

Sport Club Policy Guide

Document Key (Color Code)

- **University of Wisconsin-Madison Policy:** This policy is written at the University, University System level, or by another division on campus. Recreation & Wellbeing is dedicated to adhering and enforcing these policies and does not have direct oversight over creation of these policies.
- **Recreation & Wellbeing (Rec Well) Policy:** This policy is written at the Division of Recreation & Wellbeing level which is comprised of 22 different departments. The Department of Sport Clubs has input on these policies and changes can affect many stakeholders. We still appreciate feedback regarding these policies.
- **Sport Clubs:** This policy is written at the Department of Sport Clubs level with guidance from the Sport Club Administrative Board. If you have questions or concerns regarding these policies, please email both scboard@recwell.wisc.edu and sportclubs@recwell.wisc.edu.

Overview

- Sport Clubs are dual registered student organizations with both Recreation & Wellbeing and the Office for Student Organizations, Leadership & Involvement (SOLI). **As a registered student organization (RSO), Sport Clubs must also follow the Student Organizations Resource & Policy Guide established by the Office for Student Organizations, Leadership & Involvement.** Policies not addressed by this Sport Club Policy document, Student Organizations Resource & Policy Guide or University policies will be handled on a case-by-case basis with the Sport Club Administrative Board, Rec Well Professional Staff and university personnel. The purpose of this document is to give you an overview of campus and Rec Well policies. Information on how to complete requirements and adhere to different policies including deadlines, how to guides, etc. can be found on the Sport Club Officers Canvas Page.

Definitions

- **Recreation & Wellbeing:** UW-Madison division which Sport Clubs are dual registered with.
- **Office for Student Organizations, Leadership & Involvement:** UW-Madison division which oversees and supports all Registered Student Organizations including Sport Clubs
- **DoSportsEasy (DSE):** Web-based platform used for Sport Club management including membership, club funding, travel, hosting, and event reporting.
- **Sport Club Officers Canvas Page:** Resource hub for officers that includes how to guides, deadlines, community discussion boards, etc.

Tier System, Compliance Points & Priority Points

Tier System

- Within the Tier System there are Compliance Points & Priority Points. Descriptions and additional information are below.

Compliance Points

- Each year between April 1st and March 31st, the club must attain 80% of the possible Compliance Points for their tier. Two Compliance Points (for all tiers) include competing twice and having 10 active UW-Madison student members on the DSE roster. Compliance Point criteria for each tier can be found on the Sport Club Officers Canvas page and is tracked on DSE.
- A compliance point item completed after the attached deadline is still considered incomplete and will not be awarded.
- Any club that fails to do so will be placed on 1 year probation.

Priority Points

- Priority Points are not required. They are points that clubs can earn which are taken into consideration with financial and facility space allocation.

Tier Appeals

- Clubs are allowed to petition up or down a tier once per academic year. Appeal submissions will take place in the Spring semester. If an appeal is upheld, the club's new tier and the correlating requirements will start the following Fall semester.

Club Probation

- If at the start of the Spring semester it is not mathematically possible to meet the 80% Compliance Point threshold, then the club will be put on probation that will start the following academic year. During this probationary year they will only be eligible for 50% of the maximum amount for allocations and support funds. Clubs on probation may petition to move down a tier but are prohibited from petitioning up a tier.

Club Removal

- If a club on probation does not meet the 80% Compliance Point threshold, they will be removed from the Sport Club program effective the day after the Spring semester ends.
 - The club will have the opportunity to appeal this the decision to the Sport Club Administrative Board
 - The club must utilize any funds in Rec Well accounts (Rec Well, Foundation, etc.) by June 30 of that year.

Club Reinstatement

- If a club was removed from the Sport Club Program due to not meeting the compliance threshold for two consecutive years, they must wait one year until they are able to repetition to join the Sport Club Program. This will be the same process as a petition process for new clubs.
- If a club was removed from the program for a reason other than non-compliance, depending on the reason for removal there may be a longer term prior to the ability to repetition as well as additional steps.

Club Organization

SOLI Registration

- It is a requirement of the clubs to re-register on the WIN website each year by the given deadline.
 - Clubs that fail to re-register by deadline given from the Sport Club office will be referred to the Sport Club Administrative Board for potential sanctions.
 - Clubs that fail to re-register by October 11th will become frozen on WIN and risk removal from the Sport Clubs Program.

