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VT SPORT CLUB CALENDAR
### FALL SEMESTER 2019

***All materials MUST BE emailed to Sportclubs@vt.edu and are DUE by 5pm.***

Virginia Tech Recreational Sports

<table>
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<tr>
<th>Date(s)</th>
<th>What Is Due</th>
<th>Submittal / Time</th>
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| Wednesday, August 28<sup>th</sup>  
Tuesday, September 3<sup>rd</sup>  
Tuesday, September 10<sup>th</sup> | CPR Class | McComas Hall 198 (5-9 pm) |
| By Friday, September 13<sup>th</sup> | Initial Roster, Club Constitution, Flyer | Email to Sport Clubs Office |
| By Friday, September 13<sup>th</sup> | Update Website, Initial Fall Game Schedule | Email to Sport Clubs Office |
| By Friday, September 13<sup>th</sup> | Coaches Information/ Descriptions | Turn in to Sport Clubs Office |
| Tuesday, September 17<sup>th</sup> | Monthly Officer Meeting | McComas Hall 198 |
| Wednesday, September 18<sup>th</sup> | Monthly RMO Meeting | McComas Hall 198 |
| By Friday, September 20<sup>th</sup> | Must meet CPR/First Aid/BBP requirements | Email to Sport Clubs Office |
| By Friday, September 20<sup>th</sup> | Waiver, Code of Conduct, Medical Form All Forms for Participation | Completed on IM League |
| Monday, September 30<sup>th</sup> | Sport Club Monthly Meeting | McComas Hall 198 |
| By Friday, October 4<sup>th</sup> | Updated Roster | Email to Sport Clubs Office |
| Tuesday, October 29<sup>th</sup> | Monthly Officer Meeting | McComas Hall 143 |
| Wednesday, October 30<sup>th</sup> | Monthly RMO Meeting | McComas Hall 198 |
| By Wednesday, October 30<sup>th</sup> | Monthly Budget Meeting – October | Google Doc Sign Up |
| By Friday, November 1<sup>st</sup> | Updated Roster | Email to Sport Clubs Office |
| Monday, November 4<sup>th</sup> | Sport Club Marketing Meeting | McComas Hall 198 |
| Wednesday, November 20<sup>th</sup> | Monthly Officer Meeting | McComas Hall 198 |
| Thursday, November 21<sup>st</sup> | Monthly RMO Meeting | McComas Hall 198 |
| Tuesday, December 3<sup>rd</sup> | Monthly Officer Meeting | McComas Hall 143 |
| By Friday, December 6<sup>th</sup> | Updated Roster | Email to Sport Clubs Office |
| Tuesday, December 10<sup>th</sup> & Wednesday, December 11<sup>th</sup> | Sport Club Budget Allocation Meetings | Google Doc Sign Up  
McComas Hall 142 |
| By Thursday, December 12<sup>th</sup> | Monthly Budget Meeting – November | Google Doc Sign Up |
| Monday, AFTER EVERY Travel | Hotel Receipts | Turn in to Julie’s Box |
| Wednesday, BEFORE EVERY Competition | Pre - Competition Forms | Email to Sport Clubs Office |
| Monday, AFTER EVERY Competition | Post - Competition Forms | Email to Sport Clubs Office |
125 War Memorial Hall (0391)
370 Drillfield Drive
Blacksburg, VA 24061
Telephone: 540-231-9983
Fax: 540-231-7003

Sport Club Staff

Assistant Director for Sport Clubs: Julie Rhoads
540-231-5616
jrhoads@vt.edu

Sport Clubs Coordinator: Bill Old
540-231-4058
Old07@vt.edu

Sport Clubs Fiscal Technician: Lydia Haren
540-231-8428

OTHER IMPORTANT CONTACTS/PHONE NUMBERS

**Area code is (540)**

Recreational Sports Main Office (McComas Hall): 231-6856

Director of Rec Sports: Ali Cross 231-6856
aarner@vt.edu
Facility Mgr. WMH: David Christian 231-2996
dvd0240@vt.edu
Marketing Manager: Will Trent 231-2783
wtrent32@vt.edu
Marketing Graduate Assistant Reggie Radaj 231-4421
rradaj@vt.edu

War Memorial Control Desk:
231-7086
McComas Hall Control Desk:
231-8236
Virginia Tech Fleet Services:
231-6141

**VT Police Department:**
231-6411 / 911

**VT Rescue Squad:**
231-7138 / 7984

LewisGale Hospital – Blacksburg
951-1111

LewisGale 24-Hour Emergency Care:
953-5122

FIND US ONLINE!!

