Officer Handbook

2018-2019
General Contact Information

Location: Recreational Sports Facility (RSF) – 2nd Floor

Office Hours: Monday – Friday 10:00 A.M.- 5:00 P.M.

Phone: (510) 643-8024

Fax: (510) 642-0990

Mailing Address: Cal Sport Clubs
2301 Bancroft Way #4420
Berkeley, CA 94720-4420

Billing Address: University of California, Berkeley
Warren Hall
2195 Hearst Ave, Ste 159
Berkeley CA 94720-1101

Web Site: www.recsports.berkeley.edu

Sport Club Administration
Contact Information

Sport Club Director Katie Fletcher Carlson kfletcher@berkeley.edu Office: (510) 643-3270

Sport Club Athletic Trainer Camille Veronica Lu camilleatc@berkeley.edu Cell: (510) 461-0712

Sport Club Graduate Intern Meg Tully calsportclubs@gmail.com Office: (510) 643-8024

Sport Club Intern Adonay Bahta calsportclubs@gmail.com Office: (510) 643-8024
Archery
Badminton
Ballroom Dancing
Baseball
Boxing
Cycling
Equestrian
Fencing
Figure Skating
Gymnastics
Golf
Handball
Hurling
Ice Hockey
Men’s Lacrosse
Women’s Lacrosse
Lightweight Crew
Racquetball
Roller Hockey
Women’s Rugby
Sailing
Men’s Soccer
Women’s Soccer
Men’s Squash
Women’s Squash
Table Tennis
Tennis
Triathlon
Men’s Ultimate
Women’s Ultimate
Men’s Volleyball
Women’s Volleyball
Men’s Water Polo
Women’s Water Polo

University of California, Berkeley
Department of Recreational Sports
2018-2019 Sport Club Officer Handbook

This handbook serves as a guide for student leaders. The following pages consist of policies and procedures meant to assist club officers in the planning and execution of Sport Club activities.

Information in this handbook is subject to change.
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1. Introduction to Cal Sport Clubs
The Cal Sport Club program is comprised of 34 competitive and recreational clubs that compete at the regional and national level. Cal Sport Clubs, sponsored by the Department of Recreational Sports at UC Berkeley, is a premier athletic and leadership development program for student-athletes through student-initiated programming. Students and community members have the opportunity to participate in the sport they love at both a recreational and highly competitive level.

Cal Sport Clubs has produced numerous national champions and All-American competitors since the program’s inception in 1975. Historically, clubs have existed on the Cal campus dating back to 1889. In 1917, the Boxing Club was formed, followed shortly by the Sailing team in 1922.

The Sport Club Association (SCA) is formed by members of all clubs and led by the Executive Board. The SCA is made up two (2) elected representatives of each club. It is advised that club select a current, experienced officer as one representative and the other be an aspiring officer eager to learn about the program.

The program welcomes athletes of every caliber to experience something new in the large Cal community. The department is proud to support over 1,800 members and numerous student officers.

I. Purpose of the Officer Handbook
This handbook has been prepared to assist and guide club officers in the administration of their program. This document serves as a written copy of Cal Sport Club policies and procedures.

II. What is a Sport Club?
Sport Clubs are “sponsored student groups” established to promote and develop the interest and skills of members in sport-related activities. The Sport Club program is student initiated and competitive in nature. Clubs are sponsored by the Department of Recreational Sports and sponsorship is not a right and may be revoked at any time.

III. Who can participate?
Students, faculty, staff and community members (who hold RSF memberships). Only active student members are eligible to serve as appointed or elected officers. Clubs are advised to have a membership composition of at least 75% registered UC Berkeley students. All participants must have proof of personal health insurance.

Note: Individual clubs may have specific national association/league guidelines for academic and credit requirements. Check with the governing body for your specific club for these requirements.

Should a participant in a University of California, Berkeley Sport Club be identified as a participant who is ineligible (has not registered as a sport club participant or purchased the Cal Rec Club Membership) the following sanctions against that club may be taken:

- Practice time or facility space will be taken away.
- Funds will be taken from the Club budget.
- The club may be placed on probation.
- The club may be suspended from the Sport Club program.
2. Sport Club Administration

3. Sport Club Office Overview

Office Hours & Location
The Sport Club office is located on the second (2nd) floor of the Recreational Sports Facility (RSF) and is open Monday – Friday, 10:00 A.M. – 4:00 P.M. Officers are encouraged to come in to talk with Sport Club administration about any club-related issues or administrative needs.

Computers & Printers
The Sport Club office shares its computers and space with Rec Sports student employees. All facilities and computers are on a first-come, first-served basis and are to only be used for club-related activity. Clubs are eligible to print up to 50 black and white copies at a time for club-related materials. Requests are taken on a case-by-case basis and depend on available resources.

Sport Club Letterhead & Mass Mailing
All correspondence requiring Sport Club letterhead must be for official Sport Club business and a copy of the letter must be shown to the Sport Club administration before the letterhead will be provided. Clubs may choose to order official letterhead through Campus Copy. All costs will be covered by the club. Contact the Sport Club administration if your club is interested in pursuing club-specific letterhead.

Clubs can choose to do mass mailings through the Sport Club office. All charges will be directly applied to the club’s account. All envelopes must be stuffed, sealed and properly address with the correct return address prior to mailing.
Mailing Address & Packages
All club-related purchases must be shipped to the RSF and Sport Club office. Ensure that on all materials ship to the following address:

Cal Sport Clubs
Your Club
Attn: Katie Fletcher Carlson
2301 Bancroft Way #4420
Berkeley, CA 94720-4420

The Sport Club administration tracks all packages and stores them in the office. Your club will be notified when packages arrive. After three (3) business days, packages are moved to a storage facility in the RSF. Please pick up packages promptly.

Facility Keys & Storage
Keys to campus facilities are checked out through the Sport Club administration. Only approved officers may sign-out keys. All keys must be returned by the agreed upon date. Campus storage is limited and is given on a first-come, first served basis. Communicate with the Sport Club administration if your club requires on-campus storage. All storage areas are shared and must be kept clean and organized. All equipment should be clearly labeled.

Communication with Sport Club Administration
All communication and interactions, verbal and written, with the Sport Club administration/office should be professional. The Sport Club office requires a 3 – 5 business day turn-around for all requests and all e-mails will be responded to within 48 business hours of receipt. It is expected that all club members will use the same respect in interacting with the Sport Club administration.

Online Club Management
All online forms can be found on the Berkeley Rec Sports website or on CFM. Hyperlinks are located on the Sport Clubs page under Club Management.

Athletic Training Services
All sport club athletes have access to the SC Athletic Trainer. Appointments can be booked through Camille’s calendar. Please make sure your calendar is set to Pacific Standard time. Event coverage will be prioritized for collision sports. Additional details regarding SC Athletic Training are located in section 12.

4. Sport Club Association & Executive Board
The Sport Club Association (SCA) is comprised of two (2) selected representatives from each sport club. The Sport Club administration encourages clubs to elect a current, “senior” officer as one representative and the other be a younger, less experienced club member who is eager to learn more about the Sport Club program and how to manage their club. Ideally, this system will create a program wide shadowing program that will set all clubs up for success as officers phase out of roles. The SCA has mandatory, monthly meetings throughout the academic year.

