The University of Rhode Island Club Sports

Resource Manual and By-Laws

2016-2017

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CSIC Resource Manual

It is important that each team be responsible for knowing all The University of Rhode Island’s, Campus Recreation, CSIC, Student Senate, and URI Foundation policies and procedures that pertain to your Club Sport program.

I. Mission Statement
The University of Rhode Island Club Sports Program is a competitive recreational sports program for University students, designed to meet athletic needs not met by existing intramural and intercollegiate programs. The basic philosophy and key to the success of the program, is the emphasis placed on participation and competition. Each club is organized by students; coaches are selected by teammates, and perform without monetary compensation, unless funds are raised by the individual team specifically for that purpose.

II. Purpose Statement
The Club Sports Program relies heavily on student initiative, organization and financing to make the program effective. The Club Sports office considers its primary role in this area to be advisory in nature so as to preserve student initiative and leadership.

The purpose of the Club Sports Program is to:

- Offer a sporting and competitive activity for any interested student, who has the desire to participate, and develop skills in specific sports.
- Provide an opportunity for extramural competition.
- Foster the development and growth of individuals through satisfying competitive club sport experiences.
- To secure the use of facilities and to provide, if possible, equipment and instruction necessary for orientation and learning skill development.
- To serve as a guiding force to perpetuate existing clubs.
- To provide a basis for fellowship among students, around common interests.

III. Formal Recognition of New Clubs
It is the responsibility of those students interested in initiating a new club sport to meet with the Coordinator of Club Sports and the Club Sports & Intramural Council (CSIC) Executive Council.

Groups desiring recognition as a club sport must satisfy several criteria as outlined below:

1. Prospective teams must obtain and maintain status as a student senate club for two (2) consecutive academic semesters before applying for club sport status. This is to prove to the council that the team will be able to run efficiently and effectively under their own management.

2. Formation of a written constitution and by-laws in accordance with URI Student Senate guidelines. This document shall include but not be limited to the following items:
   - Statement of Purpose and Objectives (i.e. Mission Statement)
   - Membership requirements and dues (including nondiscrimination clause)
   - Statement indicating the club will abide by all University policies
   - Procedure for maintaining continuity-articles of succession
   - List of Officers and their duties/responsibilities
   - Provision for selection of representatives to the CSIC.

3. Sufficient membership interest in the sport—at least ten (10) members must join to receive group sponsorship by the Club Sports Office. If a competitive team fields more than ten (10) people at one time, then they must have at least that many members. The CSIC reserves the right to define “sufficient membership.”

4. Elected Club Officers-each club must keep an updated officer listing on file with the Club Sports Office at all times.

5. A roster of all club members-this roster must be updated at all times and should contain each member’s name, mailing address, email, telephone number and anticipated graduation date.

6. Availability of facilities for practice and/or competition.
7. Availability of collegiate and extramural competition.
8. Sport is not an intercollegiate varsity team or funded independently by the Student Senate.
9. Recommendation of Faculty/Staff Advisor(s).
10. Submission of a financial budget.
11. Team must be a part of a national governing body (NGB).
12. Must have league, regional, and national competitions.

The approval or disapproval of the inclusion into the Club Sports Program is made by the Coordinator of Club Sports and approval by two-thirds (2/3) of the voting membership of the Club Sport & Intramural Council (CSIC) at a regularly scheduled meeting. If a group is denied membership, the group can reapply once every two (2) semesters and must continue to adhere to all points stated above.

**Funding for New Club Sports**
Funding for a new club is on a minimal basis until the club becomes established (i.e. increased participation, practice and competition.) Funds for new clubs will come from the CSIC. A maximum of $1,000 is available for any new club team in their first year of recognition. Teams may be sponsored according to:

1. Full Standing—adequate funds for operating, equipment, and travel
2. Partial Standing—funds for entry fees and essential equipment
3. Recognition Only—no funding

**IV. Club Membership: Student-Athlete Eligibility**
A club sport team shall not discriminate against any person due to race, color, sex, sexual preference, handicap, national origin, religious affiliation or belief. Each student-athlete must register online and sign the appropriate online forms as well as sign the Club Sports Liability waiver prior to participation in any club sport event and/or activity.

**Membership Dues**
Participation in club sports may require an individual to pay annual membership dues. Paying dues does not guarantee playing time. **Dues can only be paid via cash, personal check or cashier’s check.** Dues are not refundable after the competitive playing season begins or 10 business days after payment, whichever comes first. All club sports teams are considered yearlong activities. Teams may choose to split the annual membership dues over the two semesters, but in all cases the total annual membership dues must be paid in full.

**Insurance/Physical Examinations**
The University of Rhode Island assumes no responsibility for any student with existing health conditions that makes it inadvisable for him/her to participate. It is strongly recommended that all club sport members have adequate medical coverage and have an annual physical examination.
Each student-athlete is required to carry medical/health insurance.

The University of Rhode Island’s student health insurance policy does provide coverage for accidents/injuries that occur during sanctioned club sport events and activities. This policy may change annually and brochures outlining coverage and co-payments are available at URI Health Services or by calling 401-874-2246.

Hazing
Hazing is prohibited. Hazing is any action taken or situation created (the willingness of individual to participate notwithstanding) upon which initiation, admission into, or an affiliation with an organization is directly or indirectly conditioned and which produces mental or physical discomfort, embarrassment, harassment, or ridicule.

Rosters
A club team roster must be submitted to the Club Sports Office as early in the season as possible and kept up-to-date at all times. These rosters are required for each club to be sanctioned.

Any URI full-time undergraduate student in “good standing” shall be eligible for full membership on a club sport team. Part-time matriculating students in “good standing” shall be eligible for full membership on a club sport team (as long as CSIC bylaws are followed and national governing body rules are followed). Graduate students shall be eligible for associate membership. Associate membership allows a graduate student to participate on a team (as long as CSIC bylaws are followed and national governing body rules are followed). Graduate students are allowed to be chosen as team captain but cannot serve as an administrative officer of a team. Graduate students must pay an additional $50 in dues due to the fact that they do not pay the same undergraduate fees. Non-matriculating students and community members are not eligible for participation.

Size of Membership
A club cannot restrict the number of players allowed to join; however, limitations may be imposed on membership due to lack of facility space and time. In addition, it is recognized that only so many members can realistically take part in competitive contests. Therefore, for some club sport programs, try-outs may be conducted to limit membership and for safety concerns (i.e. skating tests, swim tests).

Eligibility for Competition
Student-Athletes may be restricted from competition by the governing eligibility regulations of their particular club’s association, league and/or national governing body. Each club program is responsible to ensure these regulations are followed in a timely manner. A student-athlete not in “good standing” with the University or with the national governing body, a GPA below a 2.0, may be placed on probation and/or suspended from club sport participation. If a club team’s governing body requires eligibility certification by the Office of Enrollment Services, this process may only be done through the Coordinator of Club Sports and requires a minimum of two weeks for processing.