Connect.recsports.vt.edu

Like us: facebook.com/VirginiaTechRecSports
Follow us on Twitter: @VTRecSports

FOLLOW US ON YOUTUBE:

Follow us on Instagram: VTRecSports

DIRECTORY OF SPORT CLUBS
SPORT CLUBS

RECREATIONAL SPORTS

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 Extramural Sport Club program at Virginia Tech 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_
OVERVIEW OF RECREATIONAL SPORTS/ SPORT CLUBS

What is Recreational Sports Mission?

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 are advised by, and legally considered to be a part of the Department of Recreational Sports. There are a number of 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 for many of their own 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 teams or opponents. 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 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 written in the Hokie Handbook. 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 XI, sexual abuse/assault, drugs and alcohol. Sport Clubs found to be in violation of 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 membership into Recreational Sport facilities are required.
- **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 office 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 1-3 players per team. For example, you may have 6 members of the field hockey club on a softball team but you may only have a maximum of 3 members of the softball club. 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.

**Sport Clubs must comply with any governing body requirements on eligibility.**

**Sport Club Members must be able to present a HOKIE Passport.**
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. Sport club officers 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.

Responsibilities:

- **Club Roles:**
  - All clubs must elect a President, and it is recommended that the club elect several officers on an annual basis to handle the club’s administrative and organizational function. 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.
  - Officer Roles: All sport club officers volunteers. As such they receive no monetary compensation. It is acceptable for an individual 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 of their 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 Student Activities Office.
  - Clubs are responsible for providing at least one safety officer 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 report this to the Sport Club Office.*

*The ejected individual is ineligible to play in another game until he/she meets with the Assistant Director or Coordinator.*
• President Roles:
  o The President has responsibility for the oversight of the club and all officers
  o Serve as the liaison with the Sport Club office, and Department of Recreational Sports
  o Communicate all Sport Club policies and procedures to all club members
  o Seek approval for Sport Club business through the Sport Club office. Examples include: fundraising activities, publicity, creating new logos or using the University logos, and sponsorships.
  o 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 individual club, in addition to any other relevant club information.
  o 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.
  o 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.
  o 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 and educate club officers on the guidelines that apply to Sports Club Federation. If sessions are missed, the club will face disciplinary action pending a meeting with the Sport Club Office Staff.
  o The above responsibilities should be considered a guideline and not a complete listing of the club president’s duties.

• Vice President Roles:
  o 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.
  o Assist the President in all duties as determined by the President

• Treasurer Roles:
  o Should be the designated representative who will be authorizing expenditure requests from the club's account.
  o Assures dues are collected and deposited in the club's account at McComas Hall Recreational Sport Office.
  o Checks the club's account spreadsheet via Google Docs on a regular basis, and check the club’s mailbox in the Sport Club Office for bills and invoices.
  o Bills: Assures that all club bills and invoices are paid on time.
  o Prepare, in coordination with the Club President, a Budget Allocation Request to be turned in to the Sport Clubs Office.
  o The above responsibilities should be considered a guideline and not a complete listing of the club treasurer's duties.


**Secretary Roles:**
- Has the responsibility of recording and reporting the operations of the club via various forms.
- 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 Trademarks and Licensing Office.
- Responsible for managing the club email account
- Responsible for completing and submitting (or delegating) the following reports or forms:
  - Attendance Rosters practice
  - Event Schedules at the beginning of each semester
  - Trip Itineraries and Travel Rosters prior to ALL club travel
  - Posting results of competitions to Event Schedule document
  - Community Service Event Reports
  - End of Semester/ Annual Reports
  - *All forms are available in the club’s Google Drive account

**Risk Management Officer:**
- The Risk Management Officer has responsibility for the safety of the club members during competition, practices, travel, and team events (fundraising, community service, etc.) The safety officer 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 issued first aid kit, which is required to be turned in at the end of each semester.

*Please Note: The Sports Club Office will communicate with each team’s officers regarding meetings and deadlines.*
Recreational Sports acknowledges that its 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.

