

Sport Clubs Operations Guide



Overview

Sport Clubs are dual registered student organizations with both Recreation & Wellbeing (Rec Well) 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 SOLI. Policies not addressed by the 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/or University personnel. The purpose of this document is to provide a broad overview of how to effectively manage a Sport Club. Detailed information on how to complete requirements and remain in compliance, including deadlines and instructional resources, are available on the [Sport Club Officers Canvas Page](#).

Expectations of Sport Club Athletes

Being part of the Sport Club Program is a tremendous opportunity to compete in a sport you love or to learn a sport that's completely new. Although each club varies in its level of competition and commitment requirements, each offers an opportunity to represent the University of Wisconsin-Madison as part of a team. As a representative of the University and the Sport Club Program, these are our expectations:

- Be respectful (to each other, staff, everyone)
- Take pride in our program/spaces
- Be truthful
- Enjoy this opportunity and have fun!

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Definitions

- **Rec Well:** UW-Madison division which Sport Clubs are dual registered with.
- **SOLI:** UW-Madison division which oversees and supports all RSOs including Sport Clubs.
- **DSE:** Web-based platform used for Sport Club Program 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.

Governance & Compliance

SOLI Registration

It is a requirement of the clubs to re-register on the Wisconsin Involvement Network (WIN) website each year. A re-registration submission must be made by the deadline set by the Sport Club Office and can be found in the [meetings and deadlines](#) on the Sport Club Officers Canvas Page. Any clubs who have not received approval of their re-registration by the [deadline](#) set by SOLI will lose access to benefits, may not operate, and are required to meet with the Assistant Director of Sport Clubs before resuming activities.

Club Structure

- In addition to the eligibility requirements for being an RSO, Sport Clubs must follow these guidelines:
 - All clubs must have at least 10 active members that are students at UW-Madison. Other Rec Well members may be a part of a Sport Club as long as they have an active Rec Well membership and register on DSE.
 - Have at minimum two officers leading the club, a President and a Treasurer. These two officers must:
 - Be currently enrolled UW-Madison students,
 - Meet all training requirements,
 - and have the ability to attend in-person meetings and trainings.
 - 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 have led to communication disruptions, incomplete officer transitions and absent club leadership.

- All clubs are required to have one Safety Officer on file with the Sport Club Office, but some clubs are required to have more depending on tier status or risk associated with their specific sport. Safety 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.
 - Complete the [Safety Officer quiz](#) and pass with a score of 100 percent. Safety Officers will have unlimited attempts at the quiz but must complete the quiz by the deadline given or club practice will be halted.
 - Attend in-person [Safety Officer training](#).
- If a club fails to submit certifications, club practices, special events and competitions may be halted until the certifications are obtained.
- If a club fails to maintain the required officer structure administrative sanctions will be imposed. For a list of common infractions and their affiliated sanctions see Appendix A.

Tier System Overview and Compliance Standards

Tier System

The tier system is designed to provide appropriate levels of support and establish clear expectations for the variety of clubs within the program. Clubs are assigned to tiers based on factors such as membership size, facility and equipment needs, and level of risk. Within the tier system, Compliance Points and Priority Points are used to evaluate and guide the Sport Club Program's operations. Descriptions and additional details are provided in the following sections. 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 on April 1 when the new club year begins.

Compliance Points

- Due to the large volume of resources Rec Well provides for Sport Clubs-- facility usage, rental vehicles, athletic training coverage, funding, and more-- clubs are required to complete items

each year for Compliance Points. Clubs must meet 80 percent of their total Compliance Points (determined by tier) by the end of the sport club year (April 1 – March 31) to remain in good standing with the Sport Club Office. The items associated with Compliance Points ensure that clubs receive proper training, attend required meetings, provide necessary safety resources, fundraise, serve the community of which they are part of, and complete necessary forms.