The office of Club Sports will send grades to the registrar’s office to have them checked each semester. The grades will be checked on October 15 in the fall and February 15 in the spring.

V. Club Sport Coaches
Each club is responsible for the selection of its own coach(es). Clubs must clear any selection through the Club Sports Coordinator and the Director of Campus Recreation.

The role of the club sport coach differs in scope from that of a varsity coach. Although it is encouraged that the club sport coach takes an active role in assisting and participating in all aspects of his/her sport, it should be carefully explained to each coach that the club sport is a student-run organization.

Coaching Requirements
- Head coaches must be four years removed from undergraduate commencement.
- Head coaches must have a current adult CPR/AED & First Aid certification on file.

Coaching Contract
Upon approval, each coach must sign a coaching contract and job description that specifically outlines agreements reached by the student officers, the prospective coach, and the Coordinator of Club Sports and/or the Director of Campus Recreation. Included in the contract and job descriptions are detailed explanations, guidelines, duties &
responsibilities and clauses focusing on, but not limited to: payment, evaluations, and safety and risk management issues. Once approved and signed by all parties, the contract and job description becomes binding.

Coaching Responsibilities
Although coaching responsibilities differ from sport to sport, some basic guidelines all coaches must follow include: to develop and improve skills; to coordinate and direct team practices; to accompany team to as coach to all event/activities; to assist in planning, coordination and evaluation of fundraising activities; to follow and enforce safety guidelines; and to promote good sportsmanship; keep track of team spending.

Coaching Evaluation

Mid-Year Evaluation
- Captains will hold a team meeting at the end of the fall semester where the team will voice any concerns to the Captains.
- Captains will share any concerns with the Coordinator of Club Sports.
- If a mid-year meeting with coach is necessary to discuss concerns, it will be done immediately upon return from winter break or prior to the start of the spring season with Captains and at the Captain’s request, the Coordinator of Club Sports.

Year-end Evaluation
- Evaluations will be conducted immediately at the completion of the team’s competitive season.
- The Coordinator of Club Sports will schedule a time for the entire team to evaluate coach. This may be done in person at a team meeting or via SurveyMonkey. If SurveyMonkey is used, team members will need to sign in for administrative tracking purposes only. Individual survey responses will not be shared with Coach.
- The Coordinator of Club Sports will meet with team Captains to review the evaluations.
- Captains will give opinions on the evaluation results and the status of renewing the Coach’s contract for the following season.
- After meeting with the Captains, the Coordinator of Club Sports will make the final decision based on personal observations and interactions.
- If it is determined that a Coach’s contract will not be renewed, the CSIC Executive Board will be informed prior to notifying the Coach. The CSIC Executive Board may be asked to review Coach evaluations if necessary.

VI. Office Support
The Club Sports Office and staff provide assistance and guidance in a number of areas for each club sport team, including, but not limited to:
- Accounting and budget services
- Equipment purchase and storage
- Facility scheduling for practices and games
- Field lining material and services
- Equipment inventory
- Assistance with fundraising
- Mailboxes & Telephone (requires approval from Coordinator of Club Sports)
- Copying & Fax Services (requires approval from Coordinator of Club Sports)
- Alumni development, support and outreach services
- Contracts for all home contests.
- Mailing of team correspondence.

VII. Club Sport Team Officer/Leader(s) Responsibilities
The club sport officer/leader(s) must keep an updated officer list on file with the Club Sports Office. All team officers/leaders are required to ensure their University sponsored website is up-to-date and accurate. Duties vary from team to team and are subject to change at any time.

President & Vice-President or equivalent:
- Must meet with Coordinator of Club Sports regularly to discuss day-to-day operations.
- Check team mailbox in Mackal Field House at least once a week for correspondence.
- Attend and/or send two representatives to scheduled CSIC meetings.
- Provide a schedule of activities to be approved by the Coordinator of Club Sports.
- Ensure that each student-athlete has registered online and signed all appropriate documents prior to participation in any club sport event and/or activity.
- Prepare an itemized budget for upcoming school year by the specified date.
- Arrange for scheduling of all club practices and competitions in conjunction with the Coordinator of Club Sports.
- Coordinate all travel and lodging requirements in conjunction with the Coordinator of Club Sports.
- Preside over and provide leadership and direction to the club.
- Assist in maintaining alumni communications and updates.

Treasurer or equivalent:
- Keep an accurate record of all club expenditures.
- Submit all dues and monies received from fund-raising to the Club Sports Office within three (3) business days of receipt.
- Work with club president to develop annual budget.
- Review club balances, deposits and expenditures with the Coordinator of Club Sports.
- Must adhere to all financial rules/policies of the URI Student Senate.

VIII. Facility Reservations
Field or gymnasium space at the Mackal-Keaney-Tootell Complex is very limited. Requests must be made to the Coordinator of Club Sports in writing prior to scheduling any team activities. The form will be forwarded to the facility manager to be entered into the reservation system. The Department of Campus Recreation will make every attempt to accommodate a club’s request; however, due to high demand there are no guarantees.

Scheduling Meeting Rooms
Club members can request rooms in the Memorial Union by visiting the scheduling office in the Memorial Union or by making a request through the Coordinator of Club Sports. All requests are filled on a first-come, first-serve basis. Meeting space in the Mackal/Keaney/Tootell complex is available on a limited basis. Requests for meeting rooms must be given to the Coordinator of Club Sports at least 48 hours in advance.

IX. Club Sport Competitions
All club teams are required to put together competitive schedules in conjunction with the Coordinator of Club Sports. Clubs must be mindful of their budget limitations in planning their season(s). Written contracts for all home contests are required and must be signed and approved by the Coordinator of Club Sports.

Officials Scheduling
It is the responsibility of the individual clubs to secure qualified officials for all home contests. The Coordinator of Club Sports can assist in securing officials to handle events. Officials must complete an Officials Payment Request form as well as a W-9 form on the day of the event in order to ensure timely payment.

X. Travel
A Request for Travel form must be submitted in advance to the Coordinator of Club Sports for all travel. The Coordinator of Club Sports must approve all club travel and reserves the right to deny any request for travel and/or travel reimbursement. Teams needing to miss class due to athletic competitions must receive permission from the Coordinator of Club Sports prior to confirming the competition. If approved, the Coordinator of Club Sports will provide Class Dismissal Forms. Each athlete is responsible for following the dismissal policy outlined on the form. The transportation, consumption or presence of any type of alcoholic beverage or drugs is strictly prohibited, regardless of age. In the event of an accident, notify the Club Sports office immediately at 401-874-2732.

Planning
Prior to any travel the team must submit a travel request form, roster list, and driver waiver/list and a copy of driver’s license (registration and proof of insurance if traveling in personal vehicles). These forms must be completed and turned into the Club Sports Office within appropriate time for approval.

