VANDERBILT RECREATION & WELLNESS CENTER
CLUB SPORTS

Officer Handbook:
A document inclusive of the Club Sports program’s policies, procedures, and resources.

2016-2017
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DEPARTMENT PHILOSOPHY

Vanderbilt Club Sports is a comprehensive 32-team program that operates within the Vanderbilt Recreation & Wellness Center (VRWC). The mission of the VRWC is to encourage lifelong learning, develop healthy lifestyles, foster leadership and instill an appreciation for diverse communities while enhancing interpersonal relationships. The Club Sports program adheres to the VRWC mission and creates an inclusive environment for its members.

Club sport activity varies depending on the individual club’s constitution and goals. Club sports are both recreational and competitive. Within a club, a member can develop individual skills, compete at the collegiate level, or learn a new sport. There are also student development and leadership opportunities. Through practices, competition, travel, socials, community service and fundraisers, club members establish friendships and skills that develop them physically, socially and intellectually. Participation in the Club Sports program provides many benefits including the opportunity to be part of a community, develop a social network, and take part in personal and professional growth. A successful club sport is led by dependable student officers who motivate their members, meet administrative deadlines, are financially responsible, and promote teamwork.

CLUB SPORTS ADMINISTRATION

Two professional staff, the Associate Director of Risk Management, Club Sports and Aquatics, and the Assistant Director of Club Sports and Aquatics, oversee the Vanderbilt Club Sports program. Both the Associate Director and Assistant Director develop the program’s policies and procedures in addition to conducting training for individual club sports. They interact with coaches, oversee purchases and inventory, manage home events, and coordinate travel. In addition to advising the club sports, both professional staff members monitor participant eligibility and uphold the department’s and program’s safety and risk management requirements.

Inquiries or concerns should be directed to the professional staff whose offices are located on the 2nd level of the VRWC. Typical office hours are between 8am-6pm, Monday through Friday, or by appointment. The success of a club sport and the program as a whole is dependent on open lines of communication between the department, the professional staff, current club officers and prospective members.

Tiffanie Morgan
Associate Director of Risk Management, Club Sports & Aquatics
Tiffanie.morgan@Vanderbilt.edu
Office Phone: 615-322-7354
Office #: 220M

Tiffanie Morgan
Associate Director of Risk Management, Club Sports & Aquatics
Tiffanie.morgan@Vanderbilt.edu
Office Phone: 615-322-7354
Office #: 220M

Jessica Doughtie
Assistant Director of Club Sports & Aquatics
Jessica.doughtie@Vanderbilt.edu
Office Phone: 615-875-7509
Office #: 220E

Assistant Director
• Responsible for the planning, development and organization of the clubs
• Assist with the development and execution of officer training and program evaluation
• Promote club activities and manage event planning/home events
• Responsible for travel policies and procedures
• Oversee club travel and home events
• Maintain travel expenses and update club budgets regularly
• Communicate with club officers daily
• A liaison to the club coaches and advisors

Tiffanie Morgan
Associate Director
• Supervise the overall operations of the Club Sports program
• Develop club training and strategic plan for the club program
• Consulted in all decisions regarding policies, procedures, operations and finances
• Risk management and assessment
• Manage club donations and financial activity
• Support the club program and it’s student organizations at large weekend events
• A liaison to the club coaches and advisors
• Manage equipment purchases, storage & inventory

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PARTICIPATION & MEMBERSHIP

Participation in club sports is open to all full time and part time Vanderbilt students, faculty and staff. Eligibility for competition is based on the regulations of each club’s governing body (if applicable). All club officers, representatives and members are required to abide by the policies, procedures and rules of the State of Tennessee, Vanderbilt University and the Recreation Department.

Card access is required to enter the VRWC. All students, who pay their student fees, obtain free membership into the facility. Faculty or staff will need to obtain a membership to utilize the facility and attend practices. For more information about VRWC membership, please visit the website at http://www.vanderbilt.edu/recreationandwellnesscenter/membership/.

All members (active and prospective) must add their contact information and emergency contact to IMLeagues at http://www.imleagues.com/spa/portal/home and completed the required paperwork (release of liability form, code of conduct and emergency contact information) in order to be listed as a member of a specific club sport. Each member must read and sign a Club Sports release of liability form and the Club Sports code of conduct.

On the IMLeagues website, clock LOGIN or SIGN UP (depending on if you already have an IMLeagues account). You must use your Vanderbilt.edu email address. A step by step breakdown of member additions on IMLeagues is available in this Handbook Appendix.

RELEASE OF LIABILITY FORM

Anyone who practices, travels or is part of a club sport is required to complete a release of liability form. This document informs the participants of the potential dangers associated with participation. This form is required of all active members and interested members, even those who stop by for 1 or 2 practices. Individuals must read and sign the release of liability form prior to participating in any club activity. It is the club officers’ responsibility to enforce the policy. Those clubs found not to be in compliance will be subject to program sanctions.

Release of liability forms must be submitted annually reflecting the existing academic year (typically from August of this year to August of the following year). Participants voluntarily assume all responsibility and risk of loss, damage, illness, and/or injury to person or property associated with participation in VRWC activities. Vanderbilt University’s staff and employees are not responsible for any loss, damage, illness, or injury to person or property arising out of or relating to participation in VRWC activities, including the use of facilities and equipment.
INSURANCE & PHYSICALS
VRWC does not provide medical, health, or other insurance for participants. The University requires that all eligible students be covered by a health insurance plan that is comparable or exceeds Vanderbilt’s Student Injury and Sickness Insurance Plan. All students who wish to waive coverage are required to complete an online waiver form at the beginning of the academic year through the Office of Student Enrollment. Additional team or individual insurance is required by some sports’ governing bodies (ex. USA Rugby requires CIPP insurance for teams and individual members). Vanderbilt University and the VRWC assumes no responsibility for any participant with an existing health condition that makes it advisable for him/her to participate in any given activity.

ANCHOR LINK
Clubs are required to update Anchor Link with the organization’s officer contacts and membership roster. It is imperative that the information on Anchor Link is updated for prospective members to contact the appropriate leaders. Additionally, the Protection of Minors (POM) application is directly tied to a club’s Anchor Link membership roster. If a club indicates they interact with minors, their members will be expected to complete the required student organization training in order to be in compliance with University POM policy. Club sports are required to be registered student organizations through the Dean of Students in order to be recognized within the VRWC Club Sports program.

INTRAMURAL PARTICIPATION
Club Sports members are encouraged to participate in VRWC’s intramural program, however, an intramural team can have no more than 2 club members on their roster for an activity that relates to their club sport. This policy applies to the entire academic calendar, regardless of the club’s active season. The breakdown of intramurals and their related club sports is as follows:

<table>
<thead>
<tr>
<th>Club Sports</th>
<th>Related Intramural Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Field Hockey</td>
<td>Floor Hockey</td>
</tr>
<tr>
<td>Men’s Ice Hockey</td>
<td>Floor Hockey</td>
</tr>
<tr>
<td>Men’s Volleyball</td>
<td>4 person/6 person/Sand Volleyball</td>
</tr>
<tr>
<td>Women’s Volleyball</td>
<td>4 person/6 person/Sand Volleyball</td>
</tr>
<tr>
<td>Men’s Soccer</td>
<td>Indoor/Outdoor Soccer</td>
</tr>
<tr>
<td>Women’s Soccer</td>
<td>Indoor/Outdoor Soccer</td>
</tr>
</tbody>
</table>

New clubs whose activity relates to a current intramural sport will be added to this list. Club officers are responsible for informing all club members of the IM/Club policy. If an intramural team is found to have more than 2 club members, the team will forfeit all games where they were in violation of the policy.

LEADERSHIP OPPORTUNITIES
To be a recognized club sport through the VRWC, the student organization must be established, maintained and developed by volunteer student leaders. Leadership opportunities are available for club members through officer positions. Club officers and contributing members are responsible for writing, editing and upholding their constitution and bylaws. Other responsibilities include determining membership requirements and dues structure, establishing a consensus surrounding level and amount of activity, managing club budgets and fundraising.

At minimum, clubs have a typical structure of a President, Vice President, Treasurer, and Secretary. Other recognized positions may be created within the Club operations.

Clubs may also consider a travel officer, social/fundraising officer, practice/game officer, etc., depending on the activity level of the Club.
President:
- Serve as the liaison between the club and the Club Sports professional staff
- Inform club officers & members of the program’s policies, procedures and resources including the Handbook
- Attend all Club Sport VRWC trainings and meetings or appoint a representative
- Responsible for meeting all administrative requirements and working with the VP and Secretary to adhere to the program’s deadlines (annual report, facility requests etc.)
- Work with the treasurer to maintain a knowledge of the club’s finances and submit the budget request report annually
- Work with other officer on the maintenance and timely replacement of club owned equipment. Inventories items and location of VU and club owned equipment annually.

Vice-President:
- Assist the President to meet Club Sports administrative requirements and deadlines
- Preside in the absence of the President
- Inform club officers & members of the program’s policies, procedures and resources including the Handbook
- Have a comprehensive knowledge of the Handbook and attend club meetings to support the president in his/her responsibilities

Secretary:
- Maintain all club records
- Oversee club communication, marketing and promotions
- May be responsible for apparel or equipment purchases and inventory
- Evaluate the club constitution annually to ensure that the club’s activity mimics language and description

Treasurer:
- Handle all financial actions and maintain club financial records
- Follow the program’s policies in regards to use of pcards, purchase orders, check requests and donations
- Complete the budget request form (annually)
- Utilize eDog access and the individual club budgets to keep track of expenses and income

Safety Risk Officer:
- Be familiar with the promotion of safe club activity and the identification of risk.
- Assure the presence of the properly trained personnel (athletic trainer) at club home events.
- Responsible for enacting the communication action plan in case of an emergency (call VUPD) and enforce the departments’ inclement weather policies (lightning, thunder, tornado etc.)
- It is recommended that clubs that have a physical element in their sport, have at least two active members who are certified in CPR/AED and First Aid. These certified members can provide care during on campus or travel emergencies.
COACHES AND INSTRUCTORS

Obtaining/naming a designated coach is not a requirement of Club Sports. Many Clubs utilize Club Officers in this role and some select a community member with experience in the sport to guide and work with the officers on club development. A club may have a volunteer coach or advisor to assist them with skill development, team competition or strategic planning. It is the responsibility of the club officers to find a coach if the club members decide there is a need. If the coach or instructor is not affiliated with Vanderbilt, he/she is required to obtain a VRWC membership in order to participate in club practices within the rec center.

All coaches and instructors are required to submit a Coaches/Instructor Volunteer agreement and adhere to Protection of Minor requirements (training and background checks), prior to working with a club sport. Coaches and instructors are considered VOLUNTEER and are not considered employees of the University or the VRWC through involvement with a club sport. Clubs can use funding in their center to offset the cost of coach travel expenses (hotel, gas, and food) for club competition, but center funding cannot be used as coaches or instructor salary/payments.

As Club Sports offer students the opportunity for activity and leadership, it is essential non-student coaches recognize the support role of the coach in the context of the student organizations. Volunteer coaches and instructors are required to acknowledge the leadership roles of the student club officers. Administrative requirements (travel forms, annual reports, budget requests, facility reservations etc.) must be completed by the student officers and not the coaches/instructors. Similar to club training at the beginning of each year, there will be a coaches and instructors meeting annually in September. This meeting is an opportunity for the Club Sports professional staff to review the program’s expectations and the coaches/instructors role. Coaches that hold certifications, specific to a sport, are required to provide the Club Sports office with a copy.

