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Important Dates

Fall 2008

- September 10** **Club Sport Mandatory Meeting, 6:30PM, Location TBA**
- September 18 Travel Allocation Requests & Waivers Due, Club Sport Office
- September 13 Community CPR (Adult) & First Aid Class, 12:00 PM – 5:00 PM*
- September 15 Community CPR (Review) & First Aid Class, 6:00 PM – 9:00 PM*
- September 21 Community CPR (Adult, Child, Infant) & First Aid Class, 12:00 PM – 7:00 PM*
- September 23 Community CPR (Review) & First Aid Class, 6:00 PM – 9:00 PM*
- September 28 Community CPR (Adult) & First Aid Class, 12:00 PM – 5:00 PM*
- September 30 Recognition Due, Online Information and Constitution must be submitted to the Office of Student Programs
- October 1** **Club Sport Mandatory Meeting, 6:30PM, Location TBA**
- October 15 Facility/Quad Requests Due for Spring 2009
- November 5** **Club Sport Mandatory Meeting, 6:30PM, Location TBA**
- December 3 Club Sport Social, Time & Place TBA
- December 5 Last Day of Programming for Fall semester & Inventory Lists Due

Spring 2009

- January 21** **Club Sport Mandatory Meeting, 6:30PM, Location TBA**
- February 2 Rough Draft of 2009-2010 USG Budget Allocations Due, Club Sport Office
- February 6 Final Copy of 2009-2010 USG Budget Allocations Due, Club Sport Office
- March 4** **Club Sport Mandatory Meeting, 6:30PM, Location TBA**
- April 7 Nominations for Executive Committee Due
- April 8** **Club Sport Mandatory Meeting, 6:30PM, Location TBA**
- April 15 End of the Year Banquet, Time & Place TBA
- April 15 Deadline for 2009-2010 Club Officers elected, Club Sport Office
Facility/Quad Requests Due for Summer & Fall 2009
- April 28 Last Day of Programming for Spring semester & Inventory Lists Due

*** Clubs will be fined \$50 for missing mandatory Club Sport Meetings. ***

*** The American Red Cross CPR classes are free to 2 members per club sport. ***

Mission Statement

Department of Campus Recreation Mission Statement

The Department of Campus Recreation encourages personal growth through recreational opportunities for the Tulane community by providing distinct facilities, diverse programs, and quality services. We are committed to fostering an environment which promotes respect, lifelong learning, leadership, and fair play.

The Association of Club Sports (ACS) plays an integral role in the mission of the Department of Campus Recreation. The ACS provides instructional, recreational, and competitive opportunities through 42 unique Club Sports. The Department of Campus Recreation provides financial support, indoor and outdoor facilities, and advising to enhance the development of all Club Sports. A Club Sport is defined as a recognized student organization that provides a program of instruction, recreation, and/or competition in a specific sports activity involving a physical skill.

Introduction

All recognized student organizations are categorized by the Office of Student Programs and Student Government depending on the nature and purpose of the organization. The Association of Club Sports is the council that governs all organizations that are categorized as Club Sports. Club Sports include all recognized student organizations that provide a program of instruction, recreation, and/or competition in a specific sports activity involving a physical skill. As of the end of the spring 2008 semester, the following clubs are recognized members of the Association of Club Sports for the 2008-2009 academic year:

- Ballroom Dancing
- Baseball
- Boxing/MMA
- Capoeira Angola
- Capoeira Regional
- Cricket
- Dodgeball
- Equestrian
- Fencing
- Field Hockey
- Golf
- Gymnastics
- Ice Hockey
- Judo
- Karate
- Men's Lacrosse
- Women's Lacrosse
- Martial Arts
- Rock Climbing
- Rowing
- Men's Rugby
- Women's Rugby
- Running
- Sailing
- Men's Soccer
- Women's Soccer
- Squash
- Swimming
- Tennis
- Men's Ultimate Frisbee
- Women's Ultimate Frisbee
- Volleyball

- Men's Water Polo
- Women's Water Polo
- Waterski

The Association of Club Sports provides restricted membership benefits to provisional clubs. The following clubs have been accepted into the Association of Club Sports on a provisional basis for the 2006-2007 academic year:

- Aikido
- Archery
- Kickball
- Ninjutsu
- Paintball
- Ping Pong
- Racquetball
- Roller Derby

Recognition Process

New Clubs

New student organizations must submit paperwork to be accepted first on a provisional basis, then as a recognized club. The Assistant Director of Club Sports is a resource for all new Club Sports, and can offer assistance in the formation of the club. Listed below are a few steps to follow to become a recognized student organization. A New Student Organization packet which outlines the recognition procedures is available in the Office of Student Programs, Club Sports Office or online at:

<http://studentprograms.tulane.edu/organizations/StartStudentOrganization.pdf>.

Due to the nature of Club Sports, there are items that need to be discussed and reviewed before a student can form a new club sport. Some issues to consider are:

- Is there a similar club already formed?
- Is the mission of the club instructional, recreational or competitive?
- Does the club have a place to practice and compete?
- Will the club join the national governing organization of the sport?
- What is an appropriate dues structure?
- Is there a need for insurance, a certified instructor, or other specific safety practices?

Provisional Clubs

A provisional club is one that has been newly approved by the Undergraduate Student Government (USG). Clubs must operate with provisional status for at least one calendar year. During this year a provisional club:

1. Operates as a club and participate in the Association of Club Sports activities.
2. Attends ACS meetings, but will not have voting privileges.

