Opportunity for leadership and communication has made Sport Clubs an effective and popular part of student development on campus for over 100 years. The Sport Clubs Program at the University of Minnesota began with cyclists, archers, and fencers. Since then, the program has enjoyed great success and now offers a diverse set of activities for participants. There have been countless achievements by Sport Clubs teams and individuals, and it is your challenge as an officer to continue in this tradition of excellence. By combining the personal development gained as a Sport Clubs officer with the knowledge you already acquire as a college student, you will be better prepared for your future.

As an officer, you have newfound responsibilities to your club, in addition to the Sport Clubs Program, University Recreation and Wellness, the University of Minnesota, and your national governing body. We hope this guidebook will help you navigate these responsibilities in an easy and efficient manner. **Good Luck!**
## NEW BUILDING ADDRESS!

470 University Recreation and Wellness Center  
123 Harvard Street SE  
Minneapolis, MN 55455

Email: sportclb@umn.edu  
Phone: 612-625-6017  
Fax: 612-625-7971

## GOALS FOR THIS GUIDEBOOK
- Develop an essential resource guide for new and veteran officers.  
- Simplify policies and procedures for clubs.  
- Clearly define the Sport Clubs Program, University Recreation and Wellness, and University expectations.

## SPORT CLUBS PROGRAM MISSION

Embodying the ideals of the University of Minnesota and University Recreation and Wellness, the mission of the Sport Clubs Program is to develop students through competition, instruction, financial responsibility, and general administration of their sport clubs. The goal of the Sport Clubs Program is to create a safe and fun environment that encourages:

- Positive University of Minnesota experiences.  
- Character development through athlete commitment and excellence.  
- Physical, social, and leadership development.  
- Cultivation of friendships.  
- Recreational and competitive opportunities, regardless of skill level.  
- Lifetime appreciation for sport and physical activity.  
- Memories that last a lifetime.
OFFICER RESPONSIBILITIES

As official representatives of the University of Minnesota and the University Recreation and Wellness Center, our clubs’ collective goal is to develop students through competition, instruction, financial responsibility, and administrative organization. As a club officer, these should also be your goals.

President Responsibilities

- Preside over club meetings and conduct club business
- Ensure that the club understands the Sport Clubs Program’s Code of Conduct
- Maintain strong, positive relationships between club members and the Sport Clubs office
- Uphold the club’s reputation with the University, University Recreation and Wellness Center, and Sport Clubs Program
- Ensure that all assigned tasks and responsibilities are completed by club members and other officers.
- Approve club spending with the treasurer
- Delegate responsibilities as necessary
- Approve the club budget before submission to the Sport Clubs office
- Develop and encourage new club leadership
- Work with SCO staff to hire any coaches or instructors
- Understand and communicate the University of Minnesota Code of Conduct to all members

The president’s responsibilities in relation to club travel should include:

- Understanding club’s travel options and related expenses
- Supporting the travel coordinator’s decisions and respecting their due dates and time lines
- Overseeing all club officers and ensuring that they are fulfilling their responsibilities in relation to any travel procedures

The president’s responsibilities in relation to club spending should include:

- Understanding the club’s budget and financial procedures
- Supporting the club treasurer’s decisions and respecting all due dates and time lines
- Overseeing all club officers and ensuring that they are fulfilling their responsibilities in relation to any financial procedures

The president’s responsibilities in relation to club safety/facilities should include:

- Understanding the club’s sport-specific facility and safety needs
- Respecting all due dates and time lines
- Overseeing all club officers and ensuring that they are fulfilling their responsibilities in relation to any safety/facility procedures
PROGRAM ELIGIBILITY

Information in this section applies to the basic expectations clubs must meet in order to be eligible to participate in the Sport Clubs Program, in addition to the University’s expectations of individual club members when participating in intercollegiate (non-open) events.