If a sport club desires, it can seek the assistance of a volunteer. 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, paid or volunteer the student 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.
STUDENT EMPLOYEE’S

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 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 fields to report any cancellations, delays or changes of any kind in your practice schedule to Julie (jrrods@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). Any questions about Sport Club Supervisors, contact the Sport Club Coordinator.
The 29 Extramural Sport Clubs have two operating accounts (a regular account which is managed by Recreational Sports, and a 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, NOR WILL PAYMENT BE GUARANTEED. NON-AUTHORIZED PURCHASES WILL BE THE RESPONSIBILITY OF THE INDIVIDUAL MAKING THE PURCHASE.**

1. **Sport Club Account.** 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

Sport Club Accounts can never go into the red. If an account does, and the Sport Club Office has to transfer department money into your account in order to keep it in the black, the club will be fined double the amount the amount of money that was transferred into their account.

The return of a payment (electronic or paper) 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 for your team’s sport club account should be made payable to “Treasurer, Virginia Tech.”

2. **Foundation Account.** Donations to your club can be deposited into this account. The VT Foundation Office charges a one-time administrative fee of 7% 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 Staff 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.
     a. (Checks for your team’s foundation account should be made payable to the “Virginia Tech Foundation” with the team’s name on memo line).
   - Foundation account deposits can also be made online at [https://webapps.es.vt.edu/givingto/academic/gift](https://webapps.es.vt.edu/givingto/academic/gift)
     a. Please note that individual teams are not listed in the drop-down box. Donors will have to select “Enter your own” to the right of the drop-down box and type the team(s) they wish to donate.

3. **Food Purchasing:** If purchasing food, please speak with 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 clubs staff first.**
**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 accounts. 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. Speak with the Sport Club Staff about this. 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. NO 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 by our Accounts Manager 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 the Sport Club Staff. All orders will be finalized using Hokie Mart.

**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 Office (McComas Hall).

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 man 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. Checks should be made payable to “Treasurer, Virginia Tech,” with your team name on the memo line.
**Expenditure, Deposit and Reimbursement Requests**

**Reimbursements**

**All purchases are to be approved in advance by the sport club office.**

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 for reimbursement.

Clubs SHOULD NOT be buying equipment or paying for hotels out of pocket. Plan ahead and follow the procedures.

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

**One club officer** should handle all reimbursements for their team. **Reimbursement requests** must be submitted within **two weeks** of the date printed on the receipts. Use an Expenditure Request Form for reimbursement requests. If you are requesting a reimbursement, the Controller’s Office requires **original** receipts showing what was purchased and how it was paid for, original cancelled checks (if you paid by personal check), or your original credit card statement (or online bank printout). Once processed by our office, the person being reimbursed will receive an email from “Work Flow”, asking that he or she complete an online approval of the reimbursement. The reimbursement will then be electronically deposited to the person’s checking account.

---

**Image:**

Dear Julie Rhoads,

You are listed as the traveler for the following Travel and Expense Reimbursement Report for Julie Rhoads. Please log into WorkFlow to view and approve.

**Document Code:** TR082719

**Entered by:** Carrie Reed

**Document Purpose:** Conference

**Document Description:** 2017 Collegiate Sport Club Institute

**Document Comments:** Miss Rhoads traveled to the sport club symposium via Fleet Services. Her conference registration and hotel was prepaid. Conference agenda is attached. Expense Reimburseable Amount: 165.50 USD

**Cleared Advance Amount:** 0.00 USD

**Pay Amount:** 165.50 USD

**Pay By:** Check/Direct Deposit

The following comments were entered by Previous Approver(s):


**[Validation completed successfully]**

You may also review the document in Travel and Expense.
REIMBURSEMENTS

You will be notified from “Work Flow” via EMAIL when your reimbursement is ready to be “approved”. You MUST click the link provided in the email, and click “APPROVE” to finish the reimbursement process. Your reimbursement will be deposited directly into your bank account, so the individual requesting the reimbursement MUST have direct deposit set up within Hokie Spa.

