# Table of Contents

Recreational Sports Contact Information ................................................................. 4
Fall Semester Sport Club Deadlines .............................................................................. 5
Spring Semester Sport Club Deadlines ....................................................................... 6
Directory of Sport Clubs ................................................................................................ 7
Mailing Address ............................................................................................................ 8
Introduction .................................................................................................................. 8
Overview of Sport Clubs ............................................................................................... 9
Services Provided to Sport Clubs ................................................................................. 9
Sport Club Funding ....................................................................................................... 11
Expenditures, Deposits and Reimbursement Requests ................................................. 12
General Rules for ALL Purchases .............................................................................. 14
Budget Proposals and Financial Planning .................................................................... 15
Licensing Guidelines for Apparel ................................................................................ 16
Student Conduct/Violation of Procedures .................................................................. 16
Alcohol Policy .............................................................................................................. 17
Hazing ......................................................................................................................... 17
Sexual Harassment ....................................................................................................... 21
Sport Club Code of Conduct ....................................................................................... 22
Fleet Service Vehicles ................................................................................................. 23
Student Driver Agreement ........................................................................................... 24
Fleet Service Driver Registration Instructions.................................................................25
Sport Club Employees........................................................................................................26
Coaches.................................................................................................................................26
Competitions.......................................................................................................................27
Health and Safety..................................................................................................................28
Constitution Guidelines.........................................................................................................29
Sport Club Evaluation System...............................................................................................30
Evaluation System Description............................................................................................30
Evaluation and Penalty System..............................................................................................34
Disciplinary Action...............................................................................................................34
“How To” List..........................................................................................................................35
Travel Agencies & Bus Companies under University Contract..................................................36
Sport Clubs Account Codes....................................................................................................37
Virginia Tech Recreational Sports  
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:** Alan Glick  
Cell: (540) 357-0422  
540-231-4058  
aglick@vt.edu

**Sport Club Coordinator:** Julie Rhoads  
Cell: (518) 423-1177  
540-231-5616  
jrhoads@vt.edu

**Sport Club Fiscal Technician:** Jennifer Yates  
540-231-9926  
jyates@vt.edu

**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

**Associate Director:** D.J. Preston  
231-3681  
dprez@vt.edu

**Facility Mgr. WMH:** David Christian  
231-2996  
dvd04240@vt.edu

**Marketing Manager:** Megan Donald  
231-6184  /mdonald@vt.edu

**Marketing Graduate Assistant**  
Taylor Shiller  
231-6184  
tschill2@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 - Montgomery 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

Youtube.com/user/VirginiaTechRecSport
VT SPORT CLUB CALENDAR  
FALL SEMESTER 2016

<table>
<thead>
<tr>
<th>Date(s)</th>
<th>What Is Due</th>
<th>Submittal / Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, September 1st</td>
<td>Fall Flyer, Updated Constitution Due</td>
<td>Email Materials to Sport Clubs no later than 5:00pm</td>
</tr>
<tr>
<td></td>
<td>Gobbler Connect Re-Registration Completed</td>
<td></td>
</tr>
<tr>
<td>Thursday, September 8th</td>
<td>Update Website</td>
<td>Email Schedule to Sport Clubs no later than 5:00pm</td>
</tr>
<tr>
<td></td>
<td>Initial Fall Schedule Due</td>
<td></td>
</tr>
<tr>
<td>Thursday, September 22nd</td>
<td>Fall Roster Due</td>
<td>Email Roster to Sport Clubs no later than 5:00pm</td>
</tr>
<tr>
<td>BY Friday, Sept. 30th</td>
<td>Monthly Budget Meeting – September (Email Julie to set up)</td>
<td>Last scheduled time will be 3:00pm this day</td>
</tr>
<tr>
<td>BY Thursday, October 6th</td>
<td>Must meet CPR/First Aid/BBP requirements</td>
<td>Email to Sport Clubs no later than 5:00pm</td>
</tr>
<tr>
<td>BY Friday, October 7th</td>
<td>Must have all roster members sign Waiver &amp; Code of Conduct</td>
<td>SC Staff will check this – fines assessed for each person not in system.</td>
</tr>
<tr>
<td></td>
<td>(This is done when they pay dues)</td>
<td></td>
</tr>
<tr>
<td>BY Monday, Oct. 31st</td>
<td>Monthly Budget Meeting – October (Email Julie to set up)</td>
<td>Last scheduled time will be 3:00pm this day</td>
</tr>
<tr>
<td>BY Wed., Nov. 30th</td>
<td>Monthly Budget Meeting – November (Email Julie to set up)</td>
<td>Last scheduled time will be 3:00pm this day</td>
</tr>
<tr>
<td>Tuesday <strong>BEFORE EVERY</strong></td>
<td>Pre - Competition Forms</td>
<td>Email to Sport Clubs no later than 5:00PM</td>
</tr>
<tr>
<td>Competition</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuesday <strong>AFTER EVERY</strong></td>
<td>Post - Competition Forms</td>
<td>Email to Sport Clubs no later than 5:00PM</td>
</tr>
<tr>
<td>Competition</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

