office. These meetings will be used to discuss the upcoming semester's plans for each club, in addition to any other relevant information.
 - Disciplinary Issues: Sport Club Officers must work with the Sport Club Office in order to resolve any conflicts or disciplinary issues. It is also imperative that club officers serve notice to club members about the potential for disciplinary action if there is non-compliance with Sport Club policies and procedures.
 - Paperwork and Administrative Duties: Throughout the year, Sport Club Officers are required to manage their individual member's completion and submission of the club and individual forms and paperwork as well as maintain an accurate team roster.
 - Ensure the club meets all deadlines and attends all meetings/ trainings. These trainings are MANDATORY for the required officer(s) or club to attend and are highly recommended for other officers to attend as well. These training sessions are designed to inform club officers of the expectations from the Sports Club Office. If meetings are missed, the club will face disciplinary action pending a meeting with the Sport Club Office staff.
 - The above responsibilities should be considered a guideline and not a complete listing of the club President's duties.

- Vice President:
 - The Vice President duties may vary; however, it is the responsibility of the Vice President to represent the club if the President is unable to.
 - Assist the President in all duties as determined by the President
- Treasurer:
 - Should be the designated representative who will be authorizing expenditure requests from the club's account.
 - Ensures that dues are collected and deposited into the club's account at the McComas Hall Recreational Sports Main Office.
 - Checks the club's account spreadsheet via Google Docs on a regular basis and checks the club's mailbox in the Sport Club Office.
 - Bills: Ensures that all club bills and invoices are paid on time.
 - Prepare, in coordination with the club President, a Budget Allocation Request to be presented to the Sport Clubs Office each semester.
 - The above responsibilities should be considered a guideline and not a complete listing of the club treasurer's duties.
- Secretary:
 - Has the responsibility of recording and reporting the operations of the club via various formats.
 - Assist in disseminating information, recording minutes at meetings, recording practice and event attendance, etc. This position may also oversee marketing and promotion of the club.
 - Responsible for all material posted on Gobbler Connect and individual club web site, including maintaining appropriate content and branding compliance with the university's Trademarks and Licensing Office.
 - Responsible for managing the club's email account
 - Responsible for completing and submitting (or delegating) the following reports or forms:
 - Attendance Rosters from practices
 - Event Schedules at the beginning of each semester
 - Trip Itineraries and Travel Rosters prior to ALL club travel
 - Submitting Pre-Competition and Post-Competition Forms
 - Community Service Event Reports
 - End of Semester/ Annual Reports
 - *All forms are available in the club's Google Drive account
- Risk Management Officer (RMOs):
 - The Risk Management Officer has responsibility for the safety of club members during competitions, practices, travel, and team events (fundraising, community service, etc.) RMO's must hold a CURRENT CPR/ AED/ First Aid certification that must be filed in the Sport Club Office. At least one Risk Management Officer needs to be present at every practice.
 - Risk Management Officers will be required to attend one meeting each month.
 - Risk Management Officers oversee the Sport Club Office-issued first aid kit, which is required to be turned in at the end of each school year.

It is recommended that the club elect several officers on an annual basis to handle the club's administrative and organizational responsibilities. Notice of election results should be provided to the Sport Clubs Office, and an up-to date list of officers and contact information is required to be on file with the Sport Clubs Office.

All sport club officers are volunteers; as such they receive no monetary compensation. It is acceptable for a club to reduce or eliminate club dues for officers as long as this provision is stated in the club's constitution and all club members are notified of this policy. All club officers are expected to serve as liaisons to the Sport Clubs Office. It is the responsibility of the club to change or elect new officers if the current ones are not functioning effectively.

Sport Club Handbook:

- All club members are required to know, understand, and abide by the sport clubs policies and procedures detailed in this handbook. It is the responsibility of the club officers to help disseminate this information to all club members.
- In all activities, clubs assume full responsibility for abiding by local, state, and federal laws, University regulations, and Department of Recreational Sports guidelines.
- Clubs are responsible for maintaining registration as a student organization with the Office of Student Engagement and Campus Life.
- Clubs are responsible for providing at least one Risk Management Officer (RMO) that is certified in CPR, First Aid, and AED. All clubs should carry a first aid kit when practicing, competing, or traveling
- Clubs are responsible for working with the Sport Club Office professional staff to establish a risk management plan for their club.
- Clubs are responsible for reporting any violations, accidents or injuries to the Sport Club Office professional staff immediately. The injured party is responsible for all financial obligations incurred from any medical treatment.

Any player or coach who is ejected from a game/competition for any reason must be reported to the Sport Club Office. The ejected individual is ineligible to play in another game until s/he meets with the Assistant Director or Sport Club Coordinator.

The Sports Club Office will communicate with each team's officers regarding meetings and deadlines.

Coaches

Recreational Sports acknowledges that the Sport Club program can benefit from the assistance and direction of coaches and instructors. If the club wishes to have the services of a coach/instructor, they should seek an experienced individual who possesses technical knowledge of the sport and knows how to avoid player injuries and resulting liability. Clubs are encouraged to seek out coaches based on their activity, experience, and leadership skills.

All coaches must be paid. It is imperative that the coach adheres to the Department of Recreational Sports' philosophy of student development and leadership in respect to the daily functioning of sport clubs.

The club's coach must allow students to take care of the administrative responsibilities and decision-making of the sport club program and of the individual club. A sport club is a student organization; the most important involvement is student involvement.

A major role of the coach is to develop and improve skills of club members, and to promote good sportsmanship. The coach should be responsible, but not limited to the following: The Code of Conduct, and Virginia Tech, Recreational Sports and Sport Club Policies that helps a coach serve as a mentor to all club members. Developing leaders by encouraging the development of initiative, responsibility and leadership in the club's student officers and student-athletes is our goal. Coaches MUST refrain from decision-making related to club management, as club officers should take on these responsibilities.

If a club wishes to have a coach, club officers must notify the Sport Club Office. Upon notification, the Sport Club Office will follow the correct steps to hire, train, and on-board this coach. The maximum payment for any paid coach is \$15,000 per year. The sport club office will request a background check on all potential coaches, which will be paid for by the sport club. A potential coach cannot begin working with a club until the background check has been completed and approved.

All sport club coaches must be paid; clubs should use an hourly pay rate of between \$12-\$15/hour for budgeting purposes. Coaches will be classified by the university as "P14-Adjunct Faculty" positions, which receive no university fringe benefits.

Sport Club Supervisors

Sport Club Supervisors will be responsible for assisting with any questions that might be asked by the visiting team, medical emergencies, and general oversight of games. Sport Club Supervisors are student employees of the Sport Club office and are given the authority to represent the Department of Recreational Sports by the Sport Club Staff. If a supervisor has been scheduled for your club's game or tournament, he/she/they will introduce him/herself to your club at the beginning of the game. Supervisors are trained in First Aid and CPR but are not qualified to act as athletic trainers. If any type of serious injury occurs, the supervisor will contact the VT Rescue Squad if the Sport Club Athletic Trainer is not present. Clubs competing off-campus or at a home competition where there is no supervisor present should call the Police and/or Rescue Squad if necessary.