Charter Bus
Student-Athletes, coaches and faculty/staff who are members of a Club Sports team are highly encouraged to travel by means of a charter bus or bus to the sanctioned event.
Rental Vehicles
Rental car agencies are used when charter buses are not available and private vehicles are not an option. The policies of the car agencies must be followed. Student-athletes are not allowed to rent a vehicle without the approval of the Coordinator of Club Sports. Requests for rental vehicles must be made with enough notice for the Club Sports Office to obtain a Certificate of Insurance (CI) from the University Risk Management Office. If proper notice is not given, the team will be responsible for purchasing appropriate insurance through the rental agency.

Private Vehicles
Student-Athletes and their passengers who use their own vehicles to travel to sanctioned Club Sport events are NOT covered by URI liability insurance. All student-athletes drive to these events at their own risk. Student-athletes must have a valid drivers license and adequate liability insurance to cover passengers in the vehicle.

Gas Reimbursement for Private Vehicles
Private vehicles will be reimbursed according to the current mileage zone rates printed on the CSIC Travel Reimbursement form. All Travel Reimbursement forms must be completed and submitted to the Coordinator of Club Sports within five (5) business days after trip completion. Travel requests submitted after the due date will not be honored. Receipts for purchases of gasoline will not be honored for private vehicles.

Gas Reimbursement for Rental Vehicles
Student-athletes who use rental vehicles will be reimbursed for gasoline purchases by receipt(s) only. The receipts must be attached to a completed Travel Reimbursement form. All Travel Reimbursement forms must be completed and submitted to the Coordinator of Club Sports within five (5) business days after trip completion. Travel requests submitted after the due date will not be honored.

Tolls for all Vehicles
Student-athletes who pay tolls will be reimbursed for purchases by receipt(s) only. The receipts must be attached to a completed Travel Reimbursement form.

Travel Emergencies
In the event of an emergency while traveling, the Head Coach or captain/president must notify the Coordinator of Club Sports within 24 hours, immediately if possible. Travel related emergencies include auto accidents, serious injuries requiring medical attention, hotel issues, vehicle breakdowns, any incident involving police, etc.

Travel Distances
Below are the travel restrictions for all teams:

- Travel must be east of the Mississippi River and north of Tennessee/North Carolina.
- This does NOT apply to nationals

If traveling west of the Mississippi River or south of Tennessee/North Carolina, the following terms must be met:

- Must be paid out of pocket or fundraised
- CSIC Exec Board must be notified a minimum of one month prior
- Must be approved by Exec Board and Coordinator of Club Sports
- If questions arise, the team captains/president may be asked to attend a CSIC Exec Board meeting

XI. Publicity, Media Relations and Website Development
The Club Sports program will maintain an up-to-date website for each club team using materials and information provided by club officers/leaders. Club Sport teams are expected to handle their everyday publicity; however, the Club Sports program will assist upon request. It is mandatory that all clubs clear publicity events/ideas through the Coordinator of Club Sports.

A. Website Development

- Club Sports office maintains a website that provides up to date schedules, rosters and news available to athletes and prospective students.
- Teams may submit links to team pages and NGB’s. The sites must be up to date with appropriate pictures and information.
- Any additional pages/links must be monitored by a team representative and the Club Sports Coordinator must have access to all files and databases.
B. Sources of Publicity

- **The Good Five Cent Cigar (student newspaper):** Each club team is entitled to one (1) free personal ad per week. The Club Sports program strongly encourages all clubs to take advantage of this offer. For feature articles, please contact the sports editor. [www.ramcigar.com](http://www.ramcigar.com)
- **WRIU (90.3 FM):** Campus radio station which can make public service announcements. For more information, please visit [www.wriu.org](http://www.wriu.org)
- **Signs, flyers and table-tents:** The club sports office can design table-tents and flyers. In all cases, permission must be granted prior to the posting of any materials throughout the University.
- **First Night:** Club sports reserves tables for every team during First Night, an event open to every first-year student prior to the start of classes. Teams should use this as a strong recruiting opportunity.
- All teams are required to have and maintain Facebook and Twitter accounts.
- All club Twitter accounts must follow @uriclubsports

XII. Medical Care

First Aid kits are issued to every team at the start of each season. Medical supplies are available to re-stock First Aid kits throughout the season. Any team not returning their first aid kit will be fined $150 to replace the kit.

The Club Sports program provides Certified Athletic Trainers (ATC’s) for all home contests. At the very least, an EMT must be present at every club sport home contest.

The Club Sports program requires at least two (2) student-athletes and the Head Coach to be certified in adult First Aid and CPR/AED. A copy of certifications must be on file in the Club Sports office.

*Should a serious injury occur, please contact on-site medical staff or campus police immediately at 401-874-2121.* Emergency contact information for all student-athletes must be with the coach at all times, as well as the Coordinator of Club Sports emergency contact number. All injuries require that an Accident Report Form be filled out and turned into the Club Sports office as soon as possible.

XIII. Financial Policies

Financial support for the Club Sports program is derived from the URI Student Senate and URI Campus Recreation. Financial policies of the Club Sports program are governed by the URI Student Senate Finance Handbook, URI Foundation and in some cases, the CSIC Constitution and By-laws.

**Annual Budgets**

Each club must submit a copy of their budget request for the next academic year to the Coordinator of Club Sports and the CSIC on or before **April 1st. Any team that needs assistance may set up a meeting with the Club Sports Coordinator.**

Budgetary requests submitted will be considered based on several criteria:

- Number of student-athletes in the sport
- Years in existence
- Club’s actual need
- Inventory Accountability
- Attendance and responsibility to CSIC
- Compliance with University policies
- Fundraising efforts (all club teams are required to fundraise 20% of their requested budget)

**Allocation Committee Members**

The committee will consist of the CSIC Executive Council and two representatives from each of the recognized Club Sports teams. The budget meeting will be held as a round table discussion where each team has the opportunity to explain their requests and answer questions. The Coordinator of Club Sports will provide the council with the total CSIC budget allocation from Student Senate and the committee must work together to fit the individual team requests into the overall budget. Each team should be knowledgeable of the previous year’s budget and use that as a model for creating their new request.

**Allocation Process:**

An administrative fee of $27,850.00 will be taken out of the budget, to pay for the Club administrative needs, i.e. fiscal clerk salary, office supplies, printing, and more. An additional $16,000.00 will be allocated annually to pay
for athletic trainers or EMTs for home competitions and medical supplies for all teams. An additional $18,000.00 will be set aside as a contingency fund. Clubs may request money from the contingency fund for the purpose of regional/national championship competition or capital improvements. See the Contingency Funds Request section for request procedures.