***All materials should be emailed to Sportclubs@vt.edu***
VT SPORT CLUB CALENDAR  
SPRING SEMESTER 2017  

***All materials should be emailed to Sportclubs@vt.edu***

<table>
<thead>
<tr>
<th>Date(s)</th>
<th>What Is Due</th>
<th>Submittal / Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, February 9th</td>
<td>Initial Spring Schedule &amp; Spring Flyer Due Website Updated with Spring Dates/Info</td>
<td>Email Materials to Sport Clubs no later than 5:00pm</td>
</tr>
<tr>
<td>BY Tuesday, February 28th</td>
<td>Monthly Budget Meeting – February (Email Julie to set up)</td>
<td>Last scheduled time will be 3:00pm this day</td>
</tr>
<tr>
<td>BY Friday March 31st</td>
<td>Monthly Budget Meeting – March (Email Julie to set up)</td>
<td>Last scheduled time will be at 3:00pm this day</td>
</tr>
<tr>
<td>Thursday, April 13th</td>
<td>New Club Officer List Due</td>
<td>Email to Sport Clubs no later than 5:00pm</td>
</tr>
<tr>
<td>BY Friday April 28th</td>
<td>New Officer Meeting (With Past President) &amp; Monthly Budget Meeting – April (Email Julie to set up)</td>
<td>Last scheduled time will be a 3:00pm this day</td>
</tr>
<tr>
<td>Wednesday, May 10th</td>
<td>Annual Report Due Summer Flyer Due</td>
<td>Email to Sport Clubs no later than 5:00pm</td>
</tr>
<tr>
<td>Friday, May 12th</td>
<td>Update the following with New Officers: Display Case, Website</td>
<td>SC Staff will check this on that date</td>
</tr>
<tr>
<td>Tuesday BEFORE EVERY Competition</td>
<td>Pre - Competition Forms</td>
<td>Email to Sport Clubs no later than 5:00PM</td>
</tr>
<tr>
<td>Tuesday AFTER EVERY Competition</td>
<td>Post - Competition Forms</td>
<td>Email to Sport Clubs no later than 5:00PM</td>
</tr>
</tbody>
</table>
DIRECTORY OF SPORT CLUBS

♦ BASEBALL
♦ WOMEN’S BASKETBALL
♦ CLAY TARGET
♦ COMPETITIVE CHEERLEADING
♦ CREW
♦ CRICKET
♦ CYCLING
♦ EQUESTRIAN
♦ FENCING
♦ FIELD HOCKEY
♦ GOLF
♦ GYMNASTICS
♦ ICE HOCKEY
♦ MEN’S LACROSSE
♦ WOMEN’S LACROSSE
♦ ROLLER HOCKEY
♦ MEN’S RUGBY
♦ WOMEN’S RUGBY
♦ SNOW SKI
♦ MEN’S SOCCER
♦ WOMEN’S SOCCER
♦ SOFTBALL
♦ MEN’S TENNIS
♦ WOMEN’S TENNIS
♦ TRIATHLON
♦ MEN’S VOLLEYBALL
♦ WOMEN’S VOLLEYBALL
♦ MEN’S WATER POLO
♦ WOMEN’S WATER POLO
♦ WAKEBOARD