Coaches/Instructors are required to:

- Enforce the University code of conduct and the Club Sports code of conduct
- Maintains a safe environment that does not discriminate based on individual differences for all club athletes
- Be involved in the coaching and teaching at practice and competitions
- Act as positive role models for club officers and club members
- Have knowledge of the club sport he/she is involved in, specifically rules, governing body requirements, and sport specific activity/form
- Have experience coaching or instructing college students

Volunteer coaches and instructors may be dismissed from a club by VRWC staff or club sport officers if they:

- Act in an unsafe manner and put club members at risk or in harmful situations
- Overtake club leadership by completing club officer tasks (paperwork, forms, purchasing, scheduling etc.)
- Encourage club members to violate the Club Sports policies and procedures
- Purposely cut communication lines or hide information from the Club Sports professional staff
- Signing agreements on behalf of the club or University (Only the Club Sports office can sign agreements/contracts)
- Violating VRWC and the University’s policy on hazing, sexual misconduct, drug and alcohol use
RECOGNITION REQUIREMENTS

- Have an active recognition as a student organization through the Dean of Students and Anchorlink
- A minimum of 10 interested members, of which at least 2 of these individuals must be willing to serve as club officers
- Submit all appropriate application materials and attend all required meetings as outlined under the Recognition Timeline process
- Potential clubs must be willing to adhere to the VRWC policies/procedures and demonstrate enthusiasm for the department’s mission and core values

Application

Interested clubs can request an electronic application. Requests should be sent to the Club Sports professional staff. The online request for recognition includes: a complete membership roster, a summary of club activity (travel, practices, anticipated competitions), equipment inventory (if applicable), financial need, an account of the organization’s past finances and budgetary needs, governing body information (national and local), safety requirements and risk management.

Recognition Timeline

- September – November – applications for recognition are accepted
- End of November – review of submitted applications
  - If the prospective club does not meet VRWC’s criteria for recognition, acceptance into the Club Sports program will be denied. If the prospective club meets the criteria and aligns with Club Sports standards, the club officers will be contacted to set up an Interest Assessment Meeting.
- Beginning of December – Interest Assessment Meetings with the Club Sports professional staff
  - The Interest Assessment Meeting allows the Club Sports professional staff to gauge the level of interest in the new club, ensure that all members understand Vanderbilt University and VRWC policies, expectations, and requirements. Members listed on the application’s membership roster (minimum of 10), club officers, and the club advisor/coach (if applicable) must be in attendance.
- Following the Interest Assessment Meeting, the Club Sports professional staff will communicate acceptance/denial into the program by the end of the fall semester.

Criteria for Consideration

- Evidence that there is sufficient student interest in the activity.
- Evidence of responsible student leadership (ex. ability to meet deadlines, strong communication skills, etc.).
- A need for recognition, specifically through VRWC, to participate/compete in regional events and leagues.
- Availability of appropriate facilities (on or near campus) for practices and, if applicable, competitions.
- Potential impact (ex. facility use, equipment, personnel, etc.) of the club on VRWC programs and facilities.
- The ability of the club to financially support its activities (ex., availability of adequate revenue sources).
- Where deemed appropriate by VRWC, the existence of a recognized governing body for the sport that has widely accepted and used sport rules (i.e., everyone knows the rules and the same rules are used in all competitions) designed to minimize participant risk.
- The degree of potential risk associated with club activities and the ability of club members to manage that risk in an acceptable manner.
- The degree to which the club’s activities reflect the mission and goals of VRWC and Vanderbilt University.

The above criteria provides a general guide for decision making regarding the recognition of a new club sport. However, the list is not exhaustive, and the VRWC reserves the right to consider other relevant factors and to deny recognition to any club if, in the judgment of the VRWC, the club’s activities present an unacceptable risk to students or recognition is not otherwise in the best interest of the VRWC and/or the University. Additionally, the VRWC reserves the right to not accept clubs into the Sport Clubs program depending on available resources (facility space and funding).
CLUB STATUS

In addition to adhering to the Club Sports program’s policies and procedures, it is required that each club maintain a minimum of 10 active members on their annual roster. Club activity occurs during the fall and spring semesters, though a handful of clubs practice during the summer and winter sessions. Individual club seasons can vary based on the sport and the governing body. Clubs that are only active during one semester, are still required to attend training and meet administrative deadlines during their off season semester in order to maintain recognition within the Club Sports program.

Active
Active clubs are in good standing with the Club Sports program and the VRWC. Active clubs adhere to all program guidelines. These clubs maintain a roster 10 members (minimum), with no more than 25% consisting of faculty and staff.

Provisional
Individuals wishing to form a club within the Club Sports program are required to adhere to the recognition timeline listed on the following pages. All clubs new to the program will have provisional status for one semester. Provisional clubs will not receive funding from the department and are expected to operate through club dues and fundraising initiatives. Practice allocations will be provided based on availability. Clubs may move from provisional status to active status after one semester, pending all required meetings are attended, essential paperwork is submitted by the designated deadlines, and its members demonstrate commitment to ensuring the success of the club.

Probation
Clubs are placed on probation when officers or members violate program or department policies, procedures, and guidelines and/or fail to meet program requirements and expectations. Clubs may be placed on probation for reasons including, but not limited to: missing required training sessions, repeatedly missing program deadlines, non-compliance with safety and risk management practices, failure to adhere to policies and procedures outlined in the Club Sports Handbook, and/or violations of the Club Sports code of conduct by individual club members or teams. The Club Sports professional staff determines the length of probation and sanctions to impose based on the severity of the violation.

Suspension
Suspension can be a result of a major violation to the policies and procedures in the Club Sports Handbook, Club code of conduct, and/or University code of conduct. The club will no longer be recognized by VRWC. Suspension can also be a result of inadequate improvements made during a club’s probationary period. All club activity (including practices, events, socials, community service, meetings, travel, budget use and use of facilities) is suspended. Suspensions can last up to 3 years at the discretion of the Club Sports professional staff. If the club wishes to return, they must re-apply to the Club Sports program.

SANCTIONS
Sanctions are applied when a club or club member violates University policies, department expectations or program requirements. A full list of sanctions is available in the Handbook Appendix. Depending on the situation (incident, behavior or violation), the club members, president or entire club will receive notice that an investigation is being conducted. In some cases communication could be conducted over email or in person. If further investigation is required, all club activities will be suspended until a meeting can be held between the parties involved and the professional staff.

Before taking action, the following information will be considered:
• The club’s honesty and cooperation, or lack thereof, with the department
• Whether the member(s) at fault take responsibility for their actions
• The attitude of the club member(s)
• Past disciplinary record of the member(s) or club
• The severity of the damage, injury or harm

Possible sanctions include:
• Warnings, fines, program work project, probation
• Expulsion of the member from the club or other department programs
• Suspension of the club

The Associate Director will notify the individual(s) involved or club in writing of the sanction and action steps, if applicable. A summary will be housed in the professional staff office for 7 years (the mandated required time for University paperwork). If a club/members desire to appeal a decision, the appeal must be addressed to the department Director in writing, within 1 week of the imposed sanction.

In addition to receiving VRWC sanctions, student organization officers/members may be referred to the Office of Student Accountability, Community Standards and Academic Integrity. The University can administer separate sanctions and require additional action steps.

**CLUB RESOURCES**

**MAIL & PACKAGES**
The Club Sports professional staff will contact club officers of all incoming mail and shipments. When contacted, mail and shipments should be picked up in a timely manner. If a club is expecting packages or mail, club officers should check in with the professional staff frequently. Abandoned shipments and mail will be discarded on a yearly basis.

Mailing address:
[Insert Club Name]  
PMB 406033  
2301 Vanderbilt Place  
Nashville, TN 37235-6033

Packages, or shipments larger than an envelope, should be mailed to the following address:
[Insert Club Name]  
Vanderbilt Recreation & Wellness Center  
2700 Children’s Way  
Nashville, TN 37212

**PRINTER & COPIER**
Officers can access the copier in the VRWC by setting up an appointment with the Club Sports professional staff. Copies are in black/white and cannot exceed a quantity of 20. Officers and members also have access to the public printer in the VRWC main lobby.

**STORAGE / EQUIPMENT**
Various options for storing equipment are available to clubs at no cost. The VRWC has a cage located on the first floor of the facility for clubs to utilize. Clubs are required to maintain an accurate inventory of all items stored in the cage and keep their equipment neat and organized. Clubs also have the option of renting equipment on an annual basis, free of charge for on campus events. Any equipment that needs replacing should be brought to the Club Sports professional staff’s attention as soon as possible. Specific items, including large ticket items, may take upwards of a few weeks to be delivered so clubs should plan accordingly. Additional storage options for field sports are located on Field 1.
SOCIAL MEDIA & WEBSITES
Clubs are encouraged to have up-to-date websites or Facebook pages to highlight club activity and achievements. Social media has proven to be a very successful recruiting tool for incoming students or upperclassmen. If clubs choose to have a Facebook group for internal officer communication, the club should also maintain a Facebook page to represent the inclusivity of the club and program.

Social media accounts with an affiliation to Vanderbilt must post appropriate content and monitor comments for appropriateness. Inappropriate content will be addressed with the potential of club sanctions. Officers should also be familiar with the VU social media policy available in the Social Media Handbook: https://web.vanderbilt.edu/resources/social-media/social-media-handbook/important-policies-social-media/.

As a reminder, if a club chooses to omit the trademark designation ®, you are required to include the following statement on your publication or website: “Vanderbilt” and the Vanderbilt logo are registered trademarks and service marks of Vanderbilt University.

Individual club sports have access to a club-specific listserve and a club-specific website. A listserve will allow club officers to communicate to all club members and prospective members efficiently. Club sports also have access to building a website and housing it through Vanderbilt, free of cost. Please visit: https://www.vanderbilt.edu/deanofstudents/student-organizations-tech-request/ to fill out the request.

ANNUAL BANQUET
A successful club sport is dependent on the student leaders. Students who excel in their positions will be recognized at the end of the year awards banquet held annually in May. All club officers are invited to attend the year-end celebration and join in the recognition of their peers and organizations.

MARKETING & PROMOTIONS
LOGO USE
All logos, seals, names, symbols, and slogans associated with, and used by, Vanderbilt University are trademarks and are the exclusive property of the University. Use of these marks must be approved by the Office of Trademark Licensing (OTL). For more information, Club Sports should visit the OTL’s website at http://www.vanderbilt.edu/licensing/ or call 615-32(2-4461). Club Sports can use the University’s trademarks and logos, if they follow the correct policies and procedures set forth by the OTL and Creative Services.

Clubs are NOT allowed to alter any Vanderbilt logo in any way. The logo should stand alone. The club must include the trademark designation ®, or include the following statement “Vanderbilt” and the Vanderbilt logo are registered trademarks and service marks of Vanderbilt University. The official mark of Vanderbilt Athletics is the Star V logo.

There are 10 variations as well as sports-specific versions that are made available to members of the Athletics department and the Club Sports. The Star V logo is reserved for these student athletic programs only. Clubs are NOT allowed to create logos for their organization that vary from the approved list. The official athletic mark can be found at: https://www4.vanderbilt.edu/graphicstandards/athletics/.