Once the budgets are approved funds will be allocated according to the needs of each team in the following categories:
- National Governing Body/League Affiliation fees, tournament fees, and official fees
- Equipment that remains the property of URI
- Travel associated costs and facility rental needs
- Coaches’ salaries and team meals will not be funded through allocated funds

**Fiscal Accountability**
It will be the responsibility of both the Coordinator of Club Sports and the team officers/leaders to ensure that budgets are maintained and balanced. The Coordinator of Club Sports, the CSIC President and Business Manager must approve all expenditures.

**CSIC Contingency Funds**
CSIC contingency funds are maintained to support newly formed organizations, and to provide funding support to help a club sport team should they qualify for regional or national competition(s) (up to $1,000 per school year) if needed. If a team does not qualify for their regional or national competition, they may request to use contingency funds for capital improvements. Contingency monies will be disbursed according to the guidelines described in the CSIC Constitution and By-Laws, Article II, Sections 4 & 5. If funds are needed prior to playoffs, a request for a loan may be submitted.

Teams must submit a Club Sports Contingency request form **prior to the competition and at least one week before the next CSIC meeting or funds will not be granted.**

**Student Senate Contingency Funds**
The Student Senate maintains a contingency fund that is available to all recognized student senate organizations through a formal request process. CSIC member teams may apply for these funds only after approved and recommended by the CSIC and the Coordinator of Club Sports. All requests must be submitted to the Student Senate Finance Committee on a Contingency Grant Form and must be approved by the CSIC beforehand.

**Student Senate Accounts**
A. All money allocated by CSIC is deposited into each team’s Senate account.
B. Team operational expenses should be paid through Senate accounts at all times unless extenuation circumstances apply.
C. All travel expenses are paid through Senate accounts.
D. Dues money may be deposited into Senate accounts.
E. Fundraised money (not donations) can be deposited into Senate accounts.

**Senate Account Purchasing Procedures**
A. Purchase Requisitions/Purchase Orders
The following step-by-step procedures are required of Club Sport teams desiring to access funds from their CSIC account. For a detailed explanation of these procedures, please refer to the current edition of the URI Student Finance Handbook.
1. Obtain at least one quote (contact to the Coordinator of Club Sports for vendor recommendations)
2. An Intent to Purchase form must be submitted to the Club Sports Office. Once received, a Purchase Requisition form will be generated by the Club Sports Office.
3. The completed PURCHASE REQUISITION FORM will then be signed by the CSIC President and Business Manager.
4. The Club Sports staff will take the signed PURCHASE REQUISITION FORM to the URI Student Senate Accounts office for processing.
5. Once authorized, the form will be delivered to the URI Student Senate Purchasing office where a PURCHASE ORDER NUMBER will be assigned. A copy of the purchase order will be sent to the Club Sports office and another to the vendor requested. A copy of the Intent to Purchase form will be
placed in the team’s mailbox with the assigned purchase order number. Once the purchase order number is received, the team may then order the requested item(s).

6. Once the purchase order number is received by the team, the team may then order the requested item(s). No items can be ordered or purchased without having confirmation that the PO is opened.

7. After-the Fact purchase requisitions are not allowed and are subject to a penalty. The fee structure is as follows:
   - First Offense: Warning and frozen budget
   - Second Offense: 50% Penalty and frozen budget
   - Third Offense: 100% Penalty and frozen budget

B. **Payment Orders**
   1. Once the merchandise is received or picked-up, the invoice or equivalent back-up information must be brought to the Club Sports office to be attached to a PAYMENT ORDER. The Club Sports staff will take the signed PAYMENT ORDER to the URI Student Senate Accounts office for processing.
   2. Once approved, a check will be issued and mailed (unless otherwise requested to hold) to the appropriate vendor for payment. Please be advised that checks are issued only on Tuesday, Wednesday and Thursdays. Please allow two weeks for the entire process.

C. **Club Sports Credit Card**
   - The use of the Club Sports/Student Senate credit card is a privilege, not a right.
   - The credit card is only allowed to be used for team travel (airfare/hotel) or online registration/entry fees.
   - To use the credit card, teams must follow the same Purchase/Purchase Requisition procedures before payments can be made with the credit card.
   - Any teams traveling using the credit card must obtain a receipt and submit it to the Club Sports Office within 5 business days after trip completion.
   - Failure to submit a receipt will result in the following fines:
     - First Offense - $100
     - Second Offense - ½ of the cost of the item charged
     - Third Offense – Full amount of the item charged and loss of credit card privilege.

**Foundation Accounts**
A. All donations must be deposited into Foundation accounts.
B. Team dues may be deposited into Foundation accounts.
C. Team Foundation accounts are used to pay all coaches. Only fundraised money or team dues can be used to pay coaches. No money allocated by CSIC can be used to pay a coach.
D. Teams with available funds in their Foundation account may purchase equipment, supplies and reimburse team members/coaches with available funds. Foundation funds should not be used for team travel expenses.
E. Permission to purchase equipment or reimburse a player or coach from Foundation funds must receive prior approval by the Coordinator of Club Sports.
F. No after the fact invoices will be accepted for URI Foundation accounts- example:
   a. Submitting an invoice for goods that have already been delivered without prior authorization for the purchase from the Foundation account. The University will not accept the invoice and the team will be financially responsible for all costs incurred and the bill will be paid out of pocket from team members.
G. Payment cannot be made until goods or services are delivered or provided. Deposits for special orders may be made upon request.

**Deposit Forms**
In order to deposit funds, a DEPOSIT SLIP is required and can be obtained from the Club Sports office. Bring in all checks and cash as soon as they are received to the Club Sports Coordinator to attach to a deposit slip. The deposit slip will be signed by a Club Sport or full-time staff member. The white copy of the deposit slip remains with the deposit. The yellow copy will be placed in the team mailbox once the deposit is confirmed with Student Senate or the URI Foundation. The pink copy will be given to the individual making the deposit as their receipt.
Equipment Purchase
Before a club can purchase any new equipment, the club must have money remaining in its budget for that purpose. The coach and/or club officer/leader must bring the specifications of the equipment to be purchased. The Coordinator of Club Sports must approve all purchases. All equipment purchased through Student Senate funds becomes the property of the URI Student Senate.

XIV. Fundraising
Each year URI Club Sport teams organize fundraisers to help pay for their coaches salaries, equipment, travel expenses, league dues, officiating expenses and much more. In order to supplement their annual budgets, club sport teams are required to raise a minimum of 20% of their budgetary allocation during each academic year. Any teams that do not raise the 20% minimum required will have the following years budget cut by 20%.

Fundraising Rules and Regulations
Membership dues are considered a fundraising activity, yet care should be taken to keep these minimal so that all are financially capable of playing. All promotional materials must clearly indicate that the sponsoring group is a Club Sport, clearly show the Campus Rec logo and be approved by the Coordinator of Club Sports, Coordinator of Marketing and/or the Director of Campus Recreation. Fundraising activities involving alcohol, tobacco, or drugs are prohibited. Any fundraising activities must be cleared through the Club Sports Office, prior to the execution of the event or activity. A “Fundraising Authorization Form” must be completed and approved by the Coordinator of Club Sports.