SPORT CLUBS

RECREATIONAL SPORTS
INTRODUCTION

There are currently 30 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!
OVERVIEW OF SPORT CLUBS

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 31 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 advised 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.
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 Account 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 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 from the Assistant Director or the Sport Club Coordinator on a first come-first serve basis. Check with them to see if the equipment that you would like to use is available.

1. 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.

2. 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 Copy Center in Burruss or Torgerson Hall.

3. 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.

4. 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.

5. 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.

6. 2-Way Radios
   - 2-Way Radios can be checked out from the Assistant Director or Sport Club Coordinator when your club is traveling for a game or tournament. **Radios should be requested in advance of the date needed.**
SERVICES PROVIDED TO SPORT CLUBS

7. Medical Kits for Traveling
   o There are medical kits available for checkout. The kits are stocked with medical essentials and can be used for away games or events when traveling. They can be found in the Sport Club Office and must be documented when used. Please contact the Sport Club Coordinator for checkout procedures.

8. Portable Indoor / Outdoor Scoreboards
   o There are 2 portable scoreboards, which can be checked out for indoor or outdoor games and tournaments. These are available on a first-come, first-serve basis and must be reserved ahead of time with the Assistant Director or the Sport Club Coordinator.

9. Water/Gatorade Coolers
   o There are water coolers that are available to you for ice and/or water at your game or tournament. Check with the Assistant Director or Sport Club Coordinator to see if they are available. Please rinse the coolers before returning them to the Sport Club Office.

10. Sandwich Boards / Marketing
    o 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. Clubs can give fliers/advertisements to the Assistant Director or Sport Club Coordinator to post to help promote your competitions. 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.

11. Athletic Trainer
    o The Sport Club teams have an Athletic Trainer exclusively for their services. Teams can request that the Athletic Trainer be present at their large home events by completing a request form found in the Sport Club Office. The 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.

12. Facilities
    o 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. THE ASSISTANT DIRECTOR AND THE DEPARTMENT OF RECREATIONAL SPORTS WILL DEAL WITH ABUSES.**
SPORT CLUB FUNDING

The 30 Extramural Sport Clubs have two operating accounts (a regular operating account and a foundation account for donations), which are managed through the Department of Recreational Sports.

**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. Sport Clubs Staff must approve all club expenditures. Money from this account can be used for, but not limited to, the following:
   - Motor Pool, Bus, or Airfare
   - Lodging
   - Tournament and Competition Fees
   - Equipment/ Supplies
   - Team Uniforms
   - Rental Fees
   - Referees/ Judges
   - Apparel
   - Marketing Supplies/ Posters
   - Awards/ Trophies

2. **Foundation Account.** Donations to your club can be deposited into this account. The VT Foundation Office charges a 7% administration fee on a quarterly basis that is based on your team account balance. The remaining funds can be used to purchase items that your club may need throughout the year. Donations are tax deductible and letters can be provided to donors. See SC Staff for more information.

**CLUB MEMBERS WILL NOT BE REIMBURSED FOR MEALS OUT OF ANY CLUB ACCOUNT**
**EXPENDITURE, DEPOSIT AND REIMBURSEMENT REQUESTS**

**SPORT CLUB EXPENDITURE REQUEST FORM**

An Expenditure Request form is used when a club needs to spend money from one of its accounts to purchase equipment or supplies, pay game officials, etc. 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 directly from one of its accounts, an Expenditure Request Form should be submitted along with an invoice or a quote from the company.

