



University of West Florida

2009-2010

Sport Club Handbook

For more information please contact
Missy Pritzl at 474-2521

Department of Recreation and Sport Services
www.uwf.edu/recreation/sportclubs

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SPORT CLUB OVERVIEW

Sport Club Philosophy

The sport club program at the University of West Florida (UWF) is designed to offer you the opportunity to participate in organized instructional, recreational, and competitive activities. We believe that physical preparation is as important as intellectual preparation in meeting the challenges and stresses of everyday living.

The success and strength of the sport club program is based upon the initiative of student leaders and the total involvement of club members. A club offers students opportunities to become directly involved with the administration and supervision of their club. Members collectively have the responsibility of writing their constitution, by-laws, setting up organizational meetings, informing new members of the club's programs, establishing club dues, raising funds to support the club's activities, and planning and promoting the club events.

Sport clubs are one component of six program areas of Recreation & Sport Services at UWF. Sport clubs promote opportunities for students to engage in sporting events, competitions and activities in the State of Florida, the Southeast and the United States.

This handbook is your information guide for participation and leadership in an organized sport club at UWF. We have included information on eligibility, club formation, and details on conducting an active sport club on campus.

If you have any questions or suggestions concerning sport clubs or any of the Recreation programs at UWF, please contact:

Missy Pritzl GA Sport Clubs
mpritzl@uwf.edu
sportclubs@uwf.edu
Sport Club Office # 474-2521

Sport Club Office Hours

Monday 10:00am - 2:00pm

Tuesday 10:00am - 2:00pm

Wednesday 10:00am - 2:00pm

Thursday 10:00am - 2:00pm

Friday-by appointment

If you cannot meet during office hours, please call to schedule an appointment.

RECREATION FACILITY HOURS OF OPERATION

www.uwf.edu/recreation

HLS Facility – Service Desk (474-2580)

Fall Semester Hours:

Monday-Thursday, 6:00am-11:00pm

Friday, 6:00am - 8:00pm

Saturday, 8:00am - 8:00pm

Sunday, 12:00pm - 8:00pm

Summer Semester Hours:

Monday-Thursday, 8:00am-9:00pm

Friday, 8:00am-8:00pm

Saturday, 10:00am-6:00pm

Sunday, 12:00pm-6:00pm

Outdoor Racquetball Courts

Monday - Saturday

Sunday

8:00am - 12:00am

1:00pm - 12:00am

Tennis Courts

Saturday - Sunday

8:00am – 11:45pm

Fitness Trails

Dawn - Dusk

Oak Grove Picnic Area: Open all daylight hours by reservation (474-2809)

Aquatic Center – (474-2981)

Recreational Swim

Monday - Thursday

Friday - Sunday

1:00pm - 6:00pm

1:00pm - 6:45pm

Adult Lap Swim- Ages 18+

Monday - Thursday

6-8:45pm

Swim Club

Monday - Friday

Monday, Wednesday, Friday

6:30am - 8:00am

11:00am - 12:30pm

Please note: HOURS ARE SUBJECT TO CHANGE DUE TO SPECIAL EVENT SCHEDULING.

(Check the Recreation and Sports Services homepage or program area tabs for latest event postings)

**The University of West Florida
Sport Clubs
2009-2010**

Aquatic Racing	Racquetball
Ballroom Dance	Rugby
Cheerleading	Sailing
Climbing	SCUBA
Cycling	Shotokan Karate
Dance	Skateboard
Disc Golf	Soccer
Fencing	Surf
Fishing	Table Tennis
Handball	Wakeboard/Water Ski
Paintball	Wrestling

CLUB ORGANIZATION & MEMBERSHIP

University of West Florida Sport Clubs are groups of students that have a common interest in a sport or recreational activity. The group has joined together and organized to further their interest and enjoyment in this activity. *Ultimately, the goal of each club is to promote an opportunity for all students to participate. Previous experience is not a prerequisite for membership. Sport clubs, unlike varsity sports, are run by students and for students, with a NO CUT POLICY! Some clubs may be limited on how many members can travel or be on a field/court, therefore we recommend developing different levels within the club. All club members are expected to follow sport club procedures and policies within the sport club manual.*

