

**CHRISTOPHER NEWPORT UNIVERSITY  
OFFICE OF RECREATIONAL SERVICES (CNUREC)**



**- SPORT CLUB HANDBOOK -**

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### **IMPORTANT CONTACTS**

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## **SECTION 1: PHILOSOPHY OF THE SPORT CLUB PROGRAM**

Sport clubs are registered student organizations designed to bring together students with similar sporting, recreation interests. The sport clubs program can offer a wide variety of sporting activities, including team sports and individual sports. Previous experience is not a prerequisite for membership. Sport clubs are competitive in nature. Sport clubs can be open to all skill levels. The Office of Recreational Services does not charge a fee for students to play on a sport club. However, individual clubs charge dues for their members.

Unlike collegiate athletic teams (i.e. NCAA), sport clubs are run for students by students, but should use the assistance of coaches and faculty advisors. Clubs must not discriminate from allowing members on their team. In certain clubs there may be limitations on how many team members can attend an event or tournament. To allow for maximum participation, many clubs offer different levels of competition, such as an “A Team” and a “B Team”.

### **1.1) Principles of the Sport Club Program**

Sport clubs operate out of the following principles:

1. They must be student initiated.
2. They must be student operated and managed.
3. They must be student maintained for the future.
4. They must actively work to provide funding for their activities.

### **1.2) Classification as a Sport Club**

Sport clubs at Christopher Newport University must meet the following criteria for representation within the Office of Recreational Services.

1. New sport clubs may not duplicate existing sport clubs.
2. New clubs go through a probationary period of one year without any funding.
3. Sport clubs must be competitive activities that are athletic or recreational in nature.
4. Sport clubs should administer a training program for future club officers.
5. Sport clubs that have a national governing body must be a member and be able to provide proof of that membership.
6. Sport clubs must schedule intercollegiate competition
7. Clubs must demonstrate consistency and progression by maintaining a Tier 2 status after their first year of existence.
8. Clubs must maintain at least 10 active members.
9. Clubs will be organized into one of three tiers, based on their competitiveness, strength of leadership, and reputation as seen by the Director of Recreational Services.

## **SECTION 2: OBJECTIVE OF THE SPORT CLUB PROGRAM HANDBOOK**

The Sport Club Handbook is intended to assist and guide sport club officers, sport club participants and the sport club council. All documents and forms relating to the sport club program are available on-line at the Office of Recreational Services website: [recreation.cnu.edu](http://recreation.cnu.edu), click on Sport Clubs.

**In addition to this manual, the *CNU Student Handbook* and the *Student Organization Handbook* act as comprehensive guides to the rights afforded to student organizations. Clubs should be aware that there are several University policies that their club must abide by that are either mentioned in the Student Handbook, Section IV or are available from the individual offices that the club may work with such as the Office of Student Activities, the David Student Union, the Scheduling Office, Parking and Transportation Services and IT Services.**

**Clubs are expected to become knowledgeable of all University policies that affect them, not just those mandated by the Office of Recreational Services. Reading through the Student Handbook, policies relating to the David Student Union, The Freeman Center, IT Services, the Scheduling Office, Parking and Transportation Services, Dining and Catering Services will also help prevent the club from erroneous behavior.**

### **SECTION 3: CLUB AND PARTICIPANT RESPONSIBILITIES, ELIGIBILITY, AND CONDUCT**

**3.1)** Sport clubs are open to all currently-enrolled CNU students, regardless of the number of credits being taken. Individual club constitutions and/or National Governing body regulations may take precedent regarding credit hours.

**3.2)** Teams that need to verify enrollment status, grades and grade classification must grant University officials or outside agencies access to these private student accounts. Each club whose league requires this information must have their members sign a **Release of Information Form**.

Clubs requiring official transcripts to be mailed to their governing body or copies of transcripts for club records need to let the Director of Recreational Services know of this before hand. Clubs are not to initiate this process with the Registrar.

