



Cal SPORT CLUBS



OFFICER HANDBOOK 2019-2020

General Contact Information

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

Office Hours: Monday – Friday 10:00 A.M.- 4:00 P.M.

Phone: (510) 409-5887

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

<i>Sport Club Director</i>	Katie Fletcher Carlson	kfcarlson@berkeley.edu	Office: (510) 325-9890
<i>Sport Club Assistant Director</i>	Meg Tully	mtully@berkeley.edu	Office: (510) 409-5887
<i>Sport Club Athletic Trainer</i>	Cam Lu	sportclubsat@berkeley.edu	Cell: (510) 461-0712
<i>Sport Club Intern</i>	Taylor Mar	calsportclubs@gmail.com	Office: (510) 409-5887

2019-2020 Sport Clubs

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
Rock Climbing
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
2019-2020 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.

Table of Contents

1. Introduction to Cal Sport Clubs
2. Sport Club Administration
3. Sport Club Office Overview
4. Sport Club Association & Executive Board
5. Organization and Requirements of Sport Clubs
6. Funding & Financial Policies
7. Home Competitions & Special Events
8. Travel
9. Standards of Conduct
10. Discipline
11. Marketing & Social Media
12. Athletic Training Services
13. Risk Management & Emergency Action Plan

1. Introduction to Cal Sport Clubs

The Cal Sport Club program is comprised of 35 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 2,000 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?*

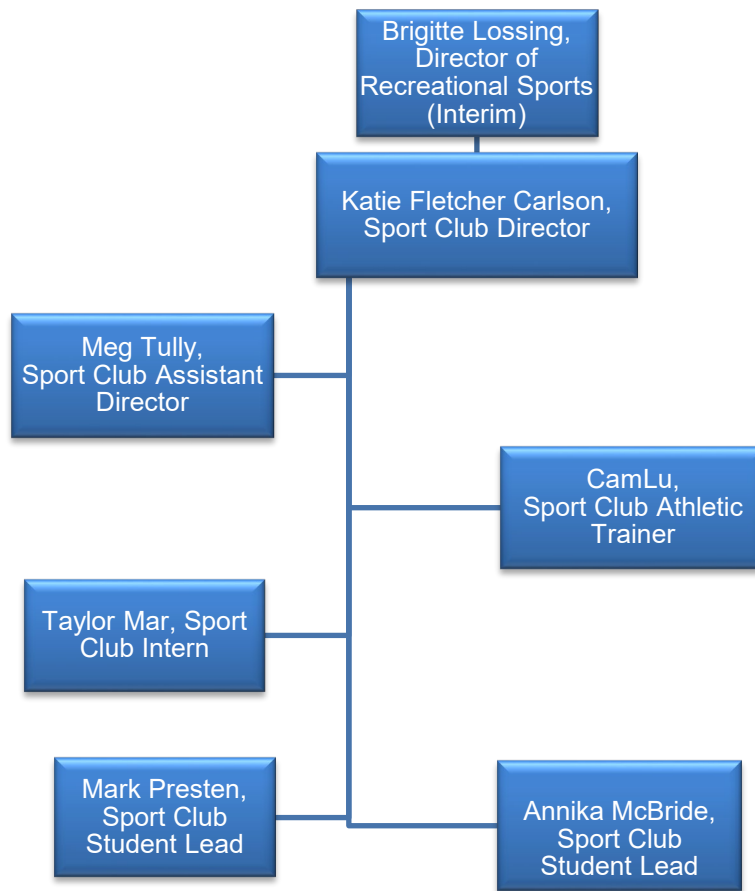
*Students, faculty, staff and community members (who hold RSF memberships). **Only active student members are eligible to serve as appointed or elected officers.*** Clubs are advised to have a membership composition of at least 75% registered UC Berkeley students. All participants must have proof of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

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 [IM Leagues](#). 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 club officers must be current student's at the University of California Berkeley. 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.

All clubs must have a minimum of 10 members on their roster during each semester – clubs that do not have a roster of 10 will be put on probation the following semester. If the roster does not rise to 10 after the probation period, the team will be dismissed from the program.

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 can be collected through each club’s online donor portal (Link to donor homepage)
- 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

University Development and Alumni Relations (UDAR) keeps listings of alumni and can sort them by specific criteria. In some instances, UDAR can produce lists of University alumni with Sport Club interests and/or experience.

The services are free for the Sport Club program to access. The sport club administration is currently working with UDAR to record past sport club participants. To request a list of your team's alumni, please submit an email the SC Admin team stating which criteria you want selected. There is no guarantee that UDAR has anything on record.

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 sponsors.