Student supervisors will be assisting with any questions that clubs may have about fields, practice times, building supplies, etc. and will act as a liaison between club officers and the sport club staff. It is the responsibility of each club using Rec Sports facilities to report any cancellations, delays, or changes of any kind in your practice schedule to Julie (jrroads@vt.edu, 540-231-5616). If cancelling indoor facilities space, also contact the sport club staff. Failure to do so will result in financial sanctions, as well as paying the wages of the Sport Club Supervisor (\$20/ per hour). Contact Julie if you have any questions about Sport Club Supervisors.

Sport Club Funding

Each of our 29 sport clubs have two operating accounts (a regular account which is managed by Recreational Sports, and a VT Foundation account for donations), which is managed by the Virginia Tech Foundation.

***WARNING: UNLESS PURCHASES ARE MADE IN ACCORDANCE WITH THE OUTLINED PROCEDURE, THE SPORT CLUB OFFICE WILL NOT BE RESPONSIBLE FOR THE PURCHASE, NOR WILL PAYMENT BE GUARANTEED. UN-AUTHORIZED PURCHASES WILL BE THE FINANCIAL RESPONSIBILITY OF THE INDIVIDUAL MAKING THE PURCHASE. ***

Sport Club Accounts

Each club has a sport club account that is maintained and monitored by the sport club staff, who approves all club expenditures. Money from this account can be used for, but not limited to, the following:

- Motor Pool, Charter Bus, or Airfare
- Lodging
- Tournament Entry Fees
- Equipment/ Supplies
- Team Uniforms
- Rental Fees
- Referees/ Judges payment
- League/ Conference Dues
 - Apparel (team uniforms, warmups)
 - Marketing Supplies
 - Awards/ Trophies

Sport Club Accounts can never have a negative (less than zero) account balance. If an account does go into the “red”, and the sport club office has to transfer departmental money into a club’s account in order to keep it in the “black” (a positive balance), the club will be fined double the amount of money that was transferred into their account.

The return of a payment (electronic or paper, for insufficient funds in a checking or savings account) issued to Virginia Tech will result in a \$50.00 returned item fee being placed on the account of the student, individual, vendor or employee on whose behalf the payment was presented for each returned item, no matter the reason, as required by the Commonwealth of Virginia’s statute § 8.01-27.1

Checks (i.e., sport club member dues payments, entry fees received from another school) for your team’s sport club account should be made payable to “Treasurer, Virginia Tech”.

Foundation Account

Donations to your club can be deposited into your VT Foundation account. The VT Foundation Office charges a one-time administrative fee of 5% per deposit. Funds can be used to purchase items that your club may need throughout the year. Donations for your team’s foundation account are tax-deductible, and an acknowledgment letter will be sent to all donors from the Foundation Office. See the Sport Club Office for more information about your team’s foundation account.

- Checks to be deposited to your Foundation account should be brought to the Sport Club Office. We will make deposits to your Foundation account for you.
 - (Checks for your team’s Foundation account should be made payable to the “Virginia Tech Foundation” with the team’s name on the memo line).
 - People can also donate online directly to your club’s Foundation Account by visiting the new Sport Club Crowdfunding platform at crowdfund.vt.edu/g/recsports. Clubs can add a crowdfund link on their website in order to make it easy for friends and family members to make donations directly to your team’s Foundation account.

- Clubs can also have donors call the VT Foundation directly to make a gift over the phone 800-533-1144.

Food Purchases

If purchasing food for a club event, please speak with the Sport Club Office first. Reimbursements and or payments have to be handled differently than other types of purchases. Prior approval from the Sport Club office is required.

Gift cards and flowers cannot be purchased or reimbursed.

Club members will not be reimbursed for meals out of any club account.

Do not use personal funds for anything unless you have spoken with the sport club staff first.

Expenditure, Deposits, and Reimbursement Requests

Sport Club Expenditure Request Form

An Expenditure Request form is used when a club wants to spend money from one of its accounts. The Expenditure Request form is designed to let the Sport Club Staff verify the legitimacy of the purchase, as well as verify that there are sufficient funds in your account(s). When a club wants to pay for items from one of its accounts, an Expenditure Request Form should be submitted along with an invoice or a quote from the company. A price quote can be used to process an order, but an invoice is required to get a check cut and mailed to a company.

It is important to place orders and process paperwork early so that you will receive them when you need them. Don't forget to budget for shipping and handling charges. Allow at least one week to have all necessary paperwork processed. Requests for a check must be submitted at least two weeks prior to the day you want the check to be mailed or picked up without exceptions. This ensures ample time for the Controller's Office to cut the check and contact us if there are any problems

Orders will be processed using the online purchasing system called "Hokie Mart". Do not commit to spend any team funds before filling out an Expenditure Request Form and speaking with either Julie or Alan. All orders will be finalized using Hokie Mart.

Julie has a university-issued VISA credit card (also referred to as a Purchasing Card or a "P-Card") that can be used for some purchases that total less than \$2,000.00. Speak with Alan about the possibility of using Julie's P-Card.

LACK OF PLANNING ON YOUR PART DOES NOT CONSTITUTE AN EMERGENCY ON OURS.

Sport Club Account Deposits & Due Payments:

A Deposit Form is used when a club wants to deposit funds into their sport club account. This form allows the sport club staff to update the Google Account Spreadsheet and to cross-reference with the daily Fusion Report, which tracks each team's account spreadsheet. All deposits are made at the Recreational Sports Main Office in McComas Hall.

Club member dues is another form of Sport Club revenue. Each club member is required to make his or her dues payments in the Rec Sports Main Office in 142 McComas Hall. Club members must have their Hokie Passport in order to pay dues.

Dues may be paid with cash or check only. No credit card payments are permitted.

Checks should be made payable to "Treasurer, Virginia Tech," with the team's name on the memo line.

All purchases are to be approved by the Sport Club Office in advance of a purchase.

It has been a general rule of Recreational Sports that club members should only pay for something out of their own pocket when absolutely necessary. When a club member pays for any club expense, an Expenditure Request form needs to be submitted, along with all original receipts or a credit card statement in order for that person to get reimbursed.

Clubs should not be buying equipment or paying for hotels out-of-pocket. In the event that a club does pay out-of-pocket, they may be eligible for a reimbursement. A reimbursement requires an expenditure report, direct deposit, and the original receipt(s) for all items or services that have been requested to be reimbursed. Until any and all documentation is submitted, no action will be taken regarding your reimbursement. Once the reimbursement process has begun, you will be contacted.

Recreational Sports is not obligated to pay a bill or reimburse a club member if the purchase was not approved in advance.

