

# Club Sports Handbook



UREC Club Sports, under the Division of Student Affairs at the University of Arkansas, provides students the opportunity to participate in competitive sports while promoting a sense of community and belonging. These student-led clubs follow the guidelines set by University Recreation. Although members are dedicated athletes, their focus is on academics.

### Club Sports Administration (CSA)

[Steven Walton](#), Assistant Director of UREC Sports

[Michael Pappan](#), Coordinator of UREC Sports

[Lauren Hocamp](#), Graduate Assistant of UREC Sports

[Ryan Ingram](#), Graduate Assistant of UREC Sports

[Taylor Book](#), Director of Programs for University Recreation

### 2024-2025 Club Sports & CSA Advisor

Club	Advisor
Ice Hockey	Steven Walton
Baseball	Steven Walton
M Soccer	Steven Walton
Shotgun	Steven Walton
Cycling	Steven Walton
M Lacrosse	Steven Walton
Esports	Steven Walton
Tennis	Steven Walton
Bass Fishing	Steven Walton
W Ultimate	Lauren Hocamp
Water Ski	Lauren Hocamp
Ballroom	Lauren Hocamp
M Volleyball	Lauren Hocamp
W Volleyball	Lauren Hocamp
Running	Lauren Hocamp
W Lacrosse	Lauren Hocamp
M Rugby	Michael Pappan
Disc Golf	Michael Pappan
Golf	Michael Pappan
M Ultimate	Michael Pappan
W Soccer	Michael Pappan
Boxing	Ryan Ingram
W Rugby	Ryan Ingram
Badminton	Ryan Ingram

# Table of Contents

<b>TABLE OF CONTENTS .....</b>	<b>3</b>
<b>Important Dates .....</b>	<b>5</b>
<b>Individual &amp; Group Membership .....</b>	<b>6</b>
Code of Conduct .....	6
Waivers .....	6
Minors .....	6
Tryouts .....	7
Becoming a Club Sport .....	7
National Governing Body Request for Eligibility .....	8
Inactive Clubs.....	8
Hazing .....	8
Discipline Policy .....	10
<b>Executive Leadership, Coaches &amp; Advisors .....</b>	<b>12</b>
<b>Facilities.....</b>	<b>13</b>
Reserving Facilities .....	13
Conducting Safe Practices & Competitions .....	14
<b>Equipment .....</b>	<b>17</b>
Club Inventory .....	17
Firearms and Other Weapons .....	17
<b>Brand &amp; Marketing.....</b>	<b>19</b>
University Recreation Logos .....	19
Arkansas Newswire .....	20
Media Passes .....	20
Club Sport Websites.....	20
Social Media.....	20
<b>Finance .....</b>	<b>22</b>
Club Accounts .....	22
<b>Purchasing.....</b>	<b>26</b>
Purchasing Information .....	26
Apparel and Logo Purchases .....	27
Licensing and Trademarks.....	27

<b>Travel .....</b>	<b>29</b>
Preparing for Travel.....	29
Risk Mitigation .....	29
Class Excuse Request .....	30



# Individual & Group Membership

To be an active member of UREC Club Sports has met the eligibility guidelines. To be considered eligible, individual must:

- Be a student enrolled in at least one credit hour at the University of Arkansas-Fayetteville.
- Faculty, staff, alumni, family members, and affiliates cannot participate in Club Sports, regardless of UREC membership.
- Complete the Sports Release and Waiver of Liability
- Pay club dues
- Stay in compliance with Arkansas SB 354 Act 461, biological males are prohibited from participating in women's sports.

## Code of Conduct

All club members are responsible for adhering to the Code of Student Life. Club members who do not adhere to the Code may face disciplinary sanctions imposed by the Club Sports Administration and be referred to the Office of Student Accountability (OSA).

Common examples of standards that are not acceptable or permitted include, but are not limited to, violence (physical or emotional), harassment, hazing, discrimination, sexual misconduct, disorderly conduct, theft, and violation of any Arkansas state and/or federal criminal law. Additionally, it is important to note that club members may never use illegal drugs or prescription drugs not prescribed to them, consume alcohol during a club activity (includes travel) or if under the age of 21, or use tobacco products (including dip and smokeless tobacco) while on the University of Arkansas campus.

## Waivers

The Club Sports General Release and Waiver of Liability form must be completed by every member of a club each fiscal year (July 1-June 30) and for every club an individual participates in. It is the responsibility of each club to have their members complete the sport-specific waiver. All waivers must be filled out completely (sans the insurance information). Anyone who has not completed a waiver properly is not permitted to participate in any club activities.

When officers are distributing the waiver, they must explain to each club member what they are signing. The waiver can be summed up in these five points and officers are encouraged to use these points when explaining the waiver:

- The individual agrees that participating in club sport is inherently dangerous and acknowledges these risks.
- The individual is releasing all liability in participating in the club sport from anyone associated with the University of Arkansas.
- The individual agrees to indemnify all parties associated with the University of Arkansas against all claims arising from participating in the club.
- The individual agrees to allow UREC to access their grades for eligibility purposes and use photographs/videos for marketing purposes.
- The individual agrees to follow all laws and policies set forth in participating in the Club Sports program.

Club officers are encouraged to collect any information related to the student to remain in contact if the student gives permission. Please note that student information is sensitive and thus officers should ensure that this sensitive information, if collected with the student's permission, is kept in a safe location.

## Minors

Club members who are under the age of 18 must have their parents or guardians sign a physical waiver which can be obtained by contacting the Club Sports Office. Once the minor turns 18, they will need to complete a

new waiver and submit electronically. Again, waivers must be completed before a student can participate in any club activity including tryouts.

### **Insurance**

The risk of injury is greater for club sports athletes; therefore, all members are highly recommended to maintain personal health insurance. This can be obtained in many ways, but Club Sports and the University of Arkansas do not provide insurance for individual students or club teams.

Many clubs have national governing organizations that will either require individuals to carry personal health insurance or require individuals to purchase additional insurance that acts as a secondary insurance. It is each club member's responsibility to know the rules of their governing body related to health insurance.

### **Tryouts**

Clubs may host tryouts to determine their final roster(s). As a reminder, waivers must be collected to participate in club activities.

- Clubs that make cuts must have defined criteria for making cuts outlined within the organizational constitution or bylaws. Each club that holds tryouts for their club must establish a tryout rubric.
- This rubric must be submitted through email to the Club Sports staff after the tryout.
- If a club has tryouts, tryouts must be open to all students.
- If teams utilize tryouts to select team members, all players must tryout, including returning players (excluding executive team members).
- For any clubs administering tryouts, individuals responsible for cuts must complete the NFHS Implicit Bias training and submit their certificate through email to their Club Sports Advisor (including coaches).
- For teams utilizing cuts, no new members should join the club after tryouts are held unless a tryout is held for individual(s).

### **Becoming a Club Sport**

Students interested in starting a new sports club at the University of Arkansas should email the Assistant Director of UREC Sports to assess the feasibility of establishing the club.

Students are required to have the following documents before scheduling a meeting with UREC Club Sports.