**If the person does not complete the online WORK FLOW approval process before the end of the current fiscal year (June 30TH), he/she FORFEITS any claims to the reimbursement and the reimbursement request will be permanently cancelled.**

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 VT Sport Clubs (0391), 370 Drillfield Drive, 125 War Memorial Hall, Blacksburg, VA 24061.
4. If you are paying an umpire, referee, etc. to work one of your club games, that person must fill out a W-9 form every time he/she works a game and needs to be paid. Copies of this form are in the Sport Club Office.
5. If you’re 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. Duke University, USA Hockey).
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.

Recreational Sports is ultimately responsible for all 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.
Under the evaluation system, Sport Club Officers will present an 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. The following is a general guide for what the average budget proposal may include:

- **Club Operating Expenses**: Operations of the club; coach 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. **Meals are not included.**
- **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.

**Major 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 beginning on page 40. 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.**
**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 has to 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 more info from the Licensing Office about logos and the usage of athletic marks:

University Student Life Programs (USLP)

i. Naming a USLP on Licensed Merchandise – USLPs are permitted to use “Virginia Tech” in their organization name (for example Virginia Tech Baseball Club). 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. Club Sports apparel must use the word “club” in their organization’s name on the merchandise. “Club” can be at the beginning or end of the name. (for example: Club Baseball or Baseball Club, Soccer Club or Club Soccer).
2. Additionally, club sports apparel may use the approved RecSports 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 club’s name 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 RecSports patch or “club” in the organization’s name IF it is to be worn with a correctly branded top.
5. If it is supplementary piece to the uniform, the RecSports patch or “club” in the organizations name is required.
6. Club sports teams are allowed to use all university marks.
7. Club Sports coaches must adhere to the same guidelines as their teams’.
8. Products produced for the purpose of giveaways MUST use the word “club” in their organizations name on the merchandise.
9. They are not required to use the Rec Sports patch on the merchandise.
   a. If the Rec Sports patch is not on the merchandise, “club” must be present in the teams name

![Image of RecSports Patches]

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ii. 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 institutional mark. Use of both together is not permitted. Use of the university seal and vintage university marks is not permitted. USLPs 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.
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 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 respective club, the Department, or Virginia Tech. The Sport Club Staff will review violations of any Departmental 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

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

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, please refer to the following web site:


If a participant or spectator appears to be intoxicated and is causing a disruption or making a scene, he or she 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.

No participants may 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. Absolutely no tobacco use is 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.*

The president or other presiding official of any school, college, or university receiving appropriations from the state treasury shall, upon satisfactory proof of the guilt of any student hazing another student sanction and discipline such student in accordance with the institution’s policies and procedures. The institution’s policies and procedures shall provide expulsions or other appropriate discipline based on the facts and circumstances of each case. The president or other presiding official of any school, college or university receiving appropriations from the state treasury shall report hazing which causes bodily injury to the attorney for the Commonwealth of the county or city in which such school, college or university is, who shall take such action as he/she deems appropriate.

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 the following activities:
PHYSICAL

- Encouraging or requiring persons to consume excessive amounts of alcohol (e.g., encouraging or requiring individuals to use beer bongs, play drinking games, or drink unknown substances).
- Requiring that a person do or submit to any act that will alter his or her physical appearance in any significant degree for a substantial period of time (e.g., branding; tattooing; using makeup, paint, or markers on a person; or shaving the head or body).
- Requiring activities that disrupt a person’s normal schedule. A normal schedule includes three reasonably spaced meals per day, the opportunity for sufficient rest at night (at least six full hours), time required for study outside of scheduled class hours, and reasonable time for personal hygiene.
- Requiring a person to engage in physical activity of unusual kind or duration, such as: calisthenics, overly difficulty work assignments, activities that require a person to remain in a fixed position for an extended period of time, or confining a person in a room that is too hot or too cold, too noisy, or too small.
- Hitting or pretending to hit an individual.
- Performing acts that are or seem to be dangerous.

