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DEFINING A CLUB SPORT

Club Sports are registered student organizations designed to bring together students with similar sporting interests. The Club Sports Program offers a wide variety of sporting activities, including team sports, individual sports, aquatics, extreme sports, dance and martial arts. Many of the clubs teach activities that can be practiced for a lifetime. Previous experience is not a prerequisite for membership. Club Sports must be open to all skill levels and include instructional and social-recreational elements. Membership in the clubs is open to all students, faculty/staff and alumni of the University of Miami.

CURRENT CLUB SPORT TEAMS

Aikido, Badminton, Baseball, Basketball, Beach Volleyball, Boxing, Brazilian Jiu-Jitsu, Canes Outdoor Recreation Program, Equestrian, Fencing, Field Hockey, Golf, Ice Hockey, Kaos, Karate, Kiteboarding, Men’s & Women’s Lacrosse, Miami Motion, Quidditch, Polo, Racquetball, Rhythm Nation, Rock Climbing, Men’s & Women’s Rugby, Running, Co-ed & Women’s Sailing, Scuba, Men’s & Women’s Soccer, Squash, Swimming, Table Tennis, Tae Kwon Do, Tai Chi, Tennis, Triathlon, U Jhoom, Men’s and Women’s Ultimate, Volleyball, Wakeboarding, Water Polo, Wrestling

MISSION STATEMENT and PROGRAM STRUCTURE

The mission of the Club Sports Program at the University of Miami is to provide diverse, competitive sport opportunities for students across a broad range of skill levels and experiences. The Club Sports Program is a training ground for leadership, organizational development, and teaching. Ultimately, the mission is realized through a program that promotes an opportunity for all students to participate and reach their full potential while demonstrating good sportsmanship. The Club Sports Program promotes opportunities for students to engage in sporting events, activities, and competitions in the state of Florida, the Southeast, and throughout the United States. Club Sports are a component of the Department of Wellness and Recreation (DWR). The individual clubs are funded with student activity fees allocations by the Student Activity Fee Allocation Committee (SAFAC). Clubs must be registered with the Committee on Student Organizations (COSO).

FEDERATION OF CLUB SPORTS (FCS)

The Federation of Club Sports (FCS) is the governing body of the Club Sports program and is overseen by the Assistant Director, Connie Nickel. The purpose of FCS is to establish and administer activities which will promote student involvement in sports and recreational interest clubs. Specifically, the FCS is involved with the approval and removal of clubs from the program, representing the membership to the Student Senate, Vice President’s Round Table, SAFAC, Division of Wellness and Recreation Advisory Board and other campus committees. The FCS is made up of all Club Sports presidents or their representative. The FCS meets three times a semester and all meetings are open.

HOW TO BECOME A NEW CLUB SPORT

1) Register with COSO (Committee on Student Organizations)
2) Complete a Club Sport officer and Web Information form (OrgSync - forms)
3) Complete a New Club Sport Checklist (OrgSync-files)
4) Have a minimum of 25 undergraduate members

ROLES OF CLUB OFFICERS, ADVISORS AND COACHES

The success and strength of the club sports program is based upon the initiative set forth by the elected student leadership and the total involvement of club members. A club offers students the opportunity to become directly involved with the administration and supervision of their organization. They collectively have the responsibility for:

- Writing their constitution and by-laws
- Setting up organizational meetings
- Informing new members of the club’s direction
- Establishing club dues
- Raising funds to support the club’s activities
- Planning and promoting the club’s events

All Presidents and/or Treasurers are required to attend the mandatory SAFAC budget meeting and FCS Financial Workshop at the beginning of the academic year.

A suggested guideline for officers includes:

**Club President**

The role of a club sports president cannot be overemphasized in communicating both directly with Assistant Director, Connie Nickel, and with members. The club president should be prepared to devote time and energy toward the development of his/her organization and fulfill the responsibilities outlined below to achieve club cohesion and direction, while developing a continuing program. The duties of the president include but are not limited to:

- Communicate with all club officers and members and delegate responsibilities, be it to officers or members, as the president sees fit.
- Ensure the club abides by University and Club Sport policies and procedures.
- Inform members of Code of Conduct
- Run club meetings and attend all scheduled president’s meetings (FCS).
- Serve as a liaison between the club, the University and the DWR, working directly with the Assistant Director for the implementation of all club activities.
- Complete the required COSO registration process.
- Organization officers are individually responsible for insuring that all active members meet University as well as organizational membership requirements.
- Have each club member complete the Club Sport Participant form (OrgSync – forms).
  - Participant must be 18+ years old for valid signature. If a minor, they must print out the form and have the parent/guardian sign it and send electronically or bring in to Connie Nickel.
- Know your club’s financial status.
- Know what services the DWR office offers to your club.
- Complete an Injury/Accident report (OrgSync - files) for any accident or injury that occurs during on-campus or off-campus practice, competition, informal recreation or instruction. These reports should be submitted to Connie Nickel, within 24 hours after an occurrence. Forms are available in the DWR office and online.
• Fill out *Club Sport Facility Reservation Application (OrgSync – forms)* at the beginning of each semester and for special requests (i.e. games)

• **Inform the next club president of the routines and guidelines for club operations prior to the change of officers.**

• Coordinate the elections of officers in March and assist in the training of those newly elected officers. New officers must be selected by April 1st. A New Officer training session will be held in April.

• Be knowledgeable on the topic of hazing and strive to create a culture that is hazing free.

• Work towards fostering amicable and good working relationships with other clubs, schools, and the community.

**Club Vice-President**

• The Vice President assists the club president in carrying out his/her responsibilities to the club.

• Act in place of the President when required.

• The Vice President should also be active in fostering fundraising within the club.

• Keep the club’s COSO Groups website on OrgSync up-to-date. This entails:
  - Managing and updating the list of club members
  - Ensure the club’s constitution is followed and an updated constitution is approved by the membership once every three years along with the Club Secretary.