Vanderbilt University marks guidelines include:
- Logos cannot be altered
- Logos must have the proper trademark symbols
- Logos cannot be used in association with a private business or imply endorsement or advertisement for a product or business outside of the University
- Logos cannot be used to promote products associated with tobacco, controlled substances, sexually oriented products, alcohol, religious products, bathroom articles or games of chance.
For additional guidelines or information regarding graphic standards, please visit the Graphic Standards website at: https://www4.vanderbilt.edu/graphicstandards/.

Clubs have access to team signatures for logo use/design. Clubs with corresponding Athletic teams must list “Club X or X Club” on your apparel to avoid confusion or incorrect association with the Varsity team. For example: Rugby does not require the “Club” notation because a Varsity Rugby team does not exist presently. On the other hand, Baseball, Golf, Lacrosse, Soccer, and Tennis are required to have Club before or after their name.

To ensure proper logo use, font, and design, clubs should contact the Club Sports professional staff to work with Mary Ann Daniel Kaszuba, Trademark Licensing Manager, in Creative Services. If a signature associated with your club is not presently available, Creative Services can set up the file for your club.

VENDOR AND PURCHASE PROCESS
All merchandise that promotes Vanderbilt University or a club sport must be purchased through the OTL’s approved vendor list, regardless of whether or not Vanderbilt’s trademarks are included. Payment for all orders are processed as POs (purchase orders). Orders cannot be paid via credit card or check.

The list of approved vendors can be found at www.vanderbilt.edu/licensing and are listed below:

- 4Imprint
- American Solutions for Business
- Anne Jones Specialties
- Blink Marketing
- Boundless Network Inc.
- Branding Society
- Christie Cookie Company
- Cintas Corporation
- Dragonfly Screen Graphics
- Geiger Midsouth
- Geneologie/Emory Group
- Golden Star Promotions
- Goldner Associates, Inc.
- Graphic Cow
- Guy Brown (includes Staples)
- Hip Hues, LLC
- Holliday Promos, LLP
- Image Connection
- Images Printing
- Imagination Branding, Inc.
- Kotis Design
- Land Uniforms
- Medline
- Matranga Wood
- BSN/Lids
- Performance Award Center
- Phoenix Textiles
- Pinnacle Promotions
- Prestige Trophies
- Promoversity
- Smile Promotions
- TSC Marketing
- Vanderbilt Printing Services

NOTE: All approved vendors have gone through extensive training conducted by the Office of Trademark Licensing’s regarding their policies and procedures.

To purchase merchandise for the club, regardless of intent (promotional giveaway, fundraising, or purchase for resale) a club must complete and submit a merchandise request form (MOR) located on the Trademark Licensing Office website or: http://www.vanderbilt.edu/licensing/. Clubs are encouraged to contact multiple vendors to determine cost efficiency and inventory availability. It is recommended that the MOR form be submitted at least 4 weeks prior to the expected need date, to account for design, approval, production and delivery.
In summary, the steps to order/buy merchandise for club use, donation, or resale are below:

1) Determine what the club would like to order and verify it is available through one of the vendors on the approved list. When ordering apparel/merchandise for your club members, we highly recommend collecting payment prior to processing the order.

2) Communicate with the approved vendor to determine the details of the club order (quantity, use/intent, graphic design, and logo use).

3) Complete the online Merchandise Request Form: https://forms.vanderbilt.edu/view.php?id=19645

4) When the Trademark Licensing Office approves your Merchandise Order Request, they will send an MOR#. Clubs should continue working with the licensed vendor for a club specific quote.

5) Send the MOR# and the vendor’s final quote to the Club Sports professional staff, which will begin the process for a PO requisition. Once a PO has been created, the Club Sports professional staff will approve it through eProcurement.

6) Before payment can be processed, the licensed vendor will submit the club’s design to the Trademark Licensing Office. Once the design is approved by the Trademark Licensing Office, production can begin.

7) The University Dispersement Office will process the invoice and send payment to the approved vendor following the information listed on the PO.
Vanderbilt University

Location: Nashville, TN
Conference: Southeastern Conference (SEC)
Established Date: 1873
Football Stadium: Vanderbilt Stadium
Basketball Gymnasium: Memorial Gymnasium
Baseball Field: Hawkins Field

For additional sport specific marks, contact the licensing office. For use on other background colors, refer to marks 5-6.

Additional Pertinent Information:
- University Institutional Mark permitted on products for resale: Yes, No
- Restrictions: Contact the University for access to Institutional Marks.
- Alterations to Institutional Mark permitted: Yes, No
- Contact the University for exceptions.
- Overlaid/intersecting graphics permitted with Institutional Mark: Yes, No
- Contact the University for exceptions.
- University licenses consumable products: Yes, No
- University licenses health & beauty products: Yes, No
- Contact the University for numbers used.
- University issues numbers on products for resale: Yes, No
- Contact the University for official mascot logos.
- Maskcarature permitted: Yes, No
- Contact the University for official mascot logos.
- Cross licensing with other marks permitted:
- Lodgerenices to alcohol, drug, or tobacco related products may be used in conjunction with University marks.

Equal Opportunity/Affirmative Action Policy:
Vanderbilt University is an equal opportunity and affirmative action employer. Licensee warrants that it is in compliance with all applicable federal, state, and local laws, as amended, with respect to nondiscrimination in employment on the basis of race, color, sex, national origin, religion, age, disability, and veteran status. Licensee further warrants that it is in compliance with federal equal opportunity and affirmative action regulations. Licensee also warrants that it is in compliance with the terms and conditions of this agreement and the Exhibit Degree Agreement.

In cases where PMS 873 is not available, please use PMS 2860 as the alternate gold.
Thread color for all embroidery for PMS 7802 or 873 - Madeira 1070 Rayon, or 1070 Poly-Rayon.

COLOR INFORMATION:
You must use the approved University colors, or the "PANTONE" colors listed on these pages. The Pantone colors are not intended to match the "PANTONE" color standards. For the PANTONE color standards, refer to the current edition of the PANTONE color publications. "PANTONE" is a registered trademark of PANTONE, Inc.

GOLD
METALLIC GOLD
BLACK
WHITE

PANTONE COLORS
MADERA 1070
3270 C
57-00030
WHITE

THREAD COLORS
MADERA 1070
POLY-NEON 1870
MADERA 1070
POLY-NEON 1870
MADERA 10001
MADERA 10001
TRAVEL

As representatives of Vanderbilt University, it is expected that all club members conduct themselves in a manner that aligns with the University’s core values, the University’s student code of conduct, and Vanderbilt Club Sports code of conduct at all times. Any behavior that reflects negatively on the University will be subject to disciplinary action. Vanderbilt Club Sports has implemented the following travel policies to help clubs make safe travel arrangements for competitions off campus. It is important that clubs follow all policies and procedures pertaining to each type of travel. Failure to do so may result in disciplinary action, including but not limited to, denial of reimbursements/funds or a travel suspension. For a complete list of sanctions refer to the sanctions chart in the Handbook Appendix.

All club travel must be approved in advance by the Club Sports office. Prior to traveling, clubs must be in good standing with the Club Sports office, submit the appropriate paperwork, and meet with the Assistant Director for a travel meeting. Travel meetings are held every Wednesday from 2-5pm on a walk-in basis. Additional meeting times may be arranged by appointment only. All forms (with the exception of the MVR Authorization form) can be completed and submitted electronically through IMLeagues.com.

CLASS ABSENCES

Club members who will miss classes due to club travel should discuss the situation with their professors well in advance of the trip. When requested, the Club Sports staff can prepare a memo verifying the club’s status within the Club Sports program and authenticate the trip. The memo does not excuse a student from academic obligations. The student’s professor chooses whether he/she will permit students to make up any missed work.

DRIVERS

Club teams may choose to drive to their destinations as long as the destination is no further than 350 miles or 6 hours in driving time. Traveling members are expected to arrive at/depart from their destination as a team. Requests for individual members to travel separately are evaluated on a case-by-case basis and must be approved in advance by the Club Sports professional staff. Overnight stays are highly recommended for all trips involving 6+ total driving hours. Clubs may request to travel to universities/colleges outside of this radius by contacting the Club Sports professional staff. Teams who qualify for Nationals will be permitted to travel outside of the 350 mile radius, pending they meet with the Club Sports professional staff prior to solidifying any plans. The VRWC encourages the use of department vans or rental vehicles when available since use of personal vehicles carry a higher risk.

When driving, clubs must adhere to the following guidelines:

- All drivers must possess a valid driver’s license and have a clean driving record.
- All drivers are required to obey the speed limit and traffic laws.
- All individuals in a vehicle must wear a seatbelt.
- Clubs are NOT permitted to be on the road between 12am and 6am.
- Drivers must stop every 3 hours for a minimum of 15 minutes to avoid driver’s fatigue.
  - It is encouraged the clubs switch drivers at this time.
- Clubs must avoid driving in inclement weather and/or hazardous road conditions.
- Have a detailed map of the destination area, including competition sites. Use of a GPS is advised.
- Have an emergency action plan for the competition site & knowledge of hospitals or urgent care facilities in the area.
- Have contact information for the host(s) of the competition and emergency contact information for all traveling members (emergency contact information is collected through IMLeagues).
- All drivers must complete the Driver Orientation Module located on the Learning Exchange prior to driving.
  - Log into the Learning Exchange. In the “Find a Course” search field type in “driver” or “driver orientation.” Once the search results are displayed, click “Enroll” for the Driver Orientation course and proceed through the module.
- All drivers, regardless of mode of transportation, are required to complete and submit a Driver Waiver form.
TRANSPORTATION
VANS
VRWC retains three University vehicles (two 12-passenger vans and one cargo van) utilized by all program areas within the department. The vans are reserved on a first come first serve basis, with priority given to 1) Outdoor Recreation and 2) Club Sports. If VRWC vans are unavailable, the Assistant Director of Club Sports can reserve vans from an outside vendor for a cost. Should additional vans be needed for travel, the total cost will be split amongst the clubs based upon the number of vans rented and the duration of the trip.