It is important to place orders early so that you will receive them in time for your events. Don’t forget to budget for shipping and handling charges. Allow at least one week to have all necessary paperwork/vouchers prepared. Requests for a check MUST be submitted TWO WEEKS from 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.

Equipment, uniform, etc. orders will be processed by our Accounts Manager (Jennifer Yates) using the online purchasing system- Hokie Mart!! DO NOT commit to spend any team funds before filling out an Expenditure Request Form and speaking with the Sport Club Staff or the Sport Club Accounts Manager (Jennifer). All orders will be finalized using Hokie Mart.

Jennifer Yates (Sport Clubs Accounts Manager) is a liaison between the Sport Clubs and the University Controller’s Office (office that processed & mails checks). Jennifer does not issue checks. The Controller’s Office handles all check requests from every department on campus, and **REQUIRES A MINIMUM OF TWO WEEKS NOTICE TO PROCESS A CHECK. NO EXCEPTIONS!**

**DO NOT USE PERSONAL FUNDS FOR ANYTHING UNLESS YOU HAVE SPOKEN TO SPORT CLUB STAFF!**

**A LACK OF PLANNING ON YOUR PART DOES NOT CONSTITUTE AN EMERGENCY ON OUR PART**
SPORT CLUB ACCOUNT DEPOSITS

- Each club member is required to make his or her dues payments in 142 McComas Hall
- Deposits to the Sport Club accounts will be made in McComas Hall by a team officer (Checks made payable to Treasurer, Virginia Tech with team name on memo line).
- Foundation deposits forms and checks are submitted to Jennifer Yates in the Sport Club Office (checks made payable to Virginia Tech Foundation with team name on memo line).
- Foundation deposits can also be made online at https://webapps.es.vt.edu/givingto/academic/gift
  - 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 to.

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 needs to be submitted, along with all original receipts and credit card statement for reimbursement.

Clubs SHOULD NOT be buying equipment or paying for hotels out of pocket. Plan ahead and follow the procedures. Rec Sports is NOT obligated to pay a bill or reimburse a club member if the purchase was not approved beforehand.

A team should not have different players coming in the office to request reimbursement. ONE CLUB OFFICER should handle all reimbursements for their team. Please bring in reimbursements within three months of the purchase date. Receipts that are more than 3 months old cannot be submitted for reimbursement. 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).

You will be notified 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. It will be deposited directly into your bank account, so the individual requesting the reimbursement, MUST have direct deposit set up within Hokie Spa.
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 Alan, Julie, or Jennifer.

2. Remind vendors that sport clubs are tax-exempt when making purchases.

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. Please be sure to leave ALL bills and packing slips in Jennifer’s mailbox. ANY paperwork you receive with an order, including packing slips, should be given to Jennifer, Alan, and/or Julie.

5. 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 she or he works a game and needs to be paid. Copies of this form are in the Sport Club Office.

6. 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 to. 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).

7. Travel reimbursements – when requesting a travel reimbursement for travel expenses, i.e. gas, hotels, parking or toll fees, you MUST indicate on the expenditure request form the date and time that you departed Blacksburg AND the date and time you 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. Remember meals are NOT reimbursable.**

8. Page 12 has a listing of acceptable purchases.

**These policies and procedures are not intended to deter you from spending club funds. However, Recreational Sports is ultimately responsible for all club accounts and these rules and guidelines are in place to ensure that things run as smoothly as possible. If you have any questions, stop by the office and speak with Alan, Julie, or Jennifer.

---

**BUDGET PROPOSALS AND FINANCIAL PLANNING**

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 that upcoming semester. The Assistant Director and Sport Club Coordinator will review budgets, and will then allocate funds.

The following is a generalized guide for what the average budget proposal may include:

1. **Club Operating Expenses**: Operations of the club; coach payments, deposits, marketing items.

2. **Game/Match Expenses**: These expenses include, but are not limited to entry fees, league fees, judges’ fees, and facility rental fees. National Championship expenses should also be included.