- Compliance Point criteria for each tier can be found on the [Sport Club Officers Canvas Page](#) and is tracked on DSE.
- Compliance Point items completed after the deadline are considered incomplete and will not be awarded.
- Missing the following Compliance Point items may result in the following:
 - **Failing to attend Tier Officer Training:** Clubs will lose access to benefits (examples: practices, competition, funding) and may not operate until make up training is completed.
 - **Failing to complete re-registration with SOLI:** As noted above, clubs will lose access to benefits, may not operate, and are required to meet with the Assistant Director of Sport Clubs before resuming activities.
 - **Failing to compete twice:** Clubs will be automatically placed on probation for the following club year.

Club Probation/Removal

- Any club that falls below 80 percent of required Compliance Points will be placed on probation for the following sport club year.
- During the probationary year, the club will be eligible for up to 50 percent of the maximum allocation and support funding. Clubs on probation may petition to move to a lower tier but may not petition to move to a higher tier.
- If, at the start of the Spring semester, it is no longer mathematically possible for a club to meet the 80 percent Compliance Point threshold, the club will be designated for probation effective the following sport club year.
- Clubs on probation that do not achieve at least 80 percent of Compliance Points during the probationary year will be removed from the Sport Clubs program effective the day following the end of the Spring semester.
 - The club may appeal this 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.
- The Sport Club Office reserves the right to place a club on probation at any time.

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 petition to rejoin 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 petition for reinstatement as well as additional steps.

Priority Points

Priority Points are not required. These are points that clubs can earn which are taken into consideration for resource allocations, examples include financial and facility space.

Safety & Assumption of Risk

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 external funding.

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 DSE platform 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 (tryouts, visiting competitors, non-club members, etc.), they must fill out the [Assumption of Risk Form](#).

Alcohol Guidelines for Sport Clubs

- Alcohol consumption or drug use during a Sport 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.
- For a list of common infractions and their affiliated sanctions see Appendix A.

Club Travel

Travel Request Form

Clubs that wish to travel off-campus to compete or participate in a competition/event must submit the event with all required travel information on DSE including, but not limited to, the following:

Event type	Roster/members attending
Event/Opponent Name	Event Site information
Event start	Method of Travel
Event end	Lodging
Arrangement of club members in vehicles with Authorized Drivers selected (if applicable)	

- Clubs must submit the ***Travel Request Form at least 72 hours before departure*** to be approved for travel. Requests submitted ***less than 72 hours before departure will not be approved, and the club will not be permitted to travel.***
- The event including all of the required travel information (method of travel, lodging, roster, etc.) must be submitted ***120 hours prior to the time of departure*** and ***post event summary within 48 hours of return in order to receive Priority Points.***

- If a Club travels ***without approval***, this is not considered a ***University or Rec Well sponsored event***, which means the club is not under the direction and control of the University. This means that (at minimum):
 - ***Clubs are not covered by University insurance and cannot utilize rental car contract or fleet vehicles***
 - The club will receive a ***travel infraction***.
 - The club is ***not entitled to reimbursement for expenses*** incurred during travel,
 - The ***event will not count*** towards a ***Compliance Point*** and ***no Priority Points*** will be earned.
- The travel status in DSE must be marked as ***“travel approved”*** in order to travel.
- For a list of common infractions and their affiliated sanctions see Appendix A.

Vehicles

- Authorized drivers must comply with [UWSA 615.A](#).
- Only members with an approved authorized driver status in DSE who are authorized drivers may drive for Sport Club Events whether utilizing a personal vehicle, fleet vehicle, or rental vehicle.
- In-state travel: Each vehicle must have one approved Authorized Driver listed to be approved for travel.
- Out-of-state travel: Each vehicle must have two approved Authorized Drivers listed to be approved for travel.

Off-Campus Practices

Clubs that practice off-campus must enter practices in DSE and comply with the authorized driver guidance above.

International Travel

- Whenever a club is planning on traveling internationally, please inform the Sport Club's Office at least two months in advance.
- Clubs that plan to travel internationally need to follow the above protocol as well as these additional steps:
 - Review the University's [International Travel Policy](#).
 - 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. Submit a Travel Request Form and a member of the Sport Club Professional Staff will reach out to set up a meeting.

