



**Cal Sport Clubs 2023-2024**

**Officers  
Manual**

**SPORT CLUBS**

# Berkeley Recreation & Wellbeing

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## SPORT CLUBS

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# 2022-2023 Sport Clubs

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Archery  
Badminton  
Ballroom Dancing  
Baseball  
Boxing  
Cycling  
Equestrian  
Fencing  
Figure Skating  
Golf  
Ice Hockey  
Men's Lacrosse  
Women's Lacrosse  
Lightweight Crew  
Racquetball  
Women's Rugby  
Sailing  
Softball  
Men's Soccer  
Women's Soccer  
Squash  
Table Tennis  
Tennis  
Triathlon  
Men's Ultimate  
Women's Ultimate  
Men's Volleyball  
Women's Volleyball  
Men's Water Polo  
Women's Water Polo

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University of California, Berkeley  
Department of Recreational Sports  
Sport Club Handbook  
2022-2023

This manual contains specific procedures and guidelines that should be followed by all officers, participants, coaches, and instructors.

*This information is subject change without notice.*

## Sport Club Office

### Office Hours & Location

The Sport Club office is located on the second (2<sup>nd</sup>) floor of the Recreational Sports Facility (RSF).

Hours of Operation Monday – Friday, 9:00 A.M. – 6:00 P.M.

### Communication with Sport Club Administration

All communication and interactions, verbal and written, with the Sport Club administration/office should be professional. The Sport Club office requires approximately 3 – 5 business day turn-around for all emails sent to [calsportclubs@berkeley.edu](mailto:calsportclubs@berkeley.edu). During peak times, response times may take up to two weeks for non-emergent emails. Emails needing immediate attention must be marked Urgent in the subject line.

It is expected that all club members use the same respect in interacting with the Sport Club administration

We are here to help meet the needs of our clubs. Officers are welcome to stop by the RSF, but we encourage you to schedule an appointment via email if you have a complex issue or need to speak with a specific staff member.

### Mailing Address & Packages

All club-related purchases must be shipped to the RSF and Sport Club office. Ensure that on all materials ship to the following address:

Cal Sport Clubs  
*Club Name*  
Attn: Deanna Hewlett  
2301 Bancroft Way #4420  
Berkeley, CA 94720-4420

The Sport Club administration tracks all packages and stores them in the office. Your club will be notified by [calsportclubs@berkeley.edu](mailto:calsportclubs@berkeley.edu) when packages arrive. Please pick up packages promptly.

## Introduction to Cal Sport Clubs

### Purpose of the Sport Club Manual

This Sport Clubs Manual has been prepared to assist clubs in the administration of their programs. Every club officer, advisor and coach should be familiar with the contents of this manual as the success of your organization depends on it.

### Overview

The Cal Sport Club program is comprised of 31 competitive and recreational clubs that compete at the regional and national level. Cal Sport Clubs are sponsored by the Department of Recreational & Wellbeing at UC Berkeley and is a premier athletic and leadership development program for student-athletes through student-initiated programming.

Each club is led by officers who provide leadership and guidance to the general club membership and operate the club. The sport club program is a unit within the department of recreational sports at UC Berkeley,

### What is a sport club?

Sport clubs are “sponsored student groups” established to promote and develop the interest and skills of members in sport-related activities. The Cal Sport Club program is student initiated and competitive in nature. Clubs are sponsored by the Department of Recreational Sports and are able to utilize department resources such as facilities, access to funding and administrative support. **Sponsorship is not a right and may be revoked at any time.**

In order to be a recognized, active sport club, the club must compete in a competitive sport activity with regularly scheduled collegiate competition, league play, and/or may culminate in a regional or national tournament. Sports must be affiliated with a national governing body (NGB), national collegiate association, league, or other collegiate governing body. Clubs must meet with and be approved by the Sport Club administration as well as the Sport Club Executive Board.

### Benefits of Sport Club Participation

Sport Clubs allow individuals to engage or participate in a sport or activity of their choice at various skill levels. Some teams have open enrollment and more competitive teams may host tryouts in which acceptance is not guaranteed.

Sport Clubs enhance the development of leadership, organization, responsibility, and decision-making skills among individuals. Sport Clubs are meant to be a learning experience for the members through their involvement in fundraising, public relations, administration, budgeting, scheduling, and the development of skills in their particular sport. Involvement in a group and team situation helps enhance participants overall education while living in the University setting.

## Who can participate?

In order to participate in a Cal Sport Club, an individual must be a current Full-time UC Berkeley undergraduate or graduate student and hold an active Recreation and Wellbeing Membership. All Sport Club participants must purchase a free “Sport Club Membership” through the Rec Sports online store. Once you have purchased the Sport Club Membership you will need to create an IMLeagues account.

**All participants must have proof of personal health insurance.**

**Note:** Individual clubs may have specific national association/league guidelines for academic and credit requirements. Check with the governing body for your specific club for these requirements.

Should a participant in a University of California, Berkeley Sport Club be identified as a participant who is ineligible the following sanctions against that club may be taken:

- **First Offense:** Written Warning
  - Mandatory officer meeting with SC admin to review eligibility requirements
- **Second Offense:** Probation
  - Temporary suspension of budgets, practice, travel, etc.
- **Third Offense:** Suspension or disqualification
  - Length of suspension will be determined by SC admin
- **Immediate Actions:** Any action by a Club team or individual(s) deemed by RecWell Sport Club admin as egregious or particularly harmful may result in immediate suspension, disqualification, and or up to the loss of club sanction.