**All academic verification paperwork must be requested at least 10 days before it is required.**

**3.3)** Faculty and staff may participate on a sport club during practices but not during competition. Individual club constitutions and/or National Governing body regulations may take precedent regarding faculty/staff participation during practices and games.

**3.4) Participant Conduct:** Sport clubs function as part of the Christopher Newport University campus community and represent the University as they travel throughout the state or nationwide. The club and its members are solely responsible for their actions on campus and during travel and must abide by certain policies to ensure that they are following University protocol. Students are advised to use sound judgment in areas that affect the club, such as: travel, transportation, lodging, sportsmanship, recruitment and team cohesion.

The parameters of acceptable behavior have been established by the Office of Recreational Services, Christopher Newport University and the governing bodies of each individual sport. Club presidents, along with coaches, need to be aware of these expectations and ensure that their members adhere to all policies and procedures.

Club members are accountable for all policies and procedures outlined in the sport club manual. It is the student's responsibility to obtain copies of these documents and utilize them. There are no excuses for not observing policies and procedures. Clubs or individual members who fail to conduct themselves in an appropriate manner will be sanctioned. All cases of discipline will first be reviewed by the Director of Recreational Services to determine appropriate actions. For disciplinary issues during games or practices on campus, suspensions from the facilities used (such as The Freeman Center) may also occur. The council will render a decision on that member's case. Extremely severe infractions will be referred to the Center for Honor Enrichment and Community Standards.

In cases where a club does not have allocated funds and fails to attend mandatory sessions or abide by specific policies, the Office of Recreational Services has the right to suspend that clubs practices and/or remove them from the sport club program. A club may also be moved down a level of tier status. In the case of a tier 1 team, the program will be suspended immediately. Consequently, they are held to a high level of conduct both as collective organizations and as individuals.

Failure for clubs to conduct themselves in an appropriate manner may result in a loss of fundraising or status.

#### **3.5) Hazing: Read University Handbook section IV-IX**

Any club found in violation of hazing will be suspended immediately and members will face further sanctions deemed necessary from the university

### **SECTION 4: TIER SYSTEM**

The CNU Sport Club program's three-tier system is to provide recognition for meeting administrative and fiscal management policies and procedures. This system has been developed to ensure equity in the management of all club aspects. Tiers focus on a club's level of competition, longevity and level of involvement. At each level, the sport club team will be expected to read, understand and adhere to all policies and procedures set forth in the Sport Club Handbook. Any team that fails to meet the expectations of participating in the Sport Club program will be put down a tier or become

inactive. This will result in a loss of funding and/or your status as a recognized Sport Club. **Additionally, no sport club or recreational club is guaranteed a space to practice on campus.**

### **Tier 3 – Highly Competitive**

A club that reaches this level has a strong club leadership base, a solid reputation, completes required paperwork in a timely fashion, and is in constant contact with the Rec Services Office. These teams are seen as models for the entire Sport Club Council as they have built upon the 2 previous tiers and are continuing to improve.

- The club will receive maximum funding possible.
- The team must have the ability to qualify for a National Championship or other post-season competition.

### **Tier 2 – Active**

Clubs that are considered Active have demonstrated a solid base for the club, are organized and have shown evidence of effective leadership.

- The club will receive some funding.

#### **General Criteria:**

- Continue following criteria from Tier 3
- Demonstrate strong club leadership with evidence of smooth transition of officers
- All paperwork and obligations being met by club
- Fundraising efforts to increase budget
- Continue to increase membership and competitions
- Team has a representative at all club council meetings.

### **Tier 1 – Conditional**

This level is designed for clubs in their infancy as a Sport Club. They will have a maximum of one year to demonstrate club consistency. After the one year, the club will be able to move onto the next level if all expectations are met.

- There will be no financial assistance, yet a team is able to submit the “special funds request” to apply for \$200 grant for any post-season competition, but is based on availability. These will be approved by the Director of Recreational Services.
- A team representative must attend all sport club council meetings.