Fundraiser dollars may be used for the following expenses:
- Team individual practice gear, upon approval from the Coordinator of Club Sports
- Wages covering: 100% of the Coaches salary

Phone-a-Thon
Club teams desiring to participate in a phone-a-thon must submit a list of potential donors and/or alumni to the Coordinator of Club Sports. Teams are then assigned a night(s) along with phone(s) to call for donations. A club teams’ success depends on advanced preparation and caller training. For more information, please contact the Coordinator of Club Sports.

Newsletters
The Club Sports office understands the importance of maintaining a close relationship with club sport alumni and friends. Several club teams send regular newsletters to keep alumni informed of upcoming events, general information, social gatherings and to solicit financial support. Although most newsletters are written by Club Sport student-athletes, the Club Sports office reserves the right to edit any material for content, layout and quality. The Club Sport staff is available to help any team prepare a professional newsletter.

Media Guides
The purpose of the book is to provide current media information about the program for players, families, friends and potential recruits. Vendors are encouraged to place a paid advertisement inside the book to help defray the cost of printing. In previous years, media guides have realized a profit of $500-$2000. Please consult with the Coordinator of Club Sports for more information.

Individual Fundraisers
Many club teams organize individual fundraisers to help meet and/or exceed the 20% fundraising requirement. The Coordinator of Club Sports must approve all fundraisers in advance. A list of previous fundraisers includes: golf tournaments, stadium clean-ups, work-a-thons, sail-a-thons, t-shirt sales, candy sales, ball shagging, and corporate sponsorship. Teams that do not meet the 20% requirement will have their budgets reduced the following year by 20%.

XV. Equipment Storage
The Club Sports program has an equipment storage room where clubs can store equipment during the summer and off-season. Space is limited and on a first-come, first-serve basis. An inventory listing is required at the end of every spring semester with equipment turn-in.
up and return equipment. It is required that clubs label their equipment and sign it out by number to club members. If an individual does not return equipment, a sanction will be placed on that individual’s academic records through Enrollment Services.

**XVI. Standards of Conduct and Disciplinary Procedures**

Each Club Sport and its individual members are obligated to conduct themselves in a mature responsible manner that does not threaten the safety of others or detract from the reputation of The University of Rhode Island. In addition, each club is required to abide by the URI Student Code of Conduct and Club Sports Code of Conduct. Any violation of University, State, or Local laws or policies may result in dismissal from the CSIC, loss of all privileges, and/or Campus Judicial Charges. Each team is also encouraged to establish an individual team code of conduct policy. This can be created by the team captains along with the coach or Club Sports Coordinator.

The CSIC Executive Council will review any action in violation of the Club Sports & Intramural Council or The University of Rhode Island policies or regulations. Matters of Federal, state, or local laws will be referred to the appropriate authority and the Campus Judicial Board.

**Disciplinary Process**

When the Coordinator of Club Sports or Director of Campus Recreation becomes aware of a violation of the Club Sport Athlete Code of Conduct, they will meet with the athlete and the coach/captain to gain information about the incident. After this meeting, the Coordinator, Director, and coach/captain will determine the proper course of action. The coach/captain will notify the athlete of the consequences at an in-person meeting and the Coordinator will follow up in writing to the athlete and coach.

**Penalties Available to the Coordinator (as suggested guidelines)**

The following are examples of possible recommendations the Coordinator can offer as a disciplinary action.

For minor penalties the committee has the following options:
- Probation for a specified period of time, not to exceed one year from the time of the violation.
- Probation as well as community service.

For moderate penalties the committee has the following options:
- Probation for a specified period of time, not to exceed one year from the time of the violation.
- Probation as well as community service.
- Probation as well as cutting funding. Dependent upon the severity of the violation cut 1/3, 2/3, or 100% of the budget. Any funding that is cut due to disciplinary action shall be placed in the contingency fund.

For major penalties the committee has the following options:
- Probation for a specified period of time, not to exceed one year from the time of the violation.
- Probation as well as community service.
- Probation as well as cutting funding. Dependent upon the severity of the violation cut 1/3, 2/3, or 100% of the budget. Any funding that is cut due to disciplinary action shall be placed in the contingency fund.
- Suspension for a semester or year along with the team account being frozen. The team must provide team CSIC representatives to all CSIC meetings. The representatives will have no voting authority at the CSIC meetings. Should your club not provide representation you will be subject to further sanctions.
- Should a team have essential expenses that must be paid while under suspension, any debt incurred by Club Sports will be considered a loan that must be resolved upon re-recognition with Club Sports.

**Appeals Process**

All decisions of the Coordinator of Club Sports may be appealed by the following procedure:

Written notification of appeal must be filed with the Club Sports Coordinator within 5 days of receipt of the written notice of disciplinary action. This notification must address the specific ground for appeal, relief requested, and appellant’s position and reason in support of the relief requested. The Coordinator will convene a meeting of the CSIC Executive Board to discuss the appeal. Based on review of available information, the CSIC Executive Board may uphold, reverse, or modify the disciplinary actions.

***Should any representative on the CSIC Executive Board be involved in the incident, they will not take part in the appeal process.***
The University of Rhode Island
Club Sports Code of Conduct

Mission Statement
The University of Rhode Island Club Sports program is a competitive recreational sports program for University students, designed to meet athletic needs not met by existing intramural and intercollegiate programs. The basic philosophy and key to the success of the program is the emphasis placed on participation, competition and good sportsmanship. The Club Sports program values honesty, integrity, and respect while giving athletes a chance to gain valuable skills through administration, competition, and leadership.

Introduction
The University of Rhode Island values fair play and the generally recognized high standards associated with wholesome competitive sports. Participation on a club sport team is a privilege and should be treated as such. The Club Sports program and Club Sport athletes are a window to the University. Club Sport athletes often are in the spotlight; their behavior is subject to scrutiny by their peers, the campus, local and national communities, and the news media. The actions of one Club Sport athlete may reflect positively or negatively on the team, the Club Sports program, and the University. Therefore, Club Sport athletes at The University of Rhode Island are expected to represent themselves, their teams, and the University with honesty, integrity and character – whether academically, athletically, or socially.

Violations of Local, State, Federal Laws
Club Sport athletes are subject to city, state, and federal laws. A Club Sport athlete who is charged with violating local ordinances, state statues or federal law or who is arrested in connection with possible illegal activity may be subject to immediate suspension from the team activities pending further investigation.

Policy on Club Sport Athlete Conduct
Club Sport athletes are expected to:
- Abide by University, Club Sports, team, and National Governing Body policies;
- Refrain from the consumption or possession of alcohol (regardless of the student’s age) or illegal drugs while involved in any team-related activities;
- Refrain from hazing;
- Complete their academic coursework in a timely fashion and make progress toward a degree each semester;
- Attend all classes as scheduled and follow University guidelines for excused absences;
- Understand that plagiarism and cheating will not be tolerated;
- Communicate with their teammates, coaches, faculty, and other members of the campus community with honesty and timeliness;
- Be respectful of all others and treat people as they would want to be treated;
- Understand that vandalism of public or private property will not be tolerated;
- Assist in promoting positive attitudes among all involved in their program;
- Refrain from inappropriately using an online social network.