**Club Treasurer**

• **Must attend the mandatory SAFAC budget meeting**

• Ensure financial business is conducted in compliance with University policies and procedures

• Prepare and submit yearly budget request to Connie Nickel and SAFAC for approval

• Oversee budget and assist with fundraising events

• Keep up to date on club budget

• Collect receipt during road trips to fill out BERF’s and turn in to Connie Nickel

• Collect dues

• Approve expenditures of funds in accordance with the members' desires

• Make all travel arrangements (Flights, hotels, car rentals, etc.)

• Be sure Risk Management policies are being followed when arranging transportation, reserving facility space, etc.

**Club Secretary**

• Keep updated membership list.

• Update club constitution for approval by the membership once every three years.

• Record the minutes of all meetings concerning the club.

• Write personal thank you cards to donors (available at DWR office)

• Responsible for scheduling games and events, and for recording and reporting the results of these activities.

**Safety Officer**

• Ensures that release forms and waivers are signed

• Makes sure injury reports are sent to the advisor in a timely manner
• Checks safety and standards of club equipment while also performing proper maintenance
• CPR, First Aid & AED Certified
• Calls the advisor on trips when hospitalization is needed for injuries
• Ensures that club abides by all national, state, and local health and safety regulations as pertaining to their specific activity as well as normal safety procedures
• Observes for any unsafe acts
• Informs visiting teams of emergency action plan
• Ensures that drivers on trips have valid driver’s license and insurance
• Bring First Aid kit to practices and competitions. First aid kits are available at the DWR office
• Responsible for ensuring that each member pass tests that are required by some clubs (i.e. sailing, SCUBA diving, and/or boating or any other) before participating in club activities. Members must wear their personal flotation devices while on the water when required for that sport.
• Ensures that club abide by all national, state, and local health and safety regulations as pertaining to their specific activity as well as normal safety procedures
• Observes for any unsafe acts
• Informs visiting teams of emergency action plan
• Ensures that drivers on trips have valid driver’s license and insurance
• Bring First Aid kit to practices and competitions. First aid kits are available at the DWR office
• Responsible for ensuring that each member pass tests that are required by some clubs (i.e. sailing, SCUBA diving, and/or boating or any other) before participating in club activities. Members must wear their personal flotation devices while on the water when required for that sport.
• Enforces other travel policies listed on page later in handbook

*Additional responsibilities may apply for all officers as outlined by the COSO Handbook and the Department of Wellness & Recreation.

Club Advisor
The club advisor is chosen by the members of the club. The advisor must be a faculty or staff member of the University of Miami. The advisor is encouraged to attend the meetings of the club to put him/her in a better position to understand and assist the group. They also serve as a source of information, and the counseling of the individual members. The role of the advisor is outlined below:

• Attend club meetings/practices when possible.
• Serve as a liaison between the club and University.
• Assist in development of goals and objectives.
• Oversee preparation and development of club budget.
• Approve and sign club’s SAFAC budget requests.
• Administer discipline, if necessary.

Coach and Instructor
Some club sports operate with coaches and instructors who are volunteers, students, alumni, full-time staff members and/or outside community people. It is generally considered to be the responsibility of each club to secure the services of their coach/instructor. The coach/instructor should restrict his/her skills and knowledge to the area of coaching/instructing and representing the club. He/she should refrain from trying to assist in other areas of club management. Coaches and Instructors need to have their resumes and credentials on file with the Department of Wellness and Recreation and approved by Assistant Director, Connie Nickel. They MUST complete a Club Sports Participant form (OrgSync - forms). Their services may be terminated at any time for cause or no cause at all. It is expected that coaches and instructors will teach to the level of the participants in the club. All coaches/instructors MUST purchase a Herbert Wellness Center membership in order to use the Herbert Wellness Center, Schiff Tennis Center and Intramural Fields. Guidelines for coaches and instructors include but are not limited to:

• Awareness of all University of Miami and Department of Wellness and Recreation policies and procedures relative to Club Sports and the Federation of Club Sports.
• Be a good role model and enforce University and Club Sport policies.
• Promote good sportsmanship on and off the fields.
• Completion of all required Club Sports forms
• Develop and improve skills of club members.
• Assist club officers in scheduling games.
• Assist with the coordination of practices and game schedules.
• Assist with the development and implementation of safety procedures.
• Attend games and practices.
• Assist with the coordination of equipment usage with their club sport.
• Ensure that serious injuries are reported to Assistant Director, Connie Nickel’s office within 2 hours and submit all necessary accident forms within 24 hours.
• Additional duties as outlined by the club sports office.

**Coaches/ Instructors or Speaker Fees**
Payments to coaches/instructors or speakers occur as a one-time payment per fiscal year. This process takes 6 weeks. Paperwork must be filled out at the beginning of the season. The following documentation is required:

1. Completed *Volunteer Coach/Instructor form* (*OrgSync – files*)
2. Resume and Certifications from Coach/Instruction.
3. *University Contract* (*OrgSync – files*)
5. *Invoice* (sample on *OrgSync – files*)
6. *Short Vendor Form*
7. *Club Flyer* (sample on *OrgSync-files*)
8. *Vendor Application* (*OrgSync - files*) (new coaches only)

Checks will be mailed out to the address provided 60 days after receiving the completed documents and request.

**Other Potential Officer Positions**
Some clubs create positions and/or committees to allow more members to be involved in club governance and normal operations. Such committees may assist the club in recruiting new members, special events, developing budgets, alumni relations, etc.

Suggestions include:
• Public Relations: Alert local media of events and results. Use of PR for recruitment on campus and reports club accomplishments to the Club Sports office.
• Alumni: Keeps track of past alumni, alumni newsletter, solicits donations (tax deductible) and plans alumni events.
• Inventory: Checks the equipment to make sure that it is not lost or damaged, and reports status to Club Sport Office.
• Historian: Takes pictures, collects articles and keeps the scrapbook up to date.
• Social: Provides the members with social outlets other than the usual club activities, ranging from intramural teams to trips to the beach.
• Social Media: Utilize Facebook, Twitter and Instagram. Creating club accounts and posting relevant information, results, schedules, pictures, etc.