- Constitution (template)
- Expected Budget (template)
- Roster of at least 1.5 times the number of participants needed to play the sport (a minimum of 10 students on the active roster)

To be considered for recognition, a club must:

- Be an active Registered Student Organization (RSO)
- Have a National Governing Body
- Be athletic in nature
- Not resemble an existing club sport
- Compete against outside competition

If the club is accepted as a UREC Club Sport, they will spend two academic semesters as a RSO before becoming a Departmental Student Organization (DSO) supported by University Recreation Club Sports.

The new UREC club will serve a probationary fiscal year term, not receiving departmental funding. The club is still held to the performance scoring system and subject to the same disciplinary actions as established clubs.

The administration reserves the right to refuse any request based on perceived risk of sport, availability of facility space, amount of travel required, administrative capacity, and funding availability.

## National Governing Body Request for Eligibility

It is common for a club's National Governing Body to request a form from the university's registrar verifying the eligibility of club members for a specific sport.

To complete this process, the club must deliver the form to a Club Advisor, who will then review and submit it to the Registrar. Club members are not permitted to drop off or pick up this form at the Registrar's office. Due to FERPA laws, no student may view the form once it is completed.

After the Registrar has completed and verified the form, the Club Advisor will submit it to the National Governing Body by mail, email, or fax, as instructed by the club. Clubs that violate FERPA laws or bypass this process will face disciplinary action from Club Sports Administration and the University.

This process may take up to a week to complete, start to finish.

## Inactive Clubs

Clubs unable to sustain their membership (minimum of 10 active members) or dismissed from UREC Club Sports will be deemed inactive. Club members still interested in participating in their sport are encouraged to re-apply to become an RSO and repeat the transition process into UREC Club Sports.

## Hazing

The University of Arkansas and Club Sports program has a strict zero tolerance policy on hazing. The Club Sports program refers to the definitions of hazing identified by the State and the University. Individual club members or clubs are subject to immediate expulsion from the Club Sports program if found in violation of hazing, as defined by the State of Arkansas or the University's Code of Student Life.

Student(s) found in violation of hazing laws will be immediately reported to the Office of Student Accountability (OSA). The OSA will investigate any claims regarding hazing and follow judicial procedures related to the violation of the Code of Student Life. The Club Sports Administration reserves the right to suspend all club activities while a hazing incident is being investigated and incur sanctions outside those of the OSA. Additionally, at the discretion of the Club Sports Administration, students found associated with incidents of hazing not related to Club Sports may lose the privilege to participate in the Club Sports program.

It is important for clubs to understand that hazing is a serious offense, and all club members, coaches, and club administration should make every effort to eliminate hazing practices from clubs. It is important to note that making an event, such as initiation into a club, voluntary does not mean that the action is not considered hazing.

Any requirement imposed upon prospective, new, or current members which is not related to the organization's purpose is prohibited and will become the subject of a University investigation once the practice is brought to the attention of the Office of Greek Life. This policy applies to all UA students, student organizations, and clubs. If you have any questions or concerns about hazing, or activities that could constitute hazing, please do not hesitate to contact the Office of Greek Life at (479) 575-5001 or email us at [gogreek@uark.edu](mailto:gogreek@uark.edu).

### Examples of hazing

The following activities have at one time, or another been identified as hazing by courts and/or institutions of higher education:

- Requiring new members to practice periods of silence
- Conducting any type of "hell week" activities
- Requiring the carrying of items such as statues, rocks, paddles, etc.
- Requiring calisthenics such as sit-ups, push-ups, etc.
- Forcing or coercing someone to eat or drink against their will



- Completing tasks in order to obtain signatures
- Phone duty
- Paddling or striking in any manner
- Marking or branding
- Physical harassment: pushing, cursing, yelling, etc.
- Staging any form of "line-up"
- Sleep deprivation
- Preventing / restricting class attendance
- Preventing personal hygiene
- Causing indecent exposure
- Requiring uncomfortable attire
- Keeping the date of initiation into the group a secret
- Work parties / clean-up for new members only
- Scavenger or treasure hunts

### **Arkansas Hazing Law**

Hazing, defined as, but not limited to, any act imposed on current or potential members of a group or organization that endangers the mental or physical health or safety of a person, that defaces or destroys public or private property, that is likely to result in humiliation or ridicule, or that is likely to result in interference with academic efforts regardless of the consent of the participants, or any actions or activities prohibited by Ark, Code Ann. 6-5-201 and Ark, Code Ann. 6-5-204.

Ark, Code Ann. 6-5-210

### **Definition**

As used in this subchapter, hazing means:

1. Any willful act on or off the property of any school, college, university, or other educational institution in Arkansas by one (1) student alone or acting with others which is directed against any other student and done for the purpose of intimidating the student attacked by threatening him or her with social or other ostracism or of submitting such student to ignominy, shame, or disgrace among his or her fellow students, and acts calculated to produce such results;
2. The playing of abusive or truculent tricks on or off the property of any school, college, university, or other educational institution in Arkansas by one (1) student alone or acting with others, upon another student to frighten or scare him or her;
3. Any willful act on or off the property of any school, college, university, or other educational institution in Arkansas by one (1) student alone or acting with others which is directed against any other student done for the purpose of humbling the pride, stifling the ambition, or impairing the courage of the student attacked or to discourage him or her from remaining in that school, college, university, or other educational institution, or reasonably to cause him or her to leave the institution rather than submit to such acts; or
4. Any willful act on or off the property of any school, college, university, or other educational institution in Arkansas by one (1) student alone or acting with others in striking, beating, bruising, or maiming; or seriously offering, threatening, or attempting to strike, beat, bruise, or maim; or to do or seriously offer, threaten, or attempt to do physical violence to any student of any such educational institution; or any assault upon any such student made for the purpose of committing any of the acts, or producing any of the results, to such student as defined in this section.
  - a. The term hazing as defined in this section does not include customary athletic events or similar contests or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.

History. Acts 1983, No. 75, § 2; A.S.A. 1947, § 80-5502.

Ark, Code Ann. 6-5-204

Construction.

Nothing in this subchapter shall be construed as in any manner affecting or repealing any law of this state respecting any other criminal offense.

**The University of Arkansas' ability to investigate reported incidents and enforce the University's policies depends on the accuracy and specificity of the information provided. Concerned individuals are encouraged to provide as much specific detail (i.e. names, dates, times, location, nature of the behavior, etc.) as possible so that appropriate action may be taken.**

**Concerned individuals have the option to submit a report anonymously, though officials prefer contact information to be provided for necessary follow-up. Should contact information not be provided, the University of Arkansas' ability to investigate and address the behaviors reported may be limited. To the extent possible, identity may be kept confidential. Concerned individuals should contact appropriate officials for further information.**

## Discipline Policy

All club members, coaches, instructors, and advisors are responsible for the knowledge of and adherence to the policies set forth within the University Recreation Club Sports Handbook.

The Club Sports Administration retains the right to discipline based on the actions or inactions taken by a club or individual club members that are not outlined or specifically stated in this document.