Some other things to remember:

1. Virginia Tech has several contracts with vendors, including travel agencies, bus lines, and vehicle rental facilities. If your club is planning on doing business with any of these types of companies, talk with the Sport Club Staff.
2. Remind vendors that sport clubs are tax-exempt when making purchases, except for hotel room charges.
3. When ordering merchandise, make sure you have it shipped and billed to your club c/o Virginia Tech Sport Clubs, Department of Recreational Sports, 143 McComas Hall (0358), 895 Washington Street, SW, Blacksburg, VA 24061.
4. If you are paying an umpire, referee, or judge to work one of your games/competitions, that person must fill out a W-9 form every time s/he works a game and needs to be paid. W-9 forms are in the Sport Club Office.
5. If you are requesting payment for an entry fee or membership dues, we need something that shows how much is owed and to whom the check should be made payable. Checks cannot be made payable to an individual when paying entry fees or league dues. The check has to be made payable to an organization (i.e., JMU Women's Club Soccer, USA Hockey, U.S. Tennis Association), not to an individual
6. Travel reimbursements – when requesting reimbursement for travel expenses, i.e., gas, hotels, parking or toll fees, you MUST indicate on the Expenditure Request form the dates and times that you departed AND returned to Blacksburg. Incomplete information only delays your reimbursement. ALL receipts for expenses MUST accompany the Expenditure Request form. You WILL NOT be reimbursed for any expense that is not documented with a legitimate receipt.
7. Recreational Sports is ultimately responsible for the oversight and management of all sport club accounts; these rules and guidelines are in place to ensure that things run as smoothly as possible. If you have any questions, stop by the Sport Club Office.

Budget Proposal and Financial Planning

Under the evaluation system, sport club officers will present a budget allocation proposal to the sport club staff prior to each semester, asking for what they believe is a justifiable allocation of funds for the upcoming semester. The Assistant Director and Sport Club Coordinator will review budgets, and will then allocate funds, within the program's budgetary limits.

The following is a general guide for what a budget proposal should/could include:

- Club Operating Expenses: Operations of the club; coaches payments, deposits, marketing items.
- Game/Match Expenses: These expenses include, but are not limited to entry fees, league fees, judges/referee fees, and facility rental fees. National Championship expenses can also be included.
- Travel Expenses: These expenses include travel to and from an event, including vehicle rental, airfare, fuel, and lodging. Funding for club member meals will not be allocated and should not be requested.
- Equipment: These expenses include items that are deemed essential for the performance of the club's sport, such as balls, bats, flags, etc.
 - This should not include personal equipment such as uniforms, T-shirts, shoes or trophies. These items should be funded from fundraising or dues.
 - Significant equipment purchases will be considered on an individual basis, NOT through the budget proposal process.

Recreational Sports will allocate funds each semester to clubs who are in good standing. The remainder of the club's budget should come from fundraising and dues. These two amounts can be further broken down to "cost-per-member" so that each club can establish financial requirements for its members. Establishing these requirements at the beginning of the year will help to set guidelines under which your club can operate most efficiently.

Funding decisions are determined primarily by the amount of money allocated to the Sport Club Office's annual administrative budget by the Department of Recreational Sports. Within the context of available funds, each club's needs and fiscal responsibility will be reviewed each year. The Evaluation System will impact a club's budget and will assist the Sport Club staff in determining the allocation of funds.

The Evaluation System is explained in detail elsewhere in this handbook. Factors such as turning in paperwork on time, attendance at workshops, and the creation of an annual report are among the criteria that will impact a club's funding.

1. Once funding decisions are made, departmental allocations are deposited into each club's sport club account prior to the beginning of each semester. The Sport Club Staff manages all sport club accounts. The Sport Club Office must approve all purchases and the use of all club funds.
2. Any money remaining in a club's account will be carried over to the following year but may affect a club's funding for the following year.
3. Given the availability of funds, money may be available to clubs who qualify for their national competition as an incentive, based off perfect Evaluation System Points throughout the year.
4. If the Sport Club Office has to transfer money to keep a Sport Club Account from going negative, the club may be penalized. In addition, the club may not be eligible to receive an allocation for the following semester.

Licensing Guidelines for Apparel

All designs for your club's clothing must be approved by the Sport Club Staff and the Virginia Tech Licensing and Trademark Administrative Office. All apparel using any trademarked VT Logo must be purchased through a licensed Virginia Tech vendor. The list of VT vendors is located at vt.edu/brand/licensing

Approved ways to use the Athletic Logo:



The following is additional information from the university's Office of Licensing & Trademark Administration about logos and the usage of athletic marks:

University Student Life Programs (USLP):

- Naming a USLP on Licensed Merchandise – USLPs are permitted to use “Virginia Tech” in their organization name (for example Virginia Tech Club Baseball). USLPs are not permitted to use “Hokie” or “Hokies” in their organization name.
- Because USLPs are directly governed by academic or administrative departments, for which the University is ultimately responsible, it is very important that USLP club sport teams are identified properly. To avoid confusion between club sports and varsity athletic sports, club sports teams must identify themselves as such on merchandise (including uniforms) using one of two options:
 1. Sport club apparel must use the word “club” in the organization's name on the merchandise. The word “club” can be at the beginning or end of the name. (i.e.: Club Baseball or Baseball Club, Soccer Club or Club Soccer).
 2. Additionally, sport club apparel may use the approved sport club patch on the merchandise. The patch can be anywhere on the merchandise as long as it is visible and legible.
 3. If the patch is used, the word “club” is not required to be on the merchandise.

4. Apparel to be worn as part of the uniform (i.e., shorts, hats, etc.) are not required to have the sport club patch or “club” in the organization’s name if it is to be worn with a correctly branded top.
5. If it is a supplementary piece to the uniform, the sport club patch or “club” in the organizations name is required.
6. Sport club teams are allowed to use all university marks.
7. Sport club coaches must adhere to the same guidelines as their teams’.
8. Products produced for the purpose of giveaways must use the word “club” in the organization’s name on the merchandise.
9. It is not required to use the sport club patch on the merchandise.
 - a. If the sport club patch is not on the merchandise, the word “club” must be present in the team’s name

b. Use of University trademark logos – USLPs are not required to use a Virginia Tech logo as part of their organization logo. Use of the letters “VT” except when using the stylized VT, is not permitted.

If a USLP chooses to use a Virginia Tech logo, it must be an athletic mark or an institutional mark. Use of both together is not permitted. Use of the university seal and vintage university marks is not permitted.

Sport Clubs are classified by the university as being “USLP’s” (University Student Life Programs). As USLPs, sport clubs are never allowed to modify any Virginia Tech trademark including, but not limited to: changing colors, adding clothes to the HokieBird, or elongating the “T” on the stylized VT. USLPs may not incorporate a trademark with the addition of type, graphics, or images in such a way that the effect is to create a distinct combined logo.



Student Conduct/Violation of Procedures

Students involved in any sport club activity should remember that they represent the Department of Recreational Sports and Virginia Tech and should conduct themselves accordingly. Any violation will be referred to the Assistant Director of Sport Clubs, and possibly to the Office of Student Conduct as well, for appropriate action. Adhering to the Sport Club Code of Conduct is the responsibility of every participant, coach, and volunteer involved with the sport club program.