**WHO IS ELIGIBLE TO PARTICIPATE IN CLUB SPORTS**

Listed below are the University’s guidelines for club sports participation:
• All current fee-paying University of Miami students are eligible to participate in club sports. This includes undergraduate, graduate, professional, full-time, and part-time students.
Most governing bodies/leagues for collegiate sanctioned events/competition require undergraduate students to be registered for twelve (12) credits in the Fall and Spring semesters and have a minimum 2.0 or higher cumulative academic average. PLEASE CHECK WITH YOUR CLUB OFFICERS REGARDING GOVERNING BODY/LEAGUE ELIGIBILITY RULES, GOVERNING BODIES/LEAGUES MAY DENY PLAYERS FROM PARTICIPATING IN SANCTIONED EVENTS IF A PLAYER HAS AN ACADEMIC WARNING OR IS ON ACADEMIC PROBATION.

Faculty (no spouses), staff (no spouses), and UM alumni who pay the Herbert Wellness Center membership fee may participate in sport clubs. Faculty and staff may not hold offices in the club or participate in collegiate sanctioned events. They may only participate in "Open" events or tournaments. Again, be sure to speak to club officers in regards to exact collegiate eligibility requirements.

**NO HIGH SCHOOL STUDENTS ARE ALLOWED TO PARTICIPATE OR COMPETE AGAINST ANY CLUB SPORTS ORGANIZATION.**

Participants MUST purchase a Herbert Wellness Center membership to use the indoor & outdoor facilities (including the Schiff Tennis Center/other Intramural Fields).

Guest Pass Booklets are sold in the sales office of the Herbert Wellness Center in increments of three, five and ten passes. The cost is $15, $25, and $50 for student members; $30, $50, and $75 for non-student members. To purchase a booklet(s) just visit the sales office located on the second floor of the Herbert Wellness Center, room 219.

For more information, call 305-284-8540.

**CONDUCT**

Club sports members are expected to function in a mature and responsible manner both on and off campus in all club related activities in accordance with the Club Sports Handbook, COSO Student Organization Handbook, Student Rights and Responsibilities Handbook and in their club constitution. Club sports or individual members of club sports may face disciplinary action for inappropriate on-campus or off-campus actions while participating in any club sports related activity. Disciplinary actions can include freezing of Club’s SAFAC funds and other club funds, loss of van privileges, denied access to field/court/room space, and being placed on probation status. Additional disciplinary action may result in revocation of registration as a club sport by COSO and/or a letter to the Dean of Students, recommending additional appropriate action.

***“Failure to know” is not an acceptable excuse for any club or club member regarding policies in the Club Sports Handbook.***

**Alcoholic Beverage Policy**

The University of Miami and Department of Wellness and Recreation strictly prohibits the possession and/or consumption of alcoholic beverages by participants at any club sports event while at any home or away club sport competition or sponsored event. If club participants are found to possess or consume alcoholic beverages at a club sponsored event, that club will be referred to the Committee on Student Organizations (COSO) and/or the Dean of Students Office for appropriate action.

**Hazing**

Is this Hazing or Not?
Below are 8 questions that leaders can ask themselves to determine if the activity they are using is a hazing activity or not. If the answer to any of the questions is YES, then the activity should be avoided.

1. Is alcohol involved?
2. Will returning members of the group hesitate to participate or be uncomfortable with participating in the activities being asked of new members?
3. Does the activity risk emotional or physical harm?
4. Do you have any reservation describing the activity to your parents, to a professor, to the first year student’s parents or to an administrator?
5. Would you object to the activity being photographed by the local paper or filmed by a local TV crew?
6. Is there any risk of the first year student being embarrassed, insulted or degraded?
7. Is the activity more for your own enjoyment than for the benefit of the first year student?
8. Will you have to coerce the first year student to participate?

Other Suggestions for Preventing Hazing

1. Ask yourself: “Who is this activity for?”
2. Know that bystanders are the key to stopping hazing that is occurring. Typically if someone is being hazed, both parties (hazee and hazer) are committed to the activity. It is thus incumbent upon those observing the activity to stop it.
3. Challenge group decisions that don’t sound quite right. If you are involved with planning orientation or initiation activities, value doing the right thing over protecting group consensus.
4. Don’t try to tone down old hazing practices – be creative and create new traditions that will produce the group identity that you desire.

(Ian McGregor & Associates Inc.)

**Sexual Harassment**

Sexual harassment includes, but is not limited to, physical or verbal abuse of a sexual nature including graphic commentaries about an individual’s body, sexually degrading remarks used to describe an individual, or unwelcome propositions and physical advances of a sexual nature. Sexual harassment also includes the threat or insinuation that sexual submission or the lack thereof will be used, in regards to club sports, as a basis for influencing salary or employment (coaches), club membership, club participation, club member approval, playing time, skill development, and more. Sexual harassment of or by an administrator, faculty member, employee, or student is absolutely prohibited. A violation of the student sexual harassment policy shall constitute grounds for disciplinary action up to and including dismissal/expulsion from the University. The University reaffirms its commitment to the concept of nondiscrimination and to providing an educational forum and work environment free of sexual harassment.

The University student sexual harassment policy provides for an informal and formal grievance procedure. Students who feel they have been sexually harassed or need information about the University of Miami Sexual Harassment Policy should contact the Office of Equality Administration at (305) 284-3064. The above information can be found in the Student Rights and Responsibilities Handbook and online under Sexual Harassment Policy at [www.miami.edu](http://www.miami.edu).

**Legal Compliance**

Registered student organizations, their officers, members, and guest(s) must comply with federal laws, county codes and all laws of the State of Florida and those jurisdictions in which they may travel for a Club Sport event.
IMAGE and PERCEPTION

Club Sports, as with any organization, needs to be aware of the image they may portray to the general public and UM community. In addition to representing themselves, Club Sports represent the entire Club Sports program, Department of Wellness and Recreation, Division of Student Affairs, and University of Miami. Common sense and good taste should be employed when a club or its members divulge information about the club via websites, Facebook, message boards, chat rooms, or other medium – electronic or otherwise. Club Sports members who are discovered to be engaging in inappropriate behavior or presenting themselves in poor taste, will be sanctioned from the club sports program or referred to COSO and/or the Dean of Students. Examples of this type of behavior include lewd acts, alcohol consumption, hazing, sexually explicit images, or a general disregard for a standard of decency.