The Sport Club Executive Board serves as a student advisory and leadership group that assists the Sport Club administration with the administration of the SCA. The primary duties of the Executive Board include but are not limited to:

- Act as a liaison between the SCA and all clubs
- Mentor all clubs to aid with Sport Club processes, requirements and to create a relationship between all sport clubs
- To create a cohesive program that promotes and creates a Cal Sport Club community
- Represent the needs of Cal Sport Clubs on campus
- Assist in the direction and development of all SCA meetings and the annual Sport Club Banquet
- Review annual budget requests and propose clubs’ annual fund allocation
- Assist in the review and recommending status for new clubs
- Serve as the internal judicial board to hear and make decisions on minor offenses that might involve entire clubs or individuals; this may include violations of University policy and Sport Club policy and procedure
The Executive Board is comprised of five (5) students, each representing a different sport club. Each role holds a variety of responsibilities that must be fulfilled throughout the academic year. Terms are for one (1) academic year. Applications are accepted during spring semester and members will be active as of Caltopia (August) each year. Requirements for membership include:

- At least one (1) academic year of officer experience
- Submit an application during Spring semester by the deadline provided
- Have notable experience for the role that you apply for
- Be a full-time, current UC Berkeley student
- Ability to attend Caltopia, all SCA meetings, the annual Sport Club banquet and bi-monthly Executive Board meeting

### 5. Organization and Requirements of Sport Clubs

#### General Guidelines for Be a Sponsored Sport Club
In order to be a recognized, active Sport Club, the club must compete in a competitive sport activity with regularly scheduled collegiate competition, league play, and/or may culminate in a regional or national tournament. Sports must be affiliated with a national governing body (NGB), national collegiate association, league or other collegiate governing body. Clubs must meet and be approved by the Sport Club administration as well as the Sport Club Executive Board.


*Please refer to Criteria for New Clubs if interested in creating a new sport club*

#### Requirements of Current Sport Clubs, Officers and Members
Clubs must abide by all University, Rec Sports and Sport Club policies and procedures. It is mandatory that each club elect at least three (3) officers: president, treasurer and safety officer. Clubs may elect additional officers beyond the required three (3) and may appropriate responsibilities to any officer. All clubs must report their officers contact information to the Sport Club Administration by end of each spring semester. All clubs must complete a tier application and submit a projected budget each spring.

1. **President (Required)** – The President is the chief officer for the sport club. She/he is the primary contact and coordinator of all sport club activities. As such, his/her duties include:
   - Serve as the liaison between the club and the Sport Club Office.
   - Attending the Sport Club Officers’ training session
   - Reading and understanding the Sport Club manual, disseminating information to club members
   - Informing the Sport Club office of the club’s activities
   - Maintaining a current roster
   - Conducting all Sport Club business meetings
   - Remaining knowledgeable of the Sport Club’s financial status
   - Ensuring Sport Club is up to date on all requirements set by the Sport Club Office
   - Ensuring all Sport Club members are registered participants and carry RSF memberships
   - Notifying the Sport Club office of changes in leadership within the Sport Club organization
   - Promoting good sportsmanship
   - Implementing proper disciplinary action procedures when necessary
   - Holding monthly meetings with the Sport Club Office
   - Seeking approval for all travel, fundraising, purchasing and special event plans

2. **Treasurer (Required)** – The Treasurer is the chief financial officer of the Sport Club. As such, his/her duties include:
   - Completing Code of Ethics/Club Sign Up form
   - Understanding the policies and procedures for processing all financial requests
   - Accompanying invoices, receipts, and/or equipment purchase requests when submitting financial requests
   - Making sure members pay dues in a timely manner
   - Depositing all funds into the Sport Club’s account in a timely manner
   - Preparing and maintaining ledgers (income and expenditures)
   - Preparing and submitting budget request forms to the Director of Sport Clubs by the spring deadline
3. **Safety Officer (Required)** – Some Sport Clubs must have at least one Safety Officer. Safety Officer responsibilities include:

- Possessing valid CPR/AED, and Standard First Aid certifications from the American Red Cross (courses are offered through the RSF and costs are covered by the club)
- Attending Sport Club practices, competitions, and activities – home and away
- Checking the safety of facilities and equipment before allowing members to participate
- Completing an accident report form for all accidents, regardless of severity
- Calling emergency service and activating Emergency Action Plan when necessary
- Maintain club’s first aid kit

**Requirements of Active and Associate Sport Club Members**

Sport Club participants must follow all requirements and policies of the Department of Recreational Sports and University of California, Berkeley.

Responsibilities include, but are not limited to:

- All active and associate Sport Club members must register online as a sport club member in order to be eligible to participate in Sport Club practices, competitions, activities, or events.
- All members must maintain a Cal Rec Sports Membership.
- Sport Club members are responsible for paying dues in a timely manner to the club(s) on which they participate. Failure to do so may result in disciplinary action by the club and/or the Sport Club administration.
- All members must have current health insurance.
- All members must abide by University & department policies and procedures.

**Faculty/Staff Advisors**

An advisor is recommended, but not required, for each sport club. The following criterion is required for a faculty/staff advisor:

1. Full-time or part time faculty, or graduate student (with consent from their advisor)
2. Advisors must actively participate in the organization and regularly attend meetings of the organization
3. The members of the club itself choose the faculty or staff advisor.
4. The club must notify the Sport Club Administration of who the advisor is and provide contact information.

**Responsibility to the Club:**

The Advisor should:

- Assist the group in setting realistic goals and objectives each academic year, ensuring opportunities for educational and personal development
- Discourage domination of the group by any individual or group of members
- Be familiar with the history of the organization
- Assist the group in making sure that the club is in compliance with Sport Club and University guidelines/procedures
- Encourage each individual to participate in and plan group events
- Encourage students to accept responsibility for specific parts of programs and help them recognize the importance of their roles in relation to the group.
- Be concerned about developing the leadership skills of members, particularly the club officers, by discussing and helping to analyze group interactions and decision making
- Work closely with the club without assuming leadership of the club, recognizing the right of students to control the direction of the club

**Coaches**

Coaches are not a requirement to be a sport club. Coaching positions may be filled by someone from inside or outside the University community with the approval of the club officers and Sport Club Administration. Clubs are student organizations, thus, it is important to remember that the internal organization and decision making of the club must be made by the club membership.

A coach has many opportunities to provide a positive influence on club members, both in terms of skill development and in interpersonal development. However, the coach must also be aware of the limitations of their position within the Sport Club program.
The coach must follow all University and departmental policies and procedures and does not take the place of the club’s officers. Matters involving the management of the club must be left to the club officers, members, and advisors. All paperwork, purchase requests, etc. must be made by the club officers.

**Clubs cannot contract with a coach, without approval of the Sport Club Administration.** All coaches must have completed all of the required Sport Club forms and have attended an HR on-boarding session prior to walking onto the field. This applies to paid and volunteer positions. The funds to pay a coach must come from self-generated income; not funds allocated from the Department of Recreational Sports.

Coaches responsibilities include, but are not limited to:
- Understand, comply with, and enforce all University and departmental policies and procedures including risk management.
- Serve as an official University representative while traveling
- Assist officers with scheduling games and practices
- Coordinate practices and game schedules/strategies
- Attend all games and practices
- Coordinate and employ safety procedures
- Assist in reporting injuries to Sport Club Administration and athletic trainer
- Promote good sportsmanship on and off the field
- Assist club in using good judgement when representing the University

University and Sport Club Requirements for All Coaches (volunteer/paid):
- Copy of coaching resume as it relates to the club
- Hiring appointment/On-boarding with campus HR
- Background check/fingerprinting with UCPD (cost covered by club)
- Obtain/hold current American Red Cross First Aid and CPR certifications (courses offered at the RSF; cost covered by club)
- Sexual Harassment Prevention Training (online)
- CANRA/Mandated Reporting Training (online)
- Attend annual coaches meeting during the fall

_The Department of Recreational Sports and Sport Club Administration has the right and obligation to relieve any coach from their position if they are not following University or Department of Recreational Sports rules and regulations. Coaches can also be removed from their position if they are not working in the best interest of the sport club. The dismissal of the coach is subject to the discretion of the Sport Club administration._

### 6. Funding and Financial Policies

Sport clubs are mostly funded by student-athlete dues and fundraising. The Sport Club Executive Board allocates a small amount of funding to each sport club based on their tier and compliance within the program.

In order to receive an annual allocation, each sport club must submit a project budget and tier application to the Executive Board each spring. Allocated funds will not be available until the start of the next fiscal year.

There are three main methods used to generate income for sport clubs: operations (dues and student-athlete driven income), annual budget allocation, and donations. Operations include the collection of monies from dues, registration fees, work contracts, fundraisers, and club members offsetting team expenses.

Most clubs have two funds or accounts with the university. These funds include an operational and gift fund. Clubs with endowments may have additional funds that house the interest earned from endowments.