Club Structure (University)

- All clubs must have at least 10 active members that are students at UW-Madison.
- The club must be composed of at least 75% UW-Madison students and be controlled and directed by UW-Madison students.
 - Other Rec Well members may be a part of a Sport Club as long as they have an active Rec Well membership.

Club Structure (Club Program)

- Clubs are required to have two officers, a President and a Treasurer. These two officers must be currently enrolled at UW-Madison students and meet all training requirements. Tier 1 and 2 President and Treasurer must be enrolled in classes at UW-Madison and have the ability to attend in-person meetings and trainings. Though not required, it is strongly recommended that Tier 3 President and Treasurer also be enrolled in classes at UW-Madison and have the ability to attend in-person meetings and trainings.
 - If a club has other executive board positions, priority should be given to UW-Madison students to hold these positions, otherwise the position can be held by any other club member.
 - Sport Club athletes that plan to study abroad for a semester or longer may not be elected to either the club's President or Treasurer position. While a requirement for Tier 1 and Tier 2 clubs, it is strongly recommended for Tier 3 clubs as well. It will remain at the discretion of the club to elect officers to positions, other than President and Treasurer, that may be studying abroad. If an already elected President or Treasurer wishes to study abroad, a clear transition plan for the replacing officer must be in place and must be discussed with the club's liaison. Clubs reserve the right to have two members serving as Presidents or Treasurers at the same time (ex: co-presidents), as long as one serves locally. It has been observed that officers serving abroad has led to communication disruptions, messy and incomplete officer transitions and absent club leadership.
- All clubs are required to have 1 (one) safety officer on file with the Sport Club Office, but some clubs are required to have more depending on tier status. See the Safety & Risk section for more information.

Safety & Risk

Safety Officers

- All clubs are required to have 1 (one) safety officer on file with the Sport Club Office, but some clubs are required to have more depending on tier status.
 - These officers must be CPR/First Aid/AED Certified through either the American Red Cross or the American Heart Association. Proof of certification must be submitted to the Sport Club Office by the deadline given for all clubs.
 - If clubs fail to submit certifications, club practices, special events and competitions will be halted until the certifications are obtained.
 - Safety officers must also complete a safety officer quiz and pass with a 100%. Safety officers will have unlimited attempts at the quiz but must complete the quiz by the deadline given or club practice will be halted.

Med Kits

- At the beginning of each year, each club will be given a Med Kit backpack that must travel with the club to any competition or event. Clubs can email sportclubs@recwell.wisc.edu to set up a time to get the med kit restocked throughout the season as needed. If the Med Kit is lost or unable to be returned by the end of the academic year, the club will be charged \$100, and this must be paid utilizing outside club funds.

Recruitment & Athlete Participation

UW non-Discrimination Policy

- No student may be denied admission to, participation in or the benefits of, or discriminated against in any service, program, course or facility of the {UW} system or its institutions or centers because of the student's race, color, creed, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status or parental status. (Wisconsin Act 186 s. 36.12)

Rec Well's Gender Equity Policy

- Currently enrolled UW-Madison students and faculty and staff with paid Rec Well memberships are eligible to participate in the Sport Clubs Program. So long as a Sport Club athlete meets these requirements, they are eligible to practice on the gendered Sport Club of their choice. Each Sport Club's national governing body may have additional requirements or policies regarding gendered roster eligibility for sanctioned competition. If you have questions about your eligibility based on gender, contact sportclubs@recwell.wisc.edu and we will work directly with you to research any additional eligibility considerations.

Hazing

- Defined as "any action taken or situation created, intentionally, whether on or off campus, to produce mental or physical discomfort, embarrassment, harassment, or ridicule." Rec Well does not tolerate hazing in any form. Advisors and students should be aware that, if found guilty, students who engage in hazing others where an injury results could be dismissed from school, fined, imprisoned, and be assessed damages ([UW-S00 Advisor's Handbook](#)).
- For a list of common infractions and their affiliated sanctions see Appendix A.

UW-Madison Policy on Sexual Harassment and Sexual Violence

- Sexual harassment will not be tolerated. If you have been harassed, there are resources on campus to help. The university policy and resources for sexual harassment are found [here](#).