How to Form a New Sport Club

Any club seeking sport club status should follow these guidelines:

1. Meet with the Graduate Assistant of Sport Clubs to obtain the necessary information for the formation of a sport club. You will be given a sport club petition to complete.
2. Arrange a meeting of all those interested in the formation of the club. At this meeting you will want to discuss various possibilities and goals for the club and obtain a list of names of those interested in joining the club. There will need to be a minimum of ten interested current UWF students, or the minimum number of members required to form a team in order to form a new club.
3. Complete and return the Sport Club petition to the Sport Club office (bldg. 72 rm. 282A). You should include future meeting times (dates, times, and locations) along with a complete roster of members, *and a **club constitution*** (for examples of constitutions, see the sport club GA).
4. Those interested in forming the new club will propose the new club to the Sport Club Council for approval. At this meeting those interested in forming the new club will share their purpose and club constitution.
5. Elect officers that are current UWF students for the club and get a faculty, staff or graduate student to be the club's advisor. A good advisor can be a valuable asset to your club in terms of insight into university policies, and add consistency to the club's program.
6. You may begin operating as a sport club while waiting for approval, *still following all sport club policies*. Once final recognition is granted, your club will be able to schedule university facilities and request financial support from the Student Government Association (SGA).

Sport Club Membership Eligibility

UWF Sport Clubs will promote the concept of equal opportunity and fairness, and may not restrict their membership on the basis of race, religion, national or ethnical origin, age, sex, or disability. Common sense, reasonable, and individual safety will be the guidelines for determining the extent of participation by club members with disabilities.

Membership in a sport club is open to any UWF student. Faculty and staff members may become involved as an advisor or instructor. If a club does not receive funding from SGA, guest members and active alumni are allowed in a non-competitive atmosphere. Guest members and active alumni are persons who are non-students. ***To represent UWF in any sport club competition or activity, each club member MUST be a current student of the University of West Florida*** All club members should be familiar with, and must meet the requirements set forth in the club's constitution.

Membership Dues

Sport clubs are urged to use membership dues as a means of supplementing the funding which may be received from the SGA. The amount assessed for the membership dues is left to the responsibility of each club, and must be written in the constitution.

Discipline Process

All clubs and members of the club will be held accountable using the disciplinary rules set forth for student organizations (per. UWF Student Handbook 2009-10).

Any violation of law or rules of the university may jeopardize the status of a sport club and could result in one or more of the following actions:

- a. **Written Warning:** a club and or club member may receive a written warning
- b. **Suspension:** a loss of some or all privileges for a specified period of time
- c. **Revocation:** cancellation of the club's registration, constitution, and establishment within Recreation & Sport Services
- d. **Probation:** clubs may be subjected to a probationary status. During this period all offenses or repeat offenses may carry a more severe penalty. Probationary status may accompany any of the preceding actions.

Appropriate action for a violation of law, rules, and university regulations will be recommended by the Sport Club Council. These decisions may then be appealed to the Assistant Director of Sport Clubs (within 10 business days) and eventually to the Director of Recreation. The club will be notified of disciplinary actions in writing by the Sport Club Council. The Sport Club Council reserves the right to interpret each case individually. However, the following code of violations will serve as a guide to determine appropriate disciplinary action.

Violations: Violations are generally divided into three categories. The three categories of violations are Code A, Code B, and Code C.

Code A: These types of infractions are generally administrative in nature and may include any of the following or similar violations:

1. Failure to submit proper documentation within the allotted time. This could include budget, travel, waiver, accident forms, fundraiser, event, roster, annual report, and etc...
2. Failure to have representation at a mandatory Sport Club meeting.
3. Failure to receive approval for marketing and logos.

These violations typically carry a written warning and may be accompanied by probation.

Code B: These types of violations are typically more severe and may carry some risk to club members or others or are related to risk management. These types of violations may include any of the following or similar violations:

1. Repeat Code A violations.
2. Failure to complete a waiver before athlete participates.
3. Failure to complete an accident form.
4. Sponsoring or promoting an event at which alcohol will be served.
5. Misuse of University facilities or club property.
6. Failure to represent the University in a positive manner.
7. Allowing ineligible persons to participate in club activities.
8. Overspending a club's budget.