**Participant ineligibility includes but is not limited to:**

- Failure to purchase sport club membership
- Not following medical compliance
- Hazing
- Use of drugs or alcohol
- Etc.

## Sport Club Requirements

*Clubs and individual participants must abide by all University, RecWell, and Sport Club policies and procedures. Clubs must also abide by the University Code of conduct which can be found at [berkeley.edu](http://berkeley.edu).*

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

All active members of sport clubs must register online as a sport club member, maintain a Recreation & Wellbeing Membership, and pay team dues.

It is mandatory that each club elect at least three (3) officers from their current team. Required officer positions include: president, treasurer, and safety officer. Clubs may elect additional officers and can assign responsibilities to any officer.

All clubs must report their officer contact information to the Sport Club Administration by the end of each spring semester. Additionally, all clubs must complete a tier application and submit a projected budget each spring.

## Online Club Management

All online forms can be found on the Berkeley Rec Sports website or on [IM Leagues](#). Hyperlinks are located on the Sport Clubs page under [Club Management](#).

## Officer Trainings

There are various mandatory training and development sessions that will focus on specific administrative responsibilities associated with club sports operations. These trainings include but are not limited to fall trainings (financial, travel) as well as general assembly meetings held throughout the year. These trainings are **MANDATORY** and it is our expectation that you come to these trainings ready to participate and learn.

## Officer Roles and Responsibilities

**President** [REQUIRED]– The President is the chief officer for the sport club. They are the primary contact and coordinator of all sport club activities. As such, their duties include:

- Serve as the liaison between the club and the Sport Club Admin
- Attend the Sport Club Officer training session

- Read and understand the Sport Club manual, disseminating information to club members
- Inform sport club administration of the club's schedule and activities
- Maintain a current roster
- Remain knowledgeable of the Sport Club's financial status
- Ensure Sport Club is up to date on all requirements set by sport club administration
- Ensure all Sport Club members are registered participants and carry RSF memberships
- Notify the Sport Club office of changes in leadership within the club's organization
- Promote good sportsmanship
- Implement proper disciplinary action procedures when necessary
- Seek approval for all travel, fundraising, purchasing, and special event plans
- Attend mandatory Officers trainer at the start of Fall and Spring Semester

**Treasurer** [REQUIRED] – The Treasurer is the chief financial officer of the Sport Club. As such, their duties include:

- Complete the Code of Ethics/Club Sign Up form
- Understand the policies and procedures for processing all financial requests
- Attach invoices, receipts, and/or equipment purchase requests when submitting financial requests
- Make sure members pay dues in a timely manner
- Deposit all funds into the sport club's account in a timely manner
- Prepare and maintain ledgers (income and expenditures)
- Prepare and submit budget request forms to the Director of Sport Clubs by the spring deadline

**Safety Officer** [REQUIRED] – Sport Clubs must have at least one Safety Officer. Safety Officer responsibilities include:

- Possess valid CPR/AED, and Standard First Aid certifications from the American Red Cross (courses are offered through the RSF and costs are covered by the club)
- Attend Sport **ALL** Club practices, competitions, and activities – home and away
- Check the safety of facilities and equipment before allowing members to participate
- Call emergency services and activate Emergency Action Plan when necessary
- Maintain the club's first aid kit: check-out from the Sport Club Office at the beginning of fall semester and return at the end of spring semester.
- Complete an accident report form for all accidents, regardless of severity

**It is mandatory that each club elect three officers: President, Treasurer, and Safety Officer.** Clubs may elect additional officers beyond the required three and may appropriate responsibilities to any particular officer as they desire. Failure to comply with this may result in the Sport Club being placed on suspended status until forms are completed and on file. Suspended Sport Clubs will not have access to Sport Club funds nor will activities be authorized by the Department of Campus Recreation.

## Recognition and Classification of Sport Clubs

### Levels of Recognition

- **Active**  
An active Sport Club is one that is in good standing with the Sport Club Office and UC Berkeley. Active Sport Clubs meet regularly and are compliant with the minimum active student membership requirements. In addition, active Sport Clubs have met all paperwork requirements by the appropriate deadlines. This is the only level a Sport Club can be in and receive funding for and authorization of Sport Club activities.
- **Probationary**  
This status is reserved for Sport Clubs who have failed to follow rules and/or have been disciplined. New clubs will also be placed on “probationary” status for a minimum 1 years.
- **Suspended**  
Clubs that were active at some point during semester, but their membership to the Sport Club Association has been suspended. These clubs are not considered active during the suspension period and will not be able to access funds, practice/compete until they have served their suspension.

### Requirements of **ACTIVE** Sport Clubs

In order to be recognized as an active Sport Club the following documents must be on file with the Department of Recreational Sports:

- Annual Registration Packet
- Updated Sport Club Constitution
- Sport Club roster (roster developed from participant information forms, waivers, and code of conducts submitted by team members)
- Sport Club Liability Waiver

- Coach Volunteer Agreement form (if applicable)
- Coaching Application (if applicable)
- Other forms/documents as necessary

## **Requirements of Active and Sport Club Members**

The importance of the Sport Club Program participants following all of the requirements of the Department of Recreational Sports and University of California, Berkeley cannot be emphasized enough. Only through the individual Sport Club member's adherence to the necessary requirements can the individual maintain a satisfactory and accountable record with the Department of Recreational Sports.

Responsibilities include, but are not limited to:

- PPE (*All New Coming Athletes*) or HHR (*Returning Athletes*)
- UC Berkeley Sport Club Program Participant Information Form
- UCOP Concussion Training (via DocuSign)
- Code of Conduct
- Waiver of Liability (via DocuSign)
- Have a current health insurance plan.
- Purchase a \$0 Cal Rec Club Membership.
- Pay Team Dues – (Individual Sport Club members are responsible for paying dues in a timely manner to the Sport Club(s) in which they participate in. Failure to do so may result in disciplinary action by the Sport Club and/or the Sport Club Program.)