Voluntary Participation

- Participation in the Sport Clubs Program is strictly voluntary. Individuals participate at their own risk and assume responsibility for their own health and safety. The University and Rec Well do not provide any insurance coverage for Sport Club athletes.
- It is strongly recommended that all club members have an annual physical examination. It is further strongly recommended that all club members have a medical/health insurance plan in effect as University Health Services (UHS) does not pay for physicals, Emergency Room treatment or hospital stays.
- Clubs cannot offer financial compensation to prospective students to join a club.

Participation Requirements

- All individuals participating in, with, or against the club in any fashion must complete the required paperwork.
 - Members of the club must be added to the DoSportsEasy platform. They must have completed the Member Consent Form and Supplemental Health Waiver and be approved by the Sport Club Office on DSE before they are allowed to participate (practice, travel, compete, etc.)
 - If you have individuals participating in a temporary fashion (try outs, visiting competitors, etc. they must fill out the [Assumption of Risk form](#).
 - Though clubs can hold tryouts and make cuts to rosters, they must do so based on athletic performance and skill.

Tabling

- Clubs can table at various locations around campus but must get approval beforehand. Most locations, both indoor and outdoor, must be reserved first. Consult the SOLI Reservations Guide for help reserving these spaces. Refer to the Facility and Reservation policies for more information.

Posting, Chalking, and Leafletting

- It is an expectation that sport club adhere to [SOLI's Posting, Chalking, and Leafletting](#) policies. Clubs may also use the Rec Well logo as long as it is not altered or stretched.

Websites and Social Media

- Clubs are responsible for maintaining their WIN page. Additionally, they must work with the Sport Club Office to update and maintain the Rec Well Club page. The WIN page must have the most up to date Club constitution. All other websites and social media sites for clubs are optional but must be maintained and house appropriate content. All websites and social media accounts affiliated with UW-Madison clubs can be checked at any time.

Off Campus Advertising

- Clubs can market and recruit off campus, but they must follow the policies governing that space, either the city regulations or private business regulations.

Finances

Club Financial Accounts

- Clubs have an internal account with Rec Well and may have an external account that is managed by the club and monitored by the Sport Club Office. The Sport Club Office may request a copy of bank statements from an external account at any time.

Purchases & Reimbursements using Rec Well Funds

- Clubs have thirty (30) days from the time of incurring an expense to file for reimbursement. All receipts and needed documentation must be turned in within the 30-day threshold, along with a transaction on DSE. Clubs that do not apply for reimbursement within 30 days or clubs that do not submit proper documentation within 30 days will lose the ability to get reimbursed from internal accounts. Purchase Request or Reimbursement submissions for the following will be denied: Coach payments
- Food or drink
- Travel booked through 3rd party sites (ie. Expedia)
- Non-itemized receipt
- Personalized equipment or jersey
- Airfare
 - You can set up a meeting with the Sport Club Financial Specialist finance@wisc.edu to get assistance with booking flights.

Budget Request

- In order for a club to receive allocated funds for the following academic year, they must submit a budget request using the provided template to the Sport Club Administrative Board.
 - Failing to submit the club budget request in the proper format using the given template will result in a 25% reduction in allocated funds.
 - Failing to submit the club budget by the deadline provided will result in a 50% reduction in allocated funds.

Fundraising

- Clubs are prohibited from fundraising using the sale of alcohol and drugs. This includes cup nights as fundraisers.
- Clubs may volunteer (paid or unpaid) with an organization that hosts youth to run a clinic or workshop. Club members do not count as authorized custodians. Clubs are unable to organize and host their own workshops of programming for youth due to campus youth protection policies.

Uniforms and Apparel

Naming & University Logos

- All clubs must adhere to the Office for Student Organizations, Leadership & Involvement (SOLI)'s policies linked [HERE](#).
- For a list of common infractions and their affiliated sanctions see Appendix A.

Sport Club Uniforms & Apparel/Merchandise

- As an Official Sport Club, clubs have access to use University logos and indicia, but they must follow the policies strictly, otherwise clubs' risk illegal apparel being confiscated. Uniforms and apparel have different policies that must be followed in the design.
 - Logos
 - Clubs that choose to design a logo for their club to use are not permitted to use the motion W or Bucky in the design itself.
 - Clubs can use the motion W or Bucky alongside the logo design, but the marks cannot be altered in ANY way.
 - All logos using University marks must be approved by the Office of Trademark Licensing Professional Staff.