These violations will typically carry a suspension and may be accompanied by probation.

Code C: These types of violations are of the most severe and may carry risk to club members or others and seriously jeopardize the future of the club. These types of violations may include any of the following or similar violations:

1. Repeat Code B violations.
2. Alcohol and drug misconduct.*
3. Hazing.
4. Misuse of club funds.
5. Weapons violations.

These violations will typically carry a revocation of the club's status.

* Any alcohol or drug misconduct will be reported to and adjudicated through the formal UWF judicial process under the direction of the Dean of Student Affairs.

OFFICER RESPONSIBILITIES

Officer Responsibilities

It is recommended that each club have several officers, so that the President is not responsible for all club responsibilities. Officers recommended: President, Vice President, Treasurer and Secretary.

Below is a list of responsibilities that you could divide amongst the officers. If you have questions, be sure to ask one of the staff members in the Sport Club office.

- *Come by the Sport Club office, building 72, regularly to check your club's mailbox.
- *Keep in contact with the Assistant Director of Sport Clubs and Graduate Assistant of Sport Clubs concerning how your club is progressing and when club events are scheduled.
- *Update all information in Sport Club office files pertaining to your club on a monthly basis (*i.e. travel forms, inventory, schedule changes, incident reports*)
- *Make sure all members have signed liability waivers.
- *Keep records of budgets and prepare a budget request within the first ten days of December and go over it with the Graduate Assistant of Sport Clubs.
- *If your club is involved in a competitive event, report all scores and pertinent information (Game Summary Form) to the Graduate Assistant of Sport Clubs immediately following the event.

Advisor

Faculty/Staff advisors are required for each Sport Club. The Selection of an advisor should be done with great consideration. The term of an advisor is for one year. At any time the club may follow constitution procedure to dismiss an advisor.

Expectations of a Sport Club Advisor:

- Should be interested in the Sport Club
- Attend general meetings/ practices/ events/ games when available
- Explain university/recreation policy when necessary
- Provide direction, guidance and expertise in leadership of club, should not assume leadership of club but rather work with the officers
- Take active part in establishing club goals
- Help mediate conflicts when they arise
- Represent the club throughout the university community
- Recommend programs, trainings, speakers
- Aid members in an orderly transition of responsibilities between old and new officers

FACILITIES & SCHEDULING

University Equipment Check-out

All sport clubs are able to use any available university equipment simply by checking it out from the customer service desk in the HLS Facility. One member of the club with a current UWF Nautilus card must sign for the equipment and will be responsible for its return. Any equipment or uniforms not returned will be replaced at the member's expense. This pertains to equipment damaged due to negligence.

Facility/Equipment Scheduling

The demand for UWF's facilities and equipment has become so great, that for you to be sure that your club has use of the facilities and equipment you want to use, you have to make your needs known to the recreation department as soon as your club can agree on its schedule. A practice facility request form will be sent to each club prior to scheduling practice facilities each semester. Each club must fill out the request form and return it in a timely manner or your club may not be eligible for facility space.

Facility/Equipment Repair

Bring the problem to a staff member's attention. The Graduate Assistant of Sport Clubs will fill out a physical plant work order. Be clear and concise when describing the work to be done.

Sport Club Equipment Ownership

All equipment purchased by sport clubs with money allocated from student government is property of the university. If this equipment is lost, the club is responsible for replacing the equipment. This includes uniforms! *Equipment check-out will be the first two weeks of class in the fall semester during office hours or by appointment. Each club must follow all equipment inventory procedures- NO EXCEPTIONS! Equipment check-in will be the last 10 days of April during the Graduate Assistant of Sport Club's office hours or by appointment.*

FINANCING

Sport Club Finances

All clubs are entitled to request funds through SGA. Each January a budget request is submitted for the upcoming fiscal year asking for what each club believes to be needed for the next fiscal year's operations. This budget request is reviewed by the recreation staff and then presented to the SGA budget committee. Each club is allowed to defend its budget request at a budget hearing before the SGA. At the conclusion of those hearings, final approvals given and allocations are made for the following fiscal year.