### **Recreational Clubs**

- These clubs do not receive ANY funding, however, may apply for \$200 grant for any post-season competitions, but is based on availability.

#### **General Criteria:**

- Provide evidence of stable club leadership that will continue past one year
- Ability to operate as a completely self-supporting organization
- Potential for growth of club for membership and competition
- Prove financial commitment from membership and fundraising activities
- Team Binder: Each team should create/maintain 2 team binders. Copies of forms should be given to Rec Services office. The binder should contain information about competitions, directions, officers, rosters, contact info for leagues, officials, financial info, etc.

## **SECTION 5: ANNUAL REGISTRATION (FALL TRAINING)**

Sport clubs must complete the registration process every year. All clubs must attend the **mandatory** fall training and have their annual paperwork submitted by the first Club Council Meeting.

The following forms must be turned into the Dir. of Recreational Services as one packet, not separately:

1. **Team Roster Form**
  - a. No participant can compete on a sport club without signing the roster form.
2. **Waiver /Emergency Contact Form** for all members

3. **Advisor Contract**
4. **Coaches Agreement** (if applicable)
5. **Officer Information Form**
6. **Competition schedule**
7. Copies of each club officer's **CPR/First Aid/AED certifications** (extensions will be granted for club officers if there are no classes scheduled at The Freeman Center within the first 30 days of the fall semester).
  - a. Clubs should have at least one certified member present at all events, including practices.
8. Copies of each coaches **CPR/First Aid/AED certifications** (extensions will be granted for coaches if they have not been hired).
9. **Locations of practice field/court (if off-campus)**. This should include address and contact information of the facility. A printed out description from the facility website or a typed-up description will suffice. **NOTE: Clubs ARE NOT guaranteed a spot to practice on-campus and clubs should seek other possibilities off-campus.**
10. **Location of facility for "home" games (if off campus)**. This should include address and contact information of the facility. A printed out description from the facility website or a typed-up description will suffice.
11. **Social Networking & Websites Agreement**

## **SECTION 6: STARTING A SPORT CLUB**

**6.1)** Students interested in forming a Sport Club may submit a request once during the academic year. The application period is: September 1<sup>st</sup> – September 15<sup>th</sup>, all applications received after this date will be considered for the next academic year. Packets **must** be turned in complete!

**6.2)** The Club Application Packet can be found online at: <http://www.cnu.edu/recreation/sportclubs/resources/index.asp>

**6.3)** New Clubs would start out in Tier 1 (noted in Section 3) receiving no funding from the University. **No Clubs will form that is currently offered as an intramural sport and DOES NOT fill leagues.** This must first happen before a club is formed.

**6.4)** No club is guaranteed space on-campus for practice, due to limited facilities. Off-campus practice facilities must be arranged.

## **SECTION 7: CLUB POINT SYSTEM**

**7.1)** Clubs receive points in the following categories, which help determine state funds clubs may receive, in addition to reviewing the clubs income they've provide throughout the year: **Paperwork, Competitions, Fundraisers, Co-sponsoring events, CNU Events, Fall Training, Community Service and Club Council.**

**7.2)** Points are listed below for each category:

- **Submitting important paperwork on-time (i.e. annual registration information (noted in Section 5), budget proposals, and travel priors) + 1 point per occurrence**
- **Competitions + 2 points per occurrence**
- **Fundraisers + 3 points per occurrence**
- **Co-sponsor events + 3 points per occurrence**
- **CNU Events (such as move-in day, club fair, open rec night, etc.) + 4 points per occurrence**
- **Fall Training attendance + 5 points**
- **Community Service projects + 5 points per occurrence (includes Service day and canned food drive)**
- **Club Council + 5 points per occurrence**

**7.3)** Clubs who sign-up for an event and do not show will **receive negative points** for what the category is worth, and if a club misses a MANDATORY event they will **receive negative points** for that category as well! Additionally, other sanctions may be imposed upon a club dependent on the event and the discretion of the Director of Recreational Services and the Assistant Director of Athletics for Program Support.