## **Pre-Participation Requirements *[Active Members ONLY]***

All new and returning student-athletes must complete a Pre-Participation Physical Exam (PPE) or a Health History Review (HHR) before any form of participation in their chosen sport(s). These activities include but are not limited to: practice, strength and conditioning, and/or competition

A PPE can be completed by the athlete's primary care physician or a sport medicine physician at University Health Services (UHS). At the beginning of each fall semester UHS will offer appointments for sport club athletes needing PPEs, officers will receive emails beginning in August with dates of these offerings. All PPEs must be completed using the sport club physical form which can be found on the sport club website.

The Medical Clearance can take up to 10-15 days and is therefore recommended that players begin their process as early as possible.

**New Policy:** Beginning Fall 2023 athletes will need to complete the following steps to gain access to IMLeagues:

- Purchase \$0 Sport Club Membership
- Submit PPE or HHR to UHS etang portal
- Complete Authorization for Release of Health Information and Concussion Training via DocuSign
- High Impact Sports **ONLY** – complete Baseline Testing with Sport Club Athletic Trainer

### How to become a club

The Department of Recreational Sports acknowledges that other sport-related clubs might wish to seek recognition in the Sport Club Association. The sport club application/approval process takes time and due to limited funding sources and facilities acceptance is not guaranteed. The Recreation & Wellbeing department maintains the right to open, close, and or not accept new club applications for any period.

Interested organizations must meet the following minimum criteria before applying for Sport Club status:

- Be a competitive sport activity (regularly scheduled competition and league play a regional or national tournament)
- Sport must be affiliated with a National Association, League, or other governing body

If your organization meets the minimum standards listed above, and new club applications are being accepted, the process for applying for Sport Club status is as follows:

- Review rules, regulations, policies, and expectations of clubs administered by the Department of Recreational Sports.
- Complete a new club application
- Write a proposal including the following:
  - roster of interested students demonstrating a demand for the activity.
  - b. A yearly calendar of proposed activities for the club.
  - c. A yearly budget of expenses and revenues.
  - d. A risk management review of the proposed activities for the club.
  - • Name, address, and phone number of each officer
  - • Name, address, and phone number of current faculty or staff advisor if applicable
  - • Copy of current constitution

- • Facility space required on a weekly basis for practices, games, and special events • Information concerning the club's national association, league or other governing body affiliation
- • Listing of area and regional competitors (Approximate number of yearly competitions or schedule)

The organization will make a presentation to the Sport Club Student Council that addresses the above listed qualifications and merits of the new club. The Sport Club Student Council will meet at the conclusion of the presentation and make a recommendation of either the acceptance or denial of the new club to the Sport Clubs Director. If the club is accepted as a member of the Sport Club Association, they will be placed on probationary status for a period of no less than two years. In that time, they do not receive any funding and are not guaranteed any facility space. Due to ongoing space capacity issues at Cal, on **campus space for practice and or competition is not a guarantee** nor is the redistribution of space between all teams. This space issue should be strongly considered by future clubs prior to moving forward and is hereby acknowledged and agreed to by applying.

## Coaches

We rely on the knowledge and generosity of coaches to help make the Sport Club program successful.

Coaching positions may be filled by someone from inside or outside the university community with the approval of the Club Officers and Sport Club Program Director. Individuals may work with a club as a coach or instructor in one of two roles. They can either become an employee of the University or a University volunteer (the obvious difference is whether or not the club will be paying the individual). Regardless of their status, all individuals who work with a club are required to complete the hiring process.

Coaches and instructors' primary responsibility is instruction and supervision. These individuals are responsible for supervising practices and competitions. However, coaches are not required of clubs in the Sport Club Program.

Employees and volunteers report directly to the Director of Sport Clubs and indirectly to the Club Sports Officers. While many coaches may be qualified for a position, just as important is the dynamic of the coach-player relationship. It is important to understand that even the best of coaches occasionally upset players in one way or another, and it is almost impossible for a coach to please every player. Please be aware, club officers, on their own, are not permitted to sever ties with an employee or volunteer without first consulting with the Director of Sport Clubs.

**Clubs are first and foremost student organizations**, thus it is important to remember that the internal organization and decision making of the club must be left to the club membership.

Coaches are contract employees and must attend the mandatory coaches and officers meeting at the start of each semester.

The coach must follow all university and departmental policies and procedures and does not take the place of the club's advisor or president. **Matters involving the management of the club must be left to the club officers and club members.**

Coaches salaries are controlled by club officers, all changes to coach's salary should go through the club director.

### Coaches Contracts

After approval by the Sport Club Program Director, contracts must go through Student Affairs Human Resources and their process can take 4-8weeks to complete.

## Standards of Conduct

The basic concept underlying the Sport Club standards of conduct is that students, by enrolling in the University, assume an obligation to conduct themselves and their organizations in a manner compatible with the University's function as an educational institution. Individuals must always conduct themselves in a manner that does not detract from the reputation of the University. This includes behavior in game situations as well as contact with other teams and event staff. When involved in off-campus events or when traveling, be aware that you are still representing The University.

All students are subject to the policies and procedures outlined in the UC Berkeley Campus Code of Student Conduct. In addition, Sport Clubs must comply with the policies set forth in this handbook and the Sport Club Code of Conduct. It is the student's responsibility to obtain copies of these items and utilize them. Failure to do so is not an excuse for not observing policies and procedures. Sport Clubs and individual members not abiding by all policies and procedures will be sanctioned.