Merit Based Point System

We will be following the activity and progress of each sport club by tracking their level of activity by means of the merit based point system. This point system is put into place to encourage sport clubs to be in good standing with UWF and the community. The points added will be taken into consideration for the dollars allocated for the following year.

POINT SYSTEM

+1 POINT

- Attendance at Sport Club general meeting at beginning of year
- Submit complete fall facility request per deadline
- Submit complete spring facility request per deadline
- Submit complete Travel Request Form per deadline (max. 5 pts per year)
- Submit all approved travel reimbursement forms per deadline (max 5 pts per year)
- Submit any required special event forms per deadlines
- Submit budget proposal per deadline
- Submit Game Contract Agreement per deadline
- Having a table and representatives from the club at events hosted by Recreation and Sport Services (ex. Fall Frenzy, Late Night at the Rec)
- For every \$100 earned by fundraising (max 5 pts per year)
- For every \$100 donation/sponsorship (max 5 pts per year)
- For every 15 official club members (max 5 pts per year)
- Attendance at each meeting/Sport Club Council
- For checking in/out equipment by deadline (max 2 pts per year)

+2 POINTS

- Submit Fall Membership Roster per deadline
- Submit a complete list of inventory per deadline
- Attendance of club officer workshops (ex. Fundraising 101)
- Submit Waiver Forms per established deadline
- Deposit of fundraising profits per deadlines
- Submit complete and detailed End of Year Report per deadline
- Hosting a registered event

+1-3 POINTS (Points to be determined by Sport Club Council)

- Community Service Project

-1 POINT

- Hosting or participating in an event not approved by Sport Clubs Graduate Assistant
- Failure to submit budget by deadline
- Failure to submit Membership Roster form by deadline
- Noncompliance of requests from Sport Club Council, Sport Club Graduate Assistant, and/or Coordinator for Sport Clubs

-2 POINTS

- Student participating without a signed waiver

*Upon the ruling of the Sport Club Council, other points may be awarded if a club is involved in an event that they feel promotes the mission of sport clubs.

Sport Clubs Bank Account

We recommend that clubs open an account with the Coastal Bank and Trust to handle dues and other money gained through fund-raising activities. Each club will need to acquire an Employer Identification Number from the IRS before they can open an account. Once the EIN is obtained, Diana Wehmeier, Office Manager, has the necessary paperwork to get the club account approved. It is advisable to require two authorizing signatures in order to withdraw these funds. You should add your advisor and the Assistant Director of Intramural Sports and Sport Clubs name to your list of authorized signatures to protect the club's funds should one or more of the authorized persons leave the campus without changing authorization signatures at the bank. Instructional clubs will not need and cannot collect dues to pay instructors. If a club would like to change the name on the account you need to obtain a bank authorization form from the Sport Club Graduate Assistant.

Additional Spending After Exhaustion of Funds

Before buying anything with your budgeted funds, the treasurer or representative of your club should always notify the Graduate Assistant of Sport Clubs, no matter what the cost of the item or service to be purchased, for verbal approval. Your club will not be given money in the form of cash from the university. Your purchases can be in the form of purchase orders or university credit card held by the Assistant Director of Intramural Sports and Sport Clubs.

The normal procedure is for the treasurer of your club to fill out a purchase requisition form, obtained from the Office of Recreation and Sports Services. When completing this form, the club should put down all the specifications, including: size, color, catalog number, and the correct price to guarantee the correct item is purchased. If the item is under \$1000.00 and is needed immediately, it can be purchased directly from the vendor by using a purchase card, also obtained by the Office of Recreation and Sports Services. To make a purchase by university credit card, first obtain all the order information in advance. You may then see the Sport Club Graduate Assistant or Assistant Director of Intramural Sports and Sport Clubs who will place the order for your club with the university credit card. Your club may only make purchases through the university credit card if there are sufficient funds in your club account.