## SECTION 8: SPORT CLUB COUNCIL

**8.1)** Sport Club Council is MANDATORY for all competitive clubs. At least one representative must be present from each club. It should be the same representative each month

**8.2)** Club Council is conducted the first Monday of the month (unless otherwise noted) and the monthly report form, along with any post-event (if applicable) forms must be submitted.

**8.3)** Club Council allows club to share past involvement on campus, competitions results and ask questions. Additionally, officers will hear speakers, about upcoming events, or any new or revised policies in the program.

## SECTION 9: TEAM OFFICERS

**9.1) Club Officers:** Each club should have a leadership structure that divides responsibilities.

**9.2) Officer Elections:** Frequency of officer elections is dependent on each club's constitution. Elections generally are held each school year at the end of spring semester. It is strongly suggested that each club elect a president, vice president, secretary, treasurer and safety officer (see Section 8.5)

**9.3) Training of Future Officers:** It is suggested that sport clubs continually work to train new officers. Sport clubs are responsible for filling the void of departing club officers with individuals who are competent and can handle the requirements of the position. The overall success of the club depends on ongoing student to student education. Training of new officers will provide stability for the club and a better standing with The Office of Recreational Services.

**9.4) Requirements of current club officers:**

- Notify the Director as soon as possible of a change in leadership.
- An updated **Officer Information Form** must be submitted annually and as leadership changes. It is recommended that each club have provisions in the constitution for replacement of officers who are unable to serve due to personal situations, school requirements or other circumstances that may arise during their term.
- Ensure a member of the club attend Club Council monthly
- Submit all forms as outlined in Fall Training throughout the semester.
- Give summer contact info for officers to the Director of Recreational Services prior to the conclusion of school.

**9.5) It is recommended that each club appoint a minimum of one Safety Officer. This individual is responsible for the following:**

- **Attending all practices**
- **Have first aid kit in their possession at practices and games.**
- **First responder to accidents, in the event of a serious injury on-campus contact CNUPD (594-7777), if off-campus contact 911.**

## SECTION 10: FACULTY/STAFF ADVISORS & COACHES

**10.1) Faculty/Staff Advisors:** Each sport club must have a faculty or staff advisor. Competent advisors lend their experience and expertise to help each club mature and reach its full potential. Clubs should utilize the advisors standing within the University and use the connections as a way to build a stronger relationship with the University. The advisor should:

- Offer guidance and support rather than interfere with the student decision-making process
- Be consulted as one part of the decision-making process on a regular basis and should be aware of obvious concerns expressed by members in the club.
- Be informed of all communication and regularly invited to practices, games, and business meetings.
- Not be full-time coaches or instructors to make a contribution to the club.
- Be aware of their responsibility before committing to the club.

**10.2)** Each advisor will be required to sign an **Advisor Contract** stating they are aware of the role and accept the position. In addition:

- Faculty advisors must be a full time employee of the University.



- Graduate Assistants are not eligible to serve as advisors.

**10.3) Coaches:** Sport clubs are permitted to have coaches. Prospective coaches should have the experience necessary to effectively teach and instruct club members in their respective sport. Prospective coaches should have the ability to prepare and lead the club during competition. Faculty advisors with this experience may duplicate their role as coach. In addition, coaches may be paid at the discretion of the club.

**10.4) If selecting someone other than your faculty advisor as a head coach, the club must take the following steps:**

- 1.) The prospective head coach should submit a **letter of interest and a resume** highlighting their applicable experience to the Director of Recreational Services.
- 2.) The prospective coach must meet with the Director of Recreational Services and clubs should not commit to a coach until they've done this. Upon approval, the coach (paid or volunteer) will be required to sign a **contract** with Christopher Newport University.
- 3.) If being paid, the coach will be required to go through the necessary paperwork as required by Christopher Newport University to get on payroll.
- 4.) Upon approval, a **photo copy of the coach's driver's license** will be made and kept on file.