3. **Travel Expenses**: These expenses include travel to and from an event, including vehicle rental, airfare, fuel, and lodging. **Meals are not included.**
4. **Equipment**: These expenses include only items that are deemed essential for 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 handled on an individual basis, NOT through the budget proposal process** *

Recreational Sports will provide funding 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 34. Factors such as turning in paperwork on time, attendance at the fall workshop, and the creation of an annual report are among the areas of 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 allocated 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.

**LICENSING GUIDELINES FOR APPAREL**

**All apparel designs for your club must be approved by the Sport Club Staff and Virginia Tech Licensing**

All apparel has to be ordered through a licensed Virginia Tech vendor. The list of VT vendors is located in the Sport Club Office or at [http://www.unirel.vt.edu/licensing/licensees_all.html](http://www.unirel.vt.edu/licensing/licensees_all.html)
The following is more info from the licensing office about logos and the usage of athletic marks:

c. 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 sport teams must identify themselves as such on merchandise (including uniforms) using one of two options:

1. 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, Snowboarding Club or Club Snowboarding).

2. Use the approved Rec Sports Patch (seen below) on the merchandise. The patch can be anywhere on the merchandise as long as it is visible and legible. If the patch is used, the club's name is not required to be on the merchandise.

![Virginia Tech Sport Clubs](image)

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 also not incorporate a trademark with the addition of type, graphics, or images in such a way that the effect is to create a distinct combined logo.
STUDENT CONDUCT/VIOLATION OF PROCEDURES

All 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.

*A code of conduct form must be completed by all individuals associated with the team (students, coaches, and team personnel).*

All individuals and sport clubs 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 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: [http://www.judicial.vt.edu](http://www.judicial.vt.edu).
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 for 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

1. 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).
2. 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).

3. 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.

4. 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.

5. Hitting or pretending to hit an individual.

6. Performing acts that are or seem to be dangerous.

PSYCHOLOGICAL

1. Requiring a person to pretend to or actually violate a law.

2. Yelling or screaming at individuals.

3. Calling individuals demeaning names.

4. Booing, hissing, or demeaning individuals when they make mistakes.

5. Interrogating individuals in an intimidating or threatening manner.

6. Requiring a person to perform acts of servitude or perform personal errands for others.

7. Deceiving new members prior to their gaining membership in an attempt to convince them that they will not be initiated or will be hurt.

8. Forcing a person to publicly wear apparel that is abnormal and not normally in good taste.

9. Requiring a person to appear nude at any time.

10. 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).

11. 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 UUSA Office of Student Activities will provide copies of this policy to all student organizations.

**Myths and Facts about Hazing**

**Myth # 1:** Hazing is a problem for fraternities and sororities primarily.

**Fact:** Hazing is a societal problem. Hazing incidents have been frequently documented in the military, athletic teams, marching bands, religious cults, professional schools, and other types of clubs and/or organizations. Reports of hazing activities in high schools are on the rise.

**Myth # 2:** 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-meditated and NOT accidental. Hazing is abusive, degrading, and often life-threatening.

**Myth # 3:** As long as there’s 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 # 4:** 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 # 5:** 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 # 6:** 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.

Information was obtained from [www.stophazing.org](http://www.stophazing.org)
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 completed with dues before any participation in Sport Clubs.

CLUB MEMBERS, OFFICERS AND COACHES SHALL NOT:

- 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".
- Use drugs (except for medical purposes) while practicing, traveling or competing
- Consume alcohol while traveling, practicing, competing, spectating or socializing as part of a sport club event
- Consume alcohol at any Virginia Tech facility before, during or after a practice or competition
- Use team funds to purchase alcohol even if any/all team members are above the legal drinking age
- Encourage underage consumption of alcohol
- Consume alcohol at public establishments while wearing team apparel
- Attempt to strike, threaten or cause personal injury to anyone while competing
- Verbally abuse another participant, coach, official, spectator, administrator or hotel employee
- Cause damage to facilities or equipment
- Use or enter a facility illegally, using an assumed name or false I.D.
- Use obscene gestures, profanity or disrespectful language while practicing or competing
- Engage in conduct that constitutes discrimination or harassment