### Travel

- Unauthorized travel could result in the loss of allocation funds, practice privileges, travel privileges, and club sport classification.
- Failure to have waivers on file, an accurate travel roster, and the necessary club members driver's training approved will result in loss of travel privileges.

### Purchasing

- The Club Sports Administration must approve a purchase prior to placing an order. Clubs who fail to adhere to purchasing rules are subject to further discipline as decided by Club Sports Administration

### Additional Discipline

Behavior beyond what is listed above will be investigated by the Club Sports Administration and, if needed, other sanctions will be assigned. Also, behaviors that break the Code of Student Life will be reported to the Office of Student Accountability (OSA) who may investigate and discipline separately from Club Sports Administration. Below are examples of behaviors that will be assessed case-by-case. This list is not all-inclusive.

- Unauthorized or unapproved travel
- Hazing
- Discrimination
- Alcohol/drug consumption associated with a club function
- Destruction of private or public property associated with a club function
- Failure to comply with the Code of Student Life

Clubs who are believed to have taken part in hazing or discrimination will be placed on immediate suspension pending an investigation.

### Reinstatement Process

If a club is expelled for any reason, their status can be reinstated into the Club Sports program after the following:

- ONE-year dead period until clubs can reapply for Club Sports status
- ONE year probation year (if voted into Club Sports) without funds
  - Original members must appeal to the Club Sports Administration to join the reinstated club.
  - Original officers will no longer be able to hold an officer position with the club.
  - Original coaches/advisors/instructors will no longer be affiliated with the club.

After the expelled year and probationary year, the club will receive funds and be fully reinstated into the Club Sports program.

# Executive Leadership, Coaches & Advisors

## Executive Leadership

Required

- President
- Safety Officer

Recommended

- Vice President
- Treasurer
- Secretary
- Social Media Manager

## Advisors (Recommended)

University Advisor Expectations:

- Be familiar with the purpose, constitution and activities of the Student Organization for which you are advising.
- Assist the Student Organization in identifying goals and help the members and officers clarify their areas of responsibility.
- Observe and evaluate student performance regarding their involvement with the Student Organization.
- Be familiar with University policies and procedures as they pertain to officer eligibility and be sensitive to the students' academic performance.
- Provide information to University officials concerning the Student Organization when requested.
- Be available as a mentor to organization members to assist them with personal and organizational problems and decisions.
- Act as a source of general information regarding UA policies and procedures.
- Teach basic leadership skills and provide the officers with elements of good organizational and administrative practice.
- Serve as a Campus Security Authority to report crimes you become aware of in your advisor role.

## Coaches

A coach/instructor may be secured by the club membership. The coaches/instructor role and responsibilities include:

- Demonstrated knowledge of the sport through participation, certification and/or recommendations.
- Involvement in the practice/game activities, but not in the club's governance.
- Completion of all required forms, including but not limited to a background check

Coaches' information must be submitted to your respective Advisor at the beginning of every academic year. Coaches on this list will be allowed entrance into University Recreation spaces as long as it is regarding a club event or practice.

# Facilities

## Reserving Facilities

Clubs wishing to reserve facilities may do so, but all reservations must be preapproved by the Club Sports Administration. Facility Reservations include facilities operated by University Recreation, facilities operated by University of Arkansas Facilities Management, facilities operated by the Arkansas Union, and facilities operated by the City of Fayetteville Parks and Recreation. Each process is listed below.

For facility reservations that will cost the club to rent, a Purchase Request form must be completed before the reservation can be completed. See the “Purchasing” section for more information.

### **UREC Facilities**

For clubs who wish to reserve facilities operated by University Recreation outside of their regularly scheduled practices times must complete a Home Event Request form on HogSync and submit it to Club Sports Administration. Reservations are taken on a first come, first served basis. For immediate reservation needs, such as meeting space, please contact your advisor.

All HPER Building requests must be made at least 48 hours in advance and 24 hours in advance for cancelations. UREC Sports Complex requests are to be made at least one week in advance and cancelations at least 72 hours in advance to avoid loss of field use. The request does not guarantee a club space.

Reservations through University Recreation facilities are free to clubs as a benefit for being associated with the department. Clubs whose events intend to earn the club money, such as tournaments and clinics, may be assessed reservation fees. Practices outside of those provided by the Club Sports Department may be assessed reservation fees.

Clubs will not be allowed to host competitions on home football Saturdays or any large University event days at any UREC facilities.

### **University of Arkansas Facilities Management**

Clubs may wish to hold events and practices at other facilities across campus. Most outside facility space, such as Old Main Lawn, the Gardens, and the space between the fountain of the Arkansas Union and Mullins Library, are operated by Facilities Management. Facilities Management may choose to assess rental fees at their discretion. More information about Facilities Management and the spaces they manage can be found on their website.

If a club wishes to host an event at such a location, the club should first check the UREC [Facility Management Reservation Calendar](#).

If a club wishes to make a reservation, a Facility/Outdoor [Space Reservation Form](#) on the Facilities Management website should be completed. After the club has completed the form, they will submit it to the Club Sports Administration for approval. The administration will then submit the form on the club's behalf.

### **Arkansas Union**

The Arkansas Union provides many opportunities for clubs to host events and meetings. Information on meeting spaces and reservations can be found on the Union's website. Clubs can make reservations directly with the Union through their online reservation system. Individuals will be required to create a log in with this system. Typically, reservations are free, such as for an information table, however, the Union may access fees.

### **City of Fayetteville Parks and Recreation**

The City of Fayetteville's Parks and Recreation Department operates many different facilities throughout the city, which are available for rental. Clubs should visit the Parks and Recreation Department's website for information on the different facilities. Clubs who wish to make a reservation must complete the Fayetteville

Parks and Recreation Special Event/Tournament Reservation Form. On this form, the club is to put the Assistant Director's information under the Authorized Representative lines. Also, the club is not allowed to sign the reservation request, rather, they will submit the form to Club Sports Administration, and they will submit it to the Parks and Recreation Department.

NOTE: If a club plans to host an event where money will be collected, the appropriate forms (Revenue Income Event or Fundraising) will need to be submitted prior to the reservation. See the "Raising Funds" section of this handbook for more information about Revenue Income and Fundraising events.

Clubs who utilize any organization's facilities, such as University Recreation, Facilities Management, the Arkansas Union, and Fayetteville Parks and Recreation, must adhere to all policies of that organization. This section will cover the policies related to University Recreation facilities.

### **All UREC Facilities**

UREC facilities are only accessible to people with current UREC memberships. This includes all current students enrolled in at least one unit at the University of Arkansas-Fayetteville campus. Members using UREC facilities and those visiting must adhere to all policies. Failure to adhering to policies may result in disciplinary action.

### **HPER Building**

A complete list of policies related to the use of the HPER Building can be found through University Recreation's website. All club members, regardless of whether they are practicing/competing on behalf of a club, must always adhere to these policies.

All users of any UREC Facility must follow the policies below. Failure to do so may result in loss of privileges for future reservations.