For example:

<table>
<thead>
<tr>
<th>Group</th>
<th># Vans</th>
<th># Days</th>
<th># for Calc</th>
<th>% of Total</th>
<th>$ Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORC</td>
<td>2</td>
<td>2</td>
<td>4</td>
<td>17.39%</td>
<td>$353.80</td>
</tr>
<tr>
<td>ORC</td>
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<td>1</td>
<td>1</td>
<td>4.35%</td>
<td>$88.45</td>
</tr>
<tr>
<td>Equestrian</td>
<td>1</td>
<td>2</td>
<td>2</td>
<td>8.70%</td>
<td>$176.90</td>
</tr>
<tr>
<td>Rowing</td>
<td>4</td>
<td>2</td>
<td>8</td>
<td>34.78%</td>
<td>$707.60</td>
</tr>
<tr>
<td>Sailing</td>
<td>1</td>
<td>2</td>
<td>2</td>
<td>8.70%</td>
<td>$176.90</td>
</tr>
<tr>
<td>M. Ultimate</td>
<td>1</td>
<td>3</td>
<td>3</td>
<td>13.04%</td>
<td>$265.35</td>
</tr>
<tr>
<td>Golf</td>
<td>1</td>
<td>3</td>
<td>3</td>
<td>13.04%</td>
<td>$265.35</td>
</tr>
</tbody>
</table>

When renting vans, clubs must adhere to the following guidelines:

- All drivers must complete the Driver Orientation Module located on the Learning Exchange.
- All drivers must authorize the VRWC to run a MVR through the MVR Authorization form. The form must be submitted in person to the Assistant Director of Club Sports.
  - The cost of running the report is incurred by the club. A chart of cost by state can be found in the Handbook Appendix.
- All drivers must provide the Club Sports staff with a copy of their driver’s license.
  - Club members should bring their license to the VRWC to make a copy when submitting the MVR Authorization form.
- Drivers of VRWC’s vans must be 18 years or older and drivers of rental vehicles must be 21 years or older.
- Van rental requests must be submitted at least 1 week prior to the trip via the Van Rental Request form.
  - Requests submitted within two weeks of a trip cannot be guaranteed.
- No more than nine (9) passengers, including the driver, are permitted in the vehicle.
- There must be at least two eligible drivers in each vehicle at all times.
- Only club members and coaches may be transported in these vehicles.
- Vans are to be returned to lot 75a (located at the corner of Natchez Trace and Children’s Way).
- Keys for van rentals should be picked up and dropped off in Office 220E in the VRWC during normal business hours Monday-Friday (9am-5pm).
  *After hours pickups/drop offs may be arranged with the Assistant Director on a case by case basis.
- Vans must be returned cleaned (no personal items or trash left behind) and with the same amount of gas the van was picked up with. Failure to do so will result in additional charges.
- Late fees: Clubs will be responsible for any and all late fees, as determined by the rental company, for vans that are returned to the VRWC after the designated drop off date and time.
- Cancellations: Clubs are required to notify the Assistant Director of any cancellations no less than 72 hours in advance of the scheduled reservation. Failure to do so will result in the billing of the scheduled charges to the club.
- Clubs who return vans with any dents and/or scratches will be responsible for the full cost of repairs.
- Clubs who receive any moving violations (speeding ticket, failure to yield, running a red light or stop sign) or are involved in an accident, regardless of who is at fault, must notify the Assistant Director of Club Sports immediately and will be subject to the following sanctions. Sanctions are applicable for a full academic year.
  - 1 accident or moving violation: written warning
  - 2 accidents and/or moving violations: loss of van rental privileges for the next competition or two weeks’ worth of practices, whichever comes first
  - 3 accidents and/or moving violations: loss of van rental privileges for the remainder of the club’s active season.

When VRWC vans are covered under the Vanderbilt University Insurance. For individuals who drive personal vehicles, their personal insurance is primary and the University’s insurance is secondary.

**PERSONAL VEHICLES**
Individuals traveling in personal vehicles understand they do so at their own risk. Drivers must be aware that by choosing to drive personal vehicles, they assume responsibility for the safety of those traveling in their vehicle. Vanderbilt University is not liable for any costs as a result of an accident, including injury and property damage. Therefore, both the driver and owner of the vehicle should understand that taking personal vehicles exposes him/her to personal liability as a result of an accident. Should a club decide to use personal vehicles for a trip, the driver(s) must submit a completed Driver Waiver form and provide a travel roster, within the Trip Planning form of all members traveling in the vehicle(s) three (3) business days prior to departure.

**BUSES**
For trips over 350 miles or 6 hours driving time, clubs may charter a bus. Clubs are responsible for researching their options and choosing a busing company that provides services at a reasonable cost. Once a decision has been made by the club, a club representative will notify the Assistant Director of Club Sports and include all necessary information (name of the company, contact information, destination, dates/times of departure to and from the destination, and length of the trip), who will then make the reservation. Requests should be submitted through the Charter Bus Request form on IMLeagues **no less than three weeks in advance**. Only club members and coaches may ride the charter buses. Clubs are responsible for all costs associated with this travel type.

**AIR**
Clubs needing air transportation are required to submit an Air Travel Request form well in advance of the proposed trip. Club are required to do the necessary research and list on the Air Travel Request the flights that fit best with the club’s itinerary and are of reasonable cost. Once the request has been submitted, the Assistant Director will contact the University’s travel agent to book the flights. This allows multiple tickets for the same flight to be purchased at the same price point. Additionally, club members are required to travel on the same flight to and from the destination. All costs associated with air travel will be incurred by the club.

** LODGING**
Clubs wishing to stay overnight in a hotel are required to make the reservations themselves and submit their accommodation plans through the Trip Planning form on IMLeagues. Dates of the stay, check-in/check-out times, reservation number (if applicable), name on reservation, and hotel name, fax number, and phone number should be included in the form. Prior to check-in, the Assistant Director will call the hotel to ensure the reservation is placed on a University One Card. Clubs are encouraged to efficiently spend funds by sharing rooms. However, co-ed teams must have separate sleeping arrangements for male and female members.

**TRAVEL- FORMS**
The following page includes a detailed description of travel forms, including their respective due dates and information requests. All forms can be found on IMLeagues. Failure to complete required forms will result in sanctions. A full list of sanctions can be found in the Handbook Appendix.
Trip Planning form – due 3 business days prior to departure. The purpose of this form is to detail all important aspects of the trip including:

- Trip leader contact information
- Reason for travel
- Destination address
- Departure date/time
- Arrival date/time
- Mode of transportation
- Drivers (if any)
- Lodging details

Travel Roster – due 3 business days prior to departure. This form ensures that the Club Sports office has an accurate record of all club members who are traveling on each trip. The Travel Roster is a subsection of the Trip Planning form.

*Travel rosters must be unique to each trip. Submitting a duplicate copy of the club roster is not permitted. The Club Sports office requires an accurate list of those traveling with the team for safety purposes.

Trip Return form – due 3 business days after returning. The purpose of this form is to provide the Club Sports office with any pertinent information, including competition results, any trip accomplishments (club or individual), and any incidents/injuries that may have occurred while traveling.

Van Request form – due 1 week from intended departure date. Requests submitted less than 2 weeks out from departure may not be honored, depending on van availability. Clubs are encouraged to submit requests early to ensure a rental.

Charter Bus Request form – due no less than 3 weeks prior to departure. Once the form is submitted, the Assistant Director will contact a University travel agent to book the reservation.

Air Travel Request form – due well in advance of the proposed trip. At least 4 weeks in advance is recommended. Clubs are required to list preferred flight dates and times, airline, flight number, departure and arrival locations, and all club traveling members’ legal first and last name, date of birth, and sex as listed on their driver’s license or passport.

Driver Waiver form – due 1 week prior to departure. All drivers, whether driving personal, University, or rental vehicles, must submit the Driver Waiver form. The waiver should be submitted only once and is good for one academic year (August-August).

Driver Orientation Module – due 1 week prior to departure. All drivers, whether driving personal, University, or rental vehicles, must complete the Driver Orientation Module through the Learning Exchange. The module must be completed on an annual basis.

MVR Authorization form – due at least 1 week prior to departure. Club members who are driving University and/or rental vans must submit this form in person to the Assistant Director of Club Sports on or before the indicated due date. Drivers must submit a copy of their driver’s license prior to travel. Students are encouraged to bring their license when submitting the form for efficiency. Drivers of VRWC’s vans must be 18 years or older and drivers of rental vehicles must be 21 years or older. Clubs are responsible for the cost of the MVR. A list of MVR costs by state can be found in the Handbook Appendix.

Injury Report – due within 24 hours of a travel injury. Clubs should complete the report to provide details of the injury. Clubs must notify the Associate Director of any emergency situations by phone or email and follow up with a written report within 24 hours.
FACILITY SPACES
The VRWC oversees multiple facilities that are available for Club Sports use, pending the proper forms are submitted and a reservation is confirmed through EMS, the department’s scheduling software. When utilizing the facility spaces clubs are required to adhere to all facility use guidelines. VRWC Facilities that may be reserved by Club Sports include:

Outdoor Facilities
- Rob Purdy Field (grass)
- Field 1 (grass)
- Field 2 (grass)
- Natchez Trace Field (artificial turf)
- 1 sand volleyball court

Indoor Facilities
- Pool (25 yards) w/ shallow recreational area
- 4 basketball/volleyball courts
- 10 fitness studios/classrooms
- 6 racquetball courts
- 2 squash courts
- 3 multipurpose rooms

Field House Complex
- 1 artificial turf field
- 300m track

* On rare occasions, a club may be able to reserve an Athletics’ field. If this opportunity arises additional preparation may be required to include staffing.

FACILITY RESERVATION REQUESTS
Facility space requests should be submitted twice a year: once at the end of the fall semester (for spring reservations) and once at the end of the spring semester (for fall reservations). Requests are made on the end of semester report, which can be found on IMLeagues. Any additional requests for space to host single game events or tournaments should be done through the Facility Reservation Request Form on IMLeagues. For larger events, such as tournaments involving 4 or more visiting teams, the Facility Reservation Request form should be submitted no less than 4 weeks prior to the event. Clubs looking to host events involving 1-3 visiting teams should submit their requests no less than 2 weeks prior to the event. Rain site facility space may be accommodated based on availability and as long as 24 hours’ notice is provided.

FACILITY USE GUIDELINES
Clubs are expected to treat facility space with care. All spaces must be cleaned and returned to their normal settings following use. Upon completion of outdoor events, trash is to be picked up, bagged, and disposed of in the nearest dumpster. Any damage or maintenance problems with VRWC facilities should be reported immediately to the Club Sports staff.

Misuse of facility space or failure to comply with the above regulations may result in a loss of facility use privileges. Clubs will not be charged for utilizing the above mentioned spaces. However, they are reserved on a first come first serve basis. Therefore, clubs are encouraged to submit their requests early, preferably on the End of the Semester Report or Annual Report.

INJURY REPORTING
It is the responsibility of the club to report and document any injuries that occur during club practices or events. A club safety officer or club officer must fill out the injury report and turn it into the VRWC as soon as possible. For serious injuries and other emergencies, call 911 and contact the Associate Director immediately.

INCLEMENT WEATHER POLICY
The Club Sports staff reserves the right to cancel indoor or outdoor practices or events if weather poses a threat to club participants. However, every effort will be made to provide ample notice. Club Sports staff will notify clubs of any weather related warnings received through SkyGuard. For additional information on the inclement weather policy, please refer to the Emergency procedure section of the Handbook.
PRACTICES & EVENTS DURING UNIVERSITY CLOSURES
Practices and events during University closures are not permitted. Clubs that are still in season (travelling or competing) are allowed to hold practices during the exam period but member attendance cannot be mandatory.

PRACTICES
Practice times and spaces are allocated at the beginning of each semester based on availability and information obtained in the End of Semester Report/Annual Report. For most clubs, their practice schedules will be consistent throughout a semester. Some practice times and spaces may vary mid-semester due to Intramurals. It is the club’s responsibility to notify the Assistant Director of Club Sports of any cancelations, regardless of whether it is a one-time only cancelation or for a prolonged period of time. Reserved space that is continually found to be unused will be reallocated. Please see the sanctions chart in the Handbook Appendix for all consequences related to cancelations.

HOME EVENTS
Home events are defined as Club Sports sanctioned practices, competitions or special events that occur on campus or within a 20 mile radius of Vanderbilt University. Some events require additional preparation, support staff, rentals, or equipment. Therefore, it is important clubs begin planning events well in advance to ensure all events run as smoothly as possible.