### **SECTION 11: TEAM BINDERS**

**11.1)** All clubs are recommended to have at least one team binder with important club information included.

**11.2)** Clubs may print forms offline and/or pick them up in the CNURec office.

**11.3)** Items that should be in the Team Binder are noted online.

### **SECTION 12: RESERVING SPACE**

**12.1)** All on-campus meeting rooms must be reserved online through the scheduling office <http://vems.cnu.edu/VirtualEMS>  
**Visit [HERE](#) to view the full instructions.**

**12.2)** Only two members per club (President and another designated individual) may have access to the online system. Names are given to Student Activities, as well as the Scheduling office. **These names MUST be given prior to being allowed to reserve. An account must be set-up.**

**12.3)** Weekly meeting requests must be submitted no later than 72 hours prior to the event. Larger events require a minimum of 30 days prior to the event.

**12.4)** Reservation requests are only confirmed once your group receives a confirmation email from the scheduling office.

**12.5)** To reserve James River Turf, Freeman Auxiliary Gym or Field House or Tennis Courts for practices, the facility request form must be completed and submitted to Director of Recreational Services. **Note: James River Field MAY NOT be requested as a "formal practice" space.**

### **SECTION 13: PRACTICES & COMPETITIONS**

**13.1) If hosting a home event, please follow these steps to get your club's event approved:**

1. For all home games on campus, clubs must submit a **Special Event Planning Packet** to the Director of Recreational Services at least (14) days prior the event. Events will not be approved if this time limit is not met and matches and events will be cancelled or forfeited.
2. Make an appointment with the Director of Recreational Services to go over your **Special Event Planning Packet**.
3. After this meeting, the Director of Recreational Services and other professionals in the Department of Athletics will use the information in the packet to coordinate dates, times and facility set-up. Modifications may be made and the club will be notified of these if they occur.
4. Stay in constant communication with the Director of Recreational Services throughout the planning, implementation, and evaluation phases.

5. Once the event date and time have been finalized the club will be issued a copy of the approved **Special Event Planning Packet** that may include changes.

**13.2) Day of the Event:** It is the responsibility of club for setting up and breaking down the event, or notifying the correct facility for set-up assistance. The club is also responsible for actions during the event

**13.3) On-Campus Athletic Facility Reservations:** Reservations for practice times, special events and tournaments in Athletic facilities on campus are determined by Department of Athletics. Outside organizations, special events and other non-sport clubs on campus may request space in which sport clubs will need to compete with for adequate time and space. This means that a continual week to week schedule may not be possible.

On campus athletic and recreational facilities that clubs may use include:

- The Freeman Center
- James River Turf Field
- Tennis courts

**13.4) Teams must fill out the “Facility Request” form in and submit to Director for approval.**

**13.5)** If practice should be canceled for any reason, a club officer must contact the same professional they made the reservation with as soon as possible. If the club is negligent by either not using their practice time or canceling too many practices, their usage will be suspended. Clubs should post practice times on their website.

**13.6)** Clubs should submit their game schedules to the Director by the 1<sup>st</sup> Club Council meeting of the semester.

**13.7) Off-Campus Reservations:** Clubs are responsible for booking and reserving off-campus facility space. Do not enter into any contract with an outside venue until you have spoken with the Director Recreational Services.

## **SECTION 14: BUDGETS**

**14.1) All clubs (unless a first year group) have three financial accounts (state, local and foundation). Financial information will only be released to officers listed on the Officer Information Form. **NO CLUB IS GUARANTEED A PARTICULAR SUM OF MONEY.****

**14.2) State Account:** funds allocated to clubs annually are based on available funds, their Tier within the department, and their overall involvement within the program (see Section 7 for point system). No club is guaranteed a certain amount. This money **does not roll over** from year to year and should be spent first in regards to purchasing. Any purchases from this account must follow the SWAM (Small, Women & Minority owned businesses) and eVA (electronic Virginia) requirements (see Section 16.3). The deadline to use this money is **two weeks prior to the last day of spring classes** to ensure all packages are received and retrieved by the clubs before summer break.