PSYCHOLOGICAL

- Requiring a person to pretend to or actually violate a law.
- Yelling or screaming at individuals.
- Calling individuals demeaning names.
- Booing, hissing, or demeaning individuals when they make mistakes.
- Interrogating individuals in an intimidating or threatening manner.
- Requiring a person to perform acts of servitude or perform personal errands for others.
- Deceiving new members prior to their gaining membership in an attempt to convince them that they will not be initiated or will be hurt.
- Forcing a person to publicly wear apparel that is abnormal and not normally in good taste.
- Requiring a person to appear nude at any time.
- Engaging in activity that compels an individual or group to remain in a certain place or transporting anyone without their knowledgeable consent (e.g., taking a person on a road trip to an unknown destination, or kidnapping).
- Requiring a pledge or associate period of unusual length (more than 10-12 weeks) for reasons other than achieving academic requirements.
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 its 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.
MYTHS AND FACTS ABOUT HAZING

Myth # 1: Hazing is no more than foolish pranks that sometimes go awry.
Fact: Hazing is an act of power and control over others – it is victimization. Hazing is pre-mediated and NOT accidental. Hazing is abusive, degrading, and often life-threatening.

Myth # 2: As long as there’s no malicious intent, a little hazing should be OK.
Fact: Even if there’s no malicious “intent”, safety may still be a factor in traditional hazing activities that are considered to be “all in good fun”. For example, serious accidents have occurred during scavenger hunts and kidnapping trips. Besides, what purpose do such activities serve in promoting the growth and development of group team members?

Myth # 3: Hazing is an effective way to teach respect and develop discipline.
Fact: First of all, respect must be EARNED – not taught. Victims of hazing rarely report having respect for those who have hazed them. Just like other forms of victimization, hazing breeds mistrust, apathy, and alienation.

Myth # 4: If someone agrees to participate in an activity, it can’t be considered hazing.
Fact: In states that have laws against hazing, consent of the victim can’t be used as a defense in a civil suit. This is because even if someone agrees to participate in a potentially hazardous action it may not be true consent when considering the peer pressure and desire to belong to the group.

Myth # 5: It’s difficult to determine whether or not a certain activity is hazing – it’s such a gray area sometimes.
Fact: It’s not difficult to decide if an activity is hazing if you use common sense and ask yourself the following questions:

Make the following inquiries of each activity to determine whether or not it is hazing.

1. Is alcohol involved?
2. Will active/current members of the group refuse to participate with the new members and do exactly what they are being asked to do?
3. Does the activity risk emotional or physical abuse?
4. Is there risk of injury or a question of safety?
5. Do you have any reservation describing the activity to your parents, to a professor, or to a University official?
6. Would you object to the activity being photographed for the school newspaper or filmed by the local TV news crew?

If the answer to any of these questions is “yes”, the activity is probably hazing.
SEXUAL HARASSMENT

(This information can be found in Virginia Tech’s “University Policies for Student Life”)

Virginia Tech students are both individuals and members of a learning community. As individuals, they enjoy basic rights; as members of the learning community, they also accept certain responsibilities. Virginia Tech is a place where the free exchange of ideas is valued and where every person is valued.

To support the educational mission of the university, to create an environment where all students have the same opportunity to succeed academically and to promote health and safety, Virginia Tech has established policies that set minimum standards for student behavior. As an educational institution, Virginia Tech encourages students to rise above the minimum standards, to live and learn together in an atmosphere of mutual respect, and to learn the art of community.

Virginia Tech abhors behaviors that are racist, sexist, homophobic, or otherwise disrespectful or discriminating and strongly discourages these behaviors by any member of this community. Behaviors that violate the Student Code of Conduct are addressed through the student judicial system.

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. When, through fear of reprisal, a student, staff member or faculty member submits or is pressured to submit to unwanted sexual attention, the entire university suffers.

While sexual harassment most often takes place in situations of a power differential between the persons involved, the university also recognizes that sexual harassment may occur between persons of the same university status. Sexual harassment may also occur between persons of the same sex. The university will not tolerate behavior between or among members of the university community that creates an unacceptable working environment.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal, non-verbal or physical conduct of a sexual nature, including patterns of conduct that causes discomfort or humiliation, or both, such as sexually explicit statements, questions, jokes, anecdotes, visual materials or literature.
SPORT CLUB PARTICIPANT CODE OF CONDUCT AGREEMENT

All individuals (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.

All 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 Code of Conduct must be read and signed before dues are paid and before any participation in Sport Clubs.

**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".
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, Risk Management Officers, Sport Club Officers must ensure that safety precautions are taken at all times. 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.
  *Note: 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. In order 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 any club officers or members.
- 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 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 SERVICE 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 (Alan and/or Julie).
- If there is a mechanical issue, with your vehicles 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 Road Side Assistance.
- In the event of an accident, Alan and/or Julie 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 $1000 FOR ANY DAMAGE DONE TO A FLEET SERVICES VEHICLE, UNLESS YOU CAN OBTAIN DRIVER & INSURANCE INFORMATION FROM THE OTHER VEHICLE INVOLVED IN THE INCIDENT.
Personal vehicles is the last preferred method of transportation for the Sport Club program.