Facebook, YouTube, Instagram, Twitter, etc.
From the Student Rights and Responsibilities Handbook:
The University of Miami recognizes that many students use the internet and participate in online social networking. The University encourages responsible internet use and wants students to understand that they are responsible for their postings depicting them on the internet and/or social networking sites.
Prohibited usage of internet/networking sites may include:
• Stalking, harassing, or threatening another person or group;
• Creating language on a social network that is hateful, threatening, vulgar, or derogatory or displacing or being displayed in an activity that violates federal, state, or local law and/or any regulation outlined in the University of Miami Student Rights and Responsibilities Handbook.

The University recognizes that online/social networking opportunities are abundant and popular. We urge you to be smart when you participate on social media sites such as Facebook, You Tube, Instagram, Twitter, etc.

FINANCIAL RESPONSIBILITIES

It is recognized as a general principle that club members make every effort to support programs through their own resources, which may include club dues, fund raising projects, SAFAC funds, and special assessments such as a one-time equipment or uniform fee. Clubs are expected to be financially independent and generate revenue whenever feasible and practical.

SAFAC Funds
Club sports, as registered student organizations, are eligible to apply for SAFAC funding. It is the responsibility of the club officers to plan carefully and outline a budget of the anticipated expenditures. Requests for SAFAC funds for the upcoming academic year should be completed on the SAFAC Request for Funds Form, which is available on the web at www.miami.edu/safac. The completed form should be presented to your club’s SAFAC liaison, club treasurer and Assistant Director, Connie Nickel for their signature. Fall funding is your club’s annual budget until the end of the fall semester. Any other proposals for funding will be treated as supplemental/capital requests. Supplemental funding is for the spring semester or relevant if the expense of the club is due to unforeseen situations or unanticipated growth of the organization or for additional travel money.

Once a SAFAC budget allocation is given to a club, the club must spend the money following the guidelines SAFAC stipulated which will best serve the greatest number of students. Clubs must first receive approval from the Assistant Director, Connie Nickel, before any University funds may be spent. Refer to the sections on Purchases and Travel for additional information respectively.
SAFAC has established the following guidelines:
All SAFAC funding allocated in the spring of 2015 is for the fall only. All funding must be spent by the end of the fall semester, as any funds left in the account after this date will be reclaimed by SAFAC. SAFAC will accept budgets for the spring budget period (January-May 1) during the fall semester. All funds for this budget period must then be spent by May 1st.

Refer to http://www.miami.edu/safac, under “Guidelines & Budget Precedents” for current information and forms and see sample form Example SAFAC form (OrgSync – files)

In addition, there are FCS referendum funds available to the clubs. The same timelines apply and the application process is in tandem to the regular SAFAC rules except all requests must be submitted by November 16th to be considered for FCS funding. The Federation of Club Sport Council will meet periodically to discuss the allocation of FCS funds – each club requesting funds MUST present in person to the Council the reasons for the request.

**Club Funds**
Money obtained through dues and fund raising events can be deposited in the club’s agency or commonly known as a 9-account. 9-account - funds can roll over to the following year. This money can be used for most club purchases. The checks should be made out to the “University of Miami”. The account contains your club’s money and expenditures from this account must follow all UM purchasing procedures. Student organizations are NOT permitted to have outside bank accounts.

**Donations/Gifts**
The University of Miami has established an account a gift can be processed through the DWR office and the funds are deposited into the correct account. The funds in this account do not have to be spent by the end of any fiscal year, as they can be carried forward into the next year. A fundraising webpage where donors can donate to a specific club is here: https://advancement.miami.edu/NetCommunity/sslpage.aspx?pid=583

**PURCHASE OF EQUIPMENT & REIMBURSEMENT PROCEDURES**

*Please see Connie Nickel, your Financial Advisor, before making any commitments or purchases.*

**Business Expense Reimbursement Form (BERF)**

**Policy**
The Business Expense Reimbursement Form is used to request reimbursement for University business expenses. To satisfy substantiation requirements, all reimbursements MUST include:

1. Original receipts (no exceptions) or invoice showing paid in full and 0 balance.
2. Copy of information/tournament entry form (amount of money, who to pay, address to send check, date of event)
3. If the original receipt or invoice does NOT show paid in full, a copy of the credit card statement from the person wanting to be reimbursed must show that bill was charged to their credit card account.
4. Explanation of the business purpose for the expense.

See the Example BERF form on OrgSync.

Procedure
When you have returned from your event or trip bring all the original invoices and receipt(s) to Connie Nickel. The individual whose name is on the invoice/receipt is the individual who will get reimbursed. If everything is in order, it will take about three weeks for reimbursement.

1. **E-Ticket:** When “ticketless airline travel” is booked via the internet, the traveler must request a receipt from the airline at the time of the booking or check-in at the airport showing amount paid. If the original receipt or invoice does NOT show paid in full, a copy of the credit card statement from the person wanting to be reimbursed must show that bill was charged to their credit card account.

2. **Hotel Invoice (must have the breakdown for each room charged).** You cannot get reimbursed for phone charges, video rental and/or room service. If the bill does NOT say paid in full/zero balance then a copy of the credit card statement from the person wanting to be reimbursed must show that bill was charged to their credit card account.

3. **Mileage:** Gas receipts only from the person being reimbursed (name appears on receipt). The mileage reimbursement rate is **57.5 cents per mile** *(If being reimbursed, miles driven and a Google Maps or MapQuest printout showing distance from start to finish round trip must be included).** 700 Miles is the maximum (per SAFAC) that a driver can be reimbursed.

**TRAVEL PROCEDURES**

Policy
All clubs must follow the University of Miami policies and procedures regarding travel.

1) When driving personal vehicles or rentals for trips more than 350 miles, at least two drivers are required and the drivers must rotate every three hours

2) Drivers for each trip must show proof of driver’s license and insurance to a club officer for verification and drivers must bring the proof of insurance with them on trips

3) Driving personal vehicles or rentals will not be allowed between the hours of midnight and 6:00am

4) A second club member must be awake at all times (preferably in the passenger seat) when a club member is driving.