- 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. [The International Safety and Security Director's team](#) is available if needed.

Public Relations

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 club's 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 CampusGroups page. Additionally, they must work with the Sport Club Office to update and maintain the Rec Well Club page. The CampusGroups 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 are required to have an external account that is managed by the club. The Sport Club Office may request a copy of bank statements from an external account at any time.
- Clubs have internal accounts with Rec Well. These accounts are:

- **Rec Well Funds:** Yearly allocated funds clubs receive from the annual spring budget to be used from August 1 to the Last Friday in April (does not carry over year to year).
- **Internal Holding:** Funds that the club earns through events like ticket scanning, concessions or partnering with local businesses (carries over year to year).
- **Gifts:** Donations made to the club (carries over year to year).
- **Support Funds:** Granted through Requests for Additional Funding (RAF) to provide additional support for clubs. These funds **are not guaranteed and are limited**, must be used from August 1 to the Last Friday in April (does not carry over year to year). There are four types of support funds:
 - **Regional/National:** Support clubs that qualify for National Tournament and/or an event that qualifies you for your National Tournament.
 - **Equipment:** Club-owned equipment needs.
 - **Reservation & Rental Support Fund:** Facility rental related costs.
 - **Emergency Support:** Emergency funding situation (once per year).

Purchases & Reimbursements on DSE

- Clubs have 30 days from the date an expense occurs or from the event date to submit a reimbursement request. Within that same 30-day period, all receipts and required documentation must be uploaded and a corresponding transaction must be entered into DSE. If a club does not submit a reimbursement request within the 30-day period or fails to provide complete and accurate documentation within that timeframe, they will lose eligibility for reimbursement from internal accounts. All purchase requests and reimbursement submissions must comply with campus purchasing and travel policy. Submissions will be denied for the following reasons, including but not limited to:
 - Coach payments
 - Food or drink
 - Travel booked through 3rd party sites (ie. Hotels.com)
 - Non-itemized receipt
 - Personalized equipment or jersey
 - Airfare *if wanting to utilize internal accounts, club needs to fill out Sport Club Travel Quote Request Form

Budget Request

- In order for a club to receive allocated Rec Well Funds for the following academic year, clubs must submit a budget request using the provided template to the Sport Club Administrative Board.
- Rec Well Funds are intended to support and enhance club operations by helping fund additional opportunities, events, and member experiences. However, these funds are meant to supplement, not replace, a club's main funding, and clubs should plan to operate without relying on them.
 - Failing to submit the club budget request in the proper format using the given template will result in a 25 percent reduction in allocated funds.
 - Failing to submit the club budget by the deadline provided will result in a 50 percent 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 or programming for youth if University resources are used due to campus youth protection policies.
- Additional fundraising guidance can be found on the [Sport Club Officers Canvas Page](#) or [SOLI's website](#).

Uniforms and Apparel

Naming & University Logos

- All clubs must adhere to 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 are no exceptions.
 - Clubs are not permitted to utilize the current season’s varsity Athletics Under Armour design to mimic varsity Athletics teams.
 - 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

Clubs are expected to follow all facility policies listed on the [Rec Well website](#). Below are general guidelines related to Sport Clubs.

Practices

- Clubs who practice in University Recreation and Wellbeing facilities will receive a weekly average of at most six hours or 100 hours per semester 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). Any additional practice time over the 100 hours per semester threshold will require the 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 five 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 five 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.

Hosting an Event

- Clubs are not guaranteed more than one facility reservation per calendar year unless the space is available. Clubs that submit an [Event Request Form](#) less than four 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 weeks prior to hosting the event. Any club that is hosting three or more teams or has athletic training coverage (on or off-campus) must meet with their assigned liaison at least three 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.
- Clubs 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 days prior** to the event date for **competitions** or **special events** and **seven days prior** for **practices**. 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 Rec Well 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.
- For a list of common infractions and their affiliated sanctions see Appendix A.