- Uniforms
 - Jerseys are considered apparel that club members utilize during competition **only**. The distinction between apparel and jersey is up to the discretion of Rec Well and Office of Trademark Licensing Professional Staff.
 - Clubs are NOT required to use the word “Club” on jerseys, no matter what University indicia the club chooses to use in the jersey design. This also applies for clubs with like varsity sports on campus.
 - Clubs are advised to use WISCONSIN®, BADGERS™ or Bucky Badger logo as the primary jersey design, with the Motion W logo being used as a secondary logo if desired. Designs featuring the Motion W as the primary design will no longer be approved.
- Apparel and Merchandise
 - Clubs can use any University indicia or logo, but they may not distort or alter the indicia or logo in ANY way. This includes adding equipment to Bucky, changing the logo to an inappropriate color scheme, or skewing the dimensions of a logo.
 - Clubs must use the word “Club” either before or after the corresponding sport/activity when using the Motion W or other University indicia. There is no exception to this policy.
 - Clubs are not permitted to utilize the current season’s varsity Athletics Under Armour design in an attempt to mimic varsity Athletics teams. Rec Well will provide clubs with the restricted design at the beginning of each academic year so clubs are aware of which design they may not use.
 - Clubs must use a licensed vendor if they are going to use University logos and/or indicia in their apparel, uniform or merchandise designs. A list of licensed vendors can be found on the Office of Trademark Licensing’s [website](#). If a club cannot find a licensed vendor, they can apply for a one-time exception for that vendor to print. That exception must be submitted through the Sport Club Office and approved by Office of Trademark Licensing before production.

Facility and Reservation Policies

- Clubs are expected to follow all facility policies listed on the [Rec Well website](#). Below are major policies clubs should consider in each facility. For a list of common infractions and their affiliated sanctions see Appendix A.

Practices

- Clubs who practice in University Recreation and Wellbeing facilities will receive a weekly average of at most six (6) hours of practice time free of facility rental cost during the academic year (exception: clubs that are currently paying for facility rental will continue to pay for these facility

rental costs regardless of how many practice hours are contracted). Up to six hours will only be granted if the space is not requested by other clubs in the program. Any additional practice time over this six-hour threshold will require the sport club to pay for the facility rental and staffing costs (if applicable) at the RSO rate.

- Clubs cannot access any facility space, Rec Well owned or otherwise, without securing a reservation with the group managing the space. Clubs found to be utilizing facilities without proper approval may face Sport Club Administrative Board sanction(s) and/or potential loss of Sport Club status.
- Club members can work out with each other in Rec Well facilities. Any more than three (3) club members working out together is considered a club practice and will need to go through the proper reservation and approval process. If more than three (3) members are participating together – they must allow other members to join if the club does not have a reservation. In order for them to participate they must be approved on the DSE roster or complete the [Assumption of Risk form](#). Clubs found to be violating these policies run the risk of losing practice times or having their activity canceled.
- Clubs can only access the reserved facility at the time of their reservation. Clubs must have set up, practice, and clean up finished within their reserved time. Clubs found to be violating facility use policies run the risk of losing practice times or having their activity canceled.

McClain Center

- Rental fees will be charged at the end of the Spring semester. Clubs must email the Assistant Director of Sport Club at least 72 hours in advance to cancel a practice and avoid the rental charge. Clubs are responsible for any damage caused to UW Athletics facilities.

Hosting an Event

- Clubs are not guaranteed more than one facility reservation per calendar year unless the space is available. Clubs that submit a Special Event request less than four (4) weeks in advance will not be guaranteed any space.
- Clubs that intend to host in Rec Well facilities will be required to meet with the Sport Club Office at least two (2) weeks prior to hosting the event. Any club that is hosting 3+ teams or has athletic training coverage (on or off-campus) must meet with their assigned liaison at least three (3) weeks prior to their event. Final details of the club event must be communicated 10 days prior for staffing and reservation purposes. Any changes after this time will be approved based on staffing (student staff and athletic training) and facility availability. Clubs will incur staffing (student staff and athletic training) and facility charges if applicable.
- Club events that extend past the reservation time will be asked to leave the space. Clubs that have repeated issues staying within their reservation time or reserving time and not using the space can lose the ability to host in the future.