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.
 - 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.
 - 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**.
 - **Do not authorize the business to start production.**
- Submit an online IMleagues (SC Payment Request)
- Attach electronic copies of the following:
 - Copies of artwork
 - Estimate/Quote
 - 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.
 - 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 inventorial 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
 - 3rd Party vendor responsible for fulfilling the requirements for standard rental agreements (liability insurance, permits, etc.)
 - If the event will benefit the club (i.e. free registration, donation of equipment, split profit) the on campus rental rate will be applied.
 - If the profits of the event are not shared with the club, the vendor will pay the non-affiliated rate.

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 IMLeagues a minimum of *two weeks* 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.
- The travel will begin and end in Berkeley. All travelers must get themselves to Berkeley to fly out of OAK or SFO in one group with the University representative.
- 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 travel related expenses for the University representative while on international travel.

Travel Applications

The following information is needed to complete all travel applications through IMLeagues:

- General Information – club name, dates of travel, purpose of trip, coordinating officer, location of competition and lodging
 - Unauthorized or unregistered participants cannot travel with the team.
- 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
 - 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.
 - There must be a ratio of 1:5 – one driver for every 5 travelers
 - If the trip is longer than 4 hours, 2 drivers are required for each vehicle.
 - Unauthorized drivers cannot operate University rentals or drive while on University travel.
- Lodging Information – lodging type, address and contact
- Travel roster – list of names of all club members attending
 - 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](#) (IMLeagues).
- 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
 - For your administrator, enter:
Katie Carlson
kfcarlson@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.
 - The folio must show a \$0 (zero) balance.
 - 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 IMleagues
 - 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.
 - Unauthorized/Non-Registered individuals cannot pick up nor drive a University rental vehicle

When making a non-local 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 IMleagues.
- Unauthorized/Non-Registered individuals cannot pick up nor drive a University rental vehicle
 - Officers can opt to make reservation on your own or through the SC office.
 - ***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 IMleagues (SC Driver Agreement). On this form, the driver 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.

Using personal vehicles on university travel does not mean that unauthorized individuals can ride in the car i.e. family, friends, etc. Only registered club members can be part of university travel.

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

Drivers, Ratio 1:5 & Requirements

Sport Club athletes who wish to drive must complete a ***Driver Agreement Form*** located on IMleagues (SC Driver Agreement). 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).

If travel is longer than a 4-hour drive, 2 drivers are required for each vehicle. Drivers must rotate every 4 hours of travel.

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. If the SC Administration books your flights, please follow up with us if you need to alter your flights while on travel.

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 policies 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, Cannabis and Illegal Drug Policy

The presence and consumption of alcohol, cannabis and/or illegal substances are strictly prohibited during any Sport Club activity unless approved by the Director of Sport Clubs and 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 maybe 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. ***Chalking is not allowed.***

12. Athletic Training

The purpose of Cal Sport Clubs athletic training (AT) is to provide quality athletic training services to the students participating in Cal Sport Clubs through evidence-based injury prevention, management, and rehabilitation, enabling our students 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. The goal of the sport clubs' medical team is to prioritize the health, safety, and well-being of student-athletes in the program.

Sport club AT services are reserved for UC Berkeley registered students who are participating and intending to compete in a sport. Sport club participants who are not students must comply with all requirements set forth below. Community members are not eligible to use University Health Services.

Accessing Athletic Training

The AT office is located within the Wellness Center on the first floor of the Recreational Sports Facility. To see the athletic trainer, the student must be on the team's roster, registered online and signed the Assumption of Risk, Release of Liability, Consent for Treatment, Concussion Disclosure, and Protected Health Information release forms, provided proof of completion of the UCOP concussion safety education training module, submitted a cleared pre-participation health history and examination, and completed all baseline requirements. Appointments are necessary and are made through the bCal calendar. Priority for appointments is determined by injury type, injury severity, rehabilitation stage, and competitive season in descending order. Cases will be redirected to other healthcare providers, imaging, physical therapy, nutrition, counseling, strength training, or other resources as needed. Cases needing post-operation or conservative treatment care must provide an MD note and order for rehabilitation, utilize physical therapy sources concurrently, and must remain compliant with the Cal Sport Clubs guidelines for progression and clearance.

Return to Learn Procedure

The student must visit a physician for a diagnosis and complete the Disabled Students' Program process to obtain academic accommodations for any injury, including concussions. Specifically for concussions, Cal Sport Clubs generally follows this guideline:

- Step 1*** – Perform daily activities at home that do not cause symptoms
- Step 2*** – Studying, reading, or other cognitive activities outside of the classroom to increase tolerance
- Step 3*** – Return to classes part-time, increase academic activities
- Step 4*** – Return to classes full-time, gradually progress to full academic activities and catch up

Pre-participation Physical Examinations

All sport club students are required to submit a pre-participation physical examination annually (PPE). The goal of the PPE is to facilitate and encourage safe participation in sports, not to exclude participants. The PPE screens for conditions that may be life-threatening or disabling with participation in sport or for conditions that may predispose a participant to injury or illness. The physical examination must be completed by an MD, DO PA or NP only. We will not accept physicals completed by family

members regardless of credentials. This examination can be done with your primary care provider at home, with a provider at a local clinic, or with a provider at the Tang Center. Your PPE will be reviewed by the medical team and kept on file in the event where a medical issue arises during participation in sport clubs. In some instances, a follow up may be needed with the sports medicine doctor or your primary care provider to clarify your personal or family medical history, or to have further evaluation prior to full clearance for participation.