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 by completing a profile on DSE.
- Clubs cannot use any Rec Well Funds to pay coaches. It is encouraged that clubs have coaches complete a contract and sign along with the President and Treasurer regarding the terms and compensation amount and keep records on files for at least seven years.

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 submit the [Guest Instructor Access Form](#) at least seven days in advance.
- The guest instructor will need to bring a form of identification to access the facility.

RSO Activity Restrictions

In the event that RSO activity is restricted, as determined by the University, Sport Club requirements will be temporarily modified. Clubs may also elect to be designated as “inactive” on a semester-by-semester basis.

Active Club Requirement Modifications

During a semester in which RSO activity is restricted, the following requirements for maintaining “Active Club” status will be waived:

- Clubs are not required to participate in a minimum of two competition events.
- Clubs are not required to maintain two Safety Officer positions if activities are not conducted in person.

Inactive Status Option

Clubs may choose to be designated as “inactive” for any semester in which RSO activity is restricted. Clubs that elect inactive status:

- Will retain their designation as a Sport Club.
- May not hold practices or competitions during the inactive semester(s).

During the period of inactivity, clubs are still required to:

- Attend all Sport Club Council meetings.

- Meet with their Rec Well liaison at least once per semester.
- Maintain at least four active members on their DSE roster.

The following requirements are waived for clubs during semesters in which they are inactive:

- Safety Officer requirements
- Competition requirements

Misconduct and Unacceptable Behavior

Any incidents of misconduct or unacceptable behavior may be referred to the Sport Club Administrative Board, the Sport Club Office, or the Office of Student Conduct and Community Standards (OSCCS), depending on the severity of the situation.

Appendix A

This chart outlines common infractions by individuals and clubs, along with typical sanctions imposed by the Sport Clubs Program. It is intended to provide general guidance on the disciplinary process; however, this list is not exhaustive, and the Sport Clubs Program is not bound to the sanctions listed below. All situations will be reviewed on a case-by-case basis, with consideration given to the severity of the behavior and how the club responds to and addresses the issue. The Sport Club Office reserves the right to take any action deemed appropriate.

The club president will receive formal notification of any offense via email, including information regarding the option to appeal to the Sport Club Administrative Board.

Infractions incurred by a club during the academic year will reset on May 15. Infractions occurring after May 15 (during the summer period) will reset on August 15.

Common Infractions

Infraction Type	1st Infraction	2nd Infraction	3rd Infraction	4th Infraction
Facility Use Infraction	Written warning	Required meeting with liaison or Sport Club Professional Staff within seven business days of the infraction	Payment for reservation connected to infraction at the standard RSO rate	Suspension of hosting events and Rec Well Funds; required to pay the standard RSO rate for remaining reservations; placed on probation
Travel Infraction	Written warning	Required meeting with liaison or Sport Club Professional Staff within seven business days of the infraction	Suspension of Rec Well and Support Funds	Suspension of travel privileges; placed on probation
Apparel Infraction	Apparel confiscated; written warning	Warning of potential suspension from the Sport Clubs program	Suspension from the Sport Clubs program	—
Club Structure / General Conduct Infraction	Referral to the Sport Club Administrative Board	Referral to Sport Club Professional Staff	—	—



**RECREATION
& WELLBEING**
UNIVERSITY OF WISCONSIN-MADISON

Infraction Type	1st Infraction	2nd Infraction	3rd Infraction	4th Infraction
Alcohol Infraction	Referral to the OSCCS	Referral to the OSCCS	Referral to the OSCCS	Referral to the OSCCS
Hazing Infraction	Referral to the OSCCS	Referral to the OSCCS	Referral to the OSCCS	Referral to the OSCCS
Hate & Bias, Title IX, and/or Other Civil Rights	Referral to the appropriate office, including (but not limited to) OSCCS or the Office of Compliance	Referral to the appropriate office, including (but not limited to) OSCCS or the Office of Compliance	Referral to the appropriate office, including (but not limited to) OSCCS or the Office of Compliance	Referral to the appropriate office, including (but not limited to) OSCCS or the Office of Compliance