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 vans have resulted from 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) Cellular phones are **NOT ALLOWED** to be used 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 **BEFORE** 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/SUBSTANCES ARE STRICTLY PROHIBITED WHILE TRAVELING ON SPORT CLUB TRIPS.**

FAILURE TO ABIDE BY THIS POLICY WILL RESULT IN DISCIPLINARY ACTION.**

**FLEET SERVICE DRIVER REGISTRATION INSTRUCTIONS**

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 the Fleet Service system.

Start the process by going to the link:

http://fleetcommander.vpas.vt.edu/ UserRegistration.asp

Directions to complete the registration form:

---Under the “Site information” section, use the drop-down menu and click on “Fleet Services”
---Under the “User Information” section, type in your name (Last Name, First Name, Middle Initial)
Type in your VT PID on the “Username” line
Login Password: type in “newpass” as the password, and re-enter “newpass” on the next line

Under the “Contact Information” section, type in “Recreational Sports” as the Organization
Type in “Student” in the “Title” line
“Organization Name” line, use the drop-down menu, scroll down and click on “Recreational Sport Clubs, 038000”
“Banner Charge Fund” line, leave this blank

“Address” lines, type in “370 Drillfield Drive”
   Blacksburg, VA 24061

“Phone Preference” line, leave “Business Phone” in that line
On the next line, type in my office #, 231-3681
Skip the next line (“Mobile Phone”)
On the “Fax” line, type in 231-7003
“Email Preference” line, “Personal Email” on that line
“Work Email” line, type your VT email <IMPORTANT!

---Under the “Additional Information” section, type in my information:
   Fund Manager Name: Julie Rhoads
   Fund Manager Phone: 231-5616
   Fund Manager Email: jrhoads@vt.edu

The last 3 lines are for your driver’s license information………..your driver’s license number, license expiration date, the state your license is from.

Then, hit the “Save Registration” button to submit your information.
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. **Julie or Paul should be made aware of any schedule changes as soon as possible.** The Tuesday BEFORE each competition, 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.

**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, or 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.

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 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/ 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 STAFF

The Virginia Tech Sport Club Program in partnership with VCOM has a fulltime athletic trainer for the program. VT Sport Club Sport Medicine Department (VTSC SMD) strives to provide comprehensive healthcare for the overall well-being of every student athlete 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 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 125 War Memorial Hall. The offices of the Assistant Director for Sport Clubs, the Sport Club Coordinator, and the Sport Club Accounts Manager are also located in Room 125. The office is generally open from 9:00am-4:00pm Monday-Friday.

**Club officers may access the office at other hours and on weekends by checking in with your Hokie Passport at the War Memorial Equipment Room (231-7086). Please make sure that the door is locked and the lights are off when you leave the office.**

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.

**Fax Machine**
- Club members need to fill out a fax cover sheet and send it with the document. Please proof-read all documents. **The Sport Club Staff must approve any fax or letter on Virginia Tech letterhead.**
- The Sport Club Office fax number is (540)-231-7003.

**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, in order 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
  - For excessive copying (more than 100 sheets), please take it to the Printing Services located on South Main Street

**Telephone**
- A telephone is available in the Sport Club office for club-related business (540-231-9983).
- Personal calls should not be made from the Sport Club office.
- To make long distance calls dial 9-1-area code- phone number.

**Computers with Printers and Scanner**
- The computers in the Sport Club office can be used for email, Internet access, and word processing/desktop publishing. Any Sport Club member can use the computers.
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.
- **The Sport Club Program must approve all fund-raising related mailings**
- The Sport Club office has a bin for outgoing business-related mail.

Portable Indoor / Outdoor Scoreboards

- There is a portable scoreboard, which can be checked out for indoor or outdoor games and tournaments. It’s are available on a first-come, first-serve basis and must be reserved ahead of time.

Water/Gatorade Coolers

- There are water coolers that are available for ice and/or water at your game or tournament. Please rinse the coolers before returning them to the Sport Club Office.