**14.3)** Clubs submit budget proposals during the month of April, which are reviewed during the summer months and clubs will be notified of any allocation they receive at the Fall Training.

**14.4) Local & Foundation Account:** funds accumulated by the club from dues, fundraising or sponsorships are deposited into the local account. Any funds received from outside sources not tied to any goods or services will be deposited into the clubs foundation account. These monies **DO roll over** from year to year.

**14.5) Special Funds Request:** Special funding of \$200 can be awarded for clubs to use on tournament entry fees, travel to events, or to host an on campus event. The funding will help support the club to progress for the future, and to promote CNU and the club. Clubs will be required to submit a **Special Funds Request Form** (which can be found online) to the Director of Recreational Services to determine whether to grant the funding. Clubs may attach any flyers or other documents that will support their request. There is no guarantee the funding will be awarded.

**14.6) Tracking your Budget:** It is the responsibility of the club to ensure that all activity regarding your club’s money is documented and kept on file. Using a *Microsoft Excel* spreadsheet or other computer program can help to develop an accurate record of budget activity. The Department of Athletics will inform the club if they are near their spending limit for the entire year but ultimately the club should be responsible for each and every action that affects their account status.

**14.7) Making a Deposit:** In order to deposit money into the LOCAL sport club account a **Deposit Form** must accompany each deposit and include detailed information regarding the source of revenue. It is also very important that all checks have

the student ID number noted, as well as the club name. Checks missing this information will not be accepted. **Deposits can be made directly to the Business Manager at any time and are reconciled on a weekly basis. In addition:**

- All checks should be made payable to Christopher Newport University or CNU \_club name\_\_\_\_\_.
- 14 day deadline on ALL checks needed to be deposited (dues, donations, etc.) – If beyond this date, the club must return the check to the payee for a NEW check to be reissued.
- All monies earned by or collected by organizations must be deposited by the **next business day following receipt**. Clubs failing to do so take the risk of the funds no longer being available in the account, and any returned checks assess a \$25.00 fee which will be taken out of the clubs account.

### **SECTION 15: TRAVEL POLICIES**

**15.1)** Sport clubs compete against outside competition and to do so, travel may be required. However, clubs should set realistic goals in regards to travel. Clubs should never schedule outside competition when they are financially unable to accommodate items such as: vehicle rental, lodging and fuel. Travel requires effort on the part of the club to fundraise accordingly and use allocations from the University wisely. In addition, clubs traveling must follow the following policies:

- Clubs are allowed to travel to any destination in the continental United States regardless of distance. Due to budget restrictions, clubs should try to schedule competition as close to home as possible.
- Clubs are allowed to use personal vehicles for travel to any sport club event within a 50 mile radius of the CNU campus (to calculate this distance, the CNU campus address must be used and is: 1 University Place, Newport News, VA 23606).
- For travel outside of a 50 mile radius from CNU, it's suggested for clubs to use a University vehicle. The club is responsible for reserving the vehicle and paying for the vehicle rental through Parking and Transportation Services.
- Clubs will be required to mark down the TOTAL amount in gas receipts for any away games that a CNU or Enterprise van is used and for which a gas car was issued for club use. This amount should not only be recorded by the club, but also this info must be forwarded to the Director of Recreational Services NO LATER THAN 48 HOURS UPON RETURNING TO CAMPUS.

**15.2) Clubs must submit a Travel Prior at least 10 days prior to their travel with an attached roster.** Clubs may create a "blanket prior" noting all their competitions for the season; however, should notify the Business Manager of a revised roster list, if needed.