When a situation of inappropriate behavior arises, take immediate action. Immediate action can help to resolve situations more quickly. Prolonging or putting aside issues may cause them to develop further and become very important concerns. Disciplinary procedures start in the Sport Clubs Office, and depending on the severity, may progress to the Sport Club Student Council, or even the Center of Student Conduct and Community Standards.

University of California, Berkeley has established necessary policies and procedures concerning behavior of Sport Clubs and their participation. Any questions concerning policies and procedures not covered in this handbook should be sought out in other publications of the University and the Sport Club Office. Some important issues to become aware of are: falsification and misuse of University documents; physical abuse or harassment; hazing; destruction, damage, or misuse of University or private property; intoxicants; illegal drugs; gambling; and unlawful conduct.

## Non-Discrimination Policy

Each club is subject to the University's non-discrimination policy, which states: "The University of California, in accordance with applicable Federal and State law and University policy, does not discriminate on the basis of race, color, national origin, religion, sex, gender identity, pregnancy 1, disability, age, medical condition (cancer-related), ancestry, marital status, citizenship, sexual orientation, or status as a Vietnam-era veteran or special disabled veteran. The University also prohibits sexual harassment. This nondiscrimination policy covers admission, access, and treatment in University programs and activities."

## UC Sport Clubs Hazing Policy

**Hazing is illegal in California under the law commonly known as "Matt's Law," which is codified under (Senate Bill 1454).** Hazing is any activity expected of someone joining or participating in a group that humiliates, degrades, abuses, or endangers them regardless of a person's willingness to participate." Hazing includes but is not limited to:

- Forced and prolonged physical activity.
- Forced consumption of any food, beverage, medication or controlled substance, whether or not prescribed, in excess of the usual amount for human consumption or any substance not generally intended for human consumption.
- Prolonged deprivation of sleep, food, or drink.

University of California, Berkeley has adopted the following addition to the above policy:

1. Physical hazing shall be defined as any activity which is harmful or humiliating to the individual (i.e. paddling, abandonment, excessive exercise, eating repulsive food, exposure to extreme temperatures, nudity, consumption of alcohol or drugs, etc.).
2. Psychological hazing shall be defined as any public act or in-house act which compromises the personal dignity of an individual, thereby: causing personal embarrassment or shame to the individual, causing an individual to be the object of malicious amusement or ridicule, or causing an individual psychological harm or emotional strain.

3. Any requirements by an initiate or new member which compel another initiate or new member to participate in any activity which is illegal, which is known by the compelling party to be contrary to an individual's moral or religious beliefs, or which is contrary to the rules/regulations of the university shall be construed as hazing.

The Code of Student Conduct prohibits hazing or any method of pre-initiation or initiation into an organization. No individual subject to the jurisdiction of the University shall perform an act, or subject themselves to such acts, that cause physical, psychological or social harm to any other person within the University. The Sport Club Program recognizes the propriety and necessity of student initiations and similar activities that are designed to instill group spirit and loyalty. However, these are only appropriate when the activity is experienced for the benefit of new members, and not at their expense. Punishment for violations of the hazing code may include suspension or dismissal from the University.

Matt's Law, (Senate Bill 1454) sponsored by Tom Torlakson (D-Antioch, CA), is a California law that allows for felony prosecutions when serious injuries or deaths result from hazing rites. The bill increases the severity of charges for some hazing rituals, from misdemeanors to felonies, and for the first time gives prosecutors the ability to seek hazing charges against non-students. In a 34-2 vote, Matt's Law passed the state Senate on May 30th, 2006. On September 19, 2006, the statute was signed into law by Governor Arnold Schwarzenegger.

### **Alcohol Policy**

The Department of Campus Recreation policy states that no alcohol is to be consumed by any Sport Club member before, during, or after the event at the place of competition unless approved by UCPD and the Director of Recreational Sports. The entire Sport Club and/or individual violators will be disciplined if this is not strictly adhered to.

### **Discipline**

Students participating in activities on and off campus are expected to adhere to the standards as defined by the Sport Club Discipline Policy and Code of Conduct. As citizens of the local community, the State of California, and the United States, it is expected that the laws will be obeyed and that each student will be a productive and good citizen within the greater community.

Violation of, or non-compliance with, University policies, campus regulations, Sport Club procedures or Sport Club standards of conduct may result in loss of Sport Club Association membership or other disciplinary action taken against the Club involved. The discipline process has been developed to assist Club leaders in correcting mistakes that have caused problems for the Club and The University.

## **Minor Offenses**

The following may result in sanctions and/or suspension from the Sport Clubs Association:

- Lack of participation (follow through on paper work, missing meetings etc.)
- Misuse of funds
- Misuse of facilities

Disciplinary action for minor offenses may include but is not limited to:

- Freezing of club funds
- Loss of facility use
- Loss of travel privileges
- Loss of funding for Rec Sports

## **Major Offenses**

The following may result in sanctions, suspension and/or elimination from the Sport Clubs Association:

- Misrepresentation of the Sport Club program and/or University of California, Berkeley
- Any action by team or individual that damages the reputation of the University of California, Berkeley, Sport Clubs, or Department of Recreational Sports
- Any offense that results in law enforcement involvement
- Violation of the Student Code of Conduct
- Violation of hazing policy
- Violation of alcohol policy

All major discipline offenses shall be handled by the Sport Club Program Director in conjunction with the Director of Recreational and Wellbeing.