Campus Recreation and Club Sports understand the popularity and usefulness of social networking sites and support their use by Club Sport athletes provided:
- No offensive or inappropriate pictures are posted;
- No offensive or inappropriate comments are posted;
- Any information placed on the website(s) does not violate Club Sports or University codes of conduct;
- Photos and/or comments posted on these sites do not depict negative team-related or University-identifiable activities (including wearing/using team uniforms or gear inappropriately).
Club Sport athletes must remember that they are representatives of The University of Rhode Island and are in the public eye more than other students. Please keep the following in mind as you participate on social networking websites:

- Before participating in any online community, understand that anything posted online is available to anyone in the world. Any text or photo placed online becomes the property of the site(s) and it completely out of your control the moment it is placed online – even if you limit the access to your site.
- You should not post any information, photos, or other items online that could embarrass you, your family, your team, the Club Sports program, or The University of Rhode Island. This includes information that may be posted by others on your page.
- Coaches, Club Sports, and Campus Recreation administrators may monitor these websites.
- Local police and other law enforcement agencies may monitor these websites regularly as may potential employers and internship supervisors as a way of screening applicants. In addition, many graduate programs and scholarship committees also search these sites to screen applicants.

Club Sport athletes should be very careful when using online social networking sites and keep in mind the sanctions that may be imposed, including suspension or expulsion, if these sites are used improperly or depict inappropriate, embarrassing or dangerous behavior.

**Consequences**
The consequences for a violation of the Code of Conduct may include, but are not limited to: verbal warning; written reprimand; community service; mandatory behavioral assessment/counseling (including required chemical dependency assessment and/or treatment; anger management training; other counseling as determined by appropriate professionals); immediate suspension from the next regular or postseason competition(s); suspension from the team; and dismissal from the team. The University may impose additional sanctions, including probation, suspension from school, or dismissal from the University.

**Process**
A written copy of team rules and The University of Rhode Island Club Sport Code of Conduct will be provided to each Club Sport athlete at the start of each academic year. These will also be available online. Club Sport athletes will also be directed to the University of Rhode Island Student Handbook which is available online at [http://www.uri.edu/judicial/studenthandbook.pdf](http://www.uri.edu/judicial/studenthandbook.pdf).

It is a Club Sport athlete’s responsibility to report to his/her head coach or captain within 24 hours involvement in any violation of law or campus policies. The head coach or captain will immediately inform the Coordinator of Club Sports or Director of Campus Recreation, who then will inform the appropriate administrators. Self-reporting an incident may help to reduce sanctions.

A Club Sport athlete who is found responsible for violations of the Club Sport Athlete Code of Conduct will, at the first available opportunity, have an in-person meeting with the Coordinator of Club Sports, Director of Campus Recreation, and his/her head coach or captain. After collecting other information and speaking with appropriate parties the head coach or captain, Coordinator of Club Sports and the Director of Campus Recreation will determine the course of action. The head coach or captain will notify the Club Sport athlete of the consequence at an in-person meeting. The Coordinator of Club Sports and Director of Campus Recreation will follow up in writing to the Club Sport athlete and his/her head coach or captain.

A Club Sport athlete may appeal the decision of a disciplinary suspension to the Club Sports and Intramural Council Executive Board, a board comprised of four Club Sport athletes, and a Campus Recreation designee. Such a request must be in writing and must be submitted to the members of the CSIC Executive Board within 5 days after receipt of the notice of suspension. Based on a review of available information, the CSIC Executive Board may uphold, reverse or modify the suspension.

Violations of policies in The University of Rhode Island Student Handbook for which a Club Sport athlete is found responsible through the University’s judicial process are considered to be violations of the Club Sport Athlete Code of Conduct. The Dean of Students (or his/her designee) will report such violations, including charges and sanctions issued, to the Director of Campus Recreation or Coordinator of Club Sports, who in turn will immediately inform the Club Sport athlete and his/her coach or captain.
If a team without a coach is involved in any disciplinary situation, the Coordinator of Club Sports will assume the role as the coach and will administer team meetings.

Team or Club Sport sanctions may be imposed in advance of campus disciplinary actions or criminal proceedings.

I HAVE RECEIVED AND READ, UNDERSTAND AND AGREE TO THE CLUB SPORT CODE OF CONDUCT

Athlete’s Name (Print Clearly): __________________________________________

Date of Birth: _________________

Student ID#: _____________________

Year in School: _________________

Sport: _______________________________________________________________

Signature of Club Sport Athlete: __________________________________________

Date: _________________

Signature of Parent (if Club Sport Athlete is a minor): _________________

Date: _________________
Important Information

**Emergencies:**

In the event of an emergency, i.e., major player injury, auto accident, any incident involving police, etc., the club sports office must be notified immediately. The following people should be contacted via telephone in order until voice-to-voice contact has been made.

- Chris Daigle, Coordinator of Club Sports  
  Office Phone – 401-874-2732  
  Email – cdaigle@uri.edu

- Jodi Hawkins, Director of Campus Recreation  
  Office Phone – 401-874-2141  
  Email – jhawkins@uri.edu

URI Campus Police/EMS, call 4-2121. **Do not call 911**

**Making a Purchase:**

**Student Senate Procedures:**

- Prior to purchasing any equipment/product/service/travel, etc., a quote must be obtained and given to the Club Sports office along with a completed **Intent to Purchase Form**, signed by a team captain and/or the team CSIC representative. **Quotes must be submitted at least 2 weeks prior to purchase (the earlier the better!).**
- The staff in the Club Sports office will fill out a **Purchase Requisition Form** and will determine if the team has money available in their account to make the purchase. Once this is confirmed, the CSIC President and Business Manager will initial the Purchase Requisition. Final approval will be made by the Coordinator of Club Sports.
- The Student Senate office will process the Purchase Requisition and generate a **Purchase Order**.
- A copy of the Purchase Order will be sent to the vendor and the other copy will be given to the Club Sports office to be filed in the team’s folder for record keeping purposes.
- A copy of the Intent to Purchase form will be placed in the team’s mailbox with the assigned purchase order number.
- **Once the purchase order number is received by the team, the team may then order the requested item(s).**
- No items can be ordered or purchased without having confirmation that the PO is opened.
- All equipment must be shipped to the Club Sports Office – NOT TO A PRIVATE HOME ADDRESS:

  **URI Club Sports**  
  “Team Name”  
  75 Keaney Road  
  Kingston, RI 02881

**Please note:** This shipping policy is mandated by Student Senate. Every purchase must be sent to a University address and not to a private home or another business. If a team does not follow the shipping procedure, they will be fined $100.00 from their CSIC account for each infraction.