All clubs receiving allocated funds from the University should generate additional revenue during the fiscal year to support the club. Generally speaking, the club may spend this “generated income” however, it wishes as long as it is consistent with University policy (i.e. no alcohol).
Purchasing Guidelines
When using club funds to make purchases it is important to remember the following:
*All equipment purchased with club funds is property of the University and must remain with the club

1. Office:
   - Copying, poster board, markers, etc.
   - Advertising (Daily Cal, flyers, etc.)
   - Shipping/Mail fees

2. Travel:
   - Transportation – rental cars, flights, etc.
   - Lodging costs (hotels, rental homes are not allowed)
   - Gas reimbursements

3. Equipment/Apparel:
   - Uniforms or supplies

4. Additional:
   - Facility rental fees
   - Regional or national affiliation dues
   - Payment of officials or referees
   - Entry and registration fees

All purchases must be pre-approved by the Sport Club administration. Club members cannot be reimbursed without getting initial approval from the SC office prior to purchase program-related items.

Deposits
All monies intended for club use must be deposited through online collection (Rec Sports online store) or the Sport Club office. All deposits of dues, equipment purchases and travel offsets must be made online through a sales item. Sport Club officers should set these up with the assistance of the Sport Club administration. Neither cash nor check should be collected by officers.

In the event your club is given permission to collect funds (cash), all monies it must be turned into the Sport Club administration within 24 hours of receipt.

University policy prohibits the handling of UC monies by non-UC personnel. Therefore, no individual club member should collect checks or payments from other members.

The University deducts 9% of all income for administration and processing fees.

Cash or check monies deposited to the Sport Club administration require explicit approval prior to collection. These deposits would be of the following nature:
- Donations
- Event ticket sales (if UC Cashier was not hired)
- Fundraising monies received from outside organization

All checks must be made out to “UC Regents – your club”. All checks must have pre-printed names and addresses and must be deposited within 48 hours of the date on the check.

Donations
Sport Clubs are encouraged to seek outside financial support in order to meet their programming needs. Sport Clubs may NOT solicit financial donations unless they have prior approval from the Sport Club administration.

No financial support shall be accepted that would associate the Sport Club program with performance enhancing drugs, illicit drugs, tobacco products or alcohol.

The following guidelines should be used when soliciting donations:
- Any letters, newsletters, campaigns, etc. used to solicit donations from alumni, parents, Cal community and/or supporters must be approved by the Sport Club administration.
• Donations of any amount must be deposited into the various donor accounts, unless the donor specifically requests that their donation be applied to a separate fund. For additional details, contact the Sport Club administration.
• All checks should be payable to “UC Regents – Your Club”
• When checks are received, they must be submitted to the Sport Club office within 48 hours.
• **The University deducts 5% from every donation for administration and processing fees.**
• Donations are tax deductible. All donations given to Sport Clubs can receive a tax-deductible receipt.

All donations **must** be mailed directly to:
Cal Sport Clubs
Attn: Katie Fletcher Carlson
2301 Bancroft Way
Berkeley, CA 94720-4420

Sponsored student organizations (Sport Clubs) and other groups that have UC Berkeley accounts, are not allowed to make donations to other organizations from allocated or self-generated funds.

**Development and Alumni Relations**
The Office of Development, Alumni Records keeps listings of alumni and can sort them by specific criteria. In some instances, the Office of Development can produce lists of University alumni with Sport Club interests and/or experience.

The services of the Office of Development are free for the Sport Club program. To request a list of alumni, please submit an email the SC Admin team stating which criteria you want selected.

The average time for a request to be processed by the Office of Development is 3-4 weeks, so request alumni contacts far in advance of when their need will materialize.

Alumni data cannot be transferred to current student leadership. All contact will have to be sent through the SC Admin.

**Sponsorship**
All sponsorships must be approved by the Sport Club administration and the Department of Recreation Marketing unit. Please contact the Sport Club administration if you are interested in seeking sponsorship.

A sponsorship is an agreement between a club and a vendor for an exchange of valued goods. In most instances, a sponsor can provide product, financial discounts, and/or monetary support in exchange for publicity, affiliation or other valued services.

Clubs are not allowed to solicit sponsorships with companies that are, or are in direct competition with the existing Department of Recreational Sports sponsorships.

**Club officers cannot sign sponsorship agreements.**

Please contact the Sport Club Office for a current list of University exclusive sensors.

The University of California, Berkeley does not permit sponsorships from the tobacco and alcohol industries or drugs.

**Sponsorship Soliciting Procedures**
• Meet with Sport Club administration to discuss sponsorship plan.
• Coordinate meeting with Recreational Sports Marketing unit to receive direction and form strategic approach to solicitation.
• Under guidance and approval of Sport Club Program Director and Recreational Sports Marketing unit, begin solicitation of sponsorships.
• Report results to Recreational Sports Marketing unit. Final negotiations shall lie with the Recreational Sports Marketing unit.
• Submit documentation of sponsorship agreement on Sponsorship Agreement Form.
• Receive approval from Recreational Sports Marketing unit and/or University Business contracts to initiate sponsorship agreement.
• Initiate contract and execute agreed upon terms of sponsorship.

Requesting Payments
All purchases with club funds must be pre-approved by the Sport Club office. Club officers are not allowed to initiate orders or authorize production on any goods. DO NOT buy or order something and expect to be reimbursed.

There are several general guidelines that govern club spending. To begin with, all expenditures must be program-related such as travel, equipment, officials, facilities, office costs, publicity, and fees. Items that are not program related, or are otherwise inappropriate will not be approved.

Secondly, most expenses require a Payment Request Form to initiate the spending process. All expenditures must be pre-approved and orders should never be placed by a club member. According to campus policy, only Campus Shared Services, is authorized to place an order, after receiving a payment request from the Sport Club administration.

Submitting a Payment Request Form

• Consult with the SC administration and other officers to determine if club funds will be used to cover the expense. (i.e. do you have enough money?)
• Determine what vendor will be used.
  o For new vendors who do NOT accept credit cards (i.e. you must pay with check): contact the SC office to obtain a W-9 form. Check with the SC office to learn vendors status.
• If using Cal logos and trademarks, the vendor must be licensed.
  o Licensed vendors can be located on the Business Contracts and Brand Protection website; You can also consult with the Sport Club administration.
• Work with the vendor on the order to obtain a sales quote.
  o Do not authorize the business to start production.
• Submit an online CFM (SC Payment Request)
• Attach electronic copies of the following:
  o Copies of artwork
  o Estimate/Quote
  o If purchasing items from an online store (i.e. Amazon) please submit an Excel spreadsheet with the following information:
    ▪ Live links to requested items
    ▪ Quantity of items requested
    ▪ Cost of individual items, as well as grand total
    ▪ Item number (if applicable)
    ▪ General description of item.
• If you’re collecting money from team members, contact the SC office to set up an online sales item and link.
  o These can be paid in-person at the Customer Service Center on the first floor of the RSF or through the online Rec Sports Store.
• Within one to two weeks after submitting the payment request, follow up with the vendor to get expected ship date.

Please give the SC administration a minimum of 3-5 business to turn your order around. All payments must be approved and processed within the SC office, then sent to campus-wide purchasing for the actual transaction to occur.

Individuals will not be reimbursed for purchases unless it has been pre-approved.

Addresses for Billing and Shipping
All inventoriable equipment purchased with club funds becomes the property of the University of California, Berkeley. Please make sure the following addresses are included and accurate on your vendor’s quote.

Quotes submitted without the following addresses will be return for corrections.
All purchases must be shipped to the following address:

Cal Sport Clubs
Your Club
Attn: Katie Fletcher Carlson
2301 Bancroft Way
Berkeley, CA 94720-4420

All quotes must reflect the following address for billing:

University of California, Berkeley
Disbursements
2195 Hearst Avenue
Warren Hall Ste 159
Berkeley, CA 94720-1101

Reimbursements (Non-Travel)

If a club member requires reimbursement from the club account for purchases, all original receipts must be included with the Payment Request form. Please note that reimbursement is not guaranteed. All purchases must be approved prior to purchasing.