All individuals are expected to conduct themselves in a mature and responsible manner during all club activities or competitions, whether on or off campus. Events include any activity where a member of a sport club is representing his/her sport club, the Department of Recreational Sports, and/or Virginia Tech. The Sport Club Staff will review violations of any departmental and/or university policy or procedure and will then hold a hearing in which the individual or club cited in the referral is given the opportunity to refute the charges or allegations. Any disciplinary action is the decision of the Sport Club Staff and can take one or more of the following forms:

1. A verbal and written warning to the individual or club and notification to the Director of Recreational Sports.
2. Probation for a specified period.
3. Suspension of services and/or finances for a specified period.
4. Suspension from the sport club program for a specified period.
5. Expulsion from the sport club program and referral to the Vice-President of Student Affairs for additional action, if warranted.

Individuals and clubs wishing to appeal the Assistant Director's decision must submit a written request for appeal, specifying the reason(s) for the appeal, within two working days, to the Director of Recreational Sports. The Director of Recreational Sports will make the final decision on any appeal. While an appeal is pending, the decision of the Assistant Director will continue to be in effect.

Students should be aware that in addition to any disciplinary action by the Department of Recreational Sports, they may also be subject to university, local, state, and/or federal action.

Alcohol & Tobacco Policy

All members of the university community must abide by Virginia state law and University policies that regulate the service, possession, and consumption of alcoholic beverages. The University may be required to participate in the enforcement of alcohol laws and ordinances. No alcohol should be in an individual or club's possession when representing the sport club program or the Department of Recreational Sports. For more information regarding the University's Alcohol and Drug policy, refer to the following web site: <http://www.judicial.vt.edu>.

The Department of Recreational Sports emphasizes that alcohol and illegal drug use during club activities and competitions will not be tolerated.

If a participant or spectator appears to be intoxicated and/or is causing a disruption or "making a scene", s/he/they may be asked to leave the premises by the Sport Club Supervisor or Sport Club Staff. Individuals that violate this policy may be reported to the Office of Student Conduct and/or the Virginia Tech Police Department.

Participants may not use tobacco products of any kind while participating in a sport club activity. Spectators may use tobacco outside only if it does not bother any other spectators or participants. A Supervisor may ask spectators to move away from people if their tobacco use is disturbing anyone. No tobacco products are permitted at any indoor events, whether on or off campus.

Hazing

For the purposes of this section, "hazing" means to recklessly or intentionally endanger the health or safety of a student or students OR to inflict bodily injury on a student or students in connection with or for the purpose of initiation, admission into or affiliation with, or as a condition for continued membership in a club, organization, association, fraternity, sorority, or student body regardless of whether the student or students so endangered or injured, participated voluntarily in the relevant activity.

Hazing as stated in Section V.I. of the Hokie Handbook

Hazing is a criminal offense in the Commonwealth of Virginia. Hazing is considered a serious violation of university policy and is prohibited in all forms. This policy is based on the proposition that students are

entitled to be treated with consideration and respect at all times and it applies to all student organizations and individuals. In determining whether a specific behavior violates the hazing policy, consideration will be given to how the behavior relates to the university's mission and purpose.

The state statute on hazing (Virginia Hazing, Civil Criminal Liability, Code of Virginia. 18.2-56) reads as follows: It shall be unlawful to haze, so as to cause bodily injury, to any student at any school, college or university. Any person found guilty thereof shall be guilty of a Class 1 misdemeanor. Any person receiving bodily injury by hazing shall have a right to sue, civilly, the person or persons guilty thereof, whether adults or infants.

Virginia Tech defines hazing as any mental or physical requirement, request, or obligation placed upon any person that could cause discomfort, pain, fright, disgrace, or injury; that is personally degrading; or that violates any federal, state, or local statute or university policy, the willingness of an individual to participate in such activity notwithstanding. A person is defined as a university student, any pledge, associate member, affiliate alumnus, guest of any campus organization, or other individual. Alleged violations of this policy should be reported to the Virginia Tech Police, the Office of Student Activities, or the Office of Judicial Affairs. Hazing includes but is not limited to consumption of excessive amounts of alcohol, altering of physical appearance (shaving hair, getting a tattoo, etc.), disruptions to someone's lifestyle and personal schedule, excessive exercise, physical abuse, use of degrading or humiliating names, sleep deprivation, interrogation, and public humiliation (forcing a new member to wear clothes that may be humiliating, requiring a new member to be nude at any given time, etc.).

Distinction between Hazing by Organizations and Hazing by Individuals

The following statement will help distinguish hazing violations by individuals from hazing violations by student organizations:

1. It is presumed that hazing incidents involve only those persons directly participating in the incident and those who are present at the time it occurs and who do nothing to stop its occurrence.
2. A hazing incident may also be an organizational chapter activity, for which the organization itself may be disciplined, if any of the following characteristics are present:
 - a. The faculty advisor or any of the executive officers of the organization, or the person charged with the administration of an orientation or pledge program is aware of the incident sufficiently in advance of its occurrence to prohibit it taking place, and it takes no action to prohibit it.
 - b. The faculty advisor, or any of the executive officers of the organization, or the person charged with the administration of an orientation or pledge program knows the identity of the members involved in the incident and refuses to divulge that information to the appropriate university authorities or the police.
 - c. The incident takes place in any public area within a chapter house or in any public place.
 - d. The incident involves the expenditure of any organizational funds.
 - e. The incident involves or is actively or passively endorsed by a majority of the members of the organization.

The officers, principally the president or chairperson, of each organization are responsible for informing members and prospective members of this hazing policy. The Office of Student Activities will provide copies of this policy to all student organizations.

Title IX

Title IX is a federal civil rights law that prohibits discrimination based on sex at all institutions that receive federal financial assistance. Sexual misconduct, including sexual harassment, sexual violence (rape, sexual assault, domestic violence, dating violence, and stalking), and all other forms of sex discrimination are violations of federal law and University policy. Discrimination and harassment are forms of conduct which, when established, will have repercussions with the Title IX Office.

Virginia Tech handles sexual misconduct complaints sensitively and discreetly; we are all responsible for providing a supportive environment for those in need and for reporting misconduct. If you have experienced sexual discrimination, assault, harassment, or violence, or know someone who has, Virginia Tech is committed to providing support and resources to assist. Any student, faculty, or staff member, or applicant for admission or employment who has concerns about sex discrimination or sexual misconduct is encouraged to seek the assistance of the Title IX Coordinator.

At Virginia Tech, the Title IX Coordinator is Katie Polidoro. Her contact information is polidoro@vt.edu (540)-231-1824

Virginia Tech is committed to providing a work and study environment for students, faculty and staff that is free from all forms of harassment, intimidation, fear, coercion and exploitation. Sexual harassment is reprehensible and will not be tolerated by the university. It subverts the mission of the university and threatens the careers, educational experience and well-being of students, faculty and staff. Sexual harassment is a form of discrimination, and relationships involving sexual harassment or discrimination have no place within the university.

The Clery Act

The Clery Act is a federal statute that requires colleges and universities who receive federal funding to report any and all criminal activity that occurs on, adjacent to, or within campus both in their public crime log and the school's Clery Report. The purpose of the Clery Act is to ensure students, faculty, and staff receive transparent and prompt information regarding criminal activity and in an effort to keep people aware and safe.