If an individual club member or team is charged with serious infractions for incidents which take place off/on campus, the Sport Club Administration may choose to initiate University disciplinary proceedings. Of particular concern are those charges that

indicate that the student may be of danger to himself/herself or others. Examples of these charges include public intoxication, vandalism, public nudity, illegal use of alcohol, theft, hazing, sexual assault, violence, etc.

### **Appeal Process**

Should an organization or student wish to appeal decisions made by Sport Club Program Director and the Director of Recreational and Wellbeing, the following process has been established:

A written appeal must be provided to Associate Vice-Chancellor within 10 days of the decision.

## **Finance and Funding**

The Sport Club Program is mostly funded by student dues and club fundraising. A small amount of funding is allocated to the Sport Club office from Rec Well and Sport Club Admin will equally distribute a lump sum to each individual Sport Club. Funds will be transferred directory to your clubs account ending in 67786. Allocated funds will not be available until the start of the next fiscal year.

### **Managing Club Finances**

#### **1. Orgs and Funds**

Each club has a financial account established with the University that is called an “org.” “Funds” are subdivisions of “orgs” and often carry a specific purpose or additional accounting information. Most clubs have only two funds: an operational fund and a gift fund. Clubs with endowments may have additional funds that house the interest earned from endowments.

There are three main methods used by clubs to generate income for their orgs: operations, budget allocation, and donations. Operations include the collection of money from dues, registration fees, work contracts, fundraisers and club members offsetting team expenses.

Although clubs receive some allocated funds from the University, each club should generate additional revenue during the fiscal year to support the club. The club may spend this “generated income” however it wishes as long as it is consistent with University policy (i.e. **no alcohol**).

When using allocated funds, clubs should adhere to these guidelines:

1. Office:
  - copying, poster board, markers, telephone
  - Advertising (flyers, social, etc.)
  - shipping and handling fees
2. Travel:
  - transportation – allowances will be made for the least expensive method available
  - lodging cost
  - Entry and registration fees
3. Equipment
  - uniforms or supplies that belong to UC Berkeley clubs
4. Additional:
  - rental on facilities when UC Berkeley facilities are not available; no provisions will be made for storage of equipment
  - regional or national affiliation dues
  - payment of officials or referees

## **2. Deposits**

All money intended for club use must be deposited through either the Sport Club Office. All deposits of dues, equipment purchases and travel offsets by sport club members must be made in person at the Cashier Station. All deposits of merchandise sales, entry fees, and miscellaneous revenues must be made to the Sport Club Office. Any money collected on behalf of the University (donations, entry fees, etc.) will be deposited within 24 hours of receipt.

**University policy prohibits the handling of UC money by non-UC personnel. Therefore, no individual club member, alumni, or booster should collect checks or payments from other club members and/or donors. Additionally, alumni, parents and/or boosters, CANNOT request club funds in any capacity.**

## **General Deposit Information**

All checks must be made out to “UC Regents – your club”. All checks must have preprinted names and addresses and will be deposited within 72 hours of reception.

All persons completing transactions at the Cashier Station will receive a receipt as proof of payment. Club officers may ask to see those receipts, or can verify proof of payment by coordinating with the Sport Club Director or Student Directors.

## **Requesting Payments**

**WARNING:** All purchases with club funds must be pre-approved by the Club Sports office. Club officers are not allowed to initiate orders or authorize production on any goods. DO NOT buy or order something and expect to be reimbursed- talk to the Sport Clubs office before you buy!

There are several general guidelines that govern club spending. To begin with, all expenditures must be program-relating such as travel, equipment, officials, facilities, office costs, publicity, and fees. **Items that are not program related, or are otherwise inappropriate will not be approved.**

Most expenditures require a Payment Request Form to initiate the spending process. All expenditures require the approval of the Sport Club Director. All expenditures must be pre-approved and orders should never be placed by a club member. Only the Business Office, upon receipt of an approved Blue Form, is authorized to place an order.

## **Submitting a Payment Request Form**

1. Include as much descriptive information as possible. Brands, model numbers, sizes, colors, artwork, screen charges and any other descriptive information can prevent a Blue Form from being held up by the Business Office.
2. Including specific information about a vendor, including name, phone, fax, and Tax ID information can help expedite payment to a vendor once the expenditure has been approved.
3. Provide written documentation. For tournaments and entry fees, provide a flyer announcing the event, or an email specifying the costs from the tournament Director if no other formal documentation is available. For equipment purchases, provide a written or typed quote of expenses from the vendor.
4. If the date a purchase is needed by is not essential, leave that section blank, however, specifying a date when something is needed may speed up the process. Listing ASAP or a date too close to the submission of the Blue Form will carry no value.

5. **All packages must be delivered to the Sport Club Office at 2301 Bancroft Way, Berkeley, CA 94720-4420.**
6. Turn in Payment Request Form as far in advance as possible. Plan ahead! Individual club members cannot purchase club clothing and/or equipment and then request a reimbursement. A purchase order must be used. No reimbursements will be approved. All purchases must be requested using a Blue Form.

## **Food Purchases**

For all food purchases, clubs must fill out a **Travel Reimbursement Approval** form and return it with purchase request so it can be approved by the Director of Campus Recreation. Tips will only be reimbursed up to 20% of the total bill. Food purchases are considered “entertainment purchases” and must be pre-approved by the Sport Club Office.