- Club can schedule up to three scrimmages per year against an outside team/individual during their scheduled practices times. These scrimmages must still be submitted through the Event Request form at least four weeks in advance to plan for staffing accordingly.

Cancellations

- To avoid being charged for the staffing and facility rental costs, clubs must cancel facility reservations ten (10) calendar days prior to the event date for all types of events (practice, competition, etc.) Clubs that cancel an event after this deadline will be subject to the entirety of the rental cost associated with the event at the discretion of the Scheduling and Events Staff.
- To cancel your event, email events@recwell.wisc.edu, sportclubs@recwell.wisc.edu, and your club's liaison with the following information: your name, the club's name, the date of the event and the reason why you wish to cancel. Any events or practices that are cancelled by the Division of Recreation and Wellbeing due to inclement weather will not be subject to rental or staffing costs.
- Any club that incurs facility rental charges due to extreme circumstances may appeal those charges to the Administrative Board. Clubs will not be penalized for opponents failing to show or unforeseen circumstances as determined by the Sport Club Office.

Club Travel

- For a list of common infractions and their affiliated sanctions see Appendix A.

Travel Request Form

Clubs that wish to travel off campus to compete or participate in a special event must submit an event with all required travel information on DoSportsEasy including the following

- | | |
|---------------|---|
| • Event Name | • Event Site information |
| • Event Start | • Method of Travel |
| • Event End | • Lodging |
| • Roster | • Arrangement of club members in vehicles (if applicable) |

- Clubs must submit the Travel Request Form 120 hours before the date of departure to receive compliance and priority point credit for that event.
- Clubs must submit the Travel Request Form 72 hours before departure to receive approval to travel. Clubs that submit the form less than 72 hours before travel will not be permitted to travel.

International Travel

- Clubs that plan to travel internationally need to follow the above protocol as well as these additional steps:
 - To book flights you must go through Concur Travel. This is the University system for airline booking. The University requires all international travel for University business be booked using this site. You cannot book through a third-party vendor. You can set up a meeting with the sport club financial specialist finance@wisc.edu to get assistance with booking flights.
 - Every individual that is traveling needs to obtain International Health Insurance. Instructions for getting this international health insurance can be found [at this link](#).
 - Make sure to organize your travel in the country you are visiting. Some countries are not the safest and you do not want to find yourselves in the wrong part of town. Ron Machoian can help with details on travel once you land in that country. His email is Ronald.machoian@wisc.edu and his number is 608-890-2446.

Vehicle Use/Rental

- Only students who are authorized drivers may drive for sport club events whether utilizing a personal vehicle, fleet vehicle, or rental vehicle
- Non-authorized drivers will not be reimbursed for travel-related expenses.
- University of Wisconsin student drivers must meet the requirements of university business use as defined in UWSA Policy 616 in order to drive a State/Fleet vehicle or to utilize the State of Wisconsin/NASPO Hertz Rental Contract.
- University employees and non-employees/non-students are not eligible to be authorized drivers for sport club related activities as they are not agents of the State in this capacity

Authorized Drivers & Club Travel

- In-state travel: Each vehicle must have one (1) approved Authorized Driver listed in order to be approved for travel
- Out-of-state travel: Each vehicle must have two (2) approved Authorized Driver listed in order to be approved for travel

Misconduct & Unacceptable Behavior

- Any incidents of misconduct or unacceptable behavior will be referred to the Sport Club Administrative Board, Sport Club Office, or the Office of Student Conduct and Community Standards, based on the severity of the situation.

Alcohol and Drugs

- Sport Clubs must adhere to the **Registered Student Organization Alcohol Policy**.
- For a list of common infractions and their affiliated sanctions see Appendix A.

Enhanced Alcohol Policy for Sport Clubs

- Alcohol consumption or drug use during a club-sponsored event is not allowed. This includes but is not limited to the following:
 - Traveling to or from an event as a player, spectator or coach.
 - University policies prohibit alcohol and drugs in state owned vehicles.
 - While at an event site or within the vicinity of the event site as a player, spectator or coach.
 - In a hotel, motel, campsite, etc.
 - On site before, during or after practice or home event.
 - Guests or fans in attendance at a club event must follow the same guidelines and it is the responsibility of the club officers and members to enforce such policies.