As faculty members, the Sport Club Office Staff are required to report any and all allegations of criminal activity including but not limited to sexual violence, sexual assault, sexual harassment, hate crimes, robbery, aggravated assault, and liquor and drug violations. After a report of any crime is made to the appropriate office, the Sport Club Program reserves the right to take action with consideration of the situation.

Sport Club Participant Code of Conduct Agreement

All individuals, including students and coaches, involved in a Virginia Tech Sport Club represent not only him/herself, but also the Department of Recreational Sports and Virginia Tech. Participation with a sport club carries with it a great deal of personal responsibility. As a representative of Virginia Tech, sport club athletes are expected to conduct themselves in the most positive way possible at all times.

All members of the Virginia Tech sport club program, and clubs/teams as a whole, are required to adhere to all federal, state and university laws, guidelines, standards and policies. The Department of Recreational Sports, through the Sport Club Office, reserves the right to issue sanctions, including, but not limited to, denying, or revoking memberships to individuals in violation of university policies.

Sport Club Teams may be held responsible for the acts of its individual members. Clubs may be subject to suspension or expulsion from the Sport Club Federation for violation of university and/or Federal and/or State laws.

The following Sport Club Code of Conduct must be agreed to on IM Leagues before dues are paid and before participating in the sport club program:

Club members, officers, and coaches shall not:

1. Engage in any form of hazing. For information about hazing and other standards of behavior, refer to the [Sport Club Handbook](#) and to the "[University Policies for Student Life](#)".
2. Take part in any action or activity that will/may represent Virginia Tech, Virginia Tech Recreational Sports or the Virginia Tech Sport Club program in a negative manner
3. Use drugs (except for medical purposes) while practicing, traveling or competing
4. Consume alcohol while traveling, practicing, competing, spectating or socializing as part of a sport club event
5. Consume alcohol at any Virginia Tech facility before, during or after a practice or competition
6. Use team funds to purchase alcohol even if any/all team members are above the legal drinking age
7. Encourage underage consumption of alcohol
8. Consume alcohol at public establishments while wearing team apparel
9. Attempt to strike, threaten or cause personal injury to anyone while competing
10. Verbally abuse another participant, coach, official, spectator, administrator or hotel employee
11. Cause damage to facilities or equipment
12. Use or enter a facility illegally, using an assumed name or false I.D.
13. Use obscene gestures, profanity or disrespectful language while practicing or competing
14. Engage in conduct that constitutes discrimination or harassment

The above is a partial list of expected standards of behavior for sport club participants. For additional information concerning standards of behavior, refer to the "[University Policies for Student Life](#)".

Fleet Service Vehicles

Sport Club Travel

The Sport Club Office recognizes that travel is a significant component of all 29 sport clubs. When traveling to any sport club function, all sport club officers (and particularly Risk Management Officers) must ensure that safety precautions are followed at all times.

Travel Request Process

The following details the process that officers should follow to request to travel to an event off campus:

1. Submit an official roster via Microsoft Teams
2. Request a hotel booking from Julie (jrhoads@vt.edu). Include all pertinent information required to book a hotel including the hotel name, hotel address, hotel phone number, check-in and check-out dates, the number of rooms required, approximate cost of each room, the approximate total cost of the entire stay, and any other information deemed necessary to successfully book a hotel.
3. Email Julie with the above information, including the direct link to the hotel's website to begin the booking process.

4. Request Fleet Services vehicles: Contact Alan (aglick@vt.edu) to reserve Fleet Service vehicles. If there are no vehicles available for the desired travel dates, alternative methods of transportation can be discussed.
5. Submit a Travel Request Form via Microsoft Teams no less than 6 business days prior to your competition weekend. This means that all Travel Request Forms, including all supplemental materials, must be submitted by Thursday of the week prior to your competition weekend.
8. Sport Club Professional Staff will contact you when a request has been made and received by the Sport Club Office.
9. After all of the above details have been confirmed and your club members that are traveling have been deemed eligible, a professional staff member will contact you via Microsoft Teams to approve travel.

Fleet Services

Fleet Service vehicles are the primary mode of team travel for the sport club program. If Fleet Service vehicles are unavailable, Enterprise Rent-A-Car is under university contract and can be used as an alternative source of vans and cars.

Use of Fleet Service vehicles is a privilege extended to sport clubs because of their affiliation with the Department of Recreational Sports. Fleet Services is the preferred method of transportation.

- Fleet Service vehicles are used for away competitions and other official activities.
- If Fleet Service vehicles are not available, your club may rent vehicles only from Enterprise Rent-A-Car as the second preferred method of transportation. Alan will contact Enterprise for you.
 - If a team is in need of Enterprise vehicles, they must speak with Alan to reserve them. The Sport Club Office will not reimburse team members rental car purchase when there are Fleet Services vehicles available.
- All Fleet Service requests should be submitted well in advance of the date needed to increase your club's chances of getting the vehicles you want. Fleet Service requests must be submitted by sport club office staff and not by club officers or members. Fleet Service Request Forms are in the Sport Club Office. Alan will submit all Fleet Service requests.
- If you know that your Fleet Service needs have changed, please let the Sport Club Office know as early as possible so we can cancel your reservation and free up the vans/cars for other Sport Clubs or campus groups. You can contact Alan (aglick@vt.edu) by calling, emailing, or dropping by the office to cancel your request.
- Abuse of Fleet Service policies/procedures may result in your club losing its ability to reserve vehicles for a period of time to be determined by the Assistant Director and/or the Fleet Services office.
- In the event of an accident involving a Fleet Services vehicle, please contact the following immediately:
 - VT Police for accidents on-campus 540-231-6411
 - State Police for accidents off-campus
- Every Fleet Service vehicle's glove box contains emergency contact procedures which MUST be followed in the event of an accident. Please take the time to read these instructions.
- Also, reports must be submitted by the driver to the following as soon as possible:
 - Virginia Tech Fleet Services- This should be done for all accidents regardless of the damages. Accident Report Forms are in the glove compartment along with the insurance company's policy and telephone numbers.

- In the event of an emergency, in addition to contacting the local or state police, you should also contact the sport club staff (Julie or Alan).
- If there is a mechanical issue with a vehicle, call Fleet Services immediately, do not wait until you return the vehicle. If you have a vehicle breakdown you should call Fleet Services and then call Roadside Assistance as well as the sport club staff.
- In the event of an accident, the sport club staff will decide whether or not to continue with the trip.
- If you experience any problems with a Fleet Service vehicle, report the problem to Fleet Services. Call them if a problem occurs during normal business hours at 530-231-6141.
- Abuse of Fleet Service vehicles or policies may result in disciplinary action against your club.
 - Your club will be responsible for payment up to \$1,000.00 for any damage done to a Fleet Services vehicle unless you can obtain driver and insurance information from the other individuals involved in the incident.
- Personal vehicles are the least preferred method of transportation for sport clubs, since it is safest to drive the least number of vehicles as possible.