3. Will not receive any USG funds (2 account) and must operate from their own generated revenue.
 - a. The club must open a 9 account to deposit funds.
4. Charges dues to the club members – minimum of \$10/semester
5. Receives a mailbox.
6. May reserve a room, banner space, or booth space in the LBC.
7. May publicize on campus.

After approximately one year, the organization will have the opportunity to appear before the SBAC and petition for active status. Upon approval of this recommendation by the USG Senate, the organization will begin active status and is allowed to request funding. At this time the club will be considered a full member of the ACS. The Assistant Director of Club Sports can provide more information on the acceptance process.

Recognized Clubs

Returning Club Sports must complete the annual registration process to renew the club's recognized status. This involves submitting new officer contact information via the online Student Programs Registration Database at <http://www.studentprograms.tulane.edu/registration/>. Along with this online registration, the club must submit a current constitution indicating the date it was last updated.

Inactive Clubs

An inactive club is defined as a club that is not currently registered through the Office of Student Programs or that has not had any communication with the Club Sport Office for one full semester. If a club is inactive for two years, it is no longer considered a recognized organization and must resubmit an application to form a new club. Clubs that are inactive for less than two years have certain procedures they must follow to regain active status and to become eligible for funds. The Assistant Director of Club Sports can provide more information on the acceptance process.

<h2>Club Sports Positions</h2>

To promote the success of the ACS and each Club Sport, Tulane students, staff and volunteers work together in different positions. Each of these positions fulfill necessary and distinct functions that allow for collaboration.

Executive Committee

The Executive Committee serves as the liaison between all the Club Sports and Campus Recreation, Student Programs, and the Associated Student Body (ASB). Each officer has separate duties and responsibilities as follows:

President: Coordinates the activities of the Executive Committee; promotes Club Sports unity; presides over the Executive Committee meetings; represents the ACS on ASB Committees and the ASB Senate; works with the Assistant Director of Club Sports to increase club participation and strength; and chairs ACS meetings.

Vice-President for Finance: Assists the president in ACS activities; presides in the absence of the president; monitors the ACS travel money; processes meeting fines via interdepartmental transfers (IT's); coordinates and recommends allocations of ASB travel funds; helps clubs prepare ASB budget requests; and presents these group requests to the Finance Committee and Senate in the absence of the President.

Representatives: (This includes an Off-Campus, Indoor and Field Representative.) Assists the President in ACS activities; serves as a liaison between the Executive Committee and the member clubs; delivers a monthly report at the ACS meetings; collects facility requests and submits these to the Assistant Director of Club Sports; and attends ASB meetings in the absence of the President.

Assistant Director of Club Sports

The Assistant Director of Club Sports is a full-time staff member of the Department of Campus Recreation. The Assistant Director serves as a non-voting member of the Executive Committee to provide guidance and counsel. The Assistant Director also serves as the advisor to individual Club Sports organizations; coordinates, administers, and supervises all Club Sports organizations; oversees risk management procedures and protocol compliance; serves as a liaison with the Office of Risk Management and Insurance; monitors the use of university vehicles and equipment; and acts as a liaison between the ACS and various university departments.

Club Officers

Club Sports are required to have at least two officers (President and Treasurer) that will act as club contacts and representatives. Examples of other club officer positions include Vice-President, Captain, Social Chair, and Safety Officer. Specific duties are assigned to each officer as outlined in a club sport's constitution. General duties of the club officers are outlined below:

- Uphold club's constitution

- Attend the Association of Club Sports monthly meetings.
- Ensure the collection of dues and the appropriate use of club funds.
- Ensure all club money/revenue is deposited in the club's account.
- Record club expenditures and income
- Regularly check the club mailboxes
- Submit all requested paperwork to appropriate departments, including but not limited to:
 - Constitution
 - Practice and event schedule
 - Assumption of Risk forms
 - Budget requests
 - Travel documents

Club Members

General membership in a club sport is open to all students, faculty and staff, and any other person associated with Tulane University who fulfills the requirement for Club Sports membership as stated in the ACS constitution and the constitutions of the individual clubs. The ACS requires that no more than 20% of a club's membership be comprised of Tulane non-affiliates and/or alumni.

Coaches and Instructors

Club Sports that require or prefer the service of a coach are encouraged to find a knowledgeable coach that will help members develop technical skills in a safe environment. Paid or volunteer coaches possessing technical knowledge of a sport can be a great asset to a club sport. Since Club Sports are student-run organizations, coaches should limit their involvement in the club to coaching and instructing practices and competitions. Coaches must refrain from all other areas of club management. This will ensure a continued emphasis is placed on student leadership and participation. Coaches that receive a financial stipend need to complete a coach's contract and an Independent Contractor form and have the approval of the Assistant Director of Club Sports. If a coach is not approved as an independent contractor then the coach can not be paid.

- [Reily Coaches Contract](#) – Use this form when money comes from the Reily Club Sports account and is turned in to the Club Sports Office. The Assistant Director of Club Sports has a limited amount of money to assist clubs with the services of a coach. Typically, clubs that involve higher risk or require technical expertise receive this financial assistance.
- [Contract](#) & [Contract Routing Slip](#) – Use these forms when money comes from the club's 2 or 9 account. Turn in to the Office of Student Programs.