- All groups/individuals sponsoring any activities must comply with all University Recreation, University of Arkansas and State of Arkansas policies and regulations.
- The facility must be used for the purpose specified on the reservation form (link). The department of University Recreation reserves the right to cancel any reservation should it deem necessary or unsafe.
- The possession and/or use of alcohol, tobacco, and drugs are prohibited.
- Pets, fires, glass bottles, skateboards, bicycles, kite flying, and golfing are not permitted inside the Sports Complex fence.
- Supervisors have full authority to ask participants to leave the complex if the participant's conduct necessitates such action. Failure to abide by the policies and regulations established by University Recreation may result in the loss of that reservation and /or program privileges.
- If a group fails to show up within (30) thirty minutes of their reservation time, the reservation becomes cancelled.
- The department of University Recreation is not responsible for any lost or stolen articles.

## **Conducting Safe Practices & Competitions**

Due to the unique nature of each individual sport, there is no comprehensive guide on how clubs can eliminate or reduce risk. Below are examples of ways clubs are encouraged to eliminate or reduce risk within their club.

### **Athletic Trainer**

University Recreation provides athletic trainers to club teams as a free service at home events as a risk management initiative through Advanced Orthopedic Specialists. Home events that qualify for these free services will be determined by the University Recreation Administration.

Drop-in athletic training services, which are held on Mondays and Wednesdays in HPER 320 with the hours being found on the Sports Injury Clinic website, it is open to all UREC members. Athletic trainers at home events will arrive 45 minutes before a game starts and stay until 30 minutes after a game. If a club wishes to have the athletic trainer arrive earlier or stay later, the club will be required to cover the costs.

Clubs who wish to have an athletic trainer at events that are not covered by UREC, such as practices or inter-squad scrimmages, may do so. The request for the trainer must be made at a minimum of two weeks in advance via email to [sclubs@uark.edu](mailto:sclubs@uark.edu); this request does not guarantee an athletic trainer will be available for the event. A Purchase Request needs to be completed prior to services being rendered. See the “Purchasing” section of this handbook for more information. Athletic trainers cost \$25 an hour.

Standard athletic training care is provided, including supplies. Club members who wish to have preventative care given, such as taping ankles before a game, must provide their own supplies. Students and their medical records are protected by FERPA and HIPAA, thus no one can request a student’s medical record without the direct consent of the student. All return to play decisions will be made between the athletic trainer and student.

### **General**

- Always ensure that all club members are following the Code of Student Life
- Encourage club members to carry health insurance and secondary insurance
- Encourage club members and coaches to be certified in CPR/First Aid
- Report any type of injuries immediately to Club Sports Administration, especially if a student goes to the hospital, as well as complete an Accident Report
- Always encourage club members to get a physical every year and seek medical attention for any type of injury or concern a member may have

### **Practices/Competitions**

- Inspect playing area to ensure that there are no dangers (e.g., holes in field, standing water, dangerous objects)
- Wear appropriate clothing/uniform for the weather
- Take frequent water breaks, especially during hot or humid temperatures
- Do not overexert players with drills or games, especially if the drill/practice/competition/etc. has the chance to exacerbate an injury
- Always ensure that players are using the proper equipment for the sport
- Instruction should be given only by those knowledgeable in the sport/fitness game/drill and anyone given instruction is encouraged to have certification to coach that sport
- Never allow a club member to continue practicing/competing if you suspect that the member may have a life-threatening injury, such as a concussion

### **Inclement Weather**

The safety of participants and spectators is important to the University and the Club Sports program. To maintain this safety, anyone utilizing a University Recreation facility or where a UREC staff member is present must abide by all instructions given by the staff.

### **Lightning (UREC Sports Complex)**

If lightning occurs within eight miles of the UREC Sports Complex, all activity at the facility will be halted, and all facility users must seek shelter or evacuate the premises for at least 30 minutes. Facility users may use the Field House as a safety location and the University of Arkansas Police Department (UAPD) offices, which are directly across from the UREC Sports Complex. If lightning occurs again within the 30-minute period, the 30-minute period will begin again. Club officers are encouraged to work with the UREC staff member on duty to determine the best course of action for the practice/game/tournament/event/etc. Once the area has been clear of lightning for at least 30 minutes, the UREC staff member on duty will verbalize a message of ‘all clear’ and facility users may use the facility once more.

UREC staff members, with the utilization of technology, will have final authority to clear the facility and all users must abide by their instructions. Club members and participants who fail to listen to the UREC staff may face disciplinary action, which may include facility use loss and suspension, and UAPD may be called in to help remove patrons.

**Tornado (UREC Sports Complex)**

If a tornado warning, typically issued through the RazAlert system by the University, is issued or the City of Fayetteville's tornado warning sirens go off, the UREC Sports Complex must be evacuated immediately, and all users are encouraged to seek shelter immediately. All users will be directed to use the UAPD offices, which are directly across from the UREC Sports Complex. No activities within the facility may occur until the 'all clear' announcement is given either through the RazAlert system or by UAPD. Club officers are encouraged to work with the UREC staff member on duty to determine the best course of action for the practice/game/tournament/event/etc. once the 'all clear' is given.

UREC staff members will have final authority to clear the facility, and all users must abide by their instructions. Club members and participants who fail to listen to the UREC staff member may face disciplinary action, which may include, but is not limited to, facility use loss and suspension, and UAPD may be called in to assist with the evacuation and removal of patrons.

**Lightning (HPER Building)**

In most cases lightning does not affect activities within the HPER Building. If UREC staff determine that patron safety is at risk during a lightning storm, all Club Sports members and spectators must abide by UREC staff directions. Clubs or spectators found not to comply with UREC staff directions may face disciplinary action, including facility use loss and suspension.

**Tornado (HPER Building)**

If a tornado warning, typically issued through the RazAlert system by the University, is issued or the City of Fayetteville's tornado warning sirens go off, the HPER Building must be locked down immediately and all users are encouraged to seek shelter immediately. All users will be directed by UREC staff to various shelters throughout the building. No activities within the facility may occur until the 'all clear' is given either through the RazAlert system or by UAPD. Club officers are encouraged to work with UREC staff members on duty to determine the best course of action for the practice/game/tournament/event/etc. once 'the all' clear is given.

UREC staff members will have final authority to clear the facility, and all users must abide by their instructions. Club members and participants who fail to listen to the UREC staff members may face disciplinary action, including facility use loss and suspension.



# Equipment

## Club Inventory

Equipment housed by the department of University Recreation is considered property of the University of Arkansas and therefore must be inventoried. Equipment is housed in the Service Center of the HPER Building, in outdoor storage outside of the Service Center, under the pool, and at the UREC Sports Complex. A valid UARK I.D. card is needed to check out equipment.

Club members are not allowed to check out club equipment for personal use. All club items, except uniforms, can be checked out for 30 days at a time. At the end of the 30-day period, the equipment must be returned for inventory purposes. The club members may recheck out the equipment immediately. Uniforms may be checked out for an entire academic year, but they must be checked out to individual club members to help with tracking purposes. Any member who checks out equipment is subject to fines if they lose or damage the equipment.