- Once the goods/services are delivered, the team should do an inventory to ensure that you have received the full order.
- The invoice must then be submitted to the Club Sports office within 2 weeks of being delivered so the bill can be paid in a timely fashion.
• A **Payment Order** will be filled out/generated by the Club Sports office staff and signed by the CSIC President and Business Manager.
• **Student Senate checks are only cut on Tuesdays, Wednesdays, and Thursdays**
• After-the Fact purchase requisitions are not allowed and are subject to a penalty. The fee structure is as follows:
  - First Offense: Warning and frozen budget
  - Second Offense: 50% Penalty and frozen budget
  - Third Offense: 100% Penalty and frozen budget
• Payment cannot be made until goods or services are delivered or provided. Deposits for special orders may be made upon request.

**General Student Senate Notes:**
• Checks being written to a person, not a company, must be accompanied by a **W-9 form** filled out by that person. These forms will be kept on file in the Club Sports office.
  - Example: Game Officials
• **Student Senate Gas Reimbursement Forms must be submitted within 5 business days after trip completion.**
• If the Purchase Order is for travel and you need the check to bring the check on site, please make sure you submit the Intent to Purchase Form to the Club Sports office at least 2 weeks in advance and indicate on the form if the check should be mailed to the vendor or if the check should be held in the Club Sports office so a team representative can physically pick it up before they travel.
• Every month, the Coach and Captain will receive a monthly report regarding the Student Senate account for their review.

**Service Contracts**
• Contracts are used for services provided by experienced vendors such as DJs, speakers, caterers, laborers, guest coaches, house rentals, etc. The “Team” should be the name listed on the contract, not a member of the team or coach. **Individual students cannot sign contracts.** The Coordinator of Club Sports and the Director of the Memorial Union and Student Involvement must review and sign all contracts for Student Senate recognized organizations.

**URI Foundation Procedures:**

• All donations must be deposited into Foundation accounts.
• Team dues may be deposited into Foundation accounts.
• Team Foundation accounts are used to pay all coaches. Only fundraised money or team dues can be used to pay coaches. No money allocated by CSIC can be used to pay a coach.
• Teams with available funds in their Foundation account may purchase equipment, supplies and reimburse team members/coaches with available funds.
• Foundation funds should not be used for team travel expenses.
• Teams must follow all University purchasing procedures when using the URI Foundation accounts.
• Invoices or original receipts must be submitted to the Club Sports office immediately after a purchase is made.
• An Invoice Voucher will be filled out/generated by the Club Sports office staff and signed by the Coordinator of Club Sports and Director of Campus Recreation.
• The Invoice voucher will be submitted to the URI Foundation for approval. The Foundation staff will forward the approved Invoice Voucher to URI Accounting Office for final processing.
• All equipment must be shipped to the Club Sports Office- NOT TO A PRIVATE HOME ADDRESS:

  URI Club Sports  
  “Team Name”  
  75 Keaney Road  
  Kingston, RI 02881
Please note: This shipping policy is mandated by the University; every purchase must be sent to a University address and not to a private home or another business. If a team does not follow the shipping procedure, they will be fined $100.00 from their Foundation account for each infraction.

- Once the goods/services are delivered, the team should do an inventory to ensure that you have received the full order. Initial/sign off on the receiving report.
- Permission to purchase equipment or reimburse a player or coach from Foundation funds must receive prior approval by the Coordinator of Club Sports. No after the fact invoices will be accepted for URI Foundation accounts- example:
  - Submitting an invoice for goods that have already been delivered without prior authorization for the purchase from the Foundation account. The University will not accept the invoice and the team will be financially responsible for all costs incurred and the bill will be paid out of pocket from team members.
- Payment cannot be made until goods or services are delivered or provided. Deposits for special orders may be made upon request.

General URI Foundation Notes:
- Reimbursements are permitted through the URI Foundation accounts. For reimbursement, the original receipt and proof of payment must be submitted with the Intent to Purchase Form. If there are insufficient funds in the account, no reimbursement will be given!
- All coaching salaries must be paid through the URI Foundation accounts and must be approved by the team and the Coordinator of Club Sports. Coaches’ salaries are paid for through fundraising dollars only!
- Money can be transferred from the Foundation accounts to the Student Senate accounts if needed for payment. CSIC allocated funds can never be transferred from Student Senate accounts to Foundation accounts.
- Every month, the coach and captain will receive a report regarding the URI Foundation account for your review.

Donations:

- All donation checks must be made payable to and sent to:
  URI Foundation
  PO Box 1700
  Kingston, RI 02881

  The team name should be written in the “Memo” portion of the check.
- If a check donation is given to a player or coach, it must be deposited within 7 days of receipt of the check.
- Approximately every two weeks the coach and team officers will receive a report regarding donations that were made to the team.
- Donations can be made online at urifoundation.org.
- All tax deductible donations made through the URI Foundation have a 5% processing fee taken by the Foundation. The processing fee does not apply to payment for good & services, such as golf tournament entries, which are not tax deductible. Any donations made by credit card will incur an additional 3% credit card processing fee.

Making a Deposit:

Deposit Forms
In order to deposit funds, a DEPOSIT SLIP is required and can be obtained from the Club Sports office. Bring in all checks and cash as soon as they are received to the Coordinator of Club Sports and attach to a deposit slip. The deposit slip will be signed by a Club Sport or full-time staff member. The white copy of the deposit slip remains with the deposit. The yellow copy will be placed in the team mailbox once the deposit is confirmed with Student Senate or the URI Foundation. The pink copy will be given to the individual making the deposit as their receipt.
Travel:

- Prior to any travel, a team must submit a **Request for Travel Arrangements Form** to the Club Sports office:
  - Form will include competition/destination information and schedule, desired hotel, flight estimates, and desired mode of transportation.
- Teams are not to book any travel arrangements but must supply the necessary information to the Club Sports office at least 4 weeks prior to the trip, 6 weeks if the team will be flying.
- No trips will be scheduled if the money is not received by Club Sports prior to booking. This includes Spring Break trips.
- Scheduled competitions will be cancelled prior to trip, if the team does not have money in their account to pay all costs.
- It is highly recommended that all travel arrangements be made using Student Senate accounts. If a team wishes to use their Foundation account for travel, the following applies:
  - The team must fill out a University **Travel Authorization Request** (TAR) for each person, at least 2 weeks prior to the trip. *Please give us as much advance notice as possible.*
  - The team must pay all expenses up front and will then be reimbursed for the cost of travel expenses. This is why we strongly encourage teams to travel using their Student Senate accounts.
  - Reimbursement: Once the team returns from their trip, all receipts must be submitted to the Club Sports office within 5 business days of return. This paperwork is submitted with a **Travel Expense Voucher** (TEV) for reimbursement. Sample expense receipts include:
    - Hotel
    - Gas
    - Tolls
    - Rental Car
    - Parking Garage
    - Airline Information
    - Bus Contract

**NOTE:** If travel receipts are not submitted to the Club Sports Office by the time indicated above, you will not be reimbursed for the trip (this is a University policy).