Standards of Conduct

As students of Tulane University, club members have a responsibility to behave in a manner that is compatible with the university's high standards of scholarship and conduct. All club members are expected to act in a mature and responsible manner both on and off campus in all club related activities, as stated in the Code of Student Conduct. Club members represent Tulane University, the Club Sport Program, the Club Sport, and themselves. As such, club members are expected to follow all rules and regulations as set forth by the university, ACS, and the Club Sport Program as well as the sport's fair play rules.

Hazing

As defined by the Tulane University Code of Student Conduct (III.A.21), hazing is behavior that endangers the mental or physical health of a student as a condition for initial or continued affiliation with any group regardless of either the lack of intent to endanger the student or the student's own willingness to participate.

Hazing is a violation of the University's Code of Student Conduct and will result in the following minimum sanctions:

- Suspension from the University for at least one full semester, and upon returning to the University, two years disciplinary probation.
- Possible disciplinary action taken by the Club Sport Disciplinary Board.
- Can also include fines and/or jail time.

For more information on hazing and the applicable sanctions, please refer to the Code of Student Conduct Hazing Policy at

http://studentaffairs.tulane.edu/judicial/policies_procedures/HazingPolicy.php.

Alcohol

Tulane University has strict rules pertaining to alcoholic beverages and consumption. It is important for student leaders to familiarize themselves with these policies to regulate compliance of their club sport. To review the Alcohol Beverage Policy, please refer to: http://studentaffairs.tulane.edu/judicial/policies_procedures/alcohol.html.

The following is intended to give the Club Sports officer an overview of the alcohol policies that most affect the activities that may be conducted by a club. It is for reference only and is not intended to provide specific advice regarding club activities. As with

many rules and policies, advisors and administrators can provide clarification to questions and interpretations.

- Club's planning a social event with alcohol must complete the Social Event Agreement and get the event approved by the Office of Student Programs. The form is located at <http://www.studentprograms.tulane.edu/programforms.html>.
- Alcoholic beverages may not be served on Tulane University property or within University facilities without proper permission. The appropriate administrator (University President, Vice Presidents, Deans, Directors, or Department Heads) may grant permission to those persons, groups of persons or organizations in their areas of responsibility. All permissions granted must be consistent with this policy.
- Alcohol manufacturers, distributors or drinking establishments may not advertise in or on University property, including but not limited to residence halls, recreation centers, kiosks or academic buildings. Similarly, University organizations shall not promote alcoholic beverage manufacturers, distributors or drinking establishments other than to announce a University event location.
- Disorderly or disruptive conduct while under the influence of alcohol is a violation of the Tulane University Standards of Conduct when actions are on University premises, at University sponsored events, or elsewhere when a substantial, identifiable interest of the University is concerned.
- At all times individuals must abide by state and local alcohol laws.

Discipline

Inappropriate conduct or actions during a club sponsored activity may jeopardize the club and/or individual's University standing. Violation of, or non-compliance with University policies or the code of student conduct, campus regulations, ACS policies or procedures may result in a loss of ACS privileges or further disciplinary action. This disciplinary process has been developed to hold clubs accountable for their actions and to support the ideals and image of the Club Sport program and Tulane University.

Minor Infractions (may include, but is not limited to the following list)

- Not submitting an accurate Trip Request Form 48 hours in advance of the trip
- Taking longer than a week after the first practice to submit AOR Forms or not submitting the forms regularly when new members join the club
- Missing a mandatory Club Sport Meeting
- Not submitting other minor forms or missing deadlines imposed by the ACS
- First offense with the ACS van (not cleaning the van, not returning keys, etc.)
- First offense with the gas card (not returning on time, charging items other than gas, etc.)

Major Infractions (may include, but is not limited to the following list)

- Transporting and/or consuming alcohol or illegal substances during club events

- Representing the University / Club Sport Program in an unsportsmanlike manner or other adverse behaviors
- Misuse or abuse of club funds
- Compromising the safety of club members
- Reported incidents of hazing or other inappropriate behavior

Disciplinary Procedure

The club will receive written notification for violations of minor or major infractions from a member of the Disciplinary Board. Once the club has received 2 or more minor infractions or one major infraction, the club will be put on probation pending review by the Disciplinary Board. This probation could include:

- Suspension of club financial activity (both 2 and 9 account)
- Limited or restricted use of vans
- Limited or restriction of travel
- Limited or restricted use of facility/quad
- Loss of voting privileges

The offending club will receive notice and an opportunity to attend a disciplinary hearing. At this hearing, the club will have the opportunity to present their version of the incident(s) and to explain the circumstances surrounding the incident. The Disciplinary Board will review the evidence and determine the appropriate disciplinary action, which could include, but is not limited to:

- Fines
- Loss of Club Sport privileges
- Loss of voting rights
- Loss of university funds, equipment, facilities/quads, etc
- Termination of club or placed on temporary inactive status

The actions taken by the Disciplinary Board would be in addition to any University sanctions imposed by other departments or the Judicial Board.

Appeals

Decisions made by the Disciplinary Board may be appealed to the Associate Director of Programs using the following guidelines:

- A written appeal must be submitted to the Assistant Director of Club Sports or Associate Director of Programs within 72 hours from the date on the disciplinary action letter
- The Associate Director will set up a meeting with the club
- After fully investigating the situation, the Associate Director will notify the club of the ruling on the appeal. This may include upholding, rejecting, or modifying the action recommended by the Disciplinary Board.