The Club Sport Travel Itinerary (OrgSync under forms) form **MUST** be filled out and submitted to Connie Nickel in advance of travel date. The University maintains information on corporate discounts for hotels and auto rentals at [www.miami.edu/travel](http://www.miami.edu/travel). The University prohibits the use of 15 passenger vans as they are unsafe and have a high rollover potential. However, 7 person and 12 person vans are allowed. To rent coach charter buses, please contact the Connie Nickel.

Prior to your travel each club member **must** complete the Club Sport Participant form (OrgSync – forms) on-line.

**Club Sport Vans**
The University of Miami Club Sport office has three 12-Passenger vans available for the clubs to check out and travel to events and practices.
Before Traveling:

- **Van requests must be completed at least two weeks in advance and no more than two months in advance to be considered** for approval. Clubs will be notified by Connie Nickel whether their request has been approved.
- **Drivers must complete a Van Driving Safety course** in a classroom setting before being eligible to drive a Club Sport Van. Connie will send the requests to sign up for the class to all the officers.
- A separate additional form called the **Motor Vehicle Request Form** (OrgSync – files) for each driver must also be **completed 1 months in advance** and returned to Connie Nickel along with a copy of their drivers license.
- Lastly, each driver must complete a club sport van walkthrough with an FCS officer assistant.
- Van keys are available for check-out and return in the Wellness Center 2nd floor Administrative office (open between the hours of 7:30am and 8:00pm – Monday – Friday). **Keys must be picked up & returned within 24 hours before departure & after returning from trip respectively.** Or returned by Monday before noon for weekend trips.
- Students are covered by the University’s auto insurance policy. There is a $500 deductible owed by the club in the event of an accident.
- **Proof of Insurance** and **Registration** will be located in each van’s glove compartment. Check to ensure each document is present before leaving.
- Vans are located in the "Service" parking spaces in the IM field lot.
- Note any issues (i.e. messes, stains, dents, scratches) with van before leaving for trip and email Connie immediately.
- Check to ensure nothing is visibly wrong with van before departure.

While Traveling:

- Fill out an entry in the **Club Sport Van Usage Log** located in each van upon departure
- Vans may be used to travel to practices and to away contests.
- Vans may not be driven to sites outside the state of Florida.
- For trips exceeding 350 miles one way, at least 2 eligible drivers are required per van and must rotate every 3 hours.
- A second club member must be awake at all times while van is in use.
- Van Drivers are not allowed to use phone while driving.

Upon Return:

- Vans must be **returned with a full gas tank** or club risks losing van privileges.
- Clean out vans after use or risk losing van privileges. Vans should be **returned in the same clean condition** as they were before use.
- Complete previous entry in the **Club Sport Van Usage Log**.
- Keys shall be returned to Wellness Center office within 24 hours or by Monday before noon for weekend trips.

In the Event of an Incident/Accident:

- Call Connie’s Cellphone immediately at (305) 301-9828.
- Fill out **Vehicle Accident Report Form** (OrgSync – files) or on the paper copies located in the van.
- Submit form to Connie: cnickel@miami.edu or Wellness Center, room 210.

**Rental Car Companies:**

<table>
<thead>
<tr>
<th>Avis South Miami Car Rentals</th>
<th>Hertz 24/7 Car Rentals</th>
<th>Enterprise Rent-A-Car</th>
</tr>
</thead>
<tbody>
<tr>
<td>Avis South Miami - Dadeland Station</td>
<td>Coral Gables South Miami HLE</td>
<td>4125 Ponce De Leon Blvd</td>
</tr>
<tr>
<td>8330 S Dixie Hwy</td>
<td>370 South Dixie Highway</td>
<td>Coral Gables, FL 33146-1419</td>
</tr>
<tr>
<td>South Miami, FL, 33143, (305) 661-6414</td>
<td>Miami (Coral Gables), Florida 33133</td>
<td><strong>Phone:</strong> (305) 447-0308</td>
</tr>
<tr>
<td>* May rent to under 25 yr olds</td>
<td>(305) 444-3099</td>
<td><strong>Phone:</strong> (305) 447-0308</td>
</tr>
</tbody>
</table>
## Vendorized Charter Bus Companies:

<table>
<thead>
<tr>
<th>Company</th>
<th>Address</th>
<th>Phone</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academy Bus LLC</td>
<td>3595 NW 110th Street</td>
<td>(305) 688-7700</td>
<td>~$59</td>
</tr>
<tr>
<td>American/Horizon Coach Lines of Miami</td>
<td>3595 NW 110 Street</td>
<td>(305) 688-7700</td>
<td>~$101</td>
</tr>
<tr>
<td>Endeavor Bus Line</td>
<td>7915 NW 5 Court</td>
<td>(305) 751-0529</td>
<td>~$188</td>
</tr>
</tbody>
</table>

## Vendorized School Bus Rentals:

<table>
<thead>
<tr>
<th>Company</th>
<th>Address</th>
<th>Phone</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-Plus School Bus</td>
<td>8000 NW 56th St, Doral, FL 33166</td>
<td>(786) 273-7287</td>
<td>~$90</td>
</tr>
<tr>
<td>A Oliveros Inc.</td>
<td>3114 W 69 Place</td>
<td>Fax: (305) 557-1371</td>
<td>~$259</td>
</tr>
<tr>
<td>Del Agua Bus Service</td>
<td>825 Lisbon Street</td>
<td>Attn: Jose Del Agua, Jr. Coral Gables, FL 33134</td>
<td>(305) 446-6001</td>
</tr>
</tbody>
</table>

## Franmar

<table>
<thead>
<tr>
<th>Company</th>
<th>Address</th>
<th>Phone</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Franmar</td>
<td>PO Box 970783 Miami, FL 33197</td>
<td>(305) 253-5086</td>
<td>~$90</td>
</tr>
<tr>
<td>J. Ruiz School Bus Service Inc.</td>
<td>1021 W 46 Street</td>
<td>Hialeah, FL 33012-3312</td>
<td>(305) 821-4681</td>
</tr>
</tbody>
</table>