Personal Vehicle Use:

Accidents involving personal vehicles, even when being used for business purposes, are the responsibility of the owner. The Commonwealth's insurance program applies to non-owned, borrowed and hired vehicles on an excess basis only. This insurance would only apply if the personal automobile liability limits were exhausted and Virginia Tech was determined to be liable by a court of law because the representative was conducting university business.

Fleet Services rents out 7 & 12- passenger vans, cargo vans, and 4 & 5-passenger cars. Do not exceed the specified number of riders per vehicle. All passengers must wear a seatbelt at all times! Safety First!

Many accidents involving large (12 passenger) are a result of inexperienced drivers not being familiar with the driving characteristics of these vehicles. As a result, Fleet Services requires that:

1. The driver must have at least 2 years of automobile driving experience
2. The driver cannot have any serious moving record violations within the last 12 months

The following guidelines have been established by Fleet Services for all large vans, and need to be strictly adhered to for the safety of all passengers:

- 1) The maximum number of passengers is limited to 12.
- 2) All drivers must realize that a loaded van has a higher center of gravity, which makes steering sensitive.
- 3) Loaded vans need more distance for braking and stopping due to weight.
- 4) Lane changes should be made carefully and be planned well in advance.
- 5) All passengers MUST wear seatbelts.
- 6) Cell phone use is prohibited while operating any vehicle (Exception: an emergency situation).
- 7) Do not place signs in windows.
- 8) Do not decorate windows.
- 9) Make sure that the van is clean when you return it.

These guidelines apply to all vehicles operated by VT staff and students - this includes rentals from local car rental companies.

Possession and/or consumption of alcoholic beverages and illegal drugs or substances are strictly prohibited while traveling on sport club trips. Failure to abide by the policy will result in disciplinary action.

Fleet Service Driver Registration

Every driver of a Fleet Services vehicle has to be registered through Fleet Service's on-line system. The Sport Club Office will submit all car/van requests, but every potential driver has to be registered in Fleet Service's "Fleet Commander" online system.

Additionally, every potential driver (anyone listed on a Fleet Services Request Form as a potential driver for a trip) must either bring his/her driver's license to Fleet Services so that they can make a copy of the license, or a zoom meeting can be scheduled with Fleet Services in order to accomplish this task. If someone who is listed as a potential driver has not taken care of this, Fleet Services will take no action on filling the car/van request until this has been taken care of.

Here are brief instructions on how to register as a driver with Fleet Services:

1. Visit this link: <https://fleetcommander.vpas.vt.edu/UserRegistration.asp>
2. Please fill out the sections titled "User Information" and "Contact Information".
3. For the "Additional Information" section, please use the following information:
 1. Fund manager name: Julie Rhoads
 2. Fund manager phone: 540-231-5616
 3. Fund manager email: jrhoads@vt.edu
4. Be sure to confirm that your registration was successful.
5. Remember to bring your driver's license to Fleet Services so they can authenticate you as a driver.

Competitions

As members of the Sport Club program, all clubs must actively compete on the intercollegiate level. Clubs are encouraged to participate at various levels of competition. Once a competition schedule is confirmed for a semester, the club should email this information to sportclubs@vt.edu. It is suggested that club officers develop a schedule that creates a balance between home and away competitions. The Sport Club Staff should be made aware of any schedule changes as soon as possible. The Wednesday BEFORE each competition at 12:00pm, a Pre-Competition Form should be filled out on the Google form. The results of each competition should be filled out on the Post-Competition Google form by the following Monday at 12:00pm.

Home Competitions

- When a competition date draws near, there are certain forms that need to be completed before a club can participate. Only those students who have an Assumption of Risk and Medical Form on file may participate in club competition or practice. Individuals lacking the correct paperwork have until Noon the day of the competition or 5pm the Friday before weekend competition to update their status and gain eligibility to compete.
- Facility reservations need to be completed and confirmed BEFORE any home competitions are scheduled. Reservations should be submitted as early in the semester as possible and BEFORE

the competition is arranged. If your practice or home game schedule should change, you MUST notify the Sport Club staff immediately.

Away Competitions

- For away competitions, clubs need to complete the Pre-Competition Information, Student Driver Agreements, and Fleet Services Request Forms (if needed).
- Remember that individuals must have current forms on file in order to travel and compete. Club members lacking all proper paperwork will not be allowed to travel.
- Travel in university vehicles is limited to club members, coaches, and Recreational Sports Staff members. Anyone else wishing to travel with the club must have approval from the Sport Club Staff prior to the trip or make other travel arrangements. All club members who travel to a competition in a university vehicle must return with the team in the same vehicle. Any other arrangements are to be approved by the Sport Club Staff before the club leaves town.
- If Fleet Services has no vehicles available for a given weekend, Enterprise in Christiansburg can be used. Clubs are permitted to use personal vehicles to get to competitions. Fleet Services will charge clubs \$5.00 for each missing gas receipt from a trip. All gas receipts should be placed inside the key holder with the gas credit card (called the Voyager Card).
- Travel reimbursement when using personal vehicles is available for gas purchases from your team's account. All original gas receipts from the trip must be turned in, along with a completed Expenditure Request Form. Only gas purchases made directly before and during the trip will be reimbursed.

Health and Safety

The University and the Commonwealth of Virginia are only responsible for injury during transport to and from practice or a competition (not during the competition itself) or as the result of negligence, so it is also strongly recommended that club members have their own health insurance coverage.

Student Medical Insurance: The university sponsored student health insurance plan for the 22-23 academic year is provided through a contract with Aetna Student Health. It is a comprehensive medical and pharmacy plan available to all full-time Virginia Tech students and their dependents. More information can be found at Student Medical Insurance or at 540-231-6226 or email SMI@vt.edu.

Each club is required to have two designated Risk Management Officers or club members certified in CPR/AED/First Aid. At least one Risk Management Officer is required to be at all practices; otherwise, the practice will be cancelled. A Risk Management Office is also required at all home competitions, whether or not a Sport Club Supervisor is present. If your team has a coach, he/she/they is also required to be trained and certified in CPR/First Aid/AED. Spot checks will be conducted throughout the year to ensure policies are being followed. Failure to abide by this regulation will result in disciplinary action by the Sport Club Staff.

Should there be an injury during a sport club activity on the Virginia Tech Campus, the Risk Management Officer or Sport Club Supervisor should immediately complete an Injury Report Form. The Injury Report Form needs to be turned in to the Sport Club Staff within 24 hours of the injury. If the VT Rescue Squad is called and/or the participant is taken to a hospital, the Sport Club Staff should be notified by phone immediately, regardless of whether the game is at home or away.

To avoid field hazards, each club is responsible for checking their field regularly to identify any potential problems. Any hazards should be reported to the Sport Club Staff.

Athletic Training

Participating in Virginia Tech Sport Clubs. We serve this patient population in the areas of education, injury prevention, injury evaluation and management, and rehabilitation. Our aspiration is to support the student athlete's quality of life during their athletic career and beyond. The Virginia Tech Sports Medicine Department (VTSC SMD) is committed to delivering professional, quality healthcare by incorporating a patient-centered approach and using recognized best practices.