## **Reimbursements**

Only approved travel and approved travelers are eligible for reimbursement. All travel reimbursements other than gas and mileage must be pre-approved. Please note that **3rd party reimbursements are not allowed: For example: We cannot reimburse parents, alumni, boosters, etc.**

## **Fundraising, Donations, Sponsors**

### **Fundraising**

It is highly recommended that clubs complete a minimum of one fundraising project each academic year. All club fundraising will need to be approved and follow requirements set forth by the University. If you are conducting a fundraiser on campus, please be sure to familiarize yourself with the University's **Cash Handling Guidelines**. Fundraising activities involving the sale, serving, or distribution of alcoholic beverages is strictly prohibited.

Fundraising opportunities:

- **Crowdfunding**: Crowdfunding at Berkeley is a great option to raise money for your organization. Students are able to set up month-long campaigns to raise money through the online portal
- **BIG GIVE**: Participate with the BIG GIVE, Berkeley's one day online fundraising campaign. This is your student group's chance to solicit

donations from members, friends, family, and more. Sign-ups happen in the Fall semester through OASIS.

If a donor is requesting proof of nonprofit status or a Tax ID number in exchange for their donation, please email the Director of Sport Clubs and provide the following information:

- Donor's Name/Company Name
- Email or Physical Address
- Date Needed

## **Donations**

Clubs may choose to solicit cash and/or non-cash donations, which is a great way to minimize club members' out-of-pocket expenses. Non-cash donations may also be made typically in the form of event supplies or equipment. Donations must be approved prior to the club accepting the donation, especially when dealing with non-cash donations. Examples of when donations may not be accepted include if: adequate storage may not be available, adequate maintenance may not be available, and repairs may cost more than the value.

The following guidelines should be used when soliciting donations:

- Any letters, newsletters, etc. used to solicit donations from alumni, parents and/or supporters must be approved by the Sport Club Program Director.
- Donations of any amount must be deposited into the Various Donor account unless the donor specifically requests that their donation be applied to a separate fund. For more details, please contact the Sport Club Program Director.
- Please have donors make checks payable to "UC Regents – Your Club".
- If a check is received by a coach or student athlete please submit them to the Sport Club Director the following business day for processing.
- The University deducts 2.5% from every donation.

*Note: Donations are tax deductible. All Donations to the Sport Club Program receive a tax-deductible receipt if requested.*

Donors should use the following information when mailing donations:

Cal Sport Clubs - "Your Club"  
ATTN: Deanna Hewlett - Sport Clubs Director  
2301 Bancroft Way #4420  
Berkeley, CA 94720-4420

## Sponsorship

A sponsorship is an agreement between a club and a vendor for an exchange of valued goods. In most instances, a sponsor can provide product, financial discounts, and/or monetary support in exchange for publicity, affiliation or other valued services.

All sponsorships must be approved by the Sport Club Program Director and/or the Department of Recreation & Wellbeing Marketing unit.

Clubs are not allowed to solicit sponsorships with companies that are in direct competition with the existing Department of Recreation & Wellbeing sponsorships. Listed below is the Department of Recreation & Wellbeing and University Sponsorship Exclusivity:

- Coke Zero
- Gatorade
- Naked Fruit Juice
- Dasani Water
- Cliff Bar
- Ben and Jerry's
- Whole Foods
- Four Points Sheraton
- Marriott
- Hilton Garden Inn
- Hot Hand Wireless
- Bank of America
- USE Credit Union
- Southwest Airlines
- KON Office Solutions
- Comcast
- Metropolitan Golf Links
- Extreme Pizza
- mtvU
- Kaplan
- Zipcar

The University of California, Berkeley does not permit sponsorships from the tobacco and alcohol industries.

## Trademarks and Logos

The UC Berkeley Office of Marketing & Business Outreach (OMBO) is responsible for preserving and building public awareness of the University's global reputation for excellence in education, academic research, and public service.

The University's reputation and identity are reflected through the use of its name and identifying marks on merchandise and in the media, and OMBO exercises strict guidelines and maintains a vigilant watch over appropriate use of its valuable assets.

Please be aware that not all vendors are licensed to print Cal trademarked logos. Below is a list of vendors that are currently licensed.

### Internal/Custom Licensees Geared to Athletics

This upper list of licensees can source and embellish just about any product.

<b>Vendor</b>	<b>Contact</b>
4 Imprint	1-877-446-7746
Albreco/Fog City Marketing Inc.	513-753-2727
Alliance Graphics	510-548-0543
BLM	909-920-1258
BYOG*	925-829 -3950
Corporate Couture	925-831-3141
Custom Ink	800-293-4232
Gorilla Marketing	951-353-1647
ID ME*	818-774-9500
Jag Forms*	503-656-6066
Tugboat	707-252-3536

### **Athletics/Rec Sports/Item Specific Licensees**

(These licensees tend to supply gear for a specific team or two)

<b>Vendor</b>	<b>Contact</b>
Be Ultimate Apparel (Ultimate Frisbee)	rumi@beultimate.com
Ben Lax Shack	www.bendlaxshack.com
Elsmore	925-300-3369
Esports Gear	www.esportgear.com
International Athletic	303-384-0059
New JL Designs	800-831-3305
PING	800-474-6434
Primal Wear	303-745-7429
Turn/Erin Brands	david@turn-erin.com
Varsity Athletic Apparel	856-638-5783

*\*Only Licensees that have rights to source and customized headwear in addition to all other products offered.*

# Cal REC SPORTS BRAND GUIDELINES

## PRIMARY - CAL SCRIPT



## CALIFORNIA WORDMARK - PRIMARY



ALTERNATE:

**CALIFORNIA**

FOR GRAY APPAREL - BLUE ON LIGHT, GOLD ON DARK



## TYPOGRAPHY

PRIMARY/DISPLAY TYPEFACE: UA-Sather

ABCDEFGHIJKLMNOPQRSTUVWXYZ 0123456789  
NOPQRSTUVWXYZ @!#\$%^&\*`()?