Non-sport club members are not allowed to be reimbursed -- 3rd party reimbursements are not allowed (i.e. parents)

Every reimbursement request must be accompanied by the following documentation:

- Document detailing what was purchased – invoice, e-mail receipt, original receipt
- Proof of purchase – credit card statements, cancelled checks, etc.

Refunds – Dues and Other Team Expenses

Refunding of dues and other team expenses falls under the discretion of the team leadership and constitution. Clubs are able to determine whether dues are refundable. Club leadership must provide written notification of the club’s refund policy when dues and team expenses are announced.

If a club does provide refunds, the request for the refund must be made during the semester or academic year that the dues are intended for.

Example 1: If a club member paid fall 2018 dues but leaves the team mid-semester, they must request their refund before the fall semester ends.

Example 2: If a club member paid annual dues for 2018-2019 but leaves the team, they must request dues to be refunded within the 2018-2019 academic year. The academic year closes in August.

Based on individual club refund policy, teams can determine the rate at which a member can be refunded. Clubs will consider but not be limited to the following: cost of travel, coach expenses, uniform/apparel expenses and other team related costs.

All refunds and their rate must be approved by club leadership. The SC Administration will only process the request for a refund once it has been confirmed by either the club president or treasurer. All requests can be sent by email to CalSportClubs@gmail.com.
7. Home Competitions and Special Events

Hosting a League Competition

General Guidelines

The Sport Club administration must approve all on-campus events before any planning begins. As soon as your league/national governing bodies release schedules, officers must notify the SC administration immediately to confirm field/facility availability.

Club officers should refer to the Tier System worksheet for more information regarding how many events clubs can host.

Officers should be aware of the requirements and feasibility of the requested event. The following should be taken into consideration when planning home competitions and special events:

- Is the requested facility available?
- What other events are occurring on campus or in Berkeley on that day?
- Does the club have enough financial resources to afford the event?
- Will the club need to charge an entry fee to cover additional costs?
- Does the club have adequate skills to execute the event?
- Is an athletic trainer or additional medical staff required?

Special Events

Special Event Request forms must be submitted by the deadline announced by the SC Admin, this is typically the semester prior to the event.

Depending on the scope of the event, arrangements might need to be made concerning the following:

- Facility/Field reservations
- Contracts and agreements (facility, visiting teams, officials/referees, etc.)
- Monetary transactions (change fund/cash box, admission charges, refunds, etc.)
- Security
- Food and refreshments
- Safety and First-Aid
- Advertising (posters, flyers, ads, news releases, etc.)
- Equipment requirements (tables, chairs, public address, AV, goals, etc.)
- Set-up and decorations
- Tear-down and clean-up
- Contingency plans for weather, lack of light, cancellation, etc.

The following fee structure has been established by the Department of Recreational Sports for events hosted in Recreational Sports Facilities:

- League Required Event- Usually single events
  - Fees charged: none
- Fundraising Event - no outside involvement
  - Fees charged: custodial, cashier
  - No staffing or rental fee
- Co-sponsored events with (outside) 3rd party vendor
  - Fees charged: All- custodial, rental fee, staffing, cashier
  - Additional admin fee may be charged based on complexity of the event
8. Travel

All travel must be pre-approved by the Sport Club administration. When using club funds to travel, it's important to remember the regulations placed on the use of club funds by the University. Both registered coaches and official club members can submit travel reimbursements. Mileage rates and all purchases on trip must be approved and agreed upon by officers and must be appropriate/related to the trip. Any purchases deemed inappropriate, or unrelated to the trip, will not be reimbursed (i.e. alcohol). Reimbursements require itemized, original receipts and must be submitted within 21 days of the completed travel.

All airfare & hotel reimbursements must be pre-approved by the Sport Club Administration. Preferred option is to have all flights and/or hotels pre-paid through the club budget.

**Domestic Travel**

Travel applications for *in-state travel* must be submitted through Google Forms a minimum of one week prior to departure. *Out-of-state* applications must be submitted a minimum of two weeks prior to departure.

Submitting a travel application does not guarantee permission to travel. The Sport Club administration must authorize the team travel. If a team is not approved to travel, the Sport Club administration will inform the president via email or phone prior to the expected departure.

While traveling, keep all itemized receipts pertaining to the trip (gas, lodging, food, and entry or registration fee).

**International Travel**

If your club has any intentions to travel internationally, please contact the Sport Club administration as soon as possible.

All UCB-sponsored and organized international travel (through courses, study tours, excavations, service learning, etc.) are required to obtain formal approval prior to commencing travel. To obtain the necessary approval, the following must be satisfied:

- The proposed international travel activity has a UC Berkeley sponsoring unit (a school or academic department, an Organized Research Unit, etc.).
- The activity has a named UC Berkeley employee who will be the “responsible individual” or supervisor of the international travel activity.
- Prior to departure, the travel activity supervisor shall develop a brief “risk assessment and mitigation plan” to communicate to prospective travelers the risk associated with the particular international activity to be undertaken, and to mitigate the said risks.
- The risk assessment and mitigation plan shall include planning for a pre-departure orientation that will incorporate a discussion of potential health and security risks, the measures to be taken to avoid them, and the steps that need to be taken should serious problems arise.
- An emergency communications and procedures plan should be an explicit component of the travel risk assessment and mitigation plan.
- In instances when the activity supervisor will not be “on-site” or accompanying the travelers, the risk assessment and mitigation plan must include a section on how the travel activity will be supervised from afar, and should in most cases, include the naming of an “on-site leader.
- Clubs are responsible for all expenses for the University representative while on international travel.

**Travel Applications**

The following information is needed to complete all travel applications through CFM (Travel Application):
• General Information – club name, dates of travel, purpose of trip, coordinating officer, location of competition and lodging
• Emergency Contact Information – emergency contacts should be safety officers or other responsible officers on the trip (not a parent or the SC administration)
• Transportation Information – mode of transport, list of drivers
  o If rental cars are required a separate request must be filed a week prior to travel to reserve cars
• List of all drivers - All persons intending to drive personal vehicles must have submitted a Driver Agreement form in conjunction with documented proof of valid insurance and a DMV authorization form.
  o There must be a ratio of 1:5 – one driver for every 5 travelers
• Lodging Information – lodging type, address and contact
• Travel roster – list of names of all club members attending
  o Note: you will only be allowed to choose from individuals that have registered. If they are not listed, that means they have not registered online and are not eligible to participate or travel.

Clubs traveling without the permission of the Sport Club Program may not receive compensation for their travels and may face other punishments including fines, suspension, probation and/or dismissal from the program.

University Travel Card (Prepaying Travel Expenses)

The travel card allows for travel related expenses to be charged directly to your club account. These costs include rental cars and hotels.

Hotel Reservations

When making a hotel reservation, please remember the following:
• Consult with Sport Club Office and other officers to determine if club funds will be used to cover the expense.
• Complete a SC Travel Application (CFM).
• If club funds will be used to cover all or a portion of the ticket, you have the following options:
  Lucid Travel
  • Go to LucidTravel
  • Enter the appropriate information and select a hotel from the generated list
  • Review the information, and then select ‘Book Now’ option for a PAY ONLINE option:
  • Choose “I will use a credit card” –OR—
  • Choose “ Notify my administrator to approve and provide payment arrangements”
  • Enter the applicable information
    o For your administrator, enter:
      Katie Fletcher
      Kfletcher@berkeley.edu
  • Wait for e-mail confirmation
  • Upon checkout of the hotel, an officer must collect the folios or receipts from the front desk of the hotel.
    o The folio must show a $0 (zero) balance.
    o All folios must be returned to the SC administration within 3 days of returning to campus.

Sport clubs are NOT permitted to stay in private rental homes (i.e. AirBnB, VRBO, etc.) due to risk management requirements

Rental Car Reservations

When making a local (Enterprise in Berkeley) rental car reservation, please remember the following:
• Submit a rental car request form online through CFM
  o It’s best to submit the request as far in advance as possible
Must be submitted a minimum of one week prior to in-state travel and two weeks for out-of-state

- Be sure to provide the type of vehicle and the quantity your club requires
- Provide pick up dates and times (Enterprise hours are M-F 7:30AM – 6:00PM, SA/SU 9:00AM-1:00PM)
  - If you need to pick up before opening hours, you must pick up the night before a minimum of 15 minutes prior to closing
  - If your club returns a vehicle after closing hours, the club is charged for another day of rental fees.