Clubs who use the UREC Sports Complex are welcome to check out their balls, cones, and other practice equipment and store it in the fieldhouse for the semester. It will be kept locked in a room and the supervisor will unlock it for the club at the start and end of practice. If the clubs are unable to keep this space tidy and organized, we will revoke this privilege. If a club is traveling on the weekend, they will need to plan and grab the equipment they need the day of their last practice. We will not make a special trip to open to fieldhouse if the club forgets to get the equipment they need to travel.

Items owned by the Club Sports Administration, including first aid kits, may be checked out only through the Administration. First aid kits should be returned at the post-travel meeting.

Failure to return items by their due dates may result in fines associated with the cost of replacing the item. The number of items damaged/lost will be deducted from the club's agency account. Individual clubs may also hold club members who check out equipment responsible for lost or stolen items.

Items not associated with a club, such as water coolers, stereos, or tables, may be checked out free of charge to clubs. Please request items with your Club Advisor if you would like to reserve these items.

## Firearms and Other Weapons

The University of Arkansas does not permit the possession of firearms and other weapons on the University campus. The University's policy (Fayetteville Policies and Procedures 224.0) states:

Possession, storage or use of weapons including, but not limited to, firearms, firearm ammunition, air pistols, air rifles, fireworks, incendiary devices, lock blade or fixed blade knives with a blade length of four inches or greater, blackjacks, metal knuckles, or any other such offensive weapons of any description on the University campus, or in areas controlled by the University, including vehicles, University residence halls or sorority or fraternity houses is prohibited. Possession of any tear gas type products in personal use quantities for the purpose of self-defense is permissible. The use of tear gas type products for other than self-defense is prohibited.

Violation of this policy may be punishable by disciplinary action, which may include suspension, or expulsion from the University.

Students found to be in violation will be reported to the Office of Student Accountability (OSA) and may face additional disciplinary actions by Club Sports Administration.

### **Club Equipment**

Clubs who use firearms/weapons as equipment in their sport, such as Shotgun Sports and Paintball, must ensure that they follow the policy. No equipment/weapons may be stored on campus and club officers need to work with club members who live on campus to make alternate arrangements for safe storage off-campus.

Club Administration will then work with the University of Arkansas Police Department to make special arrangements, if possible.

**Travel**

Arkansas State statutes, for the purposes of Club Sports travel, is enforced. The statute, § 5-73-306, states that if a person carries a knife with a blade three and one-half inches (3-1/2”) long or longer, this fact shall be prima facie proof that the knife is carried as a weapon. No license issued pursuant to this subchapter shall authorize any person to carry a concealed handgun into any school, college, community college, or university campus building or event, unless for the purpose of participating in an authorized firearms-related activity.

# Brand & Marketing

The department of University Recreation has a fully staffed marketing unit. As a member of the Club Sports program, clubs have access to the marketing staff and their graphic designers free of charge.

Services that the UREC marketing staff can provide include flyer design, design element (logo) creation, photography, and videography.

UREC marketing staff can create the following:

- Posters / Flyers
- T-shirt / Apparel Design
- Brochures
- Logos (design element)
- Videos
- Photographs

## How To Request Marketing

Due to their heavy workload and the nature of graphic design, clubs must submit their marketing request at least four weeks in advance of a specified due date to the Club Sports Administration through HogSync. Please note that requests may take longer than that depending on their content and complexity.

The description of the media needs to be as specific as possible. This includes any information about the event, overall design, and color schemes. It is a good idea to create a mockup of what the club wishes the media to look like. The quality of this can be low (e.g., Microsoft Publisher) and clubs are encouraged to share any links/pictures to other designs that the club wishes the marketing staff to emulate. The Assistant Director or Graduate Assistant for Marketing will reach out to the club directly with any additional information or clarification needed.

Once the media has been created, the requestor will receive the initial draft. The requestor can then ask for any changes needed, however, the more specific the initial request the less changes will need to be made.

## University Recreation Logos

Commonly referred to as a “logo”, University Recreation utilizes two design elements to assist in marketing and branding efforts for all its programs. Since Club Sports is a program area under UREC, all clubs must also use approved UREC designs on all marketing materials. One of the following design elements will need to be used on apparel regardless of how many additional sponsors are on the item.

## University Recreation Disclaimer

All marketing materials, including printed and digital mediums, must have the University Recreation design element and disclaimer. Certain marketing materials may not warrant the disclaimer, however, that decision will be made by the Marketing Coordinator.

The disclaimer states:

*“Participation in all activities in the HPER Building, UREC Fitness Center, UREC Sports Complex, or any program sponsored by the College of Education and Health Professions or the department of University Recreation, regardless of location, is voluntary on behalf of all participants. All participants acknowledge and agree that the University of Arkansas does not provide insurance for any of its activities and shall not be liable for any injuries that occur at any of these locations or any of its programs.”*

## Club Created Marketing Materials

Clubs are encouraged to utilize the UREC marketing staff to create all marketing materials for their clubs to achieve a quality design while remaining aligned with the UREC brand. Clubs who wish to create their own marketing materials must have their product approved by the Club Sports and Marketing Directors. Note that any materials produced that are of low quality (e.g., created with Microsoft Paint) will be denied.

## Arkansas Newswire

Clubs who are interested in publishing articles about their club on the Newswire are encouraged to do so as often as possible. To get an article published, clubs need to create the write-up for a “newsworthy” event (practices or repeated events are not considered “newsworthy”) and email the finished article with a picture related to the event to Club Sports Administration. The article should contain the who, what when, and where of the story, as well as at least one quote.

Once received, the Administration will review the article and either submit it for publication or send it back to the club with corrections. Clubs who wish to have the article published on a specific day should send the article at least five business days before they wish the article to appear.

## Media Passes

Those interested in capturing a photo or video of a UREC event, including Club Sports, may request a media pass by emailing [urec@uark.edu](mailto:urec@uark.edu) and obtaining written permission. A request must include the event name or reason for capturing footage, the date and time when it will take place, as well as the organization which the individual seeking to check out the pass represents and their reason for requesting a media pass. To pick up a media pass, the interested party must then visit the UREC Main Office to check out the media pass. At this time, you must show proof of written permission from the Marketing Office or UREC Administration. Requests should be made during business hours from 8 am to 5 pm, Monday - Friday, for a timely response. Media passes must be immediately returned to the UREC Main Office once the event has finished unless the Main Office is closed. In this case, the pass may be returned the next day that the Main Office is open.

## Club Sport Websites

Individual clubs are **not** permitted to host a website outside of the University of Arkansas per [Fayetteville Policies and Procedures 225.0](#). University Recreation does provide clubs individual webpages through the HogSync website.

All club pages are to look similar in their layout and facts; however, it is up to individual clubs to provide information, such as affiliations and general information on the club. Clubs who wish to make updates to their websites may do so through HogSync.

## Social Media

Social media plays a significant role in marketing today and clubs are encouraged to utilize social media to help promote their club and others. It is important that clubs who use social media for marketing constantly update their sites to make them effective.