### RESTRICTIONS:

- Rec/Club teams must identify themselves as such on uniforms and apparel if there is an analogous Cal Athletics team.
- Color usage should follow these examples.
- Do not outline marks or text (exception: numbers on white jerseys may be blue outlined in gold)
- Logos, wordmarks and fonts may not be stretched or altered
- Sather Stripe may not be used
- C-Bear Mark may not be used, Block C without bear may not be used
- Sport/Club specific logo designs may not be created using Cal marks or logos, please use lockups instead
- UA Sather should be used in ALL CAPS except for names like McCarthy. It should be used for headline type (no more than a sentence) and not used for paragraphs.

## SECONDARY (FOR REC SPORTS) - WALKING BEAR



## GOLDEN BEARS WORDMARK - PRIMARY



ALTERNATE:

**GOLDEN BEARS**

LOGO LOCKUP EXAMPLES: CANNOT USE OTHER LOGOS



## CALIFORNIA GOLDEN BEARS COLORS

### BLUE

PMS 282 C  
C100 M90 Y13 K68  
R4 G30 B66  
#041E42

### GOLD

PMS 123 C  
C0 M19 Y89 K0  
R255 G199 B44  
#FFC72C

### WHITE

PMS N/A  
C0 M0 Y0 K0  
R255 G255 B255  
#FFFFFF

GRAYS AND BLACKS ARE RESTRICTED IN DESIGNS, BASED ON CREATIVE OR LICENSING APPROVAL

## VERBIAGE

California™  
Cal™  
California Golden Bears™  
Golden Bears®  
University of California Golden Bears™

Go Bears™  
Bears™  
Cal Bears™

CAL BERKELEY IS  
NOT ACCEPTABLE

## RESOURCES

Creative Director: John Lemein - jlemein@berkeley.edu

Licensing Director: Daniel Perkins - perkins77@berkeley.edu

[CalBears.com/brand](http://CalBears.com/brand)

## Competitions and Events

### Facility request

All on campus facility reservations are made through the sport club's director must be made at least one month in advance.

Clubs may request practice facilities but please keep in mind that, due to high demand and limited field availability, the Sport Clubs Admin may not always be able to meet your first preference for practice facilities or times each term.

**Due to limited availability clubs are encouraged to seek off campus practice space. Funding of off campus facilities are the sole responsibility of the club.**

### Special Events

The Director of Sport Club programs must approve all on campus events before any planning begins. Facility request forms are available online and must be submitted 4-6 weeks prior to the date of the event. The earlier you submit a special request for the better.

### Home Competitions/Events

All home league games/scrimmages require an on-campus reservation. All request should be made in writing to the Club Sports Director at least 4 weeks before the start of the season. League schedules should not be confirmed with your governing body until fields are confirmed.

When Requesting a facility for home games please include the following information:

- Facility/Field reservations
- Monetary transactions
- Equipment requirements
- Contingency plans for weather, lack of light, cancellation, etc.

### Alcohol at Home Competitions/Events

The Department of Campus Recreation policy states that no alcohol is to be consumed by any Sport Club member before, during, or after the event at the place of competition. The entire Sport Club and/or individual violators will be disciplined if this is not strictly adhered to.

## Facility Use Expectations:

Many of the University facilities are shared and used with other programs or clubs. Here are expectations Sport Clubs should adhere to:

- Clubs canceling any reservation must contact the Sport Clubs Office at least 24 business hours before the reservation is in effect.
- Clubs are responsible for their use of facility sites. Facilities must be returned to original set-up after use. Misuse of equipment or facilities will jeopardize future use and possibly club status.
- Clubs are required to respect the privilege to use facilities and are responsible to leave at designated end time.
- Contact the Sport Clubs Office for clarification if there are other groups using the facility at your scheduled time.
- Drugs and alcohol are prohibited at all University facilities and events by sport club participants, coaches, instructors, or spectators.

## Travel

When using the funds in your University account for travel, be aware of the many stringent regulations placed on the use of club funds by the University. Come by the office as soon as any pertinent information on registration or entry fee is obtained. To authorize travel, club officers must complete the required travel forms in advance. Again, plan your trip ahead of time!

New Policy as of 2009-2010: Sport Club Director **must** accompany clubs on international travel. Please discuss your international plans with the Sport Club Director as soon as possible.

## Travel Application

For all team travel, a Travel Application is due 14 business days in advance with a preferred 30 business days in advance. **Any application submitted after the 14 business day deadline does not have guaranteed approval.**

**Example:** If a team is leaving on September 29th it is preferred the application is submitted on August 30th and it is DUE on September 15th.

Included on travel application:

- Primary contact and secondary contact (must be two different people)
- Departure and return information: dates and times

- Travel destination
- Type of transportation
- Approved Drivers
- Type of lodging and location
- Rental Cars
- Independent Travelers
- Travel Roster

After a travel app is submitted your club will receive an email from IMLeagues once the club sport office has begun processing your application This does NOT mean you are approved to travel. Club Officers will receive an email a minimum of one week prior to the date of travel with approval details.

Even if travel isn't official but teams might go to an event based on upcoming league/ tournament results a travel application is still required to be on file prior to the 14-day deadline. If plans change the application can be please let the sport club office know so, we can cancel the application.

**Example:** if you are preparing for a regional tournament but you are awaiting results from your league and results come out after the application deadline please submit the application and if plans change the Assistant Director of Club Sports.