Sandwich Boards / Marketing

- The Sport Club Office has sandwich boards that are available for advertising club home games and tournaments to place outside of War Memorial Hall or McComas. Teams can also work with the Rec Sports Marketing Department to not only produce flyers and handouts, but also with promotion of their events/games.

Athletic Trainer

- The Sport Club teams have an Athletic Trainer. The Athletic Trainer has an office located in War – Gym 125. Team members can book appointments by calling the Sport Club Office main number at 540-231-9983.

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.

**USE OF ANY OF THE ABOVE SERVICES FOR PERSONAL USE/BENEFIT IS STRICTLY PROHIBITED. AND IS A VIOLATION OF UNIVERSITY POLICY.**
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
EVALUATION AREAS

Fall & Spring
1. Officer Workshop/ Executive Board Meeting
2. CPR/First Aid/ Compliance
3. USLP/Gobbler Connect Re-Registration
4. Fall Schedule & Fall Roster Submission
5. Updated Constitution Submission & Website Updated
6. Monthly Budget Meetings
7. Assumption of Risks/Code of Conducts – Paying Dues
8. Spring Allocation Proposal
   Pre - Competition Forms       Wednesday    BEFORE Competition
   Post - Competition Forms     Monday      AFTER Competition
9. Athletic Training Skips or Missed Appointment $25 per appointment

EVALUATION SYSTEM DESCRIPTION

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 hoped that this evaluation system will help each club achieve their goals for the year and be successful.

Failure to complete an item by the due date will result in a $50 fine. Following one week, the fine increases to $100. After two weeks the fine will rise to $200 and a clubs account may be frozen for a period of time.

Fall Workshop

• The purpose of the Fall Workshop is to orient 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 Gobbler Connect

- All clubs need to re-register to be recognized for the 2018-2019 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.
SPORT CLUB EVALUATION SYSTEM

Annual Report (Spring Due Date Only)

- Each club is responsible for producing an Annual Report. The report should highlight your club’s goals, accomplishments, game/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/RESULTS OF GAMES, TOURNAMENTS
    - OTHER ACTIVITIES THE CLUB TOOK PART IN (Ex. community service, clinics, fundraisers, etc.)
    - ACCOMPLISHMENTS FOR THE YEAR
    - PROBLEMS/ISSUES the club encountered and how they were/will be addressed
    - 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 on the Tuesday before AND the Tuesday after a game, competition, or tournament. Failure to fill out a Pre-Competition form will result in disciplinary action.

Maintaining Sport Club Display Case and Flyer

- Each club has space in the Sport Club display case down the hall from the Sport Club Office. Your display should be kept up-to-date with current information, accomplishments, trophies, and anything else that you would like to display. This display case is viewed by current students and visitors so take some time and effort to put together a display that represents your club in a positive way. You can update the display case during normal business hours, by getting the key from the Sport Club Staff.

Maintaining Sport Club 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 position if one currently does not exist. Students and visitors expect Virginia Tech student organizations to have current informative homepages.
EVALUATION SYSTEM

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.

EVALUATION SYSTEM GUIDELINES

The Evaluation System will affect clubs that are late in submitting, required forms and information.

Monetary fines are as follows:

**Level 1 Penalty** (miss original deadline) = $50

**Level 2 Penalty** (not submitted after 1 week of original deadline) = $100

**Level 3 Penalty** (submitted after 2 weeks of original deadline) = $200 and possible freezing of clubs account

$5/person not on file for signing an Assumption of Risk Waiver, Medical Form, and Code of Conduct

$100 Fine given immediately for missing a sport club monthly meeting.

DISCIPLINARY ACTION

All Sport Clubs are expected to be well–run student organizations. Failure to follow the Evaluation System will not only cost your club funding, but may also result in disciplinary action by both the Sport Club Office and the Department of Recreational Sports. Disciplinary action may take the form of a club’s funds being frozen for a specified period of time, a written warning, and possible meetings with the Sport Club Staff and/or other Recreational Sports Administrators. In extreme cases, clubs may be expelled from the Sports Club Federation for one or more semesters.
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<th>Sport</th>
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<tr>
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<td>Competitive Cheer</td>
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<td>659-850</td>
<td>Crew</td>
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SPORT CLUBS

RECREATIONAL SPORTS