Not Having Enough Funding from SGA

As times change and costs increase, the demand on student funds may increase faster than the available money. Each club will probably not get all the funds they request. It is highly recommended that your club have a dues requirement which will help to cover basic expenses.

Fundraising

Your club may also want to consider certain types of fund raising efforts. To be successful, these efforts must be well organized. At least one week prior to the fundraiser, a Notice of Fundraiser form must be turned in to the Sport Club Graduate Assistant. A fundraiser event may not be associated with alcohol, drugs, or promote unhealthy lifestyles. *The Assistant Director of Intramural Sports and Sport Clubs and the Sport Club Graduate Assistant reserve the right to approve or not approve any fundraising event.* Fundraising can be fun, as well as a learning experience for those involved. It works to unify the group and helps everyone get to know one another. A resource guide for fundraising is available in the Sport Club office for ideas and guidelines.

Obligating Funds from Next Year's Account

Just as in your personal checking account, you cannot obligate (spend) more money than you have in your account. Your club will be held financially responsible for any debts incurred beyond the amount designated for your use.

Paying for an Official, a Speaker, or an Instructor

Should officials be needed, they are paid through a university professional services contract executed in advance of the competition season. Speakers and instructors who are to be paid for services to the club are paid under the same contract program. Contact the Sport Club office for more details. A professional service contract must be turned into Amy Robinson, the accountant for Recreation and Sports Services before the actual event.

Note: Individuals may not use university space for personal gain unless it is a recognized university program and the Graduate Assistant for Sport Clubs gives authorization.

TRAVEL POLICIES

Off Campus Competition

If your club competes against off-campus organizations or teams, your club will be required to have an up to date membership roster, a schedule of the competition events for that semester, and signed liability waivers for each club member on file in the Office of Recreation prior to your club leaving the campus for the competition. All members on the competing roster must meet club eligibility requirements. Also, the club must complete a Travel Authorization Request Form through the Sport Club Office **whether you are receiving funding or not.**

If there is money in your club's approved budget for travel, it may be possible to get reimbursed for your travel. Itemized receipts are required in order to get reimbursed. Otherwise, transportation will be at the expense of the club and its members.

Travel Requests

Requests must be turned in and approved one week prior to the date of travel. Clubs can print off a travel request form online at www.uwf.edu/recreation/sportclubs or pick one up from the Sport Club office.

Cash Advance

You must request a cash advance at least **2 weeks prior** to the date of travel.

Failing to Submit Expense Receipts

The club budget will be frozen. No further travel or spending will occur until the proper travel procedure is completed. The student who signed for the monies will be billed on student account.

Renting Vans

Your club may reserve a department van (reserve as far in advance as possible), or AVIS vans. Currently, the one way mileage limit for a van is 1,000 miles. If your trip is longer, you may be able to rent a commercial van through the university. See Sport Club office for details. All travelers must have current waiver forms on file and be approved by Recreation and Sports Services before traveling with a university vehicle. **All drivers must possess a valid Driver's Licenses** to drive a State vehicle.

Getting Money for Room and Board

Once again, if there is money approved in your budget for your expenses during club travel, you can request the use of that money in the same way you ask for other travel funds. *Make sure the information is filled out completely on the travel form, including traveling cell-phone number, and the number for the hotel/area you are staying.*

Team Entry and Registration Fees

You can use your club's funds to pay for tournament entry fees and registration fees at approved events. They cannot be used to pay individual club member's fees at events where the entire club is not represented. Before a registration fee can be paid, you will have to provide the Office of Recreation with an official registration form, including the nine digit Federal Identification number (FEID) for tax purposes, of the agency receiving the payment.

RISK MANAGEMENT

Liability Waivers

Every person (student or guest) who joins a club or wishes to take part in a club activity (workout/practice/game etc.) must sign a Risk and Liability Waiver **for each club before participating. A waiver form shall be submitted and updated each academic year.** *These forms should be turned in at the Sport Club office in the Office of Recreation and Sports Services bldg. 72 rm. 282A along with the club roster within 24 hours of the participant joining the club and before the participant is allowed to perform in any activity.* The waiver informs all participants that neither the University of West Florida nor the Office of Recreation and Sports Services provides insurance for them, and that the activity does involve risk.