Facilities

Built in 1989 to meet the recreational needs of the Tulane University community, the Reily Student Recreation Center is a beautiful facility with 150,000 square feet of activity space. As a recognized program of the Department of Campus Recreation, Club Sports have the privilege of utilizing the center and all outdoor quads as priority users and free of charge.

All indoor and outdoor on-campus facilities are coordinated through the Department of Campus Recreation and are available for Club Sport use. Off-campus clubs are responsible for locating and scheduling suitable and safe facilities when space is not available on-campus.

Indoor Space

- Reily Student Recreation Center
 - 5 multi-purpose courts
 - 1 All Purpose Gym
 - 6 Racquetball Courts
 - 1 Squash Court
 - 50 meter Pool
 - 2 Multi-purpose Activity Rooms
 - Spinning Room
 - 1 Conference Room
 - 2 Classrooms
 - Storage Space for equipment

Outdoor Space

- 2 Outdoor Tennis Courts
- Brown Field
- LBC Quad
- Newcomb Quad
- Zimple Quad
- Athletic facilities (Available to Club Sports through an agreement between ASB and Athletics)
 - Westfeldt field
 - Mintz field
 - Goldring Tennis Center

Off-Campus Space

Although off-campus clubs are responsible for attaining adequate facilities, the Department of Campus Recreation has certain requirements for these facility agreements. The club should have a written contract with the facility outlining designated club time, cost, and terms of length of the contract. A copy of this contract needs to be filed with the Club Sport Office.

Club Sports Pass

All club members that practice in the Reily Student Recreation Center must have a valid membership to access the facility. All full-time undergraduates and some graduate students are automatically assessed a Reily membership fee. Faculty, staff, alumni and community members may buy a membership for access to the facility. Club members that do not have a Reily membership have the option of buying a restricted use [Club Sports Pass](#). A Club Sport Pass is \$30 per semester and allows the holder of the pass access to the facility during club practice time. All Club Sport Passes must be approved by the Assistant Director of Club Sports. Before approving a Club Sport Pass, the club member must have an AOR on file and have paid club dues. Passes are issued through the Member Services Office during regular business hours.

Facility Reservations

Clubs should submit a facility request for their practice schedule to their respective Executive Committee Representative. This will give the club priority in scheduling for the following semester. If no schedule is submitted, it will be assumed the club does not need facility space. Late requests will not receive priority scheduling. Clubs should also submit their schedule for home and away events at the beginning of each semester or when they become available from the league. The [Facility Request Form](#) is located at www.reilycenter.com.

Equipment Storage

Club Sports have both climate controlled and non-climate controlled storage space available during the summer. All equipment purchased with club funds must be returned to this storage space prior to semester end. Equipment should be properly labeled and will not be stored long-term. To utilize this space for club equipment needs, arrangements may be made through the Assistant Director of Club Sports.

Clubs should make an Emergency Action Plan for equipment during hurricane season. The non-climate controlled storage space can flood due to hurricane related weather.

Clubs with equipment that would be damaged by flooding should be prepared to execute that plan through a club member that will be in town.

Travel Procedures

ACS Practice Van

One of the privileges of the ACS is the availability of a 12 passenger van for local practices. A van schedule is made at the beginning of each semester by the Off-Campus Representative. Any violation to the following rules could result in the loss of van privileges or other disciplinary action taken by the Disciplinary Board.

- No alcohol in the van or alcohol consumption is allowed while the van is in the possession of the club.
- The van is only to be used for the approved travel location and time.
- Only those approved through the USG Motor Pool are allowed to drive.
- The club should clean out all trash after each use. (A good rule of thumb is to leave it *cleaner* than when you received it.)
- Drivers should follow the laws of the road. All traffic violations are the responsibility of the driver.
- The van should always be kept with at least a quarter tank full of gas. Clubs can check out a gas card if needed to fill the van, or be reimbursed when returned.

Trip Requests

Clubs that are traveling out of the greater New Orleans area are required to submit a [Trip Request](#) form 48 hours prior to leaving. The purpose of this form is to validate travel allocations and to have emergency contacts and trip information on file. This form also provides documentation of travel and may assist in supporting requests for larger allocations from USG. Prior to leaving on a trip, make sure:

- The Trip Request has a current and accurate travel roster. If the travel roster changes and you don't have access to the Trip Request, leave a message on the Assistant Director of Club Sports voicemail at 314-2861 stating the changes.
- Coordinate a time to pick up a gas card if you requested one.
- If using the ASB Motor Pool, pick up the vehicle keys before the office closes at 5:00PM on Fridays.

Expectations During the Trip

As representatives of Tulane University, the Department of Campus Recreation, the Association of Club Sports, and your Club Sport, all club members are expected to conduct themselves in an appropriate manner when traveling. Any reports of activities

that negatively reflect upon the University will result in disciplinary actions. Remember, university vehicles and students are easily identified and therefore we get reports on inappropriate behavior.

Driver Requirements

All points below need to be completed and approved by the Motor Pool Office before allowing a student to drive a university or Enterprise vehicle for a university sponsored event. Drivers of the Club Sport Practice Van will also be required to receive this same approval. Once all items are properly completed, the student will receive notice of approval or denial from the Motor Pool Office. This is just a check-list to help officers understand the steps necessary to certify drivers. Please read the **ASB MOTOR POOL POLICIES AND SAFETY RULES** for the entire travel policy.