Coaches

Coach Contract & Payment

- Clubs are not required to have a coach, but if a club has a coach/instructor they are required to be on file with the Sport Club Office each year. Coaches must complete the Coach/Instructor Form by the deadline in order to register with the Sport Club Office. Coaches are also required to complete the Coach/Instructor training module each year.
- Coaches that will receive payment will need to complete the additional contract and sign, along with the President and Treasurer. Coaches cannot be paid from a club's external bank account.

Facility Access

- Coaches/instructors can gain access to Rec Well facilities during reserved, designated club practices and events only. Coaches/instructors may not access Rec Well facilities for personal use.
- Coaches/instructors are not considered employees or agents of the University.
- The Sport Club Office reserves the right to remove a coach from a club without cause or justification at their discretion. It is the right and obligation for the Sport Clubs Program to protect the club and if, in the administrative staff's opinion, the coach/instructor is not working in the best interests of the club, the coach/instructor may be relieved of their coaching duties.

Guest Instructors

- If a club wishes to have a guest instructor or coach at practice, they will need to email the Sport Club Office at least one week in advance.
 - In the email include the name and experience of the guest instructor, along with the date, time and space the guest instructor needs access to.
 - The guest instructor will need to bring a form of identification to access the facility.

RSO Activity Restrictions

- In the event RSO activity is restricted, active club requirements are changed and clubs have the ability to go inactive on a semester-by-semester basis.
 - , the following requirements of being an 'Active Club' within the Sport Clubs Program will be waived: clubs will not be required to participate in a minimum of two competition events during the semester in which the restriction occurs. Clubs will not be required to maintain two Safety Officer positions if their activity is not in-person.
 - In the event that RSO activity is restricted, as determined by the University, a club may decide to go "inactive" on a semester by semester basis. If a club decides to go inactive, they will keep their status as a Sport Club, but they will not hold practices or competitions for the semesters which they choose to be inactive. During this period, clubs will still be required to attend all Sport Club Council Meetings, meet with their Rec Well liaison once each semester, and have four (4) active members on their DoSportsEasy roster. Recruitment, safety officers, and competitions requirements are waived for inactive Sport Clubs during the semesters of inactivity.

Appendix A

This chart below outlines policy infractions by individuals and clubs and the typical sanctions posed by the Sport Club Administrative Board and the Sport Club Office. These are meant to give an idea of the disciplinary process; the Sport Club Administrative Board and the Sport Clubs Program are not bound to the listed sanctions. Rather, each situation will be weighed against severity of behavior and the club’s handling of the situation. The club President will receive a formal letter via email with notification of the offense with the option to appeal to the Sport Club Administrative Board

Common Infractions

	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE
FACILITY USE INFRACTION	Written warning, loss of priority points.	Suspension of hosting for semester	Suspension of hosting and reimbursements for semester
TRAVEL INFRACTION	Written warning, loss of priority points	Suspension of travel reimbursements for semester	Suspension of travel and reimbursements for semester
APPAREL INFRACTION	Apparel confiscated, written warning	Risk of suspension from Sport Clubs Program	Suspension from Sport Clubs Program
CLUB STRUCTURE INFRACTION	Referral to Sport Club Administrative Board	Referral to Sport Club Professional Staff	Suspension from Sport Clubs Program
ALCOHOL INFRACTION	Referral to Office of Student Conduct and Community Standards and Sport Club Administrative Board	Referral to Office of Student Conduct and Community Standards. Club on disciplinary probation	Referral to Office of Student Conduct and Community Standards. Suspension from the Sport Club program

HAZING INFRACTION	Referral to Office of Student Conduct and Community Standards and Sport Club Administrative Board	Referral to Office of Student Conduct and Community Standards. Club on disciplinary probation	Referral to Office of Student Conduct and Community Standards. Suspension from the Sport Club program
HATE & BIAS, TITLE IX, AND/OR OTHER CIVIL RIGHTS	Referral to appropriate office including (but not limited to) Office of Student Assistance and Support or the Office of Compliance		