## Vendorized Hotels

*Most hotels will require a large room block in order to use a purchase order.*

### Orlando

<table>
<thead>
<tr>
<th>Hotel</th>
<th>Address</th>
<th>Phone</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allure Resort</td>
<td>8444 International DR</td>
<td>(407) 581-2070</td>
<td>~$90</td>
</tr>
<tr>
<td>Baymont Inn &amp; Suites</td>
<td>8820 S Orange Blossom Trail</td>
<td>(407) 851-8200</td>
<td>~$179</td>
</tr>
<tr>
<td>Comfort Suites UCF</td>
<td>12101 Challenger Parkway</td>
<td>(407) 737-7303</td>
<td>~$96</td>
</tr>
<tr>
<td>Courtyard by Marriott</td>
<td>12000 College Way</td>
<td>(407) 277-7676</td>
<td>~$149</td>
</tr>
<tr>
<td>DoubleTree Hotel</td>
<td>5780 Major Boulevard</td>
<td>(407) 351-1000</td>
<td>~$90</td>
</tr>
<tr>
<td>Grand Bohemian Hotel</td>
<td>3255 N Orange Ave Orlando, FL 32803-1029</td>
<td>(407) 581-4710</td>
<td>~$55</td>
</tr>
<tr>
<td>Hampton Inn &amp; Suites</td>
<td>3450 Quadrangle Blvd</td>
<td>(407) 282-0029</td>
<td>~$110</td>
</tr>
<tr>
<td>Hampton Inn Universal</td>
<td>5621 Windhover Dr</td>
<td>(407) 363-1711</td>
<td>~$85</td>
</tr>
<tr>
<td>Hilton Garden Inn</td>
<td>1959 N Alafaya Trail Orlando, FL 32826</td>
<td>(407) 992-5000 Ext: 511</td>
<td>~$101</td>
</tr>
<tr>
<td>Hilton Orlando</td>
<td>14100 Bonnet Creek Resort</td>
<td>(407) 597-3600</td>
<td>~$121</td>
</tr>
<tr>
<td>Hilton Orlando Convention Ctr</td>
<td>6001 Destination Pkwy</td>
<td>(407) 313-4300</td>
<td>~$179</td>
</tr>
<tr>
<td>Orlando Airport Marriott</td>
<td>7499 Augusta National Drive</td>
<td>(407) 816-4003</td>
<td>~$139</td>
</tr>
<tr>
<td>Orlando World Ctr Marriott</td>
<td>8701 World Center Drive Orlando, FL 32821</td>
<td>(407) 238-8585</td>
<td>~$188</td>
</tr>
<tr>
<td>Radisson University Hotel</td>
<td>1724 N Alafaya Trail Orlando, FL 32826</td>
<td>(407) 658-9008</td>
<td>Price not listed</td>
</tr>
<tr>
<td>Renaissance Orlando Resort</td>
<td>6677 Sea Harbor Drive Orlando, FL 32821</td>
<td>(407) 248-7344</td>
<td>~$259</td>
</tr>
<tr>
<td>The Florida Hotel</td>
<td>1500 Sand Lake Road</td>
<td>(407) 816-5188</td>
<td>~$109</td>
</tr>
</tbody>
</table>

### Atlanta

<table>
<thead>
<tr>
<th>Hotel</th>
<th>Address</th>
<th>Phone</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Country Inn &amp; Suites</td>
<td>800 Sidney Marcus Blvd</td>
<td>(404) 949-4806</td>
<td>~$85</td>
</tr>
<tr>
<td>Fairfield Inn &amp; Suites</td>
<td>54 Peachtree Street</td>
<td>(678) 702-8600</td>
<td>~$110</td>
</tr>
<tr>
<td>Hyatt Regency</td>
<td>265 Peachtree Road NE Atlanta, GA 30303</td>
<td>(404) 577-1234</td>
<td>~$96</td>
</tr>
<tr>
<td>Renaissance Atlanta Midtown</td>
<td>866 west Peachtree ST NW Atlanta, GA 30308-1123</td>
<td>(678) 412-2400</td>
<td>~$199</td>
</tr>
<tr>
<td>The Ritz Carlton Atlanta</td>
<td>181 Peachtree Street</td>
<td>(404) 659-0400</td>
<td>~$239</td>
</tr>
</tbody>
</table>

### Gainesville

<table>
<thead>
<tr>
<th>Hotel</th>
<th>Address</th>
<th>Phone</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baymont Inn &amp; Suites</td>
<td>6901 NW 4th Blvd Gainesville, FL 32608</td>
<td>(352) 332-8292</td>
<td>~$69</td>
</tr>
<tr>
<td>Comfort Inn</td>
<td>3440 SW 40 Blvd Gainsville, FL 32608</td>
<td>(352) 264-1771</td>
<td>~$81</td>
</tr>
<tr>
<td>Hampton Inn</td>
<td>4225 SW 40 Blvd Gainesville, FL 32608</td>
<td>(352) 371-4171</td>
<td>~$127</td>
</tr>
<tr>
<td>Hampton Inn &amp; Suites</td>
<td>101 SE 1 Ave Gainesville, FL 32601</td>
<td>(352) 240-9300</td>
<td>~$140</td>
</tr>
</tbody>
</table>
Field Rentals

There are parks in the area that may rent out their fields for Club Sport use. Sports such as Baseball, Soccer, Lacrosse, Rugby and Ultimate Frisbee etc. may want to try this if the intramural fields are not available. Some park rentals may be able to be rented online but calling is recommended. The Miami-Dade Parks and Recreation site has all the parks in the area. Listed below are a couple commonly used parks. The Parks and Recreation site for Miami-Dade is:

http://www.miamidade.gov/parks/reservation_system.asp

Venue: Tropical Park
Address: 7900 SW 40 Street, Miami
Listed Cost: $50 for 2 hr minimum, 25 for additional hrs
Contact: 305-553-7321
Site: http://www.miamidade.gov/parks/parks/tropical.asp
How to Reserve: Call for reservations