The above is a partial list of expected standards of behavior for sport club participants. For additional information concerning standards of behavior, refer to the "University Policies for Student Life".
**FLEET SERVICE VEHICLES**

- Use of Fleet Service vehicles is a privilege extended to Sport Clubs because of their affiliation with the Department of Recreational Sports.
- Fleet Service vehicles are used for away competitions and other official activities.
- If Fleet Service vehicles are not available, your club may rent vehicles from area car rental companies.
  *Note: The department will not reimburse rental car purchases when there are Fleet Service vehicles available.*
- All Fleet Service requests should be submitted well in advance of the date needed to the Sport Club Staff in order to increase your club’s chances of getting the vehicles you want. **These requests must be made 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 Julie know **AS EARLY AS POSSIBLE** so she 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.

**IN THE EVENT OF AN ACCIDENT INVOLVING A FLEET SERVICE VEHICLE, PLEASE CONTACT THE FOLLOWING IMMEDIATELY:**
  - VT Police for accidents on-campus
  - State Police for accidents off-campus
- A 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:
  - The insurance company insuring state vehicles
  - 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).
- 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, please report the problem to Fleet Services when you return to campus, or 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.**

**Fleet Services rents out 7 and 12-passenger vans, cargo vans, 4 and 5-passenger cars. Do not exceed the specified number of riders per vehicle. All passengers must wear a seatbelt at all times! This is for your own safety! **
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 driving record violations within the last 12 months
3. Any club members that may be planning on driving Fleet Service vans MUST schedule a driving class with Fleet Services if they have no previous experience in driving vans.

**Appointments for van training can be scheduled directly with Fleet Services by calling them at 231-6141. **

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 potential driver of a Fleet Services vehicle has to be registered through Fleet Service’s new on-line system. The Sport Club Coordinator will submit all car/van requests, but every potential driver has to be registered in their system.

Start the process by going to the link:
https://www.fs.vt.edu/fleetcommander/_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 “125 War Memorial Hall”
Blackburg, 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
“Personal Email” line, type your VT email <IMPORTANT!

---Under the “Additional Information” section, type in my information:
Fund Manager Name: Alan Glick
Fund Manager Phone: 231-4058
Fund Manager Email: aglick@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.

SPORT CLUB EMPLOYEES

Student 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. 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 Assistant Director, Sport Clubs Coordinator and Facility Scheduler. **It is the responsibility of each club using fields to report any cancellations, delays or changes of any kind in your practice schedule to Alan (aglick@vt.edu, 231-4058, 540-357-0422 and/or Julie (jrhoads@vt.edu, 540-231-5616).** If cancelling indoor facilities space, contact the staff, as well. Neglecting to do so will result in discipline to the responsible club(s), as well as charges for student employees having to show up, which is a rate of $20/hour. Any questions about Sport Club Supervisors, contact the Sport Club Coordinator.

### COACHES

If a sport club desires, it can seek the assistance of a volunteer coach. 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. Specific roles for coaches differ from one sport club to another, but will usually include attending club practices and games/tournaments. A club’s coach can be relieved of his/her duties by either the club or by the Department of Recreational Sports for violation of state, university, or department rules or policies. Additionally, a club can relieve a coach of his/her duties for any other reason. Conversely, the coach can sever his/her relationship with the club if deemed appropriate.

On-going education and training in coaching skills is strongly recommended for all club coaches. All coaches are required to be trained and certified in CPR and First Aid and fill out a code of conduct form and an assumption of risk form provided by the Sport Club Staff.

All coaches but sign and abide by the Sport Club Coach Agreement and meet with the Assistant Director and/or Sport Club Coordinator at the beginning of each season.

Coaches’ fees will be determined by each club and its budget, with the guidance of the sport club staff.