When making an out-of-state rental car reservation:
- Sport Clubs has a discount with Enterprise, National & Hertz. If you’d like us to book on your behalf using the corporate code, submit an online “Rental Vehicle Request” form on the CFM.
  - Officers can opt to make reservation on your own or through the SC office.
  - **7-seater vehicles: driver must be 21 years or older.**
- Keep all receipts after payment and return them to .
  - Reminder: There are no 3rd party reimbursements allowed. Only members listed on the roster/coaches can receive reimbursements from your clubs account.

**Personal Vehicles**

Before using a privately owned vehicle for sport club business/travel, Sport Club athletes who wish to drive must complete a **Driver Agreement Form** located on [CFM (SC Driver Agreement)](CFM). On this form, the drive must state the expiration date of their personal auto insurance. State law requires the owner of the vehicle to possess the following liability insurance:

- Public liability limit of $15,000 for one person, $30,000 for one accident.
- Minimum property damage of $5,000

Individuals may use personal cars to travel to “University sanctioned” events. Drivers may be reimbursed for personal gasoline expenses, if the club chooses to spend money on such. The reimbursement is based on mileage (not gasoline) and cannot exceed $0.565/mile. **Clubs may determine at which rate mileage is to be paid to drivers, however, no reimbursements for gas are allowed.**

**Participants’ personal car insurance will be charged in the event of accident or injury.**

Travel demanding extensive driving may be subject to additional guidelines such as mandatory rest stops, overnight stays or restricted hours of travel.

**Drivers and 1:5**

Sport Club athletes who wish to drive must complete a **Driver Agreement Form** located on [CFM (SC Driver Agreement)](CFM). If planning to drive a personal vehicle, the applicant must supply the expiration date of their personal auto insurance. If the driver plans to only drive rental vehicles, no additional insurance is required.

There must be one driver for every five travelers on a trip (ratio 1:5).

**Airfare**

If paying with club funds, the team will need to book flights through the SC Administration. Do not book flights without consulting the office.

**Travel Reimbursements**

Current club members and official coaches (volunteer or paid) are eligible for reimbursements. Only approved travel is eligible for reimbursement. If a travel application was not submitted and approved by the SC office, the reimbursement will not be processed. Additionally, the person seeking the reimbursement **must** be listed on the approved travel roster.

All drivers need to be pre-approved and listed on the travel roster as a driver for the trip for which they are seeking reimbursement. This is policy for both personal cars and rental vehicles (gas and mileage reimbursements).
Parents, relatives, friends, non-sport club members, third parties etc. are not eligible for reimbursements. Campus policies are subject to change, and/or Shared Services might request further documentation, please retain all of your receipts.

Fill out the Domestic Travel Reimbursement Form. The form needs to be typed, filled out completely, signed and dated. If the reimbursement is for a coach that is not paid (i.e. volunteer), the coach will need to fill out and submit a Vendor Information Form (W-9). Only approved coaches and registered members are eligible for reimbursements. All forms should be returned to the SC office.

All travel reimbursement requests need to be submitted within 21 days of completed travel.

In addition to a completed Domestic Travel Reimbursement form, the member seeking reimbursement must turn in original, itemized receipts for claimed expenses. The following are examples of appropriate receipts:

- **Airfare**
  - Submit itinerary showing payment. Itinerary must specifically state “Paid by” or “Billed to” and show the amount paid or zero-balance. If the itinerary does not state this, a bank/credit card statement will need to be submitted to verify payment. The statement will need to show the person’s name, the last 4 digits of the credit card number and the transaction. All other information needs to be removed (blacked out) from the statement.

- **Hotel**
  - Submit zero-balance room receipt. The receipt needs to show that payment has been made by the person being reimbursed. If the individual’s name is not listed on the folio, or submitting reimbursement for multiple rooms and the folios do not show that individual paid for each room, a bank/credit card statement will need to be submitted to verify payment. (see airfare)

- **Rental Vehicle**
  - Submit rental car receipt (not estimate or rental agreement). The receipt must state that payment has been processed.
  - When submitting reimbursements for travel involving ground transport, the flight itinerary needs to be submitted with the reimbursement request, regardless of whether or not the reimbursement is for flights.

- **Mileage (Only pre-approved drivers are eligible.)**
  - For personal vehicles only.
  - Current rate is up to 56 cents per mile but the club has discretion on what to allow.
  - Travel reimbursement form must include “Drove From” and “Drove To” information, as well as rate and miles driven.

- **Gas & Tolls (Only pre-approved drivers are eligible.)**
  - Gas reimbursements are only for gas purchased for rental vehicles. Receipt required.
  - Toll receipt must be submitted.
  - Parking receipts

- **Food**
  - Submit receipts. Receipt must be itemized (show what food items were purchased) and show method of payment. If the credit card/payment receipt is separate from the itemized receipt, please make sure both receipts are submitted. Reimbursement requests without itemized receipts will not be accepted.
  - Only food purchased for approved coaches and registered club members is allowed to be reimbursed.
9. Standards of Conduct

The basic concept underlying the Sport Club standards of conduct is that students, by enrolling in the University, assume an obligation to conduct themselves and their organizations in a manner compatible with the University's function as an educational institution. Individuals must always conduct themselves in a manner that does not detract from the reputation of the University. This includes behavior in game situations as well as contact with other teams and event staff. When involved in off-campus events or when traveling, be aware that you are still representing the University.

All students are subject to the policies outlined in the UC Berkeley Campus Code of Student Conduct. Actions of individuals participating in the Sport Club Program, if found to be in violation with the Code of Student Conduct, could result in disciplinary action. In addition, Sport Clubs must comply with the polices set forth in this handbook and the Sport Club Code of Conduct. It is the student’s responsibility to obtain copies of these items and utilize them. Failure to do so is not an excuse for not observing policies and procedures. Sport Clubs and individual members not abiding by all policies and procedures will be sanctioned.

Disciplinary procedures start in the Sport Clubs Office, and depending on the severity, may progress to the Sport Club Student Council, or even the Center of Student Conduct and Community Standards. Because Sport Clubs are sponsored student groups of the Department of Recreational Sports, disciplinary matters are not treated like other on-campus student organizations.

The Department of Recreational Sports has established necessary policies and procedures concerning behavior of Sport Clubs and their participation. Any questions concerning policies and procedures not covered in this handbook should be sought out in other publications of the University and the Sport Club Office. Some important issues to become aware of are: falsification and misuse of University documents; physical abuse or harassment; hazing; destruction, damage, or misuse of University or private property; intoxicants; illegal drugs; gambling; and unlawful conduct.

Sports Club Alcohol and Illegal Drug Policy

The presence and consumption of alcohol and/or illegal substances is strictly prohibited during any Sport Club activity unless approved by the Director of Rec Sports and UCPD. Sport Club activity includes games, practices, travel, and any activity before, during and after sport club activity, and any related activity reasonably perceived to be a sport club activity. Violation of this policy could result in probation, suspension, and/or expulsion of the individual and/or club from the Sport Club Program.

UC Sport Clubs Hazing Policy

Hazing is against the law in the state of California. Hazing means any activity by which a person recklessly endangers the health or safety of, or causes a risk of bodily injury to an individual for purpose of initiation, admission into, or affiliation with any student organization. Please refer to the UC Student Organization site for further clarification.

Furthermore, University of California, Berkeley has adopted the following addition to the above policy:

1. Physical hazing shall be defined as any activity that is harmful or humiliating to the individual (i.e. paddling, abandonment, excessive exercise, eating repulsive food, exposure to extreme temperatures, nudity, consumption of alcohol or drugs, etc.).
2. Psychological hazing shall be defined as any public act or in-house act that compromises the personal dignity of an individual, thereby: causing personal embarrassment or shame to the individual, causing an individual to be the object of malicious amusement or ridicule, or causing an individual psychological harm or emotional strain.
3. Any requirements by an initiate or new member which compel another initiate or new member to participate in any activity which is illegal, which is known by the compelling party to be contrary to an individual’s moral or religious beliefs, or which is contrary to the rules/regulations of the university shall be construed as hazing.