- Valid U.S. Driver’s License
- Motor Vehicle Registry report
 - Sign MVR Consent Form and turn in to Motor Pool Office.
 - Self-report all moving violations (tickets, accidents, etc) on form. Failure to self-report will result in denial of driving privileges.
 - Motor Vehicle Report must meet the minimum requirements for driver approval:
 - No major violations in driving history.
 - No at-fault accidents.
 - No speeding violations of 20 mph over posted limit in last 5 years.
 - No more than 1 moving violation in last 5 years.
- Online Driver Safety Course
 - Once you have received MVR approval, you will receive email notification from the Office of Risk Management and an email from Alert Driving / Sonic Online Safety Course with log-on information.
 - Must pass with a 90%.
- Behind the Wheel Driver Evaluation
 - Performed by Motor Pool Office.
 - Set up appointments by emailing Adrien McElroy: amcelroy@tulane.edu.
- ASB Terms, Conditions, Rules, Regulations and Safety Acknowledgement Form
 - Must sign form and turn in to Motor Pool Office.
 - Must be completed once a semester.
- Minimum Experience Requirements
 - Dependent upon the university vehicle and trip destination.
 - Determined from the date of license issuance.

	Local Use	Non-Local Use
Mini-van or smaller	1 year driving experience	2 years driving experience
12 passenger van	2 years driving experience	3 years driving experience

Accidents, Breakdowns, and Traffic Violations

Drivers and club officers should be aware of emergency procedures while traveling. A complete copy of these procedures is located in each vehicle and should be referred to in case of an accident, breakdown, or traffic violation.

Off-Campus Accidents

- Take whatever steps are immediately necessary to render emergency medical care, salvage property, or reduce the further extent of the loss. If possible, do not disturb the evidence or hazard which caused the claim until the conditions are recorded.
- Report the accident at once to the local police department or highway patrol. Get the police item or report number, the police officer's name, badge number, and department. If the information provided at the scene does not have a telephone number, get a number where the police department can be called.
- **Do not admit liability under any circumstances.** In the stress of the moment, something might be said that can be incorrectly construed as admission of fault for an accident that might have been caused by another driver. Be courteous, be helpful, give aid as needed, but stop there.
- Complete the Tulane Accident form (a copy should be kept in the glove compartment of all University vehicles) with **all** of the information while at the scene. Specify as many facts (not opinions) as you can that will help determine who was at fault. Note any objects that may have impaired your vision. Do not leave the scene without the name, address, phone number and insurance company of other drivers involved.
- Get written driver and witness statements where possible. If you have a camera or a camera cell phone with you, take some pictures. The police may not take pictures and it will be beneficial to all parties involved if the accident scene and damages are documented.
- Report the accident to the Assistant Director of Club Sports (504-314-2861) and to the Office of Insurance & Risk Management (504-865-5653) as soon as you can get to a phone. If it is after normal business hours and voice mail is on, **LEAVE A MESSAGE** and then contact the Department of Public Safety at 504-865-5200 or 504-865-5381. When you get back to campus, fax the Tulane Accident form and any written statements to the Office of Insurance & Risk Management (504-862-8766). **You are also responsible for obtaining a copy of the police report** (which should be available 10 working days after accident). When you receive the report, fax it to the Office of Insurance & Risk Management at the above number or mail it to 300 Gibson Hall.

On-Campus Accidents

- Immediately report the incident to Public Safety at 504-865-5200. If there is an accident with injury they can call TEMS or the City's ambulance service to provide first aid and transportation to a hospital. The Office of Insurance & Risk Management cannot pay any on-campus claim without a Public Safety Report. Also, report the accident to the Office of Insurance & Risk Management (504-

865-5653) as soon as you can get to a phone. If it is after normal business hours and voice mail is on, **LEAVE A MESSAGE.**

- Follow the steps outlined above for off-campus accidents except the second bullet.

Breakdowns

- Immediately report any problems which make the operation of a vehicle unsafe to the department which owns the vehicle (Club Sports or Motor Pool) and to the Department of Public Safety (504-865-5381), which shall notify either the Student Organization Resource Associate (865-5116) or the Office of Insurance & Risk Management (504-865-5653). **DO NOT OPERATE THE VEHICLE.**
- The University will not be responsible for personal cost or inconvenience that may occur because of a vehicular breakdown or accident. ASB will arrange for the repair and/or return of the vehicle. However, the individual, organization/group or department using the vehicle is responsible for all other costs related to breakdowns or accidents, including but not limited to food, lodging and alternative transportation.

Traffic Violations

- Any traffic violations incurred while driving a University vehicle must be reported to the Student Organization Resource Associate (504-865-5116), which shall report such violations to the Office of Insurance & Risk Management (504-865-5653). The Student Organization Resource Associate shall retain records of such violations for a period of at least five (5) years.
- Drivers shall personally assume responsibility for any and all fines, penalties or traffic violations associated with use of any University vehicle. The University will not defend any driver who has operated a University vehicle in violation of traffic laws or these ASB Policies and Safety Rules.