### COMPETITIONS

As members of the Sport Club program, all clubs must actively compete on the intercollegiate level. Clubs are encouraged to participate at various levels of competition. **Once a competition schedule is confirmed for a**
semester, the club should email this information in SportClubs@vt.edu. It is suggested that club officers develop a schedule that creates a balance between home and away competitions. Alan or Julie should be made aware of any schedule changes as soon as possible. The Tuesday BEFORE each competition, a Pre-Competition Form should be completed and given to the Assistant Director or Sport Club Coordinator. The results of each competition should be reported to the Assistant Director or the Sport Club Coordinator the Tuesday following the competition, by noon, using the Post-Competition Form.

1. 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 Emergency Information 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 Assistant Director of External Affairs (D.J.), and Sport Club staff immediately.

2. 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 in Fleet Service vehicles or compete. The Student Driver Agreement needs to be submitted by all club members who will be driving university or personal vehicles on the trip. Only those students with a Student Driver Agreement form on file along with a valid driver's license are allowed to drive.

   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.

   In some instances, Fleet Service vehicles may not be available for a given weekend. Enterprise in Christiansburg, or other area rental companies, are also available for club use. Clubs are permitted to use personal vehicles to get to competitions. Individuals driving their own vehicles will need to complete the Student Driver Agreement and have it on file in the Sport Club Office.

   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.
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. See reimbursement procedures on page 14.

**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 strongly recommended that club members have their own health insurance coverage.

**Each club is required to have two officers or club members certified in CPR, First Aid.** At least one CPR/First Aid/ AED trained responder is required to be at all practices; otherwise the practice must be cancelled. A CPR/First Aid/ AED re 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 insure policies are being followed. Failure to abide by this regulation will result in disciplinary actions by the Sport Club Staff.

Should there be an injury during a sport club activity on the Virginia Tech Campus, the CPR and First Aid Officer or 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 Assistant Director or Sport Club Coordinator is to be notified by phone **IMMEDIATELY** regardless of whether the game is at home or away.

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

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

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

SPORT CLUB EVALUATION SYSTEM
EVALUATION AREAS

Fall
1. Officer Workshop
2. CPR/First Aid/BBP 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   Tuesday BEFORE Competition
Post - Competition Forms   Tuesday AFTER Competition

EVALUATION SYSTEM DESCRIPTION

The evaluation system’s primary purpose is to ensure timely return 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 successful 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 the following school 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.

- 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/First Aid/BBP
The Sport Club Program requires that two officers or officer and two team members be CPR/First Aid certified. One Officer or Members 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 will need to re-register to be recognized for the 2015-2016 academic year through the Gobbler Connect website. Registration opens August 19. Please keep this page up-to-date with current officers and contacts. [http://gobblerconnect.vt.edu](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 important 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**

  Failure to meet with the Sport Club Staff on a monthly basis will be punishable. All treasurers should be setting up a monthly budget meeting with the Coordinator and presenting their financial standing in these meetings. 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 look like for that month.

- **Team Rosters (Code of Conduct/Assumption of Risk)**

  Code of Conduct 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 fill out a Code of Conduct/Assumption of Risk form.** Faculty and Staff members participating with the club must also sign these forms. All information must be complete and current. These forms need to be completed **BY EVERY MEMBER OF YOUR CLUB.** This will be done when they make their first payment for dues, and should be completed by the listed due date in the Fall.
** As your club adds new members throughout the year, you need to have the new members complete these forms. **

** If your club is traveling before the assumption of risk forms are due, your clubs’ rosters, Code of Conduct/Assumption of Risk forms, and Student Driver Agreements need to be completed BEFORE leaving campus. Failure to do so will result in disciplinary action. **

- **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:

1. Goals for the year - how they were or were not met, how they are currently being met or why they were not met.
2. Goals for the upcoming year - program proposals that will help meet the following year’s goals.