## Personal Vehicles

Individuals may use personal cars to travel to "University sanctioned" events. Please note that "State law requires the owner to possess the following liability insurance: Public liability limit of \$15,000 for one person, \$30,000 for one accident, and Minimum property damage limit of \$5,000.

Drivers of personal cars may be reimbursed for mileage at a minimum rate of \$0.58/mile. Clubs may determine a different rate for mileage to be paid to drivers, however, **no reimbursements for gas are allowed.**

Travel demanding extensive driving may be subject to additional guidelines such as:

- mandatory rest stops,
- overnight stays or restricted hours of travel.
- Drivers submitting Personal Car Release agreements (subject to a review of their driving records provided by the Department of Motor Vehicles).

In the event of accident or injury a participants' personal car insurance will be charged.

## Rental Vehicles

We have a corporate partnership with Enterprise Rental Car that provides lower rates and includes insurance.

All Drivers must be approved.

- Age Requirement
  - 18+ for Sedans (**Berkeley, San Pablo location ONLY**)
  - 21+ for minivans and all other airport/store front locations.

Sunday drops are **ONLY** accommodated at airport locations. If you are returning to Berkeley on a Sunday and your vehicle was rented from a non-airport location, please select the fall business day for drop off.

### Optional transportation

Teams may use taxi services such as Uber and/or Lyft. Reimburse for these forms of transportation are available with pre-approval.

## Travel Reimbursement Policy

All costs of travel will be the responsibility of the members participating in the travel. When possible, the Sport Club Office will assist with the payment of any and all travel related expenses.

All travel reimbursements must be submitted via IMLeagues within 21 days of completed travel. Anything outside of 21 days we cannot guarantee your reimbursement will be approved.

The only members on the team that can submit a reimbursement are presidents and vice presidents. They can submit reimbursements on behalf of teammates and coaches.

Every reimbursable item must be accompanied by as many as four different types of documentation:

1. What was purchased? – Detailed information describing what was purchased
2. How was it purchased? – Receipt of payment, credit card receipt, etc. In most instances, this can be documented with a receipt that identifies the method of payment.
3. Proof of purchase – credit card statements, cancelled checks, etc.

- Documentation is necessary to indicate that individuals claiming expenditures for reimbursement have in fact spent money on the specific charge
- Credit Cards: a credit card statement indicating the specific charge, along with account # and name is necessary. If any element is missing, a photocopy of the actual credit card can often supplement the missing information.
- Checks: a cancelled check (once it has cleared) can typically be requested from a bank at no charge

Cash cannot be readily traced and therefore cash transactions are strongly discouraged.

## Safety and Risk Management

### **In case of emergency:**

1. The safety officer acts as the first responder
  - a. If the safety officer is not the first on the scene; please call your safety officer immediately and make them aware of the situation.
  - b. Once the safety officer arrives on the scene they should determine the severity of the injury and activate the EAP if necessary
2. If an EAP is activated, contact the athletic trainer immediately after the situation is under control.
  - a. If unable to get the AT, the next point of contact will be the assistant director
    - i. The AT or assistant director will contact the sports club director for any injuries that require EMS
3. Medical emergencies occur when there are:
  - a. Any loss of consciousness/unresponsive person
  - b. Possible Cervical Spine Injury
  - c. Respiratory Distress
  - d. Uncertainty of if you have a medical emergency
4. Injuries where first aid can be provided by on-site staff or safety officers do not need EMS activation.

### **Injuries that occur on campus with sports club AT present:**

- Injured players should see AT for evaluation if AT does not see injury occur themselves
- The sports club AT will be on the sideline for all on-campus high-impact games. AT will be the first responder to all injuries or emergencies at which they are present
- Safety officers should always be available during an injury or emergency to assist AT if needed.

### **Injuries that occur on an away visit:**

- The safety officer should contact the home team before the start of the game for information on their EAP in case of an emergency
- Safety officers should always be available to help assist medical personnel with injuries and activate EAPs for away venues if necessary.

### **Roles of First Responders**

1. Immediate care of the injured or ill student-athlete
2. Activation of EMS
  - a. If on-campus - UCPD call (provide name, address, telephone number, number of individuals injured, condition of injured, first aid treatment, specific directions, and other information as requested)

- b. If off campus - follow the venue's EAP and allow the hosting team to activate EMS if and when necessary
- 3. Emergency equipment retrieval (AED/First Aid Kit)
- 4. Provide directions for EMS to the scene
  - a. Open appropriate gates
  - b. Designate an individual to "flag down" EMS and direct them to the scene
  - c. Scene control: Limit scene to first aid providers and move bystanders away from the area

## **Photography and Videography Release**

All registered participants may be photographed or video-recorded during club activities by the University of California at Berkeley Recreation & Wellbeing, or any person or organization that The University of California at Berkeley RecWell grants access to. Photos and video-recordings may be used as deemed appropriate by the UCB RecWell, which may include (but is not limited to): use in promotional materials, use by media, posting on the Web, or shared via social media outlets.

## **Privacy**

University of California at Berkeley RecWell collects and retains personal information provided by participants in order to conduct business with its clubs and their members. We treat personal information with the highest level of privacy and confidentiality (where appropriate). We will not willfully and knowingly disclose personal information to others, except as permissible to conduct official club business or when required by law. Although we do not require disclosure of personal medical information, on occasion club members may voluntarily share personal medical information with staff members or club officers. When this occurs, it is imperative that the information is treated as confidential, and only shared with others when appropriate (e.g. medical personnel), including if the medical condition creates an immediate threat of danger or serious harm.