Rental Vehicles

Clubs are allowed to rent vehicles from Enterprise Rent-A-Car when Motor Pool can not accommodate the club's van request. Because of specific insurance requirements, no other car rental agency can be used by student organizations. Clubs should submit their Motor Pool Vehicle Request Form well in advance of a trip to first try to secure university vehicles. Clubs can only receive a travel allocation for vehicle rentals when the trip has more than 30 travelers. The procedure to rent a vehicle is:

- A club officer should meet with the Assistant Director of Club Sports to approve the use of rental vehicles, determine the source of funding, and reserve the vehicles through Enterprise.
- Subject to approval, students will be permitted to rent full-size vehicles, including mini-vans, through the University's agreement with Enterprise for University-sponsored activities or business. No rentals of 12-passenger or 15-passenger vans shall be permitted by student drivers.

- Unless specifically approved by the Office of Insurance & Risk Management, the drivers for all rental vehicles shall be at least 21 years of age. In requesting approval to allow a student under the age of 21 to rent a vehicle, the Office of Insurance & Risk Management must be provided with the following information by an advisor:
 - The nature of the proposed trip, destination, anticipated dates and times of travel, and the name of the organization.
 - The number of passengers, including the proposed driver, and all of their names and dates of birth.
 - The reason(s) that a driver age 21 or older will not be available for the proposed trip.
- Upon receipt of all of the requested information, the Office of Insurance & Risk Management will advise the Student Organization Resource Associate within three (3) business days whether or not the request will be approved. An acceptable MVR and successful completion on online driver training will also be required for any student driver under the age of 21.

Event Planning

There are many benefits to hosting events such as tournaments, fundraisers, and social events. These events can increase the visibility of your club, raise money, and promote team camaraderie. Refer to the Fundraising Handbook for ideas on raising money. Use the following guidelines to help you prepare for a successful event.

- Read and complete the [Event Planning Packet](#) as you begin to plan the event.
 - Once the Pre-Event section of the packet is complete, meet with the Assistant Director of Club Sports to determine feasibility of hosting the event.
- Submit the proper forms for hosting the event:
 - Facility Requests ([Room Reservations](#), [Facility or Quad Requests](#))
 - [Social Event Agreement](#) (when hosting an on or off-campus social event.)
 - Contracts with vendors, etc
 - Financial forms (Pay To's, Purchase Orders, etc.)
- Reserve the facility well in advance. Have a rain-out date if necessary or an inclement weather plan.
- Reserve or purchase any necessary equipment in advance. Check the equipment to make sure it functions properly.
- Consider other areas that could be affected by your event and contact appropriate departments. (parking, security, Reily Center, Facility Services, etc.)
- Prepare a budget with all possible expenses, revenue and projected profit (or cost.)
- Prepare a marketing plan that addresses when promotional material will be sent out, who is invited, and how and where to advertise the event.

- Do not market the event before receiving approval from the Assistant Director of Club Sports and confirmation of venue.
- Assign and delegate responsibilities to club members. Hold regular planning meetings with members to stay on track for the event.
- Have an emergency action plan in case of accidents
- Evaluate the success of the event afterwards and keep documentation for future club officers.

Finance

Financial Forms

All financial transactions for Club Sports must go through an on-campus account. These accounts are explained in more detail below. To access this money, clubs will use the forms located at <http://www.studentprograms.tulane.edu/forms.php>. Below is a brief description of the most commonly used forms and when and how to use them. All of these forms are turned in and checks are picked up from the Office of Student Programs located downstairs in the Lavin Bernick Center. All deposits will first need to go to the LBC to fill out the deposit form, and then deposited in the Bursar's Office in Bruff. Original receipts/invoices must be attached to forms.

- [Purchase Order Requisition \(PO\) Request](#) – Used to purchase any supplies, equipment, or items off-campus, including internet purchases that are over \$100. (Clubs should not have an individual purchase supplies, but should use this PO Request.) Timeline: Allow one week for processing.
- [Check \(Pay To\) Request](#) – Used for league dues, fees, honoraria, subscriptions, etc that are over \$100. This form may not be used to purchase or reimburse a person for equipment or supplies. Timeline: Allow a minimum of one week for processing.
- [Interdepartmental Transfer \(IT\) Request](#) – Used to pay or charge an on-campus department or organization. Timeline: Allow one day for processing.
- [Travel Expense Reimbursement Request](#) – Used to reimburse individuals for gas, hotels, or other expenses over \$100 occurred while traveling. Timeline: Allow a minimum of one week for processing.

Associated Student Body (ASB) Allocation

Tulane University provides some funding for Club Sports through the Associated Student Body allocation process. All funds available to clubs are administered through the USG. Clubs receive this money through two different sources explained below.

2 Account

Clubs can receive funding through Undergraduate Student Government (USG) to support their activities. To receive this money, the club must prepare a rough draft and final copy of the [USG Budget Request](#) form early in the spring semester. This request is turned in to the Executive Committee to approve and make suggestions for improvement. The ACS President will then present all Club Sport budget requests before the USG Finance Committee, who then makes a recommendation to the USG Senate for each club's budget for the following academic year. This account has the following characteristics:

- The allocation can only be used for the items designated in the budget. The [Natural Codes](#) (a 4 digit number) show how the money can be spent. Ex: Natural Acct # 6243 is for Copying, with an allocated amount of \$5.
- The budget is available during the academic year, from July1 – June 30. After June 30 all money that was not spent is lost.
 - Even though this budget goes through June 30, be aware that there are deadlines well before this date to submit forms.
- Access to this budget is through the use of Student Program forms. These forms require the signature of the organization advisor (Assistant Director of Club Sports).
- Forms are turned into the Finance Office located downstairs in the LBC.
- Equipment over \$500 that is purchased with this money must stay with the club and be inventoried each year.