Program Eligibility

Clubs that are eligible to participate in the Sport Clubs Program:

- Understand and uphold Sport Clubs program and University policy, procedure, and guidelines
- Meet due dates and follow time lines set by the Sport Clubs Program
- Meet the membership requirements set by the Sport Clubs Program
- Are activated with the Sport Clubs Program and registered with the Student Unions and Activities Office (SUA)
- Communicate with the Sport Clubs Program staff regularly
- Respect their role at the University and within the University community
- Are a group of individuals who are positive role models, leaders, and advocates for the University
- Understand and abide by the University of Minnesota and the Sport Clubs Program Code of Conduct
- If competitive, compete in a league or national governing body events that lead to an intercollegiate championship title.

COACHES AND INSTRUCTORS

All Sport Clubs are encouraged to seek assistance in the pursuit of accomplishing both the mission and the goals of the team. Frequently, this assistance takes the form of a coach or instructor who assist team members in achieving higher skill levels within their given sport discipline. Teams can choose to have a paid or volunteer coach, both of which are outlined in the next section. All coaches are supervised and report to the Sport Clubs Program Director, but the Sport Clubs officers are considered their on-site supervisors. Clubs MUST formally hire all individuals who take on a coach/instructor role with the club BEFORE they can become involved with the club.

Information in this section applies to ALL coaches and instructors, whether paid, volunteer, head, assistant, or occasional.

Responsibilities

Club coaches and instructors should be:

- Experienced in coaching specific sport.
- First Aid, CPR & Blood Born Pathogen certified.

Club coaches and instructor are required to:

- Understand that discipline, club cohesion, finances, travel arrangements, and general club direction are the responsibility of the club officers.
- Understand and uphold University, University Recreation and Wellness Center and Sport Clubs Program
• Treat all club members equally and respectfully.
• Serve as a positive role model to club membership, spectators, and peers.
• Promote safety and good sportsmanship.
• Perform a variety of duties related to the function of the club. The employer reserves the right to assign other duties as necessary.
• Meet the expectations of the club as discussed and described in the positions job description.
• Have their performance evaluated once per semester by all club officers and/or membership.

Terms of Employment
• All paperwork must be in the Sport Clubs Office before a club coach/instructor, paid or volunteer, can begin participating with a club.
• Employment ends on the date listed on the contract. Contract renewal can be considered and discussed once the club has submitted their completed evaluation forms for each coach and instructor.
• All coaches/instructors are hired temporarily.

Volunteer Coaches/Instructors
• Volunteer coaches can be just as invaluable as paid coaches. These individuals are not paid, but do lend their expertise in the sport to team members.
• Clubs can choose to reward or thank their volunteer coach/instructor in other means than simply paying them. Be creative!

Payment Options
Clubs have a variety of ways to say ‘Thank you’ to their club coaches and instructors. They include, but are not limited to the following:
• Lump sum payment—one per semester
• University Recreation and Wellness Center Membership
• Travel expenses
• Parking reimbursement

Payment will be taken from the club’s University account. Coaches/instructors will be paid only if the club has the funds available to do so.

• The first payment must be at least 1 month after the start date.
• The last payment must be after the end date.

Hiring a Coach
• Club will need to complete a Coach/Instructor Appointment Request Form and turn it into the Sport Clubs Office.
• A detailed job description of the position will need to be developed and emailed to sportclb@umn.edu
  • Templates for job descriptions must be used and are available in the office.
• This process involves the Office of Human Resources. Please plan ahead as this approval process takes at least two weeks.
• If a coach will be working with children under the age of 18, they must undergo a background check at the expense of the club. Cost varies depending on many variables.
• The Coach cannot attend practices/competitions until this process has been completed!
COACH/INSTRUCTOR APPOINTMENT FORM INSTRUCTIONS

1. Fill in Coach Contact Info (make sure this info remains updated in the Sport Clubs Office)

2. Circle appropriate Job Title and Candidate Status

3. Enter the Job Begin and End Date

4. Enter the total payment amount

5. Circle how many times you would like them to be paid (ex. For a total payment of $1500, does the club want the coach to be paid one payment of $1,500 or two payments of $750?)