<table>
<thead>
<tr>
<th>Sport Field</th>
<th>Y/N</th>
<th>Dimensions</th>
<th>Field Info/Restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baseball</td>
<td>Y</td>
<td>“Full sized”</td>
<td>Already have foul lines &amp; fences &amp; lights</td>
</tr>
<tr>
<td>Sport Field</td>
<td>Y/N</td>
<td>Dimensions</td>
<td>Field Restrictions</td>
</tr>
<tr>
<td>------------------</td>
<td>-----</td>
<td>------------</td>
<td>--------------------------------------------------------</td>
</tr>
<tr>
<td>Baseball</td>
<td>x</td>
<td>340ft home-fence</td>
<td>Already have foul lines &amp; fences &amp; lights, clay infield</td>
</tr>
<tr>
<td>Lacrosse</td>
<td></td>
<td>Specify</td>
<td>Have goals, lights and lines</td>
</tr>
<tr>
<td>Rugby</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Soccer</td>
<td>x</td>
<td>Specify</td>
<td>Set up Ultimate field with cones</td>
</tr>
<tr>
<td>Ultimate Frisbee</td>
<td>x</td>
<td>Use soccer field</td>
<td></td>
</tr>
</tbody>
</table>

**FISCAL POLICIES**

**Advisors Purchasing Card**

**Policy**
The P Card is used to pay for the following:
1. Dues/Membership fees (i.e. league or membership for governing organization)
2. Registration fees (i.e. tournament entry fee)
3. Seminars/Conferences
4. Equipment & practice gear

**Procedure**
Submit to Connie Nickel an **invoice** from the league or organization. The invoice should include the following (it can be taken from the web):
1. Description of service and amount to be paid
2. League or organization name, address, phone number, fax number and contact name

**Purchase Order**

**Policy**
A purchase order will be used to request goods (equipment, jerseys or shirts) or services from outside the University. **Companies must be approved vendors by the University;** if not the order will be delayed until the company follows the vendorization procedure (OrgSync – files)

**Procedure**
Submit your club request to Assistant Director, Connie Nickel, with a written quote. Make sure the quote includes:
1. A written quote number at the top of the quote.
2. Company name, address, phone number, fax number and contact name.
3. Specific details such as model number, colors, right/left handed, detailed description of equipment listing the individual size(s) and amounts of equipment with a complete description of equipment, etc.

**Stipulated Funds**

If the funds are stipulated (will be indicated on the SAFAC form), you must see Assistant Director, Connie Nickel, and complete the necessary paper work and then the paper work will be submitted to the SAFAC Advisor for processing.

**T Shirts**

When ordering t-shirts you must get a quote with the following information.

1. brand name of shirt, color of the shirt
2. 100% cotton or 50-50, Dry fit, etc.
3. sizes and quantity
4. original art work as a jpeg
5. screen charges

**DJ’s or Lighting Companies**

If a club is going to host an event on campus and would like to hire a DJ or lighting companies, these two forms must be filled out at least 2 weeks prior to the event, signed by your advisor and returned to the Student Activities Center (SAC) room 206.

- Performer Contract (OrgSync – files)
- W9 Form (if paying them) (OrgSync – files)

**HEALTH AND SAFETY**

To reduce the chance for misunderstanding concerning University responsibility, each member of a club sport should be familiar with the following statements concerning University and club member’s responsibilities:

**CPR and First Aid Certification**

At least two officers of each club needs to be CPR and First Aid Certified. It is highly recommended that larger clubs have more members certified. A certificate must be on file with Connie Nickel for each club. Classes will be scheduled at the Wellness Center in the beginning of the fall semester for those clubs who don’t have officers certified.

**Concussion Awareness**

Each Club President is required to take the Concussion in Sports – What You Need To Know on-line course. It is free and takes about 20 – 30 minutes. Once completed, each President must send a copy of the certificate granted to Connie Nickel. A link will be sent during the summer and must be completed by September 30th.

**Concussion Baseline Testing**

Each high risk club sport member, Ice Hockey, Men’s and Women’s Lacrosse, Men’s and Women’s Soccer, Men’s and Women’s Rugby, Men’s and Women’s Ultimate, Muggle Quidditch, and Boxing, and newly added sports Equestrian and Polo must take a baseline concussion test in September, 2015, via
computer in the Wellness Center administrative offices. This test is only for new members. Club members who took the test in the past 2 years do not need to retake it.

**Insurance**
Club sports participation at the University of Miami is completely voluntary. As such, each member assumes responsibility for injuries that may occur in a sport or recreational activity. The University of Miami and DWR do NOT provide accident insurance for club members and CANNOT be held responsible for injuries incurred through their voluntary participation in club sports activities. The Division of Student Affairs strongly recommends that all club members have a personal medical insurance plan in effect during the period of club-related activity. University of Miami Student Health Insurance DOES cover injuries from club sport participation.

All club members are required to complete the Club Sport Participant Form (OrgSync – forms) before they can participate in any way with a club. Club members under the age of 18 must have a parent or guardian sign the Club Sport Participant Form while those 18 and above may sign the form for themselves.

**EMERGENCY PROCEDURES**

In case an injury occurs while using the UM facilities, the following procedures will be followed:

- If in the Herbert Wellness Center or on Intramural Field, contact the facility or the intramural supervisor on duty. The supervisor, if necessary, will contact Public Safety or 911.
- At any other campus location, contact Public Safety (284-6666) if emergency rescue unit is needed dial 911.
- **An Injury/Accident Report (OrgSync – files) must be filed with the DWR office within 24 hours, regardless of where the accident occurs.**

**Accidents and Injuries**
The Department of Wellness and Recreation and the University of Miami are not responsible for accidents and/or injuries that occur on its property and/or during its programming. Each person utilizing Department of Wellness and Recreation (DWR) facilities and related programs does so at his/her own risk.

**Non-Life Threatening Injury**
Any accident or injury MUST be reported to the facility/program supervisor or professional staff member to ensure that an **Injury/Accident Report** is filled out immediately.

**Life threatening Injury**
1. Follow the appropriate University of Miami emergency procedures for life threatening injury. The student supervisor or someone will call 911 if necessary. Should the supervisor not be readily available and there is any doubt about whether or not the injury is life threatening always call 911 immediately.