The Code of Student Conduct prohibits hazing or any method of pre-initiation or initiation into an organization. No individual subject to the jurisdiction of the University shall perform an act, or subject themselves to such acts, that cause
physical, psychological or social harm to any other person within the University. The Sport Club Program recognizes the propriety and necessity of student initiations and similar activities that are designed to instill group spirit and loyalty. However, these are only appropriate when the activity is experienced for the benefit of new members, and not at their expense. Punishment for violations of the hazing code may include suspension or dismissal from the University.

Matt's Law, (Senate Bill 1454) sponsored by Tom Torlakson (D-Antioch, CA), is a California law that allows for felony prosecutions when serious injuries or deaths result from hazing rites. The bill increases the severity of charges for some hazing rituals, from misdemeanors to felonies, and for the first time gives prosecutors the ability to seek hazing charges against non-students. In a 34-2 vote, Matt's Law passed the state Senate on May 30th, 2006. On September 19, 2006, the statute was signed into law by Governor Arnold Schwarzenegger. Matt's Law was named in memory of Matt Carrington, a 21-year-old California State University, Chico student from Concord, California. Carrington died in the basement of a fraternity house located two short blocks from campus. Prior to the enactment of Matt's Law, hazing — even in the case of death — was only a misdemeanor, as part of California's education code, rather than punishable under the state's penal code. Matt's law prevents unaffiliated fraternities from using the argument that they cannot be punished for hazing, simply because they are not student organizations. The law also gives prosecutors clear authority to bring charges against anyone or any organization involved in hazing, not just currently enrolled students.

THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:

SEC. 3. Section 245.6 is added to the Penal Code, to read:

245.6. (a) This section shall be known and may be cited as "Matt's Law" in memory of Matthew William Carrington, who died on February 2, 2005 as a result of hazing.
(b) As used in this section “hazing” or “haze” is conduct which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to another person in the course of the other person's pre-initiation into, initiation into, affiliation with, holding office in, or maintaining membership in any organization. The terms "hazing" or "haze" do not include customary athletic, fire department, police department, military, or quasi-military training, conditioning, or similar events or activities.
(c) Any person who hazes or conspires to participate in hazing is guilty of a misdemeanor punishable by a fine of not less than one hundred dollars ($100), nor more than five thousand dollars ($5,000), or imprisonment in the county jail not to exceed one year, or by both fine and imprisonment.
(d) Any person who hazes or conspires to participate in hazing which results in death, great bodily injury, or great psychological injury is guilty of a felony punishable by imprisonment in the state prison.
(e) An organization is guilty of violating subdivisions (b) or (c) if the organization's agents, directors, trustees, managers, or officers authorized, requested, commanded, encouraged, participated in, ratified, or tolerated the hazing.
(f) The implied or expressed consent of the person or persons against whom the hazing was directed shall not be a defense to any action brought under this section.
(g) This section does not apply to the person against whom the hazing was directed.
(h) This section shall not, in any manner, limit or exclude prosecution or punishment for any other crime or any civil remedy.
(i) The person against whom the hazing is directed may commence a civil action for injury or damages, including mental and physical pain and suffering that results from the hazing. The action may be brought against any participants in the hazing, or any organization, whose agents, directors, trustees, managers, or officers authorized, requested, commanded, encouraged, participated in, ratified, or tolerated the hazing. If the organization is a corporation, whether for profit or not, the individual directors of the corporation may be held individually liable for damages.

SEC. 4. No reimbursement is required by this act pursuant to Section 6 of Article XIII B of the California Constitution because the only costs that may be incurred by a local agency or school district will be incurred because this act creates a new crime or infraction, eliminates a crime or infraction, or changes the penalty for a crime or infraction, within the meaning of Section 17556 of the Government Code, or changes the definition of a crime within the meaning of Section 6 of Article XIII B of the California Constitution.

10. Discipline

Students participating in activities on and off campus are expected to adhere to the standards as defined in the Sport Club Handbook and the Sport Club and University Student Code of Conduct. As citizens of the local community, the State of California, and the United States, it is expected that the laws will be obeyed and that each student will be a productive and good citizen within the greater community.
Violation of, or non-compliance with, University policies, campus regulations, Sport Club procedures or Sport Club standards of conduct may result in loss of Sport Club Association membership or other disciplinary action taken against the Club and/or individual(s) involved. The discipline process has been developed to assist Club leaders in correcting mistakes that have caused problems for the Club and the University.

**Minor Offenses:**
The following may result in sanctions and/or suspension from the Sport Clubs Association:
- Lack of participation (follow through on paper work, missing meetings etc.)
- Misuse of funds
- Misuse of facilities

Disciplinary action for minor offenses may include but is not limited to: loss of compliance points, freezing of club funds, loss of facility use, loss of travel privileges, and/or loss of funding.

**Major Offenses:**
The following may result in sanctions, suspension, and/or elimination of the club and/or involved individual(s) from the Sport Clubs Association:
- Misrepresentation of the Sport Club Program and/or University of California, Berkeley
- Any action by team or individual that damages the reputation of the University of California, Berkeley, Sport Clubs, or Department of Recreational Sports
- Any offense that results in law enforcement involvement
- Violation of the Student Code of Conduct
- Violation of alcohol policy
- Violation of hazing policy

*The Sport Club Director and Recreational Sports Conduct Review Committee shall handle all major discipline issues. Incidents will be handled per the Department of Recreational Sports Judicial Policies and Procedures.*

*If an individual club member or team is charged with serious infractions for incidents the Department of Recreational Sports may choose to initiate University disciplinary proceedings. Of particular concern are those charges that indicate that the student may be of danger to himself/herself or others. Examples of these charges include public intoxication, vandalism, public nudity, illegal use of alcohol, theft, hazing, sexual assault, violence, etc.*

**11. Marketing and Social Media**

**Publicizing Club Events and Activities**

As a member of the Sport Club Program, your club enjoys many benefits from being a component of the Department of Recreational Sports. One of the most obvious benefits is the publicity you can gain from being part of this highly visible department on campus. The Department of Recreational Sports administration would like to help you promote your club to interested, prospective member.

Beyond the RSF, ways to promote your club can be found through the following sources:
- Advertising on Rec Sports LCD Screens
- Newsletters and on-campus calendar listings
- Post flyers in designated departmental and campus locations
- Issue press releases to local newspapers and radio stations
- Table on Sproul Plaza
- Make your own web page and post the URL on the Sport Club web page
- Advertise and be promoted through the Cal Rec Sports social media channels
  - Facebook
  - Twitter
  - Instagram
- Content can be posted to the Cal Sport Clubs Facebook page (managed by the SC administration)
The Sport Club administration and/or Recreational Sports Communications unit must approve all flyers, press releases, web sites, social media campaigns etc. prior to posting.

**Tips for Effective Advertising**

- All advertisements should include the essential information such as date, time, place and any sponsorship details.
- All marketing materials (digital or printed) should be easy to read, yet distinct and eye catching.
- Time is crucial
  - Posters and flyers should be ready to distribute at least four (4) weeks prior to the event
  - Digital media should be created and shared at least four (4) weeks prior to the event.
  - Public service announcements should be at least three (3) weeks before the event.
- Information has to be shared directly with the SC administration if you want to post to any locations (digital or physical).

**Advertising on Campus**

Announcements can be posted on bulletin boards and kiosks in accordance with the rules of the department and campus.

*Announcements cannot be placed on or against, attached to, or written on any structure or natural feature of the campus.* These include (but are not limited to) the backs of chairs (such as in Pimentel Hall), sides of doors or buildings, windows, surface of walkways or roads, Sather Gate, fountains, street posts, light posts, waste receptacles, trees, or stakes.

The content of the announcement must be non-commercial. Anyone may personally distribute non-commercial announcements at any outdoor area on campus consistent with the orderly conduct of University affairs, the maintenance of University property, and the free flow of vehicular and pedestrian traffic. Efforts must be made to avoid litter. All materials must clearly indicate the name of the recognized campus organization.