6. When would you like the coach to be paid? Enter the desired payment dates. These will be adjusted to match the closest university pay date. The 1st payment must be at least 1 month after the start date. The last payment must be after the end date.
Training

- Clubs should seek out coaches/instructors who are thoroughly trained in their specific sport.
- Certifications should be encouraged. Clubs can consider paying for certifications that are important and relevant to the sport. This must be documented and accounted for within the clubs budget.

Evaluation

- Club officers or members must evaluate all coaches/instructors, whether paid or volunteer, head or assistant, at the end of each semester.
- Clubs will not be able to sign on a coach/instructor for the next semester until the evaluations have been completed.
- It is encouraged that clubs have all members evaluate the club’s coach/instructor, but only 3 evaluations are needed per coach, either by officers or members.

FUNDRAISING

The importance of fundraising for clubs affiliated with the University Recreation and Wellness Center, through the Sport Clubs Program, cannot be stressed enough. A club’s initiative in fundraising helps to determine the club’s allocation. As we all know, it is not easy to raise money, but with some hard work and dedication from your club it is definitely possible. Get creative, get input and buy in from your members, and get to work!

Fundraising Request

- All fundraisers must be approved by the Sport Clubs Program staff prior to the club’s participation in the event or activity. Clubs must turn in a Fundraising Proposal Form to begin the review process.
- After the approved fundraiser has been completed, clubs MUST fill out the Fundraiser Event or Activity Summary. This provides a RESOURCE for all clubs to use that gives information about a fundraiser and shows whether or not a fundraiser was successful. Clubs must simply ask the Program Staff to see the Fundraising Binder.

Raffles

- Approval from the Sport Clubs Program, Student Unions and Activities Office, University Recreation and Wellness Center, and General Counsel must be obtained before clubs can hold a raffle.
- Please note it is very difficult to get a raffle permit.
- All raffles must be registered with the University and the State.

Alcohol and Tobacco

Clubs cannot participate in fundraisers associated with/or involving any alcohol or tobacco.

Credit Cards

Sport Clubs are not allowed to solicit credit card registrations as a fundraiser.
PROMOTION AND PUBLICITY

Clubs have a variety of opportunities to promote both the club and the University of Minnesota. Use of University marks, access to University Recreation and Wellness Center publications, and web access through both the University Recreation and Wellness Center (URWC) and Student Union and Activities (SUA) are great promotional opportunities clubs are encouraged to pursue. Information in this section will help guide clubs through the approved processes expected of clubs when promoting events, membership or other topics.

Publications and other Promotions

- Sport club publications, including flyers and posters, need the Sport Clubs Program staff approval prior to being duplicated or distributed. Use the Logo Use and Publication Request Form, attach the publication to the form, and turn into the office.
- Publications must be in good taste and represent the best interests of the University.
- Publications must abide by the buffer space and logo requirements.
- The University Recreation and Wellness logo and the University’s equal opportunity statement must be on the front of the publication.
  - Equal Opportunity Statement: “The University of Minnesota is an equal opportunity educator and employer.”
- Any other promotional materials or items the clubs are interested in need to be discussed with the Sport Clubs Program staff prior to purchasing, duplicating, or initiating.
- Clubs should inform the Sport Clubs Program staff of any upcoming events, well enough in advance. There are numerous publications the University Recreation and Wellness Center publishes and club information could be included in these.

Websites

- University Recreation and Wellness Center
  - Sport clubs have an opportunity to promote their club on the University Recreation and Wellness Center website.
  - Attempts are made to keep this information updated, but it is the responsibility of the club officers to make sure the information is accurate and timely.
  - Changes can be made to this site by contacting Sport Clubs Program staff.
- Sport Clubs Website
  - Sport clubs have the opportunity to develop their own website through the Student Union and Activities Office.
  - These sites will be monitored by Sport Clubs Program staff.
  - Clubs should strive to create a positive, informative, and creative site that represent the club and the University in a positive manner.
  - Photos and information posted on club websites can and will be used by the University Recreation and Wellness Center and University in their promotional materials.

Club Email Address

- Clubs get one free email address through its affiliation to the Student Union and Activities Office.
- Club list serves should be used for club purposes ONLY.
- Club officers should be the individuals who manage the clubs email address.