The VTSC SMD provides care for all Sport Clubs student athletes. Student athletes are seen by appointment for evaluation, treatment, and rehabilitation. Appointments can be made by contacting the Sport Clubs Office. Coverage will be provided by the Certified Athletic Trainer for home events and most practices of high-risk sports, as able. Student athletes are responsible for reporting all injuries and/or illnesses to the VTSC SMD and Certified Athletic Trainer to aid in the proper care of each situation. For particulars of how to schedule appointments or how to provide proper injury notification for home or away events, please refer to the Risk Management Handbook, or the VTSC SMD Policy, and Procedures Manual.

Services Provided to Sport Clubs

The Sport Club office is located in 143 McComas Hall. The offices of the Assistant Director for Sport Clubs, the Assistant Director of Recreational Sports, the Sport Club Coordinator, and Sport Clubs Athletic Trainer are also located in 143 McComas. The office is generally open from 9:00am-4:00pm Monday-Friday.

The following services are provided for Sport Club-related business. Items 6-10 are available for checkout on a first come-first serve basis. Check to see if the equipment that you would like to use is available. These services are for club use only.

Fax Machine

- The Department of Recreational Sports' fax number is (540)-231-6273.

Copier

- The copier is available for Sport Club related work only and is NOT intended to be used for copying homework, notes, etc.
- Copy front and back (duplex) when possible, to conserve paper.
- Report any copier problems to any Sport Club Office staff member immediately.
- Don't try to fix the copier yourself- let a staff member know

University Postal Service

- All Sport Clubs have a designated mailbox in the office.
- Club-related mailings can be sent through the Department of Recreational Sports.
- Mailings should reflect your club and Virginia Tech in a positive way.

Water & Gatorade Coolers

- Water coolers are available for your games/tournaments. Please rinse the coolers before returning them to the Sport Club Office.

Athletic Trainer

- The Virginia Tech Sport Club Program in partnership with VCOM (Virginia College of Osteopathic Medicine) has a full-time athletic trainer, Bailey Hawkins, for the program. The VT Sport Club Sports Medicine Department (VTSC SMD) strives to provide comprehensive healthcare for the overall well-being of every student-athlete. Bailey works out of two locations: The Fitness Assessment Center in the lower level of McComas Hall (near the locker rooms) and at the Sport Club Building at the Sport Club Fields.

Facilities

- All Sport Clubs have access to various Recreational Sports indoor and outdoor facilities for practices, instruction, and competitions. See the section on reserving space for practices and competitions.

Club Constitutions

All clubs are required to have a set of operational guidelines or rules, in the form of a constitution. Each sport club should develop a constitution that is suited to their organization. The constitution must be easily interpreted so that the club can operate consistently from year to year. All sport clubs will be expected to update their constitution annually and submit a current copy to the Sport Club Office. A constitution is the organizational framework of a club, and expresses the fundamentals of the club's structure and purpose. The constitution should be updated periodically as policies and officers change. Bylaws and standing rules are easier to amend than the constitution. Bylaws govern the internal operations of a club. Standing rules are those adopted by a majority vote at a club meeting. The following is a suggested format for constitutions:

- | | | |
|-----|---------------|--|
| 1. | Article I: | Name |
| 2. | Article II: | Purpose / Mission Statement |
| 3. | Article III: | Membership |
| 4. | Article IV: | Finance |
| 5. | Article V: | Organization |
| 6. | Article VI: | Advisor / Coach |
| 7. | Article VII: | Elections |
| 8. | Article VIII: | Meetings |
| 9. | Article IX: | Removal from Office |
| 10. | Article X: | Referendum |
| 11. | Article XI: | Amendments |
| 12. | Article XII: | Bylaws |
| 13. | Article XIII: | Ratification |
| 14. | Article XIV: | Disciplinary Action and Member Conduct |
| 15. | Bylaw I: | Duties of the Executive Committee |
| 16. | Bylaw II: | Duties of the Officers |
| 17. | Bylaw III: | Conditions for a Club Sponsor |
| 18. | Bylaw IV: | Nominations and Elections |

- | | | |
|-----|------------|--------------------------|
| 19. | Bylaw V: | Club Courses |
| 20. | Bylaw VI: | Adoption of the Bylaws |
| 21. | Bylaw VII: | Amendments to the Bylaws |

Sport Club Evaluation/Disciplinary System

Evaluation System:

The evaluation system's primary purpose is to ensure timely submission of required forms and to keep the Department of Recreational Sports up-to-date on the activities of your club. It is to a club's advantage to be punctual in all areas of the evaluation system so that they can maximize the amount of funding to be allocated for the following semester. Clubs with perfect evaluations will receive priority funding for the following semester. It is the club officer's responsibility to ensure all administrative tasks are completed on time, all policies and rules are followed, and keep the club in good standing with the Sport Club Office.

Fall Workshop

- The purpose of the Fall Workshop is to familiarize new and returning officers to the sport club program. This workshop updates current officers on policies, procedures, and other important information needed for the academic year.
- Please note that the Fall Workshop is mandatory for all officers; any club members who have the potential of becoming an officer are welcome to attend any of the workshops.

CPR/AED/First Aid

- The Sport Club Program requires that two members of each sport club be CPR/AED/First Aid certified. One Risk Management Office be present at EACH practice and home competition. This is to ensure the safety of all club members. Certification classes are available through the Department of Recreational Sports. Registration fees for certification classes can be paid for by club funds.
- If a club officer or member is already certified or newly certified, proof of certification MUST be on file in the Sport Club office by the deadline to avoid evaluation system penalties.

USLP Registration and GobblerConnect

- All clubs need to re-register to be recognized for the 2022-2023 academic year through the Gobbler Connect website. Please keep this page up-to-date with current officers and contacts. <http://gobblerconnect.vt.edu>

Club Constitution

- A constitution provides a framework and structure for each club to operate within. Each club is required to have a current constitution on file in the Sport Club Office. Clubs are encouraged to refer to their constitution when dealing with club issues such as conducting elections for new officers.

Officer List

- The Officer List can be emailed to the Sport Club Office. This form is to be completed when new club officers are elected. The Officer List is a very important form, since it provides contact information for all club officers, coaches, and advisors. It is to the club's advantage to turn this

form in as soon as possible so that students inquiring about Sport Clubs can be given correct information. Information must include their name, phone number, and email.

Budget Meetings

- Sport Club officers are required to attend monthly budget review meetings with the Sport Club Staff. All treasurers should set up a monthly budget meeting with the Sport Club Coordinator. These meetings are to make sure both the Sport Club Office and the team have an understanding of what expenses, revenues, and balance of the account looks like for that month.

Team Rosters (Code of Conduct/Medical Form/Assumption of Risk)

- Code of Conduct, Medical Forms, and Assumption of Risk Forms are required for each participant in the sport club program. Prior to participation in any club activity, each club member MUST read the Code of Conduct/Medical Form/ Assumption of Risk forms. Faculty and Staff members participating with the club must also agree to forms. These forms are available on IM Leagues.