Each individual is expected to obtain his/her own private health insurance coverage or Student Health Insurance. You should be aware that failure to have these waivers on file for all participants in your club's activities will be cause for elimination of your club from the UWF Sports Club Program.

Sport Club Injuries

It is recommended that each club have at least two people who have CPR/First Aid certification. One certified member should be at each practice/game/event. These people should be able to administer basic first responder assistance in the event of an injury or emergency. Proof of certification should be on file with the Sport Club office. Training will be provided at the beginning of the semester, with the club only paying for the certification cards. The Graduate Assistant of Sport Clubs will also be attending practices randomly to insure practice is being run safely. First Aid kits & ice are also available for check-out from the Sport Club office.

Emergency Action Plan

If a member of your sport club is injured at an on-campus activity, there is a specific protocol which every member should be familiar with:

1. The campus Health Services Center (HSC) is located in bldg. 63, 474-2172. Any non-emergency injury to a student, faculty, or staff member should be taken to HSC if the injury occurs during normal HSC business hours (M-F 8:00am - 4:00pm). After hours injuries should be reported to campus police.
2. If an injury requires an ambulance or is considered life threatening, call campus police at ext. 2911. This will activate the Emergency Medical Services (EMS) and campus police will take charge of the matter.
3. You must fill out the UWF accident report form at the scene of the accident. It is very important that this form be thoroughly filled out in case of litigation.
4. Contact the Graduate Assistant of Sport Clubs (office #) 474-2521, (cell #) 920-420-4446 at the first possible chance to report the accident.
5. All club members are responsible for furnishing their own personal accident insurance. Any costs incurred will be the direct responsibility of the club member and not UWF. An accident report should be filed with the Office of Recreation and Sports Services on any injured club member within 48 hours.

Alcohol & Hazing Policy

Sport Clubs are expected to comply with all applicable local and state laws and university policies pertaining to alcoholic beverages at sponsored programs or events. You should consider that alcohol and sports don't mix well and remember that alcohol and driving never mix. You should be familiar with the UWF student alcohol policies. No sport club may sponsor a sporting event, which consists of, but is not limited to, practices, workouts, or competitions, on or off campus in which alcohol is present.

If a club wishes to sponsor an event in which alcohol will be served, they must first get approval from the Sport Club Office, and then follow the Student Activities procedures and guidelines.

Here are some things to consider: You may not sell, give, or serve alcohol to persons under the age of 21. You may not misrepresent your age to induce someone to serve alcohol to persons under the age of 21.

You can be held liable for injury or damage caused by or resulting from the intoxication of a minor or a person habitually addicted to alcohol if you sold or furnished alcohol to such a person. Possession of open containers of alcoholic beverages in vehicles is prohibited, both for drivers and passengers.

You cannot have any advertising of alcohol and tobacco products associated with your club team. With no exceptions, you may not have sponsors or receive donations from alcohol and tobacco companies.

Any alcohol or drug misconduct will be reported to and adjudicated through the formal UWF judicial process under the direction of the Dean of Student Affairs.

Hazing Statement

Hazing is defined as any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a person for the purpose of initiation or admission into any organization registered by the university. This includes but is not limited to beating, branding, forced exercises, forced consumption of food or beverage or any other substance. Also included are activities causing mental stress such as sleep deprivation, exclusion from contact with others or forced contact that could result in extreme embarrassment or adversely affect the dignity of the individual.

All student organizations are prohibited from hazing in any form both on and off campus.

MARKETING

All marketing and publication materials must be approved by the Sport Clubs GA.

Club Logo

UWF sport clubs are encouraged to design and create logos for shirts, posters, and uniforms. These logos can become a rallying point and build club spirit. All logos must be in good taste and consideration must be given to be sure they are not sexist, racist, or derogatory in any manner. Logos must be approved by the Graduate Assistant of Sport Clubs before printing or production can begin.