Distribution of handouts and postings in residence halls is regulated by special guidelines. More information is available from the [Office of Residential and Family Living](mailto:Office of Residential and Family Living). **Chalking is not allowed.**

#### 12. Athletic Training

The purpose of Cal Sport Clubs Athletic Training is to provide quality athletic training services to the student-athletes participating in Cal Sport Clubs through evidence-based injury prevention, management, and rehabilitation, enabling our student-athletes to return to sport when medically and functionally safe. This provides them the opportunity to maintain optimal quality of life beyond the span of athletic competition with Cal Sport Clubs.

**Accessing Athletic Training**

The athletic training office is located within the Wellness Center on the first floor of the Recreational Sports Facility. Appointments are necessary and are made through the bCal calendar. Priority for appointments are determined by the team’s season time, the nature of injury, level of contact in sport and other factors.

Additional payment is not needed to see the athletic trainer. If the athletic trainer refers the student-athlete to the sport clubs physician, additional payment is not needed. The athletic trainer may also refer student-athletes to Tang Health Center or other medical providers for appointments with physicians, therapists, lab tests and other services. The student-athlete must provide proof of insurance and is responsible for all billing related to such services.

Student-athletes must be on both the team competitive roster and registered online with a signed Assumption of Risk, Release of Liability, Release of Protected Health Information, Consent to Treat, and Concussion Disclosure form to see the athletic trainer. Each new sport club student-athlete has a grace period where they can take part in team activity under the signed Try-Out Waiver. After the grace period, the member must be on the team roster and registered online to continue participation.
Collision and Contact Sports
Due to the risks inherent in the following sports, all student-athletes for the sports listed below will fill out the Medical Information Form on a yearly basis. The following teams must fill out this form: Boxing, Ice Hockey, Lacrosse, and Rugby. In addition, all student-athletes for the sports listed below will complete baseline concussion testing: Boxing, Ice Hockey, Lacrosse, Rugby, Soccer, Ultimate Frisbee, and Water Polo. Any student-athletes that do not complete these requirements by the deadline assigned to the team will not be eligible to participate with the team.

Outside of Sports
Cal Sport Clubs Athletic Training is dedicated and committed to maintaining a safe, healthy environment for all student-athletes. All inquiries about services (i.e. nutrition, mental health, resources for feeling safe, family planning) provided through the University Health Services (UHS) are confidential. The UHS Tang Center provides comprehensive medical, nutrition, stress management, mental health, resources for feeling safe, family planning, and health promotion services to all Cal students.

Event coverage
The Cal Sport Clubs athletic trainer will be at collision sports’ contact practice and in-season sports’ home games. Fall game coverage includes Ice Hockey, Men’s and Women’s Soccer. Spring game coverage includes Women’s Rugby, Men’s and Women’s Lacrosse. Off-season sports will be attended as schedules permit. Special events will be covered on a case-by-case basis.

13. Risk Management & Emergency Action Plan

On-Campus Accident / Injury Procedures
Please follow the below directions when dealing with injuries during a sport club sanctioned event. All clubs are required to have at least one (1) identified Safety Officer present at every single practice and event. That officer must complete CPR/AED and First Aid training. Coaches are also required to complete these trainings.

Risk Management Policy
Participation in the Sport Clubs program is strictly voluntary. Individuals participate at their own risk and assume responsibility for their own health and safety. Each individual participant should understand the risks involved with sports participation and participate within his or her physiological limitations. It is strongly recommended that all club members have an annual physical examination to determine participation status.

The Cal Sport Clubs medical team (athletic trainers/physicians) reserves the right to disallow participation to any student-athlete we deem medically unfit to participate regardless of private physician approval or recommendation. The University of California, Berkeley and Cal Rec Sport Clubs disclaim all liability for loss, injury or other damage arising out of participation in recreational sports.

Insurance
All registered students at the University of California are required to meet the university’s health insurance mandate. All students must have their own health insurance to be eligible to participate in Sport Clubs programs. Registered UC Berkeley undergraduate and graduate students are automatically enrolled in the Berkeley Student Health Insurance Plan (SHIP) as a way to meet this mandate. This policy covers sport club injuries. Injuries should always be reported to the Sport Clubs office. Berkeley SHIP policy does not cover any injuries that did not occur while participating in a sport club practice or game. For example, if a Sport Club participant is injured during an outside recreational activity, they will not be covered under this policy. In addition, the student-athlete must have completed all online registration and forms.

If you have comparable insurance, and don't want to keep SHIP as dual coverage, you may waive SHIP. All students can use University Health Services, whether they have SHIP or not.
Safety Officers
The Division of Recreational Sports and the Sport Clubs program recognize that it is neither possible nor appropriate to provide direct supervision of club activities at all times. As a result, to help ensure the safety of club participants and assist in the event of a medical emergency, all clubs are required to name at least one club member as Safety and Risk Management officer within their club. These Safety Officers have the following responsibilities:

1. Maintain CPR/AED and First Aid certification for the duration of all sport club activities
2. Be present at all Sport Club sponsored events including all practices, home and away games, and home and away tournaments
3. Take the responsibility of First Responder in the event that there is not a more qualified healthcare professional
   a. Assist the more qualified healthcare professional when necessary
4. Document all injuries and send all Accident Reports to the Athletic Trainer
5. Maintain the First Aid Kit for the club and always have the Emergency Folder

Any injury that receives medical attention must be documented via an Accident Report. Accident Reports must be submitted to the athletic trainer within 24 hours following the injury. Students reported to have sustained a head injury will need to be evaluated by Tang Center staff or a licensed physician before they are allowed to return to play. Clubs failing to record and submit Accident Reports are subject to sanctions and consequences.

Lighting Policy
The environment is deemed unsafe when a “flash-to-bang” interval becomes less than or equal to 30 seconds. When a lightning flash is detected, count to 30. If thunder is heard within those 30 seconds, the following actions should be taken:

- All persons must leave the field and seek safe shelter (Any sturdy building or a car with a hard roof with the windows up). If there is no nearby shelter, individuals should crouch into a ball and hug their knees to minimize surface area.
  - If you feel your hair stand on end, your skin tingle, or hear crackling noises, immediately crouch.
- Lightning victims do not carry an electric charge. CPR is safe to perform and has shown to be effective in lighting victims.
- Allow 30 minutes to pass after the last sound of thunder before resuming athletic activity.

Exertional Heat Illness
When practicing or competing in hot and/or humid conditions: consider moving the event to a cooler time of day, avoid heavy protective equipment when possible, avoid dark colored clothing, encourage the maintenance of hydration levels at all times, and avoid diuretic and stimulant substances.

Heat Exhaustion: Constant exposure to high temperatures and inadequate replacement of fluids causes a decrease in blood flow to vital organs, causing shock. This requires an Accident Report and a follow up.

- **Signs/ Symptoms:** cool, moist, paler skin; headache; dizziness; weakness; nausea; excessive sweating
- **Treatment:** Immediately move the student-athlete into shade. Loosen or remove clothing. Give the student-athlete water slowly. Apply cool wet cloths to body.

Heat Stroke: Body temperature increased so high that the heat regulating mechanisms fail. Brain damage and death may occur unless the body is cooled quickly. This is a medical emergency requires an Accident Report and a follow up.