3. Summary report for the year - include topics such as
   a. FINANCIAL INFORMATION
   b. MEMBERSHIP LISTS
   c. COMPETITION INFORMATION/RESULTS OF GAMES, TOURNAMENTS
   d. OTHER ACTIVITIES THE CLUB TOOK PART IN
      (Ex. community service, clinics, fundraisers, etc.)
   e. ACCOMPLISHMENTS FOR THE YEAR
   f. PROBLEMS/ISSUES the club encountered and how they were/will be addressed
   g. 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.
It is to a club’s advantage to be successful in all areas of the Evaluation System so that they can maximize the amount of funding to be allocated for the following year. With the timely return and completion of required forms and tasks, it ensures that the Sport Club office is up-to-date on the activities of your club to help 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 deter clubs from submitting requirements late, or not submitting them at all.

**EVALUATION SYSTEM GUIDELINES**

The Evaluation System will affect any club that is late in submitting, or does not submit any of the requirements throughout the school year.

**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

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

**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.

**“HOW TO” LIST**
RESERVE FACILITY SPACE

- Check the availability of space by going to [http://recsports.vt.edu/facilities/](http://recsports.vt.edu/facilities/) then click on view schedule (under the login fields). Submit reservation here for all GAMES / TOURNAMENTS. NOT practices.

- All requests for practices and competition sites/dates should be submitted as early as possible once a club’s plans are determined for the following semester or academic year. Sport Club Admin will send out an email asking for club’s practice requests, which will then be turned over to D.J. to put in reservations. Your final practice days/times will be granted to you via email.

- When turning in your requests be sure to make note of any equipment you might require such as tables, chairs, score pads, etc. Many times we have more than one event going on at the same time and the other groups may have already reserved all available equipment.

**If your practice or game schedules should change at any time, let the Sport Club Staff know as soon as possible. In the case of inclement weather, the Field Maintenance Staff and Sport Club Staff make the final decision on whether games will be played.**

**If you cancel a home game/tournament and you forget to let Alan and/or Julie know, your club may be billed for labor charges for the Rec. Sports facilities or any supplies that were used prepare for your event.**

SCHEDULE HOME GAMES

1. Work with D.J. and Julie (Associate Director) to plan and reserve in advance any equipment needs such as tables, chairs, etc. that your club might need.
2. Use a Competition Agreement with the team(s) you are going to play
3. Schedule officials and complete an Officials Contract (so your officials can be paid)
4. Fill out a Pre-Competition Form online and email to SportClubs@vt.edu
5. Complete a Post-Competition Form following the game and email to SportClubs@vt.edu

INJURIES AND MEDICAL KIT

1. 2 officers or members need to be CPR/First Aid certified. At least one certified officer/member needs to be present at all practices and home competitions. If your team has a coach, they are also required to be First Aid/CPR certified.
2. In case of an emergency, call VT Rescue Squad @ 911 or (540-231-7138)
3. Stop by the Sport Club Office if you need medical supplies
4. Complete an Injury Report if necessary (i.e. Out of Town), found on Google Drive and turn it in to the office when you return from the trip.

TRAVEL AGENCIES / BUS COMPANIES UNDER UNIVERSITY CONTRACT
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<th>MARTIN TRAVEL</th>
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<td>1344 S Main St. #3</td>
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<td>145 Ben Hamby Lane</td>
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<td>Blacksburg, VA 24060</td>
<td></td>
<td>Greenville, SC 29615</td>
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<tr>
<td></td>
<td>540-951-7854 phone</td>
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<td>864-284-9000 phone</td>
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<td>864-284-9400 fax</td>
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<td>Glen Allen, VA 23060</td>
<td></td>
<td>Richmond, VA 23220</td>
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<td></td>
<td>804-747-4147 phone</td>
<td></td>
<td>804-342-7300 phone</td>
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<td>804-273-0003 fax</td>
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*It is strongly recommended that you use one of the travel agencies listed above, or book your hotel rooms directly with the hotel.*

**SPORT CLUBS ACCOUNT CODES**
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SPORT CLUBS

RECREATIONAL SPORTS