Social media sites, such as Instagram and X, are permitted, however, must follow Policy 225.0. These websites must include the statement, “These materials are not endorsed, approved, or provided by or on behalf of the University of Arkansas.” Failure to comply with policies may lead to sanctions as outlined in the Discipline section of this handbook.

All social media page sites must also list the current Assistant Director as ‘admin’ of the site. This is only to assist the club in ensuring the information is accurate and to help monitor the site if/when inappropriate comments are made either by the club or its followers.

### **University Recreation Social Media**

All clubs with social media sites are encouraged to interact with social media sites run by University Recreation and Club Sports.

University Recreation’s Instagram handle is @urecarkansas. Tagging this source in the social media sites helps reach more people and market the club and the program. Clubs are highly encouraged to include these groups (or at least Club Sports) in score updates and other valuable information. Club Sports will do their best to share and retweet club information.

Hashtags for Instagram help promote the program and University. Clubs are encouraged to use such hashtags in their posts as #uark, #urecarkansas, and #ureclubsports.

# Finance

## Club Accounts

Each club has access to multiple financial accounts, each governed by specific stipulations set forth by the University regarding allowable and non-allowable purchases.

Club leaders will receive monthly financial statements and can request them at any time by contacting the Club Sports Administration. These statements detail processed deposits, past expenditures, and planned expenditures (encumbrances) submitted to and approved by UREC. Each club is responsible for keeping accurate records and promptly addressing discrepancies with the Club Sports Administration.

### **Allocation Account**

Each club is assigned a specific Allocation Account, designated by the starting digits "DS0112". The Club Sports program begins each fiscal year with a financial allocation based on the previous year's performance.

- Clubs are only awarded 60% of their total allocation amount at the beginning of the fiscal year.
- Once a club has matched (deposited) the remaining 40% amount, the final 40% of the allocated funds will be distributed to the club.

The match may be achieved through club dues, revenue income events (RIE), donations and/or fundraising up to 60 days before spring semester Reading Day. If your club fails to match the 40% amount by the deadline, the remaining 40% will be retained by Club Sports.

Due to the allocation account, each club must spend their allocated amount by April 4th or must have encumbered these funds through approved Purchase and/or Travel Requests.

Since this money is allocated through University Recreation, purchases are limited to university approved expenditures. The following list is items that may be purchased with money from this account:

- Travel Expenses (hotel, meals, vehicle rental, trip insurance, gasoline, airfare)
- Tournament Entry Fees
- Team, League, or Association Fee
- Facility Rental Fee (practices, competitions, special events)
- Officiating Costs
- Team Equipment/Uniforms/Apparel (housed by University Recreation)
- Team Advertising Costs

If a club is accepted as a Registered Student Organizations (RSOs) again as a Club Sport within two years of inactivity, the club will still be able to access the club's Agency Account. After the two-year mark, the University will absorb any remaining funds. The Gift Account may also become inactive and inaccessible; however, clubs should contact UREC Club Sports if a club is accepted as a RSO within two years to determine how Foundation will proceed.

The following is a list of examples nonallowable expense items:

- Alcohol/Tobacco/Illegal substances
- Apparel/Equipment to be kept by players.
- Individual player membership/dues

Funds in this account, unavailable at the end of every fiscal year, must be spent on items/events that will benefit the club.

## Razorback Scoreboard System Overview

- The Razorback Scoreboard is a system used by the Club Sports Program to allocate budget dollars equitably based on club performance. The system focuses on administrative criteria, aiming to mitigate risks and efficiently manage clubs to ensure their success and good standing with the University.
- Budget Communication: Allocation budgets are communicated to club leadership before the last day of class in the Spring semester. These budgets may be expensed starting from the first day of class each Fall semester.

### **Agency Account**

Each club is assigned an account specifically for dues and funds obtained through Revenue Income Events (RIE). See the “Raising Funds” section for more information. Funds deposited in this account rollover each year. Since this account is housed through the University of Arkansas, the University is considered a custodian of each account.

Clubs now have the capability to direct members to pay their dues online<sup>(000)</sup> or at the University Recreation Main Office (HPER 225) during normal hours of operation.

The Club Sports Deposit Form can be found at the UREC Main Office. The completed form must accompany each deposit. Any member who deposits funds will receive a copy of the Club Sports Deposit form and receipt, which should be given to the Club Treasurer to maintain proper records. All checks should be made out to the ‘University of Arkansas’, with the club’s name in the memo line of the check. Clubs are responsible for depositing funds one business day after receiving them—whether they are club dues or money from a RIE.

Clubs may use their 1102 Agency Account to purchase any items deemed appropriate for their club. Items that would not be approved include, but are not limited to:

- Alcohol, drugs, or tobacco products
- Items and/or services deemed unrelated to club operations.

Clubs are responsible for raising all funds associated with this account.

### **Foundation Account**

Clubs may be assigned a Foundation Account. This account is used solely for any type of donation for a club. Clubs interested in soliciting funds through a donor, including ‘Restaurant Nights’, must submit the RIE/Fundraising Request Form and receive approval. See the “Fundraising Events” section for more information.

Clubs are responsible for delivering any donations personally received by members to the UREC Main Office one business day after receiving them. These funds are NOT processed as a deposit at the University Recreation Main Office. All checks should be made out to the ‘University of Arkansas Foundation’ with the club’s name in the memo line of the check.

The 0392 Account is for all donations and is tax-deductible, but subject to processing fees by the University. This account rolls over each year.

### **Raising Club Funds**

Although the department of University Recreation and the Club Sports program provides funding for most clubs, the funding is typically not enough to cover all costs related to running a club. This section will break down the processes of the diverse ways clubs can earn income.

### **Dues (deposited into club’s Agency Account)**

Clubs are required at the beginning of each fiscal or academic year to set their due structure. Clubs may choose the amount each member pays to join a club along with when and how they plan to collect dues; however, all clubs must charge and collect dues. It is the club's ultimate responsibility for ensuring that all club members pay club dues.

At the beginning of each academic year, each club is responsible for informing Club Sports Administration of the amount(s) of club dues so it can be added to the online member portal. At the request of the club, the Club Sports Administration can email a list of what members have paid dues to date.

### **Sponsorships**

Clubs are encouraged to find sponsorships to help assist with funding for club activities.

To reach out to potential sponsors, clubs must complete a [sponsorship packet](#) and submit a list of potential sponsors through the [Sponsorship Outreach Request](#) on HogSync. Clubs must wait to reach out to these potential sponsors until they receive approval from Club Sports leadership.

### **Revenue Income Events (deposited into the club's Agency Account):**

Since Club Sports are sponsored by UREC, which is part of the Division of Student Affairs, clubs must follow all cash handling procedures set forth by the University. RIE includes any type of income generated from an event where goods and/or services are provided in exchange for monies or payment in-kind. In unique circumstances, clubs may work with Club Sports Administration to fill orders by mail as part of an RIE, however, this must be prearranged with Administration before the RIE takes place.