Annual Report

- Each club is responsible for producing an Annual Report at the end of the Spring semester. The report should highlight your club's goals, accomplishments, game or tournament results, etc. for the year. The annual report must be completed before the end of spring semester, and should be a comprehensive, typed document. The following items should be included in the report, as well as any additional information deemed pertinent to the interests of each individual club:
- Goals for the year - how they were or were not met, how they are currently being met or why they were not met.
- Goals for the upcoming year - program proposals that will help meet the following year's goals.
- Summary report for the year - include topics such as
 - Financial information
 - Membership lists
 - Competition information and results of games and/or tournaments
 - Other activities that your club engaged in (i.e., community service, clinics, fundraisers, etc.)
 - Accomplishments for the year
 - Problems or issues the club encountered and how they were/will be addressed
 - Any other information you would like to include

Fall & Spring Game Schedules and Revisions

- Complete game schedules need to be turned in and updated regularly. Revisions are just as important as the initial schedule. The Sport Club Staff should be updated on changes to your schedule as changes occur.
- Revisions need to be made whenever there is a change in opponent, location, date, or time.

Pre-Competition Information & Post-Competition Summary

- These forms are available online via the Sport Club Google Drive. You must fill out Pre-Competition Information Form before a competition and you must fill out a Post-Competition Form after a competition. These forms are due at 12:00pm on the Wednesday before and at

12:00pm on the Monday after a game, competition, or tournament. Failure to fill out a Pre- or Post- Competition form will result in disciplinary action.

Maintaining Your Sport Club's Website

- All clubs are expected to have a well-maintained current website. Many prospective and current VT students look at club's websites for general information, contact information, game schedules, scores, etc. The Department of Recreational Sports will provide links to each club's homepage. Clubs may want to consider creating a web page design & maintenance position if one currently does not exist. Students and visitors expect Virginia Tech student organizations to have current informative homepages.

It is to a club's advantage to be successful in all areas of the Evaluation System to maximize the amount of funding to be allocated for the following year. With the timely completion of required forms and tasks, it ensures that the Sport Club office is up-to-date on the activities of your club and helps each club achieve their goals for the year and be successful.

Clubs that do not submit Evaluation System requirements on time will suffer financial penalties for each late submission. The Evaluation System's primary purpose is to encourage clubs to submit requirements on time.

Monetary Penalties

Monetary penalties will be issued when clubs (and club members) fail to submit or complete administrative tasks or failure attend scheduled appointments and meetings. The monetary fines are detailed below.

Level 1 Fine:

- Failure to sign and submit an administrative form required to be an eligible club participant: \$5/person.
- Failure to cancel Athletic Training appointments within 24 hours of the appointment: \$25 for the first offense, \$50 for the offenses following.
- Failure to submit paperwork or form by the original deadline: \$50.
- In the event that the Sport Club Staff must fill out an Expenditure Request for your club: \$50.

Level 2 Fine:

- Failure to attend Sport Club Monthly Meetings: \$100.
- Failure to submit paperwork or forms after 1 week of the original deadline: \$100

Level 3 Fine:

- Failure to submit administrative forms 2 weeks after the original deadline: \$200. (May include the freezing of club funds)

Disciplinary Actions:

The following procedures outline the course of action taken by the Sport Club Office for Sport Club and/or University policy violations. The goal is to ensure that clubs adhere to the Sport Club policies and procedures to resolve conflicts within the community, and to improve the participation of clubs by promoting high standards. Violations of serious nature may be sent to the Office of Student Conduct.

Standards:

The following section outlines possible violations and categorizes them into levels based on severity. Pending the level will guide the Sport Club Office in the sanction decision. The sanction list is a guide and may vary depending the situation.

Level 1 Violation:

- Failure to complete required administrative paperwork or tasks.
- Engaging in club activities with ineligible participants.
- Any other offense deemed minor.

Sanction: Probation from specific activities, and/or requiring the completion of specific tasks related to the violation to eligible for reinstatement.

Level 2 Violation:

- Misuse of funds or ordering item(s) without approval.
- Traveling without completing the proper paperwork.
- Participating without meeting the risk level requirements.
- Misrepresentation of Sport Club Program.
- Misuse of social media or marketing.
- Repeated Level 1 violations.
- Failure to abide by Sport Club Policies

Sanction: Probation from specific activities, requiring the completion of specific tasks related to the violation, and/or freezing of allocated funding.

Level 3 Violations:

Violations of serious nature will be elevated to the Office of Student Conduct. These processes can run parallel to the Office of Student Conduct.

- Violating local, state, or federal law.
- Failure to abide by Student Conduct or Virginia Tech regulations.
 - Including but not limited to violating Title IX, hazing, gambling, or alcohol related incidents.
- Misuse or abuse of equipment or facility.
- Failure to report an accident or incident.
- Repeated Level 1 or 2 violations.
- Any other offense deemed major.

Sanction: Suspension from club activity, require completion of specific tasks related to the violation, freeze of allocated funding, loss of club status and/or unable to represent Virginia Tech. The Office of Student Conduct processes are handled separately and may result in addition action(s).

Accountability Process

In the event that a club violates program policy and commits an offense, the following procedures will take into effect.

1. Charges: Sport Club Office will be provided information of allegations of a violation.
2. Notice & Schedule a Meeting: The Sport Club Coordinator will issue a notification, informing of the violation, outlining the club's rights, and scheduling a meeting. All club activity will be

suspended until a meeting takes place. Notification will be provided within 7 business days before a meeting is scheduled.

3. Violation: At the meeting the club will have an opportunity to discuss the incident as well as answer any questions from the Sport Club Office staff.
4. Deliberation: After the meeting, the Sport Club staff will review the information and determine if a violation occurred. If a violation occurred, the Sport Club Office will refer to the Office of Student Conduct or decide the club's sanctions depending on the nature of the incident. These processes can run parallel to the Office of Student Conduct.
5. Sanctions: Sport Club sanctions will include the next steps and any deadlines or timelines associated. Sanctions will be provided within a week of the meeting when possible. Failure to abide by the sanctions imposed is subject to reporting to the Office of Student Conduct or another Sport Club Disciplinary Hearing.

Sport Club Account Codes

6-59885	Baseball	6-59857	Women's Lacrosse
6-59880	Women's Basketball	6-59984	Roller Hockey
6-59820	Clay Target	6-59564	XC/Track & Field
6-59983	Competitive Cheerleading	6-59855	Men's Rugby
6-59850	Crew	6-59858	Women's Rugby
6-59878	Cricket	6-59869	Snow Ski
6-59838	Cycling	6-59882	Men's Soccer
6-59985	Equestrian	6-59859	Women's Soccer
6-59852	Fencing	6-59831	Softball
6-59861	Field Hockey	6-59897	Tennis
6-59895	Golf	6-59889	Triathlon
6-59853	Gymnastics	6-59856	Men's Volleyball
6-59865	Ice Hockey	6-59980	Women's Volleyball
6-59854	Men's Lacrosse	6-59867	Men's Water Polo
		6-59893	Women's Water Polo

SPORT CLUBS



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