EVENT PLANNING
A least a week prior to hosting a home event, a club officer must meet with the Assistant Director of Club Sports during walk-in hours (Wednesdays from 2-5pm) or by appointment to review event details and the club’s planning process.

It is highly recommended that clubs utilizing field space have alternatives in mind when planning games, competitions, or events. Vanderbilt Club Sports staff is not responsible for finding other options when fields must be closed due to unsafe playing conditions or inclement weather.

LINING OF FIELDS
Clubs needing lines painted on any outdoor fields should submit their requests to the Assistant Director of Club Sports no less than one week prior to the event via email or during their event planning meeting. The Club Sports office needs at least 1 weeks’ notice to communicate the request to Plant Operations. Requests submitted prior to the 1 week deadline are encouraged.

CANCELATIONS
Clubs must notify the Club Sports staff of any reservation cancelations at least 24 hours in advance via email or cell phone. Failure to do so may result in fees and/or loss of privileges.

VISITING TEAMS
Vanderbilt Club Sports members are responsible for the behavior of all visiting team members. Issues pertaining to property damage and violations of the Student code of conduct (possession of alcohol at club events) should be handled appropriately by club members to avoid being held accountable.

All visiting club members must sign a Visiting Team Waiver (one waiver per team). Individuals who are not affiliated with an institution but are competing in a Vanderbilt Club Sports sanctioned event are required to sign a visiting team waiver. It is recommended that clubs send out the waiver to visiting team’s club presidents or another officer a minimum of one week in advance to provide enough time for the form to be completed and turned in. However, the waiver may be filled out on site if necessary. All participants must sign the form prior to engaging in any form of club activity. It is the responsibility of the club officers to ensure all participants have signed the waiver prior to engagement in any activity. Failure to do so will result in sanctions.
Waivers must be turned into the Sport Club office (either electronically or in person) within 3 days of the event’s completion. The form can be found on IMLeagues under the forms section.

**ATHLETIC TRAINERS**
The Club Sports professional staff will work with Athletics to schedule an athletic trainer (AT) for home events. The cost for ATs will be applied to the club’s budget/center. ATs are paid $30/hr. If a club cancels their event but does not notify the Club Sports professional staff in a timely manner (at least 48 hours in advance), the club is responsible for the AT cost. If a club repeatedly does not show, further violations will be applied. Drop in hours are available in the AT office in the VRWC Field House on Tuesday and Thursday evenings. Check with the VRWC Welcome Desk to confirm drop in hours.

**PRACTICE & HOME EVENT FORMS**
Below is a detailed description of home event forms, including their respective due dates and information requests. All forms can be found on IMLeagues. Failure to complete required forms will result in sanctions. A full list of sanctions can be found in the Handbook Appendix.

- **End of Semester Report** – due no later than December 15. Clubs will submit practice and home event reservation requests for the spring semester through this form. Additional information including new officer contact information and all club activity that occurred during the fall semester is collected using the End of Semester Report.

- **Annual Report** – due no later than May 15. Clubs will submit practice and home event reservation requests for the fall semester through this form. Additional information including new officer contact information and all club activity that occurred during the spring semester is collected using the Annual Report.

- **Facility Reservation Request** – due no less than 2 weeks prior to the anticipated event for those involving 1-3 teams and no less than 4 weeks in advance for larger events (4+ teams). The purpose of the form to secure event space with ample time and aid clubs in the planning process. Remember, clubs should not market an event without having received confirmation of a reserved facility space.

- **Injury Report** – due within 24 hours of an injury. Clubs should use the report to inform the Club Sports staff of any injuries. Clubs must notify the Associate Director of any emergency situations via phone or email and follow up with a written report within 24 hours.

- **Visiting Team Waiver** – due no more than 3 days after the event has taken place; however, waivers complete with signatures of all participants must be collected by the club president prior to engagement in any activity. It is recommended that Visiting Team Waivers are emailed out to visiting clubs well in advance for efficiency purposes, but waivers may also be signed/collected on site. Waivers ensure all players are aware of the risks associated with participation.

**SAFETY AND RISK MANAGEMENT**

**SAFETY REQUIREMENTS**
Due to the breath of Vanderbilt University’s program, some clubs have specific policies/procedures to manage risk. Additionally, clubs must adhere to all safety recommendations and requirements set forth by the club’s national governing body. For example: Through USA Rugby, the club is required to purchase team insurance and individual insurance (CIPPs).
All club members who practice and compete in open water (Rowing) must complete a swim test before the members can participate in open water activities. Officers are responsible for making sure each new member completes the test. At the beginning of each semester, club officers will work with the Club Sports professional staff and the Aquatics Coordinator to determine a group test time block, at least one week in advance. Swim tests will be administered by VWRC lifeguards or the Aquatics Coordinator. A coach (if applicable) or officer MUST be present at the test to confer with the VRWC staff about the abilities of each athlete and to witness for themselves who may need more assistance. Rowing’s swim test, following U.S. Rowing’s guidelines includes a 50 yard swim of any stroke and treading water for 10 minutes. The original roster will be kept on file with the VRWC club staff, a copy of the roster will be made available for club records. When on open water, PFDs (personal floatation devices) are required to be in the coaches’ launches (boat).

Sailing does not need to participate in a swim test because they are required to wear PFDs while on the water. The Sailing club has a designated Safety Risk Officer who ensures that every member getting on the water puts on a PFD.

**CPR/AED/First Aid**
It is recommended that clubs that have a physical element in their sport, have at least two active members who are certified in CPR/AED and First Aid and at least one certified member at practice. These certified members can provide care during on campus or travel emergencies. Clubs will be required to submit certifications to the Club Sports office. The Recreation Department hosts several CPR/First Aid classes each semester. These classes are $45/per person. Clubs are allowed to use funding in their center to pay for the certification. Please contact the Club Sports professional staff for potential class dates.

**INJURY REPORT**
Each Club must file an Injury Report for each accident or injury that may occur during practice or competition, in or out of town. This form must be turned in to the VRWC no later than 24 hours after the accident/injury. If an accident or emergency situation should occur, the first priority is to seek medical attention if necessary. If the accident/injury requires that the person be transported to the hospital or EMS was called to the scene, contact the Associate Director as soon as possible and follow up with an injury report.

**FINANCES**
Each individual club sport has a 10 digit center within VRWC that houses their annual allocation and income. All club centers share the same 6 numbers 4-83-999-XXXX to denote the department and restricted (roll over) account. Funding within the center is for Club Sport use only. Club funding used for personal expenses is not allowed. **Fraud and inappropriate use of club funding will be sanctioned.**

Allocations are provided to individual clubs annually during the fiscal year (July-June). Both positive and negative center balances roll over each year. Clubs, who have a large negative balance at the end of a semester or at the end of a fiscal year, will lose access to their center funds. Losing access to a center includes a hold on all forms of expenditures (pcards, procurement, ONE card, purchase orders, or reimbursements). Clubs in debt will be required to develop a repayment plan before regaining access to their center. Clubs are not allowed to hold off campus accounts under the club’s name. Ex: club members cannot open a business account at Bank of America on behalf of their club.

**VIEWING CLUB BUDGETS**
Club presidents and treasurers are given access to view their centers through eDog during fall and spring training. For additional members to acquire viewing privileges, please contact the Club Sports professional staff. Because eDog provides center updates monthly, the Club Sports office has developed budget spreadsheets that are updated weekly. Also acting as an internal audit system, these google doc spreadsheets will include a detailed transaction list of all income and expenditures for the entire academic year. An example of a club’s budget displayed in a running spreadsheet is on the following page.
BUDGET ALLOCATION

Within the VRWC, club sports annual allocations are determined by the Associate Director and Assistant Director of Club Sports and Aquatics, in conjunction with the Department’s Director and Assistant Business Manager. Allocations are determined by the following criteria:

- Adherence to all University and Recreation policies and procedures
- Accurate completion of the budget request form demonstrating financial need (fees, home events, travel, and equipment/apparel)
- Total financial commitment of active member (dues + out of pocket expenses)
- Number of active members
- Organizational health (club leadership and activity)
- Activity outside of competition including, but not limited to: community service and fundraisers
- Support of, or participation in, other department initiatives (risk assessments, fitness programs)
- History of positive budget management
- The club is in good standing with the University, the department, and is a registered student organization
- The club maintains appropriate communication with the Club Sports professional staff

INCOME/DEPOSITS/DUES

Since clubs are not allowed to open business accounts on behalf of their student organization, all income (opposing team entry fees and member dues) are submitted at the VRWC and deposited into the club’s respective center. Clubs will be notified of all checks received at the VRWC and deposited into the club’s center. Club members and officers can drop off checks received at tournaments and/or member dues at the VRWC main office (2nd floor). Typically office hours for drop off are between 8am-5pm Monday - Friday. Please notify the Club Sports professional staff if you would like to schedule a drop off after 5pm.

FUNDING FOR NATIONAL EVENTS

It is not financially possible for the Club Sports program to fund 100% of club expenses but the program acknowledges a club’s hard work and commitment to achieve the opportunity to travel/compete at the National level. All requests for additional funding to attend a national tournament must be submitted to the Club Sports professional staff as soon as the club is notified of qualification and determines the need. Last minute requests will not be considered.
DONATIONS
Clubs who are approached by vendors with donations must work with the Club Sports professional staff to ensure the appropriate steps are taken. Donations that are over $5,000 in value must be appraised. The Gift-In Kind form and appraisal (if applicable) must be kept for the donor’s tax records. It is the responsibility of the donor to consult their financial advisor with additional tax questions.

The club sports’ centers accept tax-deductible donations. If a club has a monetary donation, please direct the donor to the Club Sports professional staff. If a club is approached with an in-kind donation, please follow the steps below.

1) Contact the Club Sports professional staff to acquire the required Gift-In Kind paperwork for an Athletics donation, also known as a NCC (the Athletics department’s version of the Development and Alumni Relations form).

2) Proceed with an appraisal of the donated items to determine fair market value

3) Complete the Gift-In Kind application which includes the following information:
   o Donor name
   o Description of offer (background information & gift details including its impact once acquired)
   o Description of the offers’ benefits to the VRWC

Club administration, the VRWC Director, and other Athletics staff are all involved in the approval process.

FUNDRAISING / SPONSORSHIP
Due to the number of clubs and their activity, club sports are encouraged to fundraise since the program will not provide funding to cover 100% of club expenses. Self-generated revenue, such as membership dues or other fundraisers will supplement allocated funds. Examples of fundraisers include car washes, raffles, donations, and corporate sponsorships. If a club is working with a corporate sponsor or attempting to acquire monetary or material donations, they are required to work closely with the Club Sports professional staff to ensure all the correct procedures are followed PRIOR to making any promises to the organizations, vendors or donors. All fundraising efforts must be communicated and approved by the Club Sports professional staff.

PURCHASING
CHECK REQUESTS
Clubs can utilize funds in their center to request a check for services rendered or a vendor payment. Typical check requests are for referee fees and event registrations. To request a check, clubs must provide the Club Sports professional staff with a completed W-9 and invoice. If an item is over $2,000 per transaction or over $5,000 for the month, the payment will need to be processed through eProcurement (to acquire a purchase order).