### **Fundraising (deposited into the club's Foundation Account):**

Since Club Sports are sponsored by UREC, which is part of the Division of Student Affairs, clubs must follow all cash handling procedures set forth by the University. Fundraising differs from Revenue Income Events (RIE) in that the club earns money, in-kinds gifts, or other monetary gains without the expectation of any goods or services in return. As with the RIE, the University has set forth policies regarding how clubs may collect funds.

Examples of Fundraising events include, but are not limited to, restaurant nights (such as Chick-fil-A) and fundraising letters (such as a letter writing campaign).

### **RIE and Fundraising Request Form**

Before hosting a profit share, bake sale, apparel sale etc. Club Sports must first receive this request for approval. Please do not move forward in collecting money or funds before receiving approval for your events! RIE requests must be submitted within 48 hours minimum before the event.

### **RIE and Fundraising Procedures**

In holding any RIE or fundraiser please be sure to follow the above procedures as well as the [Fayetteville Policies and Procedures 306.1: Cash Handling Procedures](#).

### **FundRazor**

Include summary...how to request one

### **Donations**

If individuals or companies wish to donate on their own volition and are not requested to do so through a fundraising letter writing campaign (or anything similar), they may do so in several ways. All donations are tax-deductible and the Division of Student Affairs where the donation is deposited will send them all information related to taxes. A "gift in kind" receipt may be sent upon request to anyone that donates.

#### **By Mail**

Donors who wish to donate via mail can do so by sending a check made payable to the University of Arkansas Foundation with the club's name in the memo line.

#### **Check**



Companies and individuals interested in donating via check should make their check payable to the 'University of Arkansas Foundation' with the club's name in the memo line. Checks should be mailed to:

University Recreation-Club Sports  
155 North Stadium Drive, HPER 225  
Fayetteville, AR 72701

**Credit Card/Electronic Bank Draft/Payroll Deduction**

Companies and individuals interested in donating via credit card should visit the [UREC Club Sports](#) giving page. Please note that donations are subject to a processing fee, regardless of the form of payment.

All donations are tax deductible and information regarding taxes will be mailed by the Foundation. Donors and sponsors may also specify what their donation is to be used for, such as "uniforms." Expenditure guidelines for allowable purchases are the same as the Allocation Account (0112).

Club Sports Administration regularly receives a Foundation Gift Report that lists all the donations received. The club president is strongly encouraged to write, and sign thank you letters.

If a club plans to receive any money that would be considered a sponsorship, donation, or part of an RIE, a receipt **MUST** be issued when the money is collected. If a donation, sponsorship, or payment for an RIE is mailed to University Recreation, then clubs are not responsible for the receipt.

## Purchasing

A purchase request must be submitted before any services are rendered or goods purchased. No club may place an order if using club funds—this is done by the university through the purchase request form. Failure to comply may result in loss of purchasing rights or other discipline sanctions set forth by Club Sports Administration and/or the University.

Anytime a club wishes to access funds from any account (Allocation, Agency, Gift), a Purchase Request form must be completed. The Purchase Request form, which can be found on the Club Sports HogSync website, must be submitted and approved before anything is purchased.

Based on the purchase and the supporting documents, the Club Sports Administration will decide which account to charge the purchase to unless specified by the club. Typically, the 0112 Account will be used first, followed by the 0392 and 1102 Account. Any specific information regarding the type of payment and special requests must be made in the 'Additional Comments' section.

It is important to remember that sales tax must always be included with all purchases, except for purchases for services or facility rentals. If a company does not charge sales tax, it is still required to be paid by the state of Arkansas. The current sales tax for Fayetteville is 9.75%. If a club receives a Quote from a business that itemizes that cost for each item(s), the Items to be Purchased section does not need to be completed. The club may include the words "see attached" instead.

### Purchasing Information

Clubs will use the Purchase Request form to purchase all items, services, or rental spaces (non-apparel and logo items). Unless otherwise noted, the Administration will determine how to make the purchase (PCard/TCard vs. Purchase Order). Clubs who wish to purchase local items from a retailer may schedule with Administration to meet them at a specific location. The Purchase Request form must be completed at least one full business day before the purchase meeting.

Note that all purchases paid for with checks are Purchase Orders, which require a formal invoice (e.g., ice rental, in-town registrations, etc.).

#### **Services**

Clubs who wish to purchase services, such as officiating or athletic training, must submit the Purchase Request form prior to any services being rendered. This may require a great deal of planning on the club's part. To be paid for services rendered, any person who is not currently affiliated (on payroll) with the University must become a 'supplier' or 'vendor' with the University.

#### **Licensing and Trademark**

The Licensing and Trademark division of the Athletics Department at the University of Arkansas has strict rules governing the look and use of licensed and trademarked words and marks associated with the University and the Athletic Department. For information regarding which words and marks and licensed and trademarked, visit the Athletic Department's website.

Anytime a club wishes to use a word or mark that is licensed or trademarked, the design must be emailed to the Club Sports Administration for approval. Depending on the intended use of the design, the Director of Trademark Licensing may need to approve the design, however, Club Sports Administration will work to gain this approval.

All approval for the use of licensed and trademarked words and marks but be received before any items are ordered. See the Purchasing section for more information.

## Apparel and Logo Purchases

For these types of purchases the following supplemental information is required to be submitted with the Purchase Request form:

- Quote from company
  - Ensure that the company includes all miscellaneous fees, sales/state taxes, shipping expenses, and royalty fees, as applicable
- Proof(s) (high quality with proper licensing marks)
  - Must be sent electronically

For items that use a licensed logo, check the 'logo item' on the Purchase Request form and ensure to include royalty fees (12% of the total pretax amount, excluding shipping and handling) for any items that will be resold for a profit. Items that are to be kept by the club and inventoried through University Recreation will need to have the 'inventory item' box on the Purchase Request checked. Marking this box will also indicate that the club wishes to purchase the item(s) out of their 0112 Allocation Account if the funds are available. If the funds are not available, payment will be made using the available funds in other accounts.

Clubs who use a vendor for a purchase that requires a purchase order (typically apparel order or orders that use licensed marks) must be on file with the University as a vendor. If a club has not used this vendor within the last calendar year (a year from the new purchase request), the club should contact the vendor to complete a Vendor Identification Information form, which can be found on the Club Sports website.

## Licensing and Trademarks

Below are examples of properly trademarked words and marks associated with the University:

- Woo Pig Sookie!™
- Go Hogs™
- Hogs™
- University of Arkansas®
- Razorbacks®
- Arkansas®

Note that the appropriate "red" is the color PMS 201.

### Licensed Vendors

The Athletic Department utilizes the Collegiate Licensing Company (CLC) to manage all marks associated with the Department and University, thus making it necessary to use vendors (local or national) that are licensed through the CLC to print/produce items with licensed words or marks.

There are limited circumstances when a club may use a vendor to produce apparel or merchandise not currently licensed with the CLC. Typically, this has been for items, such as uniforms, in which the club is not reselling the items and the item is so unique (e.g., cycling jersey) that it is extremely uncommon for a company to be licensed. Approval for such a circumstance is on a case-by-case basis and is approved by the Director of Trademark Licensing. Clubs who believe they can gain this permission must work with the Club Sports Administration for the permission.