2. Address to tell 911:
   a. Herbert Wellness Center Building: **1241 Dickinson Drive**
   b. Intramural Fields: **5701 San Amaro Drive**
3. Inform the injured person that he/she may go to the Health Center or his/her own personal doctor/hospital at his/her own expense.
4. If the injured person is a student campus police will call the Student Affairs Crisis Coordinator who will respond per their protocols.
5. Assistant Director, Connie Nickel, MUST be notified immediately on her cell phone 305-301-9828. All Club Officers should have her number.
6. An AED machine is located at the FRONT ENTRANCE, FITNESS ROOM MIDDLE DESK, MULTIPURPOSE ROOM D HALLWAY, INTRAMURAL FIELD HOUSE and the PRO SHOP. Facility Supervisors, Intramural Supervisors, CPR/AED Certified Club Members and Fitness Leaders are certified and trained to use the machine.

**Incidents**

1. Any unusual incidents (i.e. fights, theft, lost items, etc.) that occur should be documented in an *Injury/Accident Report* by the facility or intramural supervisor responsible for that area.
2. If a fight occurs or a student’s safety is compromised, call Campus Police immediately at 305-284-6666.

**Blood borne Pathogen Guidelines**

From time to time, a club sports participant may be injured. When those injuries involve blood or other body fluids, anyone in contact with the injured person is placed at risk for exposure to such blood borne pathogens as the hepatitis B and human immunodeficiency viruses (HIV). Precautions must be taken to minimize this risk. **It is important for everyone to comply with the following procedure:**

1. Isolate the area and warn others nearby.
2. Call the Herbert Wellness Center facility or intramural supervisor on duty (if it is in the Herbert Wellness Center). They are trained to properly handle emergencies and potentially contaminated materials.

**EQUIPMENT**

All equipment purchased for club use is the responsibility of that club throughout the academic year. The University of Miami remains the owner of the equipment, and the club or its members may be charged the cost of any repairs or replacement. Equipment purchased through University funds cannot be sold or traded except through appropriate University channels. Club officers are responsible for equipment inventory and storage.

**FACILITY RESERVATIONS**

In order to reserve a field or facility space in the Herbert Wellness Center, the Club Sport Facility Reservation Application (OrgSync – form) must be completed and approved. Clubs may submit requests for facility use to support the following club related activities: practice, competition, instruction/coaching, club business meetings, display of promotional materials, and special events. All club members using the facility MUST have a Herbert Wellness Center membership.

Facility scheduling is a difficult process that strives for maximum use of facilities within the resource and staff capabilities of DWR. The DWR staff will do their best to accommodate a club’s request. However, due to the high demand on facilities, this can be a difficult task. Please try to remain flexible in scheduling and at times be willing to settle for something other than the original request. A cooperative attitude from your club makes it easier for all groups to be scheduled.

A complete schedule for the club sports practices will be emailed to the officers in the summer.
**If a Club Sports team needs the Intramural Field lights to be turned on, contact a Facility Supervisor (Blue Shirt) in the Wellness Center or call the Wellness Center front desk at 305-284-8500.**

**Academic Excuse Letters**
DWR understands that sport club athletes often miss classes to attend tournaments and games. While the staff cannot officially excuse any athlete from a class or exam, the office will write excuse letters to provide to instructors. These letters will ask permission to be excused because of a school event. Please provide the student names, date, tournament/game information, and number of letters when requesting excuse letters. Advance notice of at least one week is required. We will not write letters post event, so please plan accordingly.

**PUBLICITY**

Publicity is important for club sports. Means of publicizing are:

- **The Miami Hurricane:** the student campus newspaper which occasionally runs feature articles about special interest organizations such as club sports. The newspaper has an on-line section called “News and Events”, which lists upcoming club events, meetings, practices, etc. Clubs may submit items by going to their web site at [www.themiamihurricane.com](http://www.themiamihurricane.com).

- **WVUM:** the campus radio station will often air public service announcements when given appropriate lead time. Notices of upcoming club events, meetings, practices, etc. can be publicized by going to their web site at [www.wvum.org](http://www.wvum.org).

- **IBIS News and Canes Calendar:** Go on line and submit event(s) to the Ibis News and Canes Calendar at [www.miami.edu/ibisnews](http://www.miami.edu/ibisnews) then search for Ibis news and Canes Calendar.

- **Logos:** As a member of the Club Sports Program at the University of Miami, you are required to follow certain guidelines concerning use of university trademarks, logos and marketing requests. If you have questions regarding use of University logos and trademarks please contact the Office of Communications and Marketing at (305)-284-5600 or by e-mails at [umidentity@miami.edu](mailto:umidentity@miami.edu).

- Flyers, signs, and posters are forms of publicity that can be requested from DWR. The office offers duplication services for free for club publicity. SAFAC provides U print cards for student organizations.

- The University has various bulletin board sites on campus.

- Do not post signs or flyers on trees. Signs/flyers cannot be posted in or on any building without approval of the appropriate building administrator.

- Signs or flyers posted on campus that publicize an event must be removed by the club immediately following the event.

- Clubs may promote their events on the Student Affairs Calendar by submitting detailed information about your event to DWR Assistant Director, Connie Nickel.
HELPFUL PHONE NUMBERS, E-MAILS AND WEBSITES
Herbert Wellness Center:

Connie Nickel, Assistant Director and Club Sports Advisor  
conickel@miami.edu  
O 305-284-8013  
C 305-301-9828

Marena Gavilan, Administrative Assistant  
mare@miami.edu  
305-284-8510

Department of Wellness  
305-284-3253

Front Desk  
305-284-8500

Pro Shop  
305-284-3261

Intramural Field House  
305-284-5476

Schiff Tennis Center  
305-284-4030

SAC/Whitten University Center:

COSO Office,  
TBA, Assistant Director  
Office 305-284-2343

SAFAC Office,  
Josh Branfon, Director  
jbranfon@miami.edu  
safac@miami.edu  
Office 305-284-6399

Student Activities Office  
Office 305-284-6399

Information Desk  
350-284-6399

UC Swimming Pool  
305-284-2318

Room Reservations  
305-284-3622

The Miami Hurricane, student newspaper  
www.themiamihurricane.com  
305-284-4351

WVUM Radio  
www.wvum.org  
305-284-4401

Additional Numbers:

Campus Police  
305-284-6666

Emergency  
911