ONE CARD
The Associate Director and Assistant Director of Club Sports have ONE cards, which are credit cards used for select club expenses. Typically the ONE card is used for large expenses such as an approved trips’ hotel rooms or team flights. Use of a ONE card avoids charges to a member’s personal credit card and the anticipated wait time required for a reimbursement. Expenses charged on the ONE card will be deducted from the club’s individual center. The ONE card cannot be used to pay for apparel orders. The ONE card is tied to the University thus most purchases are tax exempt.

PURCHASING CARD
VRWC has 3 purchasing cards which can be checked out to pay for select club expenditures when a check request or purchase order (PO) is not possible. Typical PCARD purchases include: club food (cannot include alcohol) or league/event registrations. PCARDs cannot be used to pay for an apparel order. Please see the Club Resources – Marketing & Promotions section in this Handbook to review apparel purchase policies.
To check out a PCARD:
1) Send an email to the Club Sports professional staff to set up a time to pick up a PCARD.
2) In the email, include a description of the expenditure, the time block you will be checking out the PCARD, and estimated total expense.
3) After purchase, clubs are required to submit an itemized receipt(s) and complete the following purchase receipt form (copies are available in the Club Sports office and on IMLeagues).

### PCARD RECEIPT FORM

<table>
<thead>
<tr>
<th>PURCHASE INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Purchaser:</td>
</tr>
<tr>
<td>Last 4 Digits of PCard:</td>
</tr>
<tr>
<td>Date of Purchase:</td>
</tr>
<tr>
<td>Vendor:</td>
</tr>
<tr>
<td>Center #:</td>
</tr>
<tr>
<td>Account #:</td>
</tr>
<tr>
<td>Description of Goods/Services Purchased:</td>
</tr>
<tr>
<td>Total Purchase Price:</td>
</tr>
<tr>
<td>Purchaser Signature:</td>
</tr>
<tr>
<td>Date:</td>
</tr>
<tr>
<td>Director or Associate Director Vendor/IT Recreation and Wellness Signature:</td>
</tr>
<tr>
<td>Date:</td>
</tr>
</tbody>
</table>

If using the PCARD to pay for food service, clubs are also required to provide a list of club members who consumed the food. This list will be checked against the club roster.

PCARDS can be checked out for a maximum of a week. Please return a PCARD and receipt immediately after use.

### REIMBURSEMENTS

Clubs can request reimbursement for club expenses that were paid for by club members. Reimbursement funding is pulled from the individual club’s center. Non-club related expenses and tax are **not** reimbursed. To request a reimbursement from a club’s center, please follow the steps listed below:

1) Email the Club Sports professional staff to set up a time to drop off the receipts for reimbursements.
2) In the email, include the details of the reimbursements (ex. Gas for Club Soccer’s trip to UTC on 4.12.16).
3) Complete the following reimbursement request form and hand it in with the receipt(s). (Copies are available in the Club Sports office and on IMLeagues).

### Reimbursement Request Form

- Requested By
- Club Sport
- Email Address
- Phone Number
- US Citizen? Yes No
- Payee Address
- Student ID #
- Description of Spending
- Total Amount to be Reimbursed
- Account/Center to be Charged

Checks will be mailed to the address listed on the reimbursement form. Individuals should expect reimbursement within 4-6 weeks.
EMERGENCY PROCEDURES
Regardless of location, club members should be prepared for inclement weather or other potential emergencies. Disasters require that club members be prepared, think quickly, and remain calm. The Club Sports program recommends educating all club members on the following emergency procedures.

Suspicious packages
- If you notice protruding wires, strange odors, smoke, vapors, beeping, ticking, or a suspicious powdery substance on letters, packages, or any other unattended items that you discover, you should treat that item as suspicious.
- Do not open, shake, or disturb the contents.
- Do not try to smell the item.
- Do not pass to others or transport contents out of the area.
- If you are holding the item, set it down carefully, and walk away from it, then wash your hands with soap and water.
- Call VUPD by dialing 911 from any campus phone or (615) 421-1911 from any other (cell) phone, and provide the location of the item, a description including size, and your location and contact number.

Fire/Smoke Procedures
- Evacuate immediate fire area and building.
- Do NOT attempt to put the fire out, pull the nearest fire alarm (if applicable)
- Prohibit the use of elevators
- Do not open warm doors
- If there is a clear path out, evacuate through the nearest emergency exit doors, walking to a safe location at least 100 yards from the building
- Listen to the fire department or building officials’ instructions and wait for the “all clear”

VRWC Fire Rally Locations
- Pool patio / outdoor basketball courts
- Zombie land to rec field 1 & 2 / Children’s Way
- Lot 27 (front parking lot)
- Lot 75 (parking lot across Natchez Trace)

Fire Extinguishers are located in multiple locations around the VRWC and Fieldhouse. There are 56 fire extinguishers located within the facility. **To use a fire extinguisher:**
1. Pull the pin on the extinguisher
2. Aim at the base of the fire
3. Squeeze handle from about 10ft away
4. Sweep and spray the entirety of the fire

Earthquake
- Do not stand in doorways, do not attempt to leave the building, do not operate the elevators
- Drop down, take cover, hold on, until the shaking stops
- Do not place yourself in danger when moving or directing others to a safe location
- Look for cover and get away from the glass and mirrors (doors and windows)
- Protect yourself from falling objects, including light fixtures and equipment
- If someone refuses to leave an area, ask twice, acknowledge that they have heard your advice and move on
Power Failure Procedures
- Evacuate all activity areas and move to a naturally lit area within the facility
- Use caution when evacuating

Active Threat / Active Shooter
An active threat is any incident which creates an immediate threat or presents an imminent danger to the campus community. Active shooters, bombs and other weapons are included in an active threat. The three steps you should follow are: RUN, HIDE, FIGHT! Always follow the instructions of any police officers and keep your hands visible.

Run. Get out if you can, always attempt to evacuate the premises. Getting out of harm’s way is your #1 priority.
- Leave your belongings behind.
- Once you’re out of harm’s way, call VUPD. Don’t assume someone already called.
  - When calling VUPD, provide the following information: Location of the active threat, description of threat(s), number and type of weapons.
- Prevent individuals from entering an area where the active threat may be.

Hide. If evacuation is not possible, find a place to hide.
- Find a hiding location that can provide protection if shots are fired.
- Try to secure your hiding place as best you can by locking the door or blocking it with furniture. Turn off the lights and noise sources.
- Stay hidden until law enforcement provides instruction.

Fight. As a last resort, if your life is at risk, FIGHT! Attempt to disrupt and/or incapacitate the active threat by throwing items, improvising weapons, and yelling.

INCLEMENT WEATHER PROCEDURES
Lightning & Thunder in the pool
- When lightning and/or thunder has been heard, seen, or notification has been sent via SkyGuard: the pool is immediately cleared and closed.
- Pool access is suspended for 30 mins after the last observation of lightning/thunder. VRWC staff monitors the 30 min window. Each time lightning/thunder is heard or seen, the 30 mins restarts.
- After 30 mins free of lightning/thunder, VRWC staff will reopen the pool.

Lightning & Thunder outside
- When lightning and/or thunder has been heard, seen, or notification has been sent via SkyGuard: stop play immediately.
- Seek shelter in the VRWC. If shelter is not available: assume the crouched position, stand on the balls of your feet & cover your ears.
- After 30 mins free of lightning/thunder, VRWC staff will communicate when it is safe to resume activity.

TORNADO WARNING / WATCH
The VRWC Staff will notify the building of a Tornado Warning or Watch.
- Move to the closest designated shelter areas in VRWC (Women’s or Men’s locker room OR East corridor).
- Do not leave the tornado shelter location until the “all clear” from Alert VU or the VRWC staff.

Clubs are encouraged to learn the inclement weather procedures at off campus locations so that they are prepared and react appropriately to inclement weather emergencies.
UNIVERSITY POLICIES

Club Sport members are required to adhere to all University policies, state and federal laws. The Club Sports program expects that members are acting in a mature and responsible manner during competition, travel, and in social situations. Failure to adhere to University policies or the Club Sports code of conduct will result in disciplinary action.

HAZING

Hazing is strictly prohibited in any club sports activity. The state defines hazing as “any intentional or reckless act in Tennessee on or off the property of any [college or university] by one (1) student acting alone or with others which is directed against any other student, that endangers the mental or physical health or safety of that student, or which induces or coerces a student to endanger the student’s mental or physical health or safety.” (http://www.vanderbilt.edu/student_handbook/student-conduct/)

ACCOUNTABILITY

Club members are held accountable for their actions and decisions. Listed in Vanderbilt’s student handbook (http://www.vanderbilt.edu/student_handbook/student-conduct/): “the University’s goal in establishing policies and holding students accountable for complying with them is to help students understand how their choices can affect not only their immediate neighbors, but also the University community as a whole. When students fail to meet University standards, they ultimately risk separation from the University community.

Vanderbilt’s system of graduated sanctions and structured accountability action plans is designed to effect students’ voluntary compliance with the policies and regulations established to protect themselves, other students, and the community. Vanderbilt hopes that educational conferences, deferred probations, and probationary periods with accountability action plans will be sufficient to help students make better choices so that separation from the community never becomes necessary.”

HONOR SYSTEM

The Honor System is only one of the elements provided to Vanderbilt students to aid in the development of creative thinking, intellectual maturity, personal accountability, and respect for honesty, integrity, and truth. The goal of the Honor System is to have all students leave Vanderbilt not only as graduates, but also as citizens of integrity. Vanderbilt’s honor code states that “Vanderbilt University students pursue all academic endeavors with integrity. They conduct themselves honorably, professionally, and respectfully in all realms of their studies in order to promote and secure an atmosphere of dignity and trust. The keystone of the honor system is self-regulation, which requires cooperation and support from each member of the University community.”

PROTECTION OF MINORS

With the exception of a currently enrolled VU student, minors are not permitted to participate in Club Sports. Service activities with minors (including but not limited to) prospective visits from high school students will necessitate the Club Sport to be approved as a POM student organization. Member compliances will apply and failure to register as a POM organization could result in sanctions. Vanderbilt University is dedicated to the welfare and safety of minors who visit Vanderbilt’s campus, who participate in Vanderbilt’s Programs, or who are entrusted to Vanderbilt’s care.

To promote the protection of minors, the University’s policy 1) describes the requirements of administrators, faculty, staff, students, volunteers and others who interact with minors and 2) informs all members of the university community of their obligation to report any instances of known or suspected abuse or neglect of minors. Prospective club members who are minors may not practice with the team without approval from the VRWC and Vanderbilt Risk Management.
This policy includes:
- Provisions for background clearance checks of individuals who are interacting with minor participants in Vanderbilt programs and operations;
- Training and education provisions to include child abuse/child sexual abuse awareness, characteristics of offenders and red flag behaviors, and behavioral indicators of abused children;
- Codes of Conduct when interacting with minors;
- External and internal mandatory reporting requirements, and
- Language establishing administration of an inventory system to document Vanderbilt programs and personnel who interact with minors, available to program administrators through the Protection of Minors Web Application tool.