Travel Allocation

The ACS receives money from the USG to use for the benefit of all Club Sports. This funding is typically for expenses such as advertising, insurance, and travel. Clubs may request this funding when traveling to club events.

- At the beginning of each semester, clubs will turn in their [Travel Allocation Request for the entire year](#) to the Executive Committee before the scheduled deadline.
- The Executive Committee will allocate travel funds based on the following factors:
 - Cap – Each club is capped on their allocation. This cap is the total amount of revenue (shown in the 9 account) from the previous academic year.
 - Formulas – The Executive Committee will adhere to the following:
 - Gas Money:** # people/10 X total mileage/15 mpg X value per gallon
 - Hotel Rental Money:** # people/6 X # days X rate per day
 - Van Rental Money:** # vans X # of days X rate per day
 - Van rental money will only be allocated if the trip has over 30 travelers.
- If there is not enough travel money to accommodate all the requests, the Executive Committee will determine a fair way to distribute the money among the requests.
- If a club adds travel plans after the allocations have been determined, the club can still submit a Travel Allocation Request. Any money not used by other clubs will be applied to these additional trips.

- If a club qualifies for nationals and did not request an allocation for this post-season event, the club can submit another Travel Allocation Request. The club can also request additional support money from the Assistant Director of Club Sports.

Club-Generated Funds

9 Account

Clubs can also generate their own funds to support club activities. Clubs can create revenue through dues, fundraising, and donations. All funds collected by the club must be deposited into a club's university account. Clubs are not permitted to have off-campus bank accounts. With the university account:

- Deposits are given to the Finance Office located downstairs in the LBC.
 - For sizable donations that require a tax receipt, have the donor mail the check (payable to Club Sport name) and donation explanation to:

Club Name
c/o Autumn Johnson
Tulane University
105 Reily Center
New Orleans, LA 70118
 - Donations mailed to the above address will be processed through ADIS and the donor will be mailed a university thank you and receipt.
- Clubs access this budget through the Student Programs financial forms. These forms require the signature of the organization advisor (Assistant Director of Club Sports) and are turned in to the Finance Office.
- This account can be spent on almost any club expense, as long as there is proper documentation. This might include original receipts, invoices, internet quotes, or other required forms for events. (See the Student Programs website at <http://www.studentprograms.tulane.edu/>)

Fundraising

Fundraising can play an important role in generating revenue to support club activities. This can reduce the individual costs associated with participating in clubs while still allowing the club to remain active. Before organizing a fundraiser, club leaders should discuss their plans with the Assistant Director of Club Sports. This communication can help ensure compliance with university policies and procedures as well as help plan an effective fundraiser. Fundraising ideas are located in the Fundraising Handbook.

All fundraising activities require careful planning and coordination. The Assistant Director of Club Sports can assist with the planning and compliance of these activities. The following guidelines can help club leaders be successful in their fundraising efforts:

- Make sure the fundraising activity is aligned with the purpose and mission of the club
- Develop a fundraising officer position to coordinate these efforts
- Advertise your event in appropriate media outlets
- Reserve equipment, facilities, and other needs in advance of the event
- Pay attention to community and university events to avoid scheduling conflicts and utilize peak fundraising times
- Maintain accurate records (financial, logistical, etc.) to assist future officers in planning similar events

The development of an alumni database is one resource that helps develop a successful, long-lasting club. By maintaining a contact list of former club members, a club can create a fan base, fundraising opportunity, and develop a sense of team unity. Creating an up-to-date alumni mailing list takes a lot of time and patience. To create this list:

- Obtain alumni lists from the Club Sports office
- Use this list to find the current contact information of former club members

Once this list is developed, a mailing can be prepared to inform alumni of current club activities, budgeting needs, and recent club successes. Before a mailing can occur, permission must be granted for the club to seek donations from the Development Office. The Assistant Director of Club Sports will serve as a liaison with Development in this process.

Risk Management

There are inherent risks associated with participating in a club sport because of the nature of the activities. The purpose of risk management procedures is to reduce the amount of unnecessary and avoidable risk. A good risk management plan will assist clubs in coordinating events and travel that will increase the safety of participants and spectators.

Emergency Action Plans

Reily Student Recreation Center (Indoor Clubs)

1. Notify the Building Manager of the injury.
2. If able, assist the Building Manager. BM will fill out an injury report.

On-Campus (Outdoor Clubs)

1. Determine the nature and extent of the injury.
2. If medical care is necessary, call TEMS. (865-5200)
3. Safety officer or designated club member should complete the on-line injury report and turn it into the Assistant Director of Club Sports within **48 hours**.

4. Medical emergencies should be reported to the Assistant Director of Club Sports immediately.

Off-Campus

1. Determine the nature and extent of the injury.
2. If medical care is necessary, call 911.
3. If medical care is necessary but not an emergency, designate someone to take the injured club member to a medical facility. Under no circumstances should the injured person go unescorted.
4. Safety officer or designated club member should complete the on-line injury report and turn it into the Assistant Director of Club Sports within **48 hours**.
5. Medical emergencies should be reported to the Assistant Director of Club Sports immediately.

CPR & First Aid Officer

Starting in the spring of 2006, the Department of Campus Recreation began offering free CPR and First Aid certification for clubs. This is a free service for two club sport members per year. Ideally, at least one CPR certified member will be present at each club event. If your club would like more CPR and First Aid certified members, please discuss this request with the Assistant Director of Club Sports.