If you have a pre-existing condition that may affect your ability to participate in your sport, bring all relevant information to your appointment. Once your examination is completed, the medical office must stamp the Medical Clearance for Sport Form or place your patient sticker on the form and there must be a legible signature. Return both pages the Sport Clubs AT, email it to sportclubsAT@berkeley.edu, fax it to 510-642-0990, or mail it to Sport Clubs AT, 2301 Bancroft Way, Berkeley, CA 94720. If there is no stamp or sticker AND signature, the clearance form is invalid and will not be accepted.

Concussion Baseline Protocols

All participants must complete the UCOP concussion safety education training module and quiz annually. Additionally, all participants in high-risk sports must also complete both the cognitive ImPact baseline test and the physical bTraks balance test once before participation. Those who sustained a head injury in the previous academic year must retake both baseline tests. High risk sports: Boxing, Cycling, Equestrian, Gymnastics, Hockey, Hurling, Lacrosse, Rugby, Sailing, Soccer, Triathlon, Ultimate Frisbee, and Water Polo. Any participants that do not complete these requirements by the deadline assigned to the team will not be eligible to participate, travel with the team, or have access to the AT.

Event coverage

The Cal Sport Clubs AT will be at collision sport contact practices throughout the year. Other teams can request AT presence at specific practices and/or designated office hours pre- and post-competition. Fall game coverage includes Ice Hockey. Spring game coverage includes Ice Hockey, Lacrosse, and Rugby. Off-season events will be covered as requested. Coverage for events that generate revenue or the NGB does not require medical coverage will be paid for by the team. Requests to have AT coverage must be submitted in a Special Event Form.

12.1 Concussion

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, 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 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

If a student has sustained a head injury **or** is exhibiting signs and/or symptoms consistent with a concussion, remove the individual from practice/competition as soon as possible. Each concussion is different and must be diagnosed and treated on a case-by-case basis. Once diagnosed, they will be prohibited from participating in any physical activity. The student will be prohibited from play is based on the length and duration of concussive symptoms.

The brain needs time to heal. A repeat concussion is more likely with return to play before symptoms resolve. 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 students from returning to sports too soon after a concussion can lower the risk of Second Impact Syndrome. The student must not take any

NSAID or blood-thinning medications unless allowed by a medical provider. Taking medication can mask symptoms that may indicate potentially life-threatening complications from sustaining head trauma.

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

- Remove the student from play. They are done with activity for the day
- Have the student see a 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.
- Keep the student out of play until the student has documented clearance from a licensed physician and the athletic trainer.
- Fill out an Accident Report to give to the AT and have the student schedule an appointment.

The student must visit a physician twice, for a concussion diagnosis **and** for full clearance to participate in sport. Sometimes, additional appointments with the physician are required. The student must provide a copy of this written clearance. In addition to physician visits, the student must complete the return to play protocol with either the AT or an outside medical group and provide proof of completion.

A student who has suffered more than two concussions in an academic year must inform us.

Graduated Return to Play Protocol

Once the student has been asymptomatic for 24 hours and has returned to classes, the student will begin the following under the supervision of the AT. The student needs to check in every day and complete a post-concussion symptom scale. *There is a specific protocol for each sport. The baseline tests must be considered acceptable before Step 5. Progression is determined by improvement in symptoms after 24 hours at any stage.

Step 1 – Rest from physical activity

Step 2 – Light aerobic exercise only (continuous for 15-20 minutes) keeping the heart rate below 70% of the maximum heart rate

Step 3 – Increase in physical activity, introduce sport specific activities

Step 4 – Non contact training drills, may start progressive resistance training, no impact

Step 5 – Introduce contact practice following medical clearance

Step 6 – Full contact, participate in all activities, game play

* If any symptoms worsen at any point, the student must take a 24 hour rest day. After the student has been improving for 24 hours, they may resume progression at the previous stage.*

12.2 Insurance and the Tang Center

While appointments with the AT are of no cost to the student, the AT may refer the student to seek additional medical attention. The student is responsible for all billing related to such services.

Insurance

All registered students at the University of California are required to meet the university's health insurance mandate. All participants must have their own health insurance to participate in sport clubs programs. Registered UC Berkeley undergraduate students are automatically enrolled in the UC Berkeley Student Health Insurance Plan (SHIP) as a way to meet this mandate. Waiving SHIP will result in higher co-payments when going to the student health center.