**15.3) Directions to all events should also be attached, this is done to verify mileage.**

**15.4)** If staying overnight, clubs must have a coach traveling with them, details and contact information (i.e. address, phone, name of the parent's or family members the club may be staying with or of the hotel) of the lodging must be attached. Directions should also include these lodging locations.

- The Director of Recreational Services will discuss each travel situation with the club and approve/disapprove the travel. Decisions regarding travel are made on a case by case basis.
- Clubs must travel using University transportation for all contests outside a 50 mile radius of campus. Clubs must obtain the **Van Request Form** from the Director in order to reserve transportation. This form must then be submitted to Parking & Transportation after the Director has signed off on the form. **Note: If there are no vehicles available in the University pool, Parking & Transportation Services will arrange for a vehicle from Enterprise on the club's behalf. Clubs will not need to go to Enterprise to pick up the vehicle. The vehicle will be brought to campus.**
- Any members who will be driving University vehicles must have a "Driver Screening" on file with Parking & Transportation.
- **Members must be 20 years old to drive University vehicles and 21 years old to drive Enterprise vehicles.**

### **SECTION 16: PURCHASING, CONTRACTS, SWAM/eVA, & REIMBURSEMENT POLICIES**

**16.1)** Any club wishing to purchase items, pay registration fees, facility fees, etc. must submit an **Athletic Requisition Form** (invoices may be attached to this form). **Note:** food and drink cannot be purchased out of the "State Account"

**16.2)** The purchasing process can take a lengthy amount of time and clubs should not wait until the last minute for immediate needs.

**16.3) SWAM & eVA:** Small, Women, and Minority owned businesses and Electronic Virginia are the two types of certifications vendors must have in order to purchase from them with your “State Account.” Should a club want to purchase items from a non-SWAM or eVA vendor, you must use your “Local Account”

**16.4) Ways to Purchase:**

- Clubs may purchase items on their own and be reimbursed for them out of the “Local Account” (assuming that they have money in the account).
- Clubs may purchase through a vendor directly from the “Local” or “State” accounts. The club is expected to do research to find SWAM/eVA vendors if using “State.” Any equipment purchased can be picked up in the Athletic Workroom (2<sup>nd</sup> floor, Freeman Center.)

**16.5) Reimbursements for Items Purchased (non-travel):** In order to be reimbursed for an approved club purchase (non-travel related), a **Non-Travel Reimbursement Form** must be completed and the original receipts should be attached to the form. A club officer must sign the form before it can be submitted. An officer cannot authorize a reimbursement to him or herself. A signature of a second club officer is required to process the reimbursement request. All receipts must accompany the form.

**16.6) Reimbursements for Travel:** In order to be reimbursed for a travel related expense, a **Travel Reimbursement Form** must be completed and the original receipts should be attached to the form. A club officer must sign the form before it can be submitted. An officer cannot authorize a reimbursement to him or herself. A signature of a second club officer is required to process the reimbursement request. All receipts must accompany the form matching the dates that was submitted on the Travel Prior. **Upon returning from your trip, you must turn in all receipts, and the hotel receipt must be itemized and show a zero balance.**

**16.7) Paying Coaches (Non-volunteer coaches):** After your coach is hired they will go to the Administrative Assistant in the Department of Athletics to get on payroll. The Director of Recreational Services will initiate this process when the hiring process is complete. Coaches will be paid on direct deposit by the University.

**16.8) Paying Referees:** Submit all referee prices and forms to the Director of Recreational Services. However, it may take up to 30 days for an official to be paid and cash payment on site is not an option. Referees will be issued a check by the University.

**16.9) Paying for Food:** Clubs cannot use “state” money to pay for food. If your club wishes to pay for food for trips, events, etc. you should plan on paying out-of-pocket.