**SMOKE-FREE CAMPUS**

Vanderbilt University is a smoke-free campus. Smoking and the use of electronic cigarettes, vaporizers, etc., are prohibited in all buildings on campus, including University residence halls and Greek chapter houses, and on the grounds of the campus with the exception of designated outdoor smoking areas. Locations of designated smoking areas for students, faculty, staff and campus visitors may be found on an online map at [http://www.vanderbilt.edu/info/smokingpolicy/](http://www.vanderbilt.edu/info/smokingpolicy/). Designated smoking areas are marked with signs and include cigarette urns for disposal. Vanderbilt University is committed to providing a healthy, comfortable, and productive environment and offers several resources for smoking cessation.

**SEXUAL MISCONDUCT**

Also listed in the student handbook, club members are expected to be “committed to the principles of equal opportunity and seeks to establish and maintain a safe and healthy environment for all members of the University community, guests, and visitors. The University prohibits and seeks to eliminate all forms of sexual misconduct, including sexual harassment and sexual assault, and other forms of power-based personal violence, which includes dating violence, domestic violence, and stalking. Under federal law, including Title IX of the Education Amendments of 1972 (“Title IX”), Vanderbilt has a duty to take steps to prevent and redress sexual misconduct and power-based personal violence” ([http://www.vanderbilt.edu/student_handbook/sexual-misconduct/](http://www.vanderbilt.edu/student_handbook/sexual-misconduct/)).

Any form of this conduct is not tolerated by the individual club, VRWC, and University as a whole. As stated in the student handbook, this policy applies to all members of the Vanderbilt community for on-campus and off-campus events or any actions that has a connection with a University program and activity.

“...Vanderbilt University does not discriminate against individuals on the basis of their race, sex, sexual orientation, gender identity, religion, color, national or ethnic origin, age, disability, military service, or genetic information in its administration of educational policies, programs, or activities; admissions policies; scholarship and loan programs; athletic or other University-administered programs; or employment. In addition, the University does not discriminate against individuals on the basis of their gender expression consistent with the University’s nondiscrimination policy. Vanderbilt encourages reporting of violations of this policy. The University will take prompt and effective action to address allegations of sexual misconduct and power-based personal violence, and will resolve complaints in a timely and fair manner.”

Clubs are encouraged to seek support and assistance through the Club Sports professional staff who will also educate the members of available resources and reporting requirements such as:

- **Anita Jenious**: Title IX Coordinator & Director: Equal Opportunity, Affirmative Action, & Disability Services (EAD) Law Enforcement: Vanderbilt University Police Department (VUPD): 615-322-2745. Emergency: 911 or 615-421-1911 (not confidential)
- Vanderbilt University Medical Center Emergency Services: 615-322-0160 (not confidential)
- Student Health Center: 615-322-2427 (not confidential)
ALCOHOL AND DRUG USE
Consumption of alcohol or illegal drugs is strictly forbidden during Club Sports practices, games, matches, and/or tournaments or during travel to and from a contest. Infractions of this policy will not be tolerated. It is the responsibility of the club to enforce these guidelines during activities. As stated in the student handbook: “The University prohibits the unlawful possession, use, distribution, or facilitation of the distribution of alcohol and controlled substances by students, faculty, and staff, on its property, or as part of any University-sponsored activity. The prohibition extends to off-campus activities that are officially sponsored by Vanderbilt, its schools, departments, or organizations. In addition, the prohibition extends to off-campus professional or organizational activities, including attendance at conferences, when participation is sponsored by the University, or when the participating student, faculty member, or staff member is representing the University.”

The use of illegal drugs or abuse of prescription drugs is also prohibited. The University Handbook states, “it is a violation of University policy for a student to be in possession of, or use, another person’s prescription medication or for a student to distribute medications to one person that have been prescribed for another. Note that in addition to being violations of University policy, these practices are also felonies under federal statutes.

To underscore the seriousness with which it takes the issue of health and welfare of its constituent populations, the University will impose sanctions on students, faculty, and staff–up to and including expulsion or termination of employment, and possible referral for prosecution—for violation of the alcohol and controlled substances policy. Conditions of continued employment or enrollment may include the completion of an appropriate rehabilitation program and/or active participation in a recovery program.” The following bullet points refer to the regulations students and organizations must adhere to through the University and within a club sport.

STUDENTS
The following regulations apply to the possession and/or use of alcoholic beverages or controlled substances by individual students and their guests, on or off campus:

- The legal drinking age in the state of Tennessee is 21 years old.
- Subject to statutory exceptions available under Tennessee law, alcoholic beverages may not be provided (served, distributed, furnished) to persons under the legal drinking age (21 years old) in the state of TN.
- The use of any false identification or identification belonging to another person to purchase or procure alcohol is prohibited.
- Possession of open containers of beer/other alcoholic beverages, regardless of the type of container, in the lobbies of residences or about the campus, is prohibited, except where expressly permitted by this chapter.
- Because of the danger that drivers under the influence pose to themselves and to others, the operation of a vehicle while under the influence of alcohol or other drugs is prohibited.
- Due to the danger that intoxicated persons pose to themselves and to others, as well as to the disruption that intoxication can bring to the living/learning community, intoxication, regardless of age, is prohibited.
- Effecting excessive and/or harmful consumption of alcohol through games, peer pressure, subterfuge, or other activities is prohibited.
- The use of common containers of alcoholic beverages such as kegs, pony kegs, coolers, or punch bowls by undergraduates is prohibited.
- The use of pure grain alcohol is prohibited. Drinking games are prohibited.
- The use of devices, such as funnels, vaporizers, and beer bongs, designed for the rapid consumption of alcohol is prohibited.
- The only places on campus where students (who must be of legal drinking age) may routinely possess and consume alcoholic beverages are as follows: 1) the rooms and apartments of students in upperclass
residences (with the exception of substance-free floors and buildings), 2) fraternity houses, and 3) The Overcup Oak (beverages sold on the premises, only).

- Individuals hosting an event are responsible for ensuring compliance with University policies and state and local law. If non-compliant, individuals are subject to corrective action through the University’s accountability process, and to prosecution by the state of Tennessee, and/or the Metropolitan Government of Nashville/Davidson County.
- All events hosted by individuals at which alcoholic beverages will be consumed must be appropriately registered according to the regulations set forth in this chapter.
- Possession, use, distribution, or facilitation of distribution of controlled substances or drug paraphernalia is prohibited. The term *distribution* includes “sharing” of any drug & does not require the exchange of money.
- Possession or use of prescription medication prescribed to another person and distribution or facilitation of distribution of a medication prescribed for one person to any other person are also prohibited. The term *distribution* includes “sharing” of any prescription drug and does not require the exchange of money.

**ORGANIZATIONS**
All of the regulations outlined above apply to organizations. In addition, the following regulations also apply to the possession and/or use of alcoholic beverages or controlled substances by groups, by University departments, or by an organization’s members and invited guests, on or off campus:
- Alcohol may not be used as an award or trophy for any event or program of the University or by any University organization, group, or individual. Notices, posters, flyers, banners, etc., may not use logos or trademarks of alcoholic beverages, or mention/refer to alcoholic beverages or their availability at an event.
- The use of common containers of alcoholic beverages such as kegs, pony kegs, coolers (portable water coolers, ice chests, etc.), or punch bowls at any student organization sponsored event, to which undergraduates have been invited, or at which they are present, is prohibited.
- The use of pure grain alcohol at any student organization sponsored event, is prohibited.
- The use of devices—such as funnels, vaporizers, and beer bongs—designed for the rapid consumption of alcohol at any student organization sponsored event, is prohibited.
- Drinking games at any student organization sponsored event, are prohibited.
- Officers of an organization hosting an event are responsible for ensuring compliance with University policies and state and local law. If non-compliant, organizations and associated individuals are subject to corrective action through the University’s accountability process, and to prosecution by the state of Tennessee, and/or the Metropolitan Government of Nashville/Davidson County.
## SANCTION CHART

<table>
<thead>
<tr>
<th>Category</th>
<th>Violation Description</th>
<th>Sanction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Club Status</td>
<td>Failure to meet Club Sports administrative requirements, mandatory meetings/trainings, and program expectations (reports, trainings etc.).</td>
<td>Probation. Probation’s length of time depends on the specifics of the violation. It can last between 1 semester and 2 years. Probation could include but is not limited to: removal of club sports benefits and privileges such as cancelled practice, events, a monetary fine, or program work project. Additional violations while on probation will lead to suspension.</td>
</tr>
<tr>
<td></td>
<td>Major violation to Club Sports code of conduct or University code of conduct.</td>
<td>Suspension. Suspension’s length depends on the specific violation. It can last up to 3 years. All club activities (practices, events, community service, meetings, travel, funding, budget use, socials and fundraisers) are suspended. Suspension can lead to potential expulsion from the VRWC program.</td>
</tr>
<tr>
<td>Travel</td>
<td>Failure to attend a Travel Meeting</td>
<td>1st violation: warning &amp; meeting with the Assistant Director, Club Sports</td>
</tr>
<tr>
<td></td>
<td>2nd violation: the club is placed on probation</td>
<td>2nd violation: the club is placed on probation</td>
</tr>
<tr>
<td></td>
<td>3rd violation: the club is suspended from all travel until after a meeting with all Club Sports professional staff</td>
<td>3rd violation: the club is suspended from all travel until after a meeting with all Club Sports professional staff</td>
</tr>
<tr>
<td></td>
<td>Falsified travel report or failure to submit a travel report</td>
<td>1st violation: warning &amp; meeting with the Assistant Director, Club Sports</td>
</tr>
<tr>
<td></td>
<td>2nd violation: the club is placed on probation</td>
<td>2nd violation: the club is placed on probation</td>
</tr>
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<td></td>
<td>3rd violation: the club is suspended from all travel until after a meeting with all Club Sports professional staff</td>
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</tr>
<tr>
<td></td>
<td>Moving violations and/or vehicle accidents</td>
<td>1 accident or moving violation: written warning</td>
</tr>
<tr>
<td></td>
<td>2 accidents and/or moving violations: loss of van rental privileges for the next competition or two weeks’ worth of practices, whichever comes first</td>
<td>2 accidents and/or moving violations: loss of van rental privileges for the next competition or two weeks’ worth of practices, whichever comes first</td>
</tr>
<tr>
<td></td>
<td>3 accidents and/or moving violations: loss of van rental privileges for the remainder of the academic year (through May 15th)</td>
<td>3 accidents and/or moving violations: loss of van rental privileges for the remainder of the academic year (through May 15th)</td>
</tr>
<tr>
<td>Finance</td>
<td>Improper use of University funds</td>
<td>1st violation: warning, meeting with the Assistant Director of Club Sports, and repayment of the funds is required.</td>
</tr>
<tr>
<td></td>
<td>2nd violation: temporary suspension of use of the club’s center funding and repayment of the funds is required.</td>
<td>2nd violation: temporary suspension of use of the club’s center funding and repayment of the funds is required.</td>
</tr>
<tr>
<td></td>
<td>3rd violation: Repayment of the funds is required. Suspension of the club’s center funding use for the remainder of the year. Future fiscal year allocations could be affected.</td>
<td>3rd violation: Repayment of the funds is required. Suspension of the club’s center funding use for the remainder of the year. Future fiscal year allocations could be affected.</td>
</tr>
<tr>
<td>Home events</td>
<td>No show (the club did not notify the professional staff of a cancelled event or practice)</td>
<td>1st violation: the club is responsible for the Athletic Trainer cost since they were not notified of the cancellation</td>
</tr>
<tr>
<td></td>
<td>2nd violation: the club is responsible for the Athletic Trainer cost and the club is required to have a meeting with the Club Sports staff to discuss future space reservations.</td>
<td>2nd violation: the club is responsible for the Athletic Trainer cost and the club is required to have a meeting with the Club Sports staff to discuss future space reservations.</td>
</tr>
<tr>
<td></td>
<td>3rd violation: the club is responsible for the AT cost since they were not notified of the cancellation and the club loses their ability to host events/competitions on campus for the remainder of the semester</td>
<td>3rd violation: the club is responsible for the AT cost since they were not notified of the cancellation and the club loses their ability to host events/competitions on campus for the remainder of the semester</td>
</tr>
<tr>
<td></td>
<td>Leaving the facility without proper clean up</td>
<td>1st violation: warning</td>
</tr>
<tr>
<td></td>
<td>2nd violation: since it is a reoccurrence, the allocation of facility space for hosting future events will be assessed. The club is required to schedule a meeting with the Assistant Director of Club Sports.</td>
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</tr>
<tr>
<td></td>
<td>3rd violation: suspension of the club’s ability to host events at VRWC facilities for the remainder of the year.</td>
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</tr>
</tbody>
</table>