Outside of Sports

All inquiries about services (i.e. nutrition, mental health, resources for feeling safe, family planning) provided through 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. All students can access the Tang Center, whether they have SHIP or not. Sport club participants who are not students

Tang Urgent Care and Emergency Rooms

Go on the UHS website to see “Urgent Care Hours” and “Local Emergency Rooms and Urgent Care Centers” 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.

13. Risk Management & Emergency Action Plan

The University of California, Berkeley and Cal Sport Clubs disclaim all liability for loss, injury or other damage arising out of participation in recreational sports.

Risk Management Policy

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 students have an annual physical examination to determine participation status. The sport clubs program requires completion of an annual health history form and a one-time physical examination. Each new sport club student has a two-week grace period where they can take part in team activity under the signed Try-Out Waiver. After the grace period, the student must be on the team roster and registered online to continue participation. The Cal Sport Clubs sports medicine team reserves the right to disallow participation to any student we deem medically unfit to participate regardless of private physician approval or recommendation.

Safety Officers

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 student as Safety Officer to be present during any and all club sanctioned activity. These individuals are responsible for recording any injury that receives medical attention and submitting the Accident Report form to the AT within 24 hours of the injury. Students reported to have sustained a head injury need to be evaluated by a physician as soon as possible after injury. Clubs failing to record and submit accident reports will face penalties.

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, all persons must leave the field and seek safe shelter. If there is no nearby shelter, individuals should crouch into a ball and hug their knees to minimize surface area. Allow 30 minutes to pass after the last sound of thunder before resuming athletic activity.

Exertional Heat Illness

If practicing or competing in very 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. Signs and symptoms of heat illnesses include, but are not limited to cool, moist, paler skin; headache; dizziness; weakness; nausea; excessive sweating, 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 the emergency action plan. These require an Accident Report and a follow up.

Cal Sport Clubs Emergency Action 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 Sport Club staff immediately. If competition/practice is being held in a Recreational Sports supervised building, notify the building staff. **University staff are not allowed to transport students.

Sport Clubs Emergency Contact Information Please call in the following order

Camille Lu *Sport Clubs Athletic Trainer* *510-502-6381 (c)*
Katie Carlson *Sport Clubs Director* *510-325-9890 (c)*

When calling UCPD or 911, remain calm and follow this procedure:

- Stay with the injured participant
- 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 the ambulance

In the event of a life-threatening incident, immediately assist UCPD/Rec Staff in obtaining witness accounts. Do not leave the scene until UCPD or professional staff has indicated you can do so. The safety officer is responsible for completing the accident report and submitting it to the AT within 24 hours of the incident. If media is present: *never talk to the media. Direct all questions to full-time, professional Recreation staff.*

List of Local Emergency and Urgent Care Centers - as of July 2019

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, call ahead to verify 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, except for Kaiser)

* Fees for emergency room visits may be higher than urgent care center visits.

Name	Location	Hours
<u>Alta Bates</u> Emergency Department (510) 204-4444	2450 Ashby Ave (@ Colby Street) Berkeley	Open 24 hours
<u>Summit Hospital</u> Emergency Department (510) 869-6600	350 Hawthorne Ave (34th & Webster) Oakland	Open 24 hours
<u>Kaiser Oakland Medical Center</u> Emergency Department (510) 752-1130	3600 Broadway (Piedmont Ave & W MacArthur) Oakland	Open 24 hours *out of SHIP network

Non-Emergency Urgent Care Centers (\$50 co-pay with SHIP) within 10 miles of campus

Name	Location	Hours
<u>Tang Center Urgent Care</u> (510) 642-2000	2222 Bancroft Way Berkeley	Monday-Friday 8 am – 5:30 pm Saturday 9 am – 4:30 pm Sunday 11 am – 2:30 pm

Name	Location	Hours
<u>Carbon Health</u> Phone: (510) 686-3621 https://carbonhealth.com/berkeley	2920 Telegraph Ave Berkeley	Monday-Sunday 10 am – 8 pm
<u>Instant Urgent Care</u> Phone: (510) 495-0772 https://instantuc.com/berkeley-urgent-care/	3095 Telegraph Avenue Berkeley	Monday-Friday 10 am – 8 pm Saturday 10 am – 6 pm Sunday closed
<u>John Muir Outpatient Center</u> Phone: (510) 985-5100 Schedule online for same day	3100 San Pablo Avenue Berkeley	Monday-Friday 8 am – 8 pm Saturday-Sunday 8 am – 2 pm Holidays 9 am – 3 pm
<u>Kaiser Urgent Care – Adult</u> Phone: 510-752-1190	3701 Broadway, 4th Floor Oakland	Monday-Friday 5:30 pm – 7 pm Saturday-Sunday 9 am – 5 pm *out of SHIP network

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.