**16.10) Contracts:**

- Students are not authorized to enter into contractual agreements with an outside party on behalf of a recognized student Organization or the University.
- If a contract is required by a club, it must first be reviewed and processed through the Office of Recreational Services. All contracts should be brought to the attention of the Director of Recreational Services. The University cannot act as a legal resource in this manner. Students that enter into contractual agreements without going through the Office of Recreational Services are solely responsible any obligations and liabilities.

**16.10) Address:** For any order that the club may initiate to obtain an invoice, the address that should be provided to the vendor is listed below. **DO NOT** give them your on or off-campus address or anything other than what’s listed below:

**Christopher Newport University**  
**ATTN: Warehouse/Shanika Ellis**  
**11 Sweetbriar Drive**  
**Newport News, VA 23606**

**SECTION 17: MARKETING & SOCIAL NETWORKING**

**17.1) Flyers/Banners:** Clubs are responsible for the promotion of their organizations. The Office of Recreational Services will include sport clubs in its general marketing plans but will not target promotion of specific clubs. There are several university policies regarding promotion and publications. Clubs should refer to the *Student Handbook* for the Campus Posting Policies and for complete descriptions of lawful marketing on campus.

**17.2)** Clubs may obtain a copier code in order to make several copies of flyers in the Student Activities suite, notify the Director if interested.

**17.2) Website-** Clubs are required to keep an up-to-date website with match, practice and club officer information on it. The *recreation.cnu.edu* website has a portion devoted to sport clubs and will enable each club to link its personal site to the *recreation.cnu.edu* site. Clubs with university or outside website should follow the guidelines set forth by the Office of Communications and Public Relations.

**17.3) Email Addresses:** Clubs with CNU email addresses have their passwords created and reset by the CNURec office. Clubs who want a CNU email address should notify the Director.

**17.4) Campus Video Screen (CVS):** Clubs may submit CVS requests through the Office of Communication & Public Relations. The link to the video request can be found on their department website.

**17.5) Logos and Merchandise approval:** Clubs may use the university logo on uniforms, however, MAY NOT alter the logo in any way (i.e. change colors, distort image, etc.). Any merchandise clubs want to purchase, must be approved by the Director of Recreational Services before being produced.

**17.6) Mass Emails:** Clubs wanting to spread the word about upcoming games or fundraisers, may send the email content to the Director and they will forward the material accordingly.

## **SECTION 18: FUNDRAISING & SPONSORSHIPS**

**18.1) Fundraising:** Clubs must work to fund their own activities. If your club generates revenue through fundraisers or by charging dues, this money MUST be deposited into their “Local Account.” This money WILL roll-over from year to year.

**18.2) Sponsorships:** Clubs are allowed to gain sponsorships and donations from local, regional or even national companies. However, this must be done with the utmost caution as targeting some companies may negatively affect the University. Clubs should never fundraise or solicit sponsorships without the approval of the Director of Recreational Services and/or the Assistant Director of Athletics for Advancement and Communications.

**18.3) Mailings:** If a club should send out mailings to potential sponsors, they must use the below address to businesses:

**Christopher Newport University  
Office of Recreational Services  
ATTN: Club Name  
1 Avenue of the Arts  
Newport News, VA 23606**

### **18.3) Steps to Approval:**

1. Complete the **Sponsorship & Fundraising Form** and submit it to the Director of Recreational Services.
2. The Director will notify the club when the approval/disapproval of the fundraising event or sponsorship is completed
3. Clubs may then solicit sponsorships or continue with their fundraising idea.

**SECTION 19: SPORT CLUB OFFICE – Office of Rec Services no longer has an office for clubs in the DSU. Clubs are able to use the Rec Office, but must first look at the shared Google Calendar.**

## **SECTION 20: CLUB KUDOS**

**20.1) Clubs may submit information and photos from fundraisers, community service, competitions, or any other activity the club participates in, to help showcase their involvement on or off-campus!**

**20.2)** This section of the site will be updated regularly under the “Club Kudos” link of the CNURec website.

**20.3)** All material can be submitted to the Director via email.