<table>
<thead>
<tr>
<th>FORM NAME</th>
<th>DESCRIPTION</th>
<th>LOCATION</th>
<th>DUE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air Travel Request form</td>
<td>Outlines purpose of trip, dates/times of preferred flights, how many members are traveling, and details about each traveler needed to book flights</td>
<td>IMLeagues</td>
<td>4-6 weeks minimum in advance</td>
</tr>
<tr>
<td>Annual Report form</td>
<td>An update of the year’s activity (home events, travel, fundraisers). Also included is the fall facility request for the upcoming fall semester</td>
<td>IMLeagues</td>
<td>May 15th</td>
</tr>
<tr>
<td>Budget Request form</td>
<td>Includes the club’s request for funding for the upcoming year</td>
<td>IMLeagues</td>
<td>May 15th</td>
</tr>
<tr>
<td>Driver Orientation Module</td>
<td>Orients drivers to the risks and best practices of driving both University and personal vehicles. All drivers must complete the module annually.</td>
<td>Learning Exchange</td>
<td>1 week prior to departure</td>
</tr>
<tr>
<td>Driver Waiver form</td>
<td>Submitted on an annual basis. Indicates drivers are aware of the risks associated with driving personal vehicles/vans</td>
<td>IMLeagues</td>
<td>1 week prior to departure</td>
</tr>
<tr>
<td>End of Semester Report form</td>
<td>An update of the fall semester’s activity (home events, travel, fundraisers). Also included is the fall facility request for the upcoming spring semester</td>
<td>IMLeagues</td>
<td>December 15th</td>
</tr>
<tr>
<td>Facility Reservation Request form</td>
<td>Required for all home events not already listed on the End of Semester/Annual Report form.</td>
<td>IMLeagues</td>
<td>2 weeks prior to anticipated event</td>
</tr>
<tr>
<td>Injury Report</td>
<td>Required for all injuries and fights</td>
<td>IMLeagues</td>
<td>Within 24 hours of the incident</td>
</tr>
<tr>
<td>MVR Authorization form</td>
<td>Authorizes VRWC to obtain an MVR on a driver. Required for driving personal vehicles, rentals, and VRWC vans</td>
<td>IMLeagues &amp; must be submitted to Tiffanie/Jessica</td>
<td>At least 2 weeks prior to departure</td>
</tr>
<tr>
<td>Reimbursement form</td>
<td>Required for all reimbursement requests</td>
<td>IMLeagues</td>
<td>Within 30 days after the expense. Submit to Jessica or Tiffanie.</td>
</tr>
<tr>
<td>Travel Roster</td>
<td>Required for each trip. Lists all traveling members, must be distinct from membership roster.</td>
<td>IMLeagues</td>
<td>3 business days prior to departure</td>
</tr>
<tr>
<td>Trip Planning form</td>
<td>Provides a detailed itinerary of a club’s travel plans (trip leader contact info, reason for travel, important addresses, arrival dates/times, departure dates/time, mode of transportation, drivers, lodging details, etc.)</td>
<td>IMLeagues</td>
<td>3 business days prior to departure</td>
</tr>
<tr>
<td>Trip Return form</td>
<td>Provides pertinent info about a club’s trip, including any club/individual accomplishments and/or incidents</td>
<td>IMLeagues</td>
<td>3 business days after returning</td>
</tr>
<tr>
<td>Van Request form</td>
<td>Indicates number of vans requested, pick up and drop off times</td>
<td>IMLeagues</td>
<td>2 weeks from scheduled departure date</td>
</tr>
<tr>
<td>Visiting Team Waiver</td>
<td>Required by all teams/individuals participating in Vanderbilt Club Sports sanctioned events</td>
<td>IMLeagues</td>
<td>No more than 3 days after the event</td>
</tr>
<tr>
<td>STATE</td>
<td>FEE</td>
<td>TURNAROUND</td>
<td></td>
</tr>
<tr>
<td>-----------------------------</td>
<td>--------</td>
<td>-----------------------------</td>
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</tr>
<tr>
<td>Alabama</td>
<td>$7.75</td>
<td>Instant</td>
<td></td>
</tr>
<tr>
<td>Alaska</td>
<td>$10.00</td>
<td>In Excess of 7 Business Days</td>
<td></td>
</tr>
<tr>
<td>Arizona</td>
<td>$6.00</td>
<td>Instant</td>
<td></td>
</tr>
<tr>
<td>Arkansas</td>
<td>$2.00</td>
<td>Instant</td>
<td></td>
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<tr>
<td>California</td>
<td>$2.00</td>
<td>Instant</td>
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</tr>
<tr>
<td>Colorado</td>
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<td></td>
</tr>
<tr>
<td>Connecticut</td>
<td>$15.00</td>
<td>Instant</td>
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<tr>
<td>Delaware</td>
<td>$15.00</td>
<td>Instant</td>
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</tr>
<tr>
<td>District of Columbia (DC)</td>
<td>$13.00</td>
<td>Instant</td>
<td></td>
</tr>
<tr>
<td>Florida</td>
<td>$8.10</td>
<td>Instant</td>
<td></td>
</tr>
<tr>
<td>Georgia</td>
<td>$6.00</td>
<td>Instant</td>
<td></td>
</tr>
<tr>
<td>Hawaii</td>
<td>$23.00</td>
<td>9:00 AM EST Next Business Day</td>
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<tr>
<td>Idaho</td>
<td>$9.00</td>
<td>Instant</td>
<td></td>
</tr>
<tr>
<td>Illinois</td>
<td>$12.00</td>
<td>Instant</td>
<td></td>
</tr>
<tr>
<td>Indiana</td>
<td>$7.50</td>
<td>Instant</td>
<td></td>
</tr>
<tr>
<td>Iowa</td>
<td>$8.50</td>
<td>Instant</td>
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<tr>
<td>Kansas</td>
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<td>Instant</td>
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<tr>
<td>Kentucky</td>
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<td>Instant</td>
<td></td>
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<tr>
<td>Louisiana</td>
<td>$6.00</td>
<td>Instant</td>
<td></td>
</tr>
<tr>
<td>Maine</td>
<td>$7.00</td>
<td>Instant</td>
<td></td>
</tr>
<tr>
<td>Maryland</td>
<td>$12.00</td>
<td>Instant</td>
<td></td>
</tr>
<tr>
<td>Massachusetts</td>
<td>$8.00</td>
<td>Instant</td>
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</tr>
<tr>
<td>Michigan</td>
<td>$7.00</td>
<td>Instant</td>
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<tr>
<td>Minnesota</td>
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<td>Instant</td>
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<tr>
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<td>Nebraska</td>
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<td>Instant</td>
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</tr>
<tr>
<td>Nevada</td>
<td>$7.00</td>
<td>Instant</td>
<td></td>
</tr>
<tr>
<td>New Hampshire</td>
<td>$12.00</td>
<td>Instant</td>
<td></td>
</tr>
<tr>
<td>New Jersey</td>
<td>$12.00</td>
<td>Instant</td>
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<td>New Mexico</td>
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<td>Instant</td>
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<tr>
<td>New York</td>
<td>$7.00</td>
<td>Instant</td>
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<tr>
<td>North Carolina</td>
<td>$8.00</td>
<td>Instant</td>
<td></td>
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<tr>
<td>North Dakota</td>
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<td>Instant</td>
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<td>Ohio</td>
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<td>6:00 PM EST 2nd Business Day</td>
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<td>Pennsylvania</td>
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<td>5 Business Days</td>
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<td>Instant</td>
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<td>South Dakota</td>
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<td>Instant</td>
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</tr>
<tr>
<td>Tennessee</td>
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<td>Instant</td>
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<td>$6.50</td>
<td>Instant</td>
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<tr>
<td>Utah</td>
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<td>Instant</td>
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<tr>
<td>Vermont</td>
<td>$16.00</td>
<td>Instant</td>
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</tr>
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<td>Virginia</td>
<td>$7.00</td>
<td>Instant</td>
<td></td>
</tr>
<tr>
<td>Washington</td>
<td>$13.00</td>
<td>Instant</td>
<td></td>
</tr>
<tr>
<td>West Virginia</td>
<td>$9.00</td>
<td>Instant</td>
<td></td>
</tr>
<tr>
<td>Wisconsin</td>
<td>$5.00</td>
<td>Instant</td>
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</tr>
<tr>
<td>Wyoming</td>
<td>$5.00</td>
<td>Instant</td>
<td></td>
</tr>
</tbody>
</table>
IMLEAGUES MEMBER ADDITION DETAILS

When you sign up, you will receive an email with the following notification and instructions on how to set up your account in IMLeagues, using your Vanderbilt email address.

Once you have logged in, click on the Club Sports tab at the top of the screen.

After you have clicked the Club Sports tab, you will see a description of the Club Sports program, the professional staff’s contact information and a list of all the club sports.

Click on Join Team next to the club team that you would like to join. You may not have the option to join every club. Ex. If you noted that you are Male, you are able to join Men’s Lacrosse but not Women’s Lacrosse.

There will be a series of requirements before you can be officially added to the roster, listed on the following pages. If you are already listed on a club roster (and have completed all the requirements), you will not have the option to Join Team, since you are already part of the club.

If you do not see Join Team, make sure you are viewing the list in Team View.
After clicking Join Team, a message screen will pop up. If you want to write a message for the president, include it here. If not, continue by clicking **Send Request** or **Submit**.

Once you click submit, the club president will be notified of your submission.

You will not appear on the club roster until after your submission has been approved. You can find the **pending** status on the top right hand side of the club page.

Every participant is required to complete three (3) forms to be listed as a member of a club sport: the club sports code of conduct, emergency contact information, and a release of liability form.
Club Sports professional staff and the club presidents will approve/accept the submitted documents. While you wait for approval, your home screen will show a pending request.

You can also view your pending requests if you click on the Teams icon.

For each document that is reviewed and approved, your Vanderbilt email address will receive a notification in your inbox.

Once all the necessary documents have been received and approved, your home screen will denote your teams if you click on the blue My Teams icon.

On the individual club team screen your documents will be listed as verified.

To see your detailed roster information, click on Team Roster on the club page. If your name has a line through it, you have not completed all 3 paperwork requirements, or your membership is still pending and has not been approved.