Telephone Use

Local and SUNCOM telephone service is available at the Sport Club office for clubs to use for business purposes only. Calls can only be made by the club's president, coach, or authorized person.

Mail

In room 282 of the Recreation Department of the HLS Facility (bldg. 72), you will find a group of mail boxes. Your club will have one of these assigned for your use. All pertinent forms your club may need (i.e. waivers, travel request forms, club rosters, etc.) can be found online at www.uwf.edu/recreation/sportclubs or picked up from the Sport Club office 282A building 72.

Publicizing Events

We encourage each club to find and use every positive means to publicize their club activities. It is important to schedule your activities as far in advance as possible so you can get the word out in a timely manner. Keep the Office of Recreation and Sports Services informed and don't forget "word of mouth" through your classroom and other student activities.

Student News

The following is a list of ways your club can publicize your activities to the campus and local community:

- **Flyers** - may be drawn, submitted or requested in the Office of Recreation and Sports Services. Once the flyer is created and approved, duplicating is provided at the club's expense.
- **Posters** - may be made through duplicating services (bldg. 80) at your club's expense. A request for duplicating services may be obtained from the Sport Club office. The expense will be deducted from your club's budget balance.
- **Websites** - may be created for your club. Computers are available in the Office Recreation Sports room 282 (Building 72). Changes to be made to the Recreation and Sports Services website must be submitted by email to the Graduate Assistant of Sport Clubs.

IMPORTANT PHONE NUMBERS:

NEWSPAPERS	The <i>Voyager</i> UWF student paper	474-2191
	The <i>Fountain</i> UWF faculty paper	474-2431
	The <i>UWF Connection</i> alumni magazine	474-2758
RADIO	WUWF FM88.1	474-2327
TELEVISION	Nautilus News UWF	474-2841
ELECTRONIC	E-news	474-2423

CLUB CHECKLIST

As they occur, the following should be turned in to the office:

- *Liability waivers and updated team rosters within 24 hours of a participant joining a sport club
- *Travel authorization requests, minimum of one week prior to the day of travel.
- *Travel reimbursement requests (when applicable) within three days of returning from the trip
- *Accident report forms must be turned in no later than the day following an accident.
- *Notice of change in officers.

Fall Semester

Within two weeks of the beginning of the fall semester, you should complete the following information and turn it in to the Graduate Assistant of Sport Clubs.

- *Sport club membership list and elected officers list, complete with the names, phone #'s, Argus ID's, and email addresses.
- *New release and assumption of risk forms (waivers) signed by each member of the club.
- *Practice, game schedules and facility request forms for the semester.
- *Sport Club leadership is required to attend the mandatory general sport club meeting during the first two weeks of school.
- *Signature authorization cards for the bank accounts.
- *Inventory check-in/check-out forms.

If any of these forms are not turned in, you will NOT be able to request or receive funding for any purpose until all forms are completed.

In November

- *Facility Practice Request form will be sent to you for the spring semester schedule. This form must be returned in a timely manner to guarantee practice space.
- *Preparations should be made for your club's budget submission for the next fiscal year. These submissions will be due in the first ten days of December.

*Submit a request for next semester's meeting places and times to the Office of Recreation and Sports Services.

*Your club will need to hold elections and inform the Office of Recreation and Sports Services of the names of the new officers for next year. It is recommended that you hold elections in January so the outgoing officers can easily train the incoming officers. This will ultimately create a smoother transition for the academic semesters.

Spring Semester

Within two weeks of the beginning of the spring semester, you should complete the following information and turn it in to the Office of Recreation and Sports Services:

*Sport club membership list with names of elected officers.

*Release and assumption of risk forms signed by each member of the club. Forms from the fall semester are still valid, but all new members must have a waiver on file.

*Game schedules for the semester.

*Updated signature authorization cards for bank accounts if the names have changed.

*Presentations to SGA for club budgets will be the end of January/beginning of February.

In April

*Turn in facilities reservation request forms for the summer and fall semesters.

*Submit a request for next semester's meeting places and times.

*Submit a club contact with address, phone #, and email address for the summer semester.

*Equipment check-in during the last 10 days.