Emergency Contact Protocol

In case of an emergency, please contact a Campus Recreation staff member. This will ensure the proper university officials are notified and university procedures are followed. Examples of emergencies are serious injuries or travel accidents. For these emergencies, call the numbers on this list in order until you reach a staff member.

If it is not an emergency, but an incident or minor emergency occurs during a club activity, leave a message on the **office** phone of the Assistant Director of Club Sports. For example, if a club is involved in a minor vehicle accident, it is better for the Assistant Director of Club Sports to hear it first from the club, than to receive a phone call from Motor Pool asking about the vehicle damage. Other examples of non-emergency messages are changes in travel itineraries, minor injuries, or other incidents that may need to be reported. Please use your best judgment when calling these numbers.

Autumn Johnson
Assistant Director of Club Sports

Office: 314-2861
Cell: 979-492-5273

Michelle Riley
Associate Director of Programs

Office: 314-2079
Cell: 952-0024

Missie McGuire
Assistant VP of Campus Recreation

Office: 314-2867
Cell: 952-0020

Office Support

Club Sports also receive other sources of support from the university in addition to financial assistance. This section includes a listing of those resources. Many of these resources are only available to recognized clubs and not provisional clubs.

Student Affairs Resources

- Email – Clubs can receive an email account once they are a recognized student organization. To request one, submit the [Student Organization Web/Email Request](#) form to the Office of Student Programs in the LBC.
- Listserv and Web Accounts – Clubs can also request a website once they are a recognized student organization. The same form is used as above.
- Mailbox – Clubs have a mailbox in the LBC where mail is delivered to all student organizations.
- ASB Vans – Reserved through the Office of Student Programs, these vans can be used for Club related travel. To request one, submit the [ASB Motor Pool Vehicle Request](#) form to the Office of Student Programs.

Club Sports Resources

- Copying – Clubs needing copies can request access to the copier in the Club Sport Office. For large quantities, clubs should pay for on-campus copy services.
- Faxes – Clubs can send and receive faxes pertaining to club issues. The fax number is 504-862-8211.
- Computer and Internet Access – Club officers have access to the computer in the Club Sport Office for preparing club documents and accessing the internet.
- Financial Binders & Mailbox – Each club has a binder in the Club Sport Office with the most up to date 2 account and 9 account financial statements.
- Storage Space – In the Reily Student Recreation Center, there is both climate controlled and non-climate controlled closets to store club equipment.
- Banquet – At the end of each academic year, a banquet is held to honor club officers and give the Club Sport Awards.
- Awards – These awards are given at the Club Sport Banquet:
 - David M. Berger Memorial Award – Given annually to a Senior who has distinguished himself in both academics and the Club Sports Program while an undergraduate at Tulane. This award is given in memory of David M. Berger, '66, who lost his life during the 20th Olympic Games at Munich, Germany.

- G Shelby Friedrich Award – Given annually to a Club Sports member who has contributed the most in the past year to the development of a Club Sport.
- David M. Berger Funding Requests – Clubs can apply for grants to clubs and individuals participating as representatives of Tulane University in Club Sports to assist with costs associated with participation in a special tournament or championship, or to assist with the purchase of special equipment. Dr. and Mrs. Berger request that preference be given to the needs of disabled student athletes to allow them to participate in Club Sports at Tulane, should this need arise.

Advertising Resources

- Activities Expo – Held the first Friday after school starts in the fall, this expo is a chance for student organizations to recruit members. Online sign-up for the Activities Expo typically runs through the summer months. The event is free, but if a club representative does not come, the club will be charged a \$25 No Show Fee. To register, visit <http://www.studentprograms.tulane.edu/expo/>. Clubs must be recognized as a student organization through the Office of Student Programs.
- Events Listserv – Advertise your event on the Student Programs Event Listserv. Only messages related to Tulane University events, organizations, departments will be posted on the listserv. For more information go to <http://www.studentprograms.tulane.edu/Events.php>.
- Club Sports Expo – Started in the spring of 2005, this Expo is only open to Club Sports. Each year the ACS Executive Committee will plan and run the event based on the needs of the Club Sports.
- Flyer Stand – Club Sports have a flyer stand located in the Reily Center. All clubs that want to use this flyer stand will need to give those flyers to the Assistant Director of Club Sports.
- Bulletin Board – Located in the Reily Center, this board can be updated with club contact information and other items as the Executive Committee deems necessary.
- Banner & Booth Space – Recognized clubs may reserve banner or booth space to promote an event, recruit members, etc. Reservations can be made online at <http://www.universitycenter.tulane.edu/> under the Event Planning tab. Clubs can use the free markers and butcher block paper located in the Student Organization Center of the LBC.
- Sidewalk Chalk – Clubs should receive permission from the Office of Student Programs. Chalk is available in the Student Government resource center.
- Flyers On Campus – Clubs need to have the flyer approved through the Office of Student Programs. If the club has a copy allocation, they can use the copier located in the Student Organization Center of the LBC.
- Facebook – Clubs can set up groups, events, or pay for flyers. Clubs should keep their groups free of any inappropriate language, pictures or activities that could misrepresent the club and university. Also, club members should be aware that university administrators can use information posted on facebook to prosecute students for violating rules or the student code of conduct.