In instances where clubs are purchasing items in which the company is not licensed or permission is not given to bypass the CLC process, the club will need to work with the vendor who is creating the items to gain a CLC license. It is the vendor's responsibility to acquire the license—including the one-time license option—and clubs are not permitted to pay for the licensing fee out of their club accounts. Companies who wish to pass the cost of licensing to the club may do so through the cost of the items being purchased. Information on how companies can become licensed can be found on the Licensing website listed above.

### Pre-Approved Vendor List

This list is [approved vendors](#) that can be used for a range of purchases. If you need specialty equipment or find another vendor, please complete the Payment Works.

### **Special Circumstances**

Through a good working relationship, the Club Sports program has gotten special permission on aspects of licensing not available to others. Although some aspects create somewhat of a greater hardship on clubs, the permission the program and clubs are given to use licensed and trademarked words and marks is invaluable and not afforded to Club Sports at many other institutions. The following describe different circumstances that ONLY apply to the Club Sports program and its clubs:

- Clubs who wish to produce items must include the word “Club” on the item with their club's name. This is to help distinguish club teams from Athletic teams.
- Clubs who wish to use the Hog may only do so if no business (through donation or sponsorship) is marketed with the club. The Hog is a special and visible mark for the University and thus only businesses who have a sponsorship agreement with the Athletic Department may use it. For example, if the Triathlon club wishes to create a shirt for their club members to wear and would like to put a sponsor’s logo on the shirt to thank them for their sponsorship, the Hog may not be used anywhere on the shirt. The words “Arkansas” and “Razorbacks”, however, can be used.
- Clubs who wish to purchase items that are to be resold only need to pay royalty fees on the initial order (typically covered by the business or passed on to the club through price per item). The club does not need to pay royalty fees once the items are sold (e.g., on the profits) nor does the club need to pay royalty fees if the resale items are sold to another company that are in turn resold. See the Revenue Income Event section for more information.

The University Trademark Licensing Office is constantly evaluating the program, and all policies/procedures are subject to change. Please work through Club Sports Administration to ensure the club follows the most up-to-date policies/ procedures.

# Travel

The University of Arkansas regulates travel for all students traveling to an event, competition, meeting, or other activity in which a student or students represent the University. Below are some tips and reminders for clubs to utilize during the travel process.

## Preparing for Travel

- Plan well in advance to the 12-business day deadline. If you know you will be traveling on a certain day, months in advance, it is best to get the travel process started as soon as possible. You are allowed to update your travel request once before the start of the trip.
- All documentation must be submitted by the 12-business day deadline, and all corrections must be made on the 10<sup>th</sup> day (or sooner) of the departure date.
- If you do not have enough money in your account to cover the cost of the trip, the request will be denied immediately.
- If you do not turn in a completed travel request, initial travel roster, and necessary supporting documents, your travel request will be denied immediately (hotel information and/or registration paperwork/information).
- If there are not enough approved drivers for the trip by the 12-business day deadline, the request will be denied immediately.
- If all receipts are not provided within 3 business days of the ending travel date, the club will reimburse their account for the unauthorized expense. Bank account statements will not be accepted as a receipt.

## Risk Mitigation

- Only allow club members to drive other club members
- Ensure that club drivers have completed Driver's Training and that the club member's driver's license and auto insurance is current with Club Sports Administration
- Encourage drivers to take 15-minute breaks every two hours and do not allow a club member to drive for more than four hours
- Never allow a club member to drive if they are complaining of fatigue, are displaying signs of fatigue, are under the influence, or has an injury/illness that may prevent them from operating the vehicle safely.
- Always bring a first aid kit, which is provided by Club Sports administration, on a club travel
- Never allow club members to consume alcohol or other illegal substances, even if over the legal drinking age, during travel

### Accidents during Travel

If a club member gets in an auto accident during an authorized club travel, follow the below steps:

- Contact 911 if anyone involved in the accident needs emergency medical help.
- Contact the police to assist with filing a report. Never report or admit fault/guilt.
- Contact Club Sports Administration once it is safe for those involved in the accident to do so and prepare to explain the following so that Administration can report the accident to Risk Management:
  - Who was involved (any injuries, including contact information if they went to the hospital)?
  - What happened/events leading up to the accident?
- As soon after the accident as possible, complete the [UA Motor Vehicle Accident Report](#) and submit them via email to the Club Sports Administration.
  - Also report any communication from the other party involved in the accident, their insurance company, lawyer, etc. to the Club Sports Administration.

NOTE: The insurance coverage for accidents does not include coverage for damage caused to a personal vehicle (e.g. broken windshield) nor does it cover coaches/non-University affiliated members traveling with club members. Additionally, coaches and non-club members are NOT permitted to drive club members.

## **Personal/Health Accident**

If a club member is injured in any way during practice, competition, or travel, an Accident Report Form must be completed and submitted to Club Sports Administration within one business day. If a club member is taken to the hospital for an injury, regardless of whether the mode of travel was ambulance or personal vehicle, Club Sports Administration must be notified immediately. The club member reporting must be prepared to provide information that is listed on the Accident Report as well as the following:

- How the accident occurred (e.g., tackle from behind)
- Who assisted the injured student(s) and what assistance was given (include any medical assistance)
- How the student(s) arrived at the hospital, and which hospital they are at
- A diagnosis from the nurse or doctor. This information may be updated throughout the time spent at the hospital.
- Student's name, phone number, email address, and emergency contact

Club Sports Administration uses this information in a report to the Dean of Students who may help provide support to the students in need. Club members are encouraged to stay with the injured member(s), especially if the accident occurs outside of the Fayetteville area. If the accident occurs in the Fayetteville area, the Club Sports Administration will come to the hospital to check in on the student(s) and provide any assistance possible.

## **Class Excuse Request**

At times club travel may interfere with academic class requirements. Although club travel is not considered official university travel where an absence is excused, such as with Athletics, the Assistant Director for University Recreation can request, through a letter on official University letter head, that faculty and staff make alternate arrangements for club members to meet their academic requirements during the absence due to travel. In no way does this letter guarantee a student exemption from their academic requirements nor does it require faculty/staff to make alternate arrangements.

Clubs who have members who need this type of letter may request one by emailing Club Sports Administration at [sclubs@uark.edu](mailto:sclubs@uark.edu). Administration will not create this letter until all documents for the travel are submitted, including Final Travel Roster. Once all documents are accounted for, the Assistant Director for Club Sports will create the letter and email it to the club's email account. It is the responsibility of the club's officers to share this letter with the members of their club who requested the letter. Note that the Administration will not email this letter directly to club members or faculty/staff.

If a student has a faculty/staff member requesting the original letter, a personal email from Club Sports, or the like, please have the student forward the email from the faculty/staff making the request. It is important to note that the Club Sports Administration may take up to two business days to create the letter and send it to a club, so it is important for club officers and members to plan accordingly.