- **Signs/ Symptoms:** hot, dry skin; weak, rapid pulse; rapid, shallow breathing; vomiting; decreased level of consciousness; symptoms may be different for everyone, if you suspect this emergency, activate EMS.
- **Treatment:** Have someone else activate the emergency action plan. Move the student-athlete into shade. Remove clothing. Submerge the student-athlete into water or apply wet rags to body. Place ice packs in armpits, neck, and groin. Do not give any fluid by mouth as the body’s ability to swallow is compromised at this stage.
Concussion and Head injury Policy

A concussion is an injury that causes the brain to function abnormally. Concussions are serious and individuals should not try to hide their injury or 'tough it out'. A concussion can affect everyday activities, reaction time, balance, sleep, and classroom performance. A concussion does not always come with a palpable injury. Some symptoms present immediately, while other symptoms can present hours or days after the injury. Signs and/or symptoms include but are not limited to:

- Amnesia
- Confusion
- Headache
- Loss of consciousness
- Balance problems
- Dizziness
- Double or fuzzy vision
- Sensitivity to light
- Sensitivity to noise
- Nausea
- Feeling sluggish or groggy
- Feeling unusually irritable
- Feeling fatigued
- Concentration problems
- Memory problems
- Slowed reaction time
- Loss of appetite
- Unusual behavior patterns

In the event that a fellow participant has sustained a head injury or is exhibiting signs and/or symptoms consistent with a concussion, remove the individual from practice/competition immediately. They will be prohibited from participating in any activity until cleared. Each concussion is different and must be diagnosed and treated on a case-by-case basis. The amount of time a student-athlete will be prohibited from play is based on the length and duration of concussive symptoms.

Following a concussion, the brain needs time to heal. Second Impact Syndrome can be sustained when a second concussion occurs within hours, days, or weeks following a prior concussion. It causes rapid brain swelling resulting in coma, brain damage, or death. Following recommendations to protect student-athletes from returning to sports too soon after a concussion can lower the risk of Second Impact Syndrome.

The student-athlete must not take any NSAID or blood-thinning medications. In addition, taking medication can mask symptoms that may indicate potentially life-threatening complications from sustaining head trauma.

If you suspect that a student-athlete has a concussion, take the following actions:

- Remove the student-athlete from play. That athlete is done with activity for the day
- Ensure that the student-athlete is immediately monitored by the Athletic Trainer or a health care professional experienced in evaluating for concussion.
- Have the student-athlete see a licensed physician as soon as possible. There are a wide range of head injuries and you should not try to judge the severity of the injury yourself.
- Inform them about the concussion management procedure and give them the fact sheet on concussions.
- No activity until a licensed physician gives written clearance to begin the return to play protocol.
- Fill out an Accident Report and give it to your athletic trainer

Return to Play Procedure

The student-athlete must visit the Tang Center or other licensed physician for a concussion diagnosis and the physician must clear the student-athlete, in writing, before beginning the return to play protocol. The student must provide a copy of this written clearance. Options available for return to play clearance (one of these two must be met):

1. The student-athlete will be cleared to return to play contingent upon finishing the gradual return to play protocol with the Athletic Trainer and is completely asymptomatic.
2. Return appointment with physician, referral to specialist, or other medical care follow up if required by physician.
Graduated Return to Play Protocol
Once the student-athlete has been asymptomatic for 24 hours and has been cleared by a licensed physician, the student-athlete may begin the following protocol.* Progression through the return to play protocol is at the discretion of the athletic trainer and supervising physician. The baseline test must be considered acceptable before contact begins. If the baseline test is abnormal, wait at least 48 hours before testing again, or as determined by the supervising physician.

Day 1 – 24 hours rest, in addition to the first 24 hours after concussive symptoms have resolved
Day 2 – Light aerobic exercise (continuous for 15-20 minutes) keeping the heart rate below 70% of the maximum heart rate, no resistance training, no weight lifting
Day 3 – Sport specific exercise, no head impact activities
Day 4 – Non contact training drills, may start progressive resistance training
Day 5 – Full contact practice following medical clearance
Day 6 – Return to all activities and game play

* If any symptoms return at any point, the student-athlete must take a 24 hour rest day. After the student-athlete has been asymptomatic for 24 hours, they may resume at the previous asymptomatic stage.*

Non-life threatening injuries
These are situations that do not require immediate medical attention. Only basic first aid should be administered by the safety officer or coach. If aid beyond basic first aid is required, advise the injured person to seek medical attention or activate Emergency Medical Services. University staff are not allowed to transport student-athletes. If you are questioning the severity of the situation, call the Athletic Trainer or Sport Clubs staff. The safety officer is responsible for completing the accident report and submitting it to the Athletic Trainer within 24 hours of the incident.

Cal Sport Clubs Emergency Activation Plan
Life threatening injuries are injuries that require immediate medical attention (i.e. unconsciousness, seizure, suspected spine or skull injury, inability to breathe, severe allergic reaction, immobile due to pain or bleeding, etc.). Contact UCPD (510) 642-3333 (on-campus) or 911 (off-campus) and a Sport Club staff member immediately.

If competition/practice is being held in a Recreational Sports supervised building, notify the building staff via a runner. Continue to call the other Sport Club staff until someone answers!

Sport Clubs Emergency Contact Info
Camille Griffith (call FIRST) Sport Clubs Athletic Trainer 510-461-0712 (c)
Katie Fletcher Sport Clubs Director 714-504-2008 (c)

When calling UCPD or 911, remain calm and follow this procedure:
• Stay with the injured party.
• Give the name of location and address
• State level of consciousness and suspected injury
• Describe treatments given
• Listen carefully for instructions from the operator and DO NOT HANG UP – let them hang up first
• Send a club member to meet EMS

In the event of a life-threatening incident, immediately assist UCPD/Rec Staff in obtaining witness accounts. Do not leave the scene until a UCPD professional has indicated you can do so. The safety officer is responsible for completing the accident report and submitting it to the Athletic Trainer within 24 hours of the incident.

If media is present: never talk to the media. Direct all questions to full-time, professional Recreational Sports staff.
Tang Urgent Care and Emergency Rooms

On the University Health Services website, see “Tang Center Hours” and "Local Emergency Rooms and Urgent Care Centers" online as there are often changes to urgent care hours. If you have an urgent medical problem that cannot wait until the Tang Center is open: call the After Hours Assistance Line at (510) 643-7197 for immediate assistance. If you need to speak with a counselor urgently, call the 24/7 counseling line at (855) 817-5667 or (877) 211-3686.

List of Local Emergency and Urgent Care Centers - as of 8/15/16

All centers listed, except for Kaiser, are Anthem providers, meaning that SHIP will reimburse a portion of the fees incurred after the co-pay. These clinics prefer payment up front but they will bill. Students should present an electronic version of the Anthem insurance card. See “How to Use SHIP” for details. Hours change frequently. Please call ahead to verify confirm hours.

Tang Center: Call (510) 642-2000 for an appointment and (510) 643-7197 for the advice nurse.

### Hospital Emergency Rooms ($100 co-pay with SHIP)

<table>
<thead>
<tr>
<th>Name</th>
<th>Location</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alta Bates Emergency Department</td>
<td>2450 Ashby Ave (@ Colby Street) Berkeley</td>
<td>Open 24 hours Note: Fees may be higher than Urgent Care Centers listed below</td>
</tr>
<tr>
<td>Kaiser Oakland Medical Center Emergency Department</td>
<td>3600 Broadway (Piedmont Ave &amp; W MacArthur) Oakland</td>
<td>Open 24 hours *out of SHIP network</td>
</tr>
</tbody>
</table>

### Non-Emergency Urgent Care Centers ($50 co-pay with SHIP) within 30 miles of campus

<table>
<thead>
<tr>
<th>Name</th>
<th>Location</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tang Center Urgent Care</td>
<td>2222 Bancroft Way Berkeley</td>
<td>Mon-Fri 8am-6pm Sat 9am-5pm Sun 11am-3pm</td>
</tr>
<tr>
<td>Direct Urgent Care</td>
<td>3095 Telegraph Avenue Berkeley</td>
<td>Mon-Sun 10am-8pm</td>
</tr>
<tr>
<td>Sutter Urgent Care, Berkeley</td>
<td>2500 Milvia Street Berkeley</td>
<td>Mon-Fri 8am-8pm Sat &amp; Sun 9am-5pm</td>
</tr>
<tr>
<td>Kaiser Urgent Care – Adult</td>
<td>3701 Broadway, 4th Floor Oakland</td>
<td>Mon-Fri 5:30pm - 7pm Sat-Sun 9am-5pm *out of SHIP network</td>
</tr>
</tbody>
</table>

The University Health Services publishes lists of referrals as a resource to assist members of the campus community in obtaining medical care in the nearby community. This list is not comprehensive, nor is it an endorsement or a warranty of the care provided.