Fundraising:

- Any fundraising activities must be approved by the Coordinator of Club Sports prior to the scheduling and execution of the event or activity.
- A **“Fundraising Authorization Form” must be completed and approved by the Coordinator of Club Sports.**
- A permit must be issued by the Rhode Island State Police for all raffles prior to the selling of tickets. For instructions, contact the Coordinator of Club Sports.

Forms:

- All administrative forms may be downloaded at uri.edu/clubsports as writable PDF’s. The forms are located under the About Club Sports tab on the top right corner of the page.
CSIC By-Laws

Membership Rights and Privileges

ARTICLE I- MEMBERSHIP

All full members of CSIC must be approved by the URI Student Senate.

Section 1  Full members of the CSIC must attend all meetings of this organization, are eligible to vote on any issues affecting the CSIC at meetings and elections, and may hold office. Associate members (as determined by the CSIC) shall enjoy the same rights as full members, except the right to vote at elections and impeachments, and to hold office.

Section 2  The number of members of the CSIC shall not be limited. A maximum of only two (2) new member organizations may be accepted into the CSIC in any academic year.

Section 3  Any member may be expelled from the CSIC by two-thirds (2/3) affirmative vote of the membership for willful or negligent actions seriously detrimental to the organization, and for violation of any policy set in accordance with the constitution and/or bylaws of the CSIC. Any expulsion may be appealed by the expelled member to the URI Student Senate, but until the appeal is decided, the expelled members shall not enjoy the rights or privileges of membership.

ARTICLE II- FINANCES AND ASSETS

Section 1  (Except as Stated in Section 2): The URI Student Senate Finance Handbook shall serve as the governing set of rules and regulations for policies and procedures for all financial transactions regarding student organizations recognized under the URI Club Sports & Intramural Council (CSIC).

CSIC members do reserve the right to establish accounts through the Alumni office and/or the URI Foundation, as has been done in the past. In addition, CSIC member organizations, with the approval of the Coordinator of Club Sports, may choose to establish separate fund-raising accounts under Student Senate guidelines with signature authority being vested in their own President and Treasurer.

Section 2  All financial commitments, including payment orders, purchase requisitions, and contractual letter of intent, must be co-signed by the CSIC President and Budget Manager. These forms shall be signed ONLY after they have been completed and reviewed by the Club Sports Coordinator.

Section 3  Any surplus remaining at the end of the academic year will carry over in the same line item and shall be available to the CSIC to supplement the budget for the following fiscal year.

Section 4  The CSIC shall establish a contingency account to support newly formed organizations, and to provide funding support for its member organizations requesting loan support, achieve championships requiring additional funding support and/or seek capital improvement items for their organization or the total benefit of the CSIC. The official Contingency Request Form must be filled out one week prior to the CSIC meeting and submitted to the Club Sports Office; Contingency may also be used for “Major Financial Investments”. Definition of said investments is at the discretion of the Club Sports Coordinator and Executive Board.

Contingency monies will be dispersed under the following guidelines:

1. Maximum dollar grant is $1,000 per academic year.
2. While possible to apply an unlimited amount of times, a club can only be granted
funds one time during an academic year. Loans that are paid back in a timely fashion do not count as the one time.

3. A written proposal must be submitted one week prior to voting to initiate all requests.

4. A 2/3 vote of the CSIC membership is required for approval.

5. Loan amounts not repaid as per agreement will be subtracted from that organizations’ budget the following year.

6. When making a capital improvement purchase for the overall CSIC, at least three (3) bids have to be obtained for review of the CSIC.

Section 5 Any monies realized from an increase in enrollment or lost due to a decrease in enrollment will be added to and/or subtracted from the CSIC Contingency Fund.

Section 6 It is expected that all Club Teams fund-raise a minimum of 20% of their budget allocation annually to supplement the budget and demonstrate that the organization is willing to work to support itself. If fund-raising of the 20% is not completed by the budget hearings for the next year, 20% will be automatically cut from the current year’s budget to establish next year’s budget allocation. Dues are considered fund-raising dollars.

Section 7 If a member organization fails to submit a budget for the next academic year, that team will not be given a budget and must reapply to CSIC for budgetary consideration during the next year. Budgets must be completed using the official “budget form” and submitted on the official due date to be determined each academic year. Failure to submit a budget will result in a specific monetary penalty to be decided by the Club Sports Director and Executive Board. A team representative must meet with the Club Sport Coordinator, President, Business Manager, or Vice President to review proposed budget and make financial suggestions after budget has been turned in and reviewed.

Section 8 NO spending will occur if there are insufficient funds in any team account. There will be NO EXCEPTIONS TO THIS RULE.

Section 9 Any missed CSIC meetings will incur a fine that shall be increased as the number of missed meetings increases. Fines imposed are as follows:
- First Offense - $100
- Second Offense - $200
- Third Offense - $300 plus a frozen budget for two months during your competitive season

Section 10 All teams must report all spending to the Club Sports office for approval. Approval will be granted upon review by the Club Sports Coordinator.

Section 11 The Club Sports Coordinator is required to distribute monthly budget reports to each team leader and head coach, respectively.

ARTICLE III-DUTIES AND TERMS OF OFFICERS

Section 1 The President shall be the external representative of the CSIC, shall provide overall direction, shall preside over all meetings, and shall co-sign all financial commitments.

Section 2 The Business Manager shall oversee all financial transactions of the CSIC, shall maintain up-to-date records of financial state, and shall co-sign all financial commitments.

Section 3 The Vice-President shall act as President in his or her absence and perform duties as delegated by the President. Any sub-committees created for the purpose of fundraising, public relations, etc shall be headed by the Vice President under the supervision of the President. The Vice President shall be versed in any and all budgetary information and aid all teams in their budgetary matters along with the President and Business Manager during the budget-process-season. Attendance to all council meetings is mandatory unless previously cleared by President.
Section 4  The Secretary shall keep all non-financial records of the CSIC and be responsible for taking minutes at all CSIC meetings.

Section 5  The Student Senate Liaison Officer shall be responsible for reporting to the URI Student Senate once a month throughout the academic year on the activities and accomplishments of the CSIC member organizations. Also, the liaison must report back to the executive board and department directors on the monthly happenings of the student senate. The liaison must also give a brief report to the council during meeting time.

Section 6  The CSIC Representative shall be a team elected position, required to attend all council meetings, update council on team standings, status, etc, give valuable input when needed during council meetings. This Representative from each team must be the same person that attends meetings every month.

Section 7  All officers shall serve a term of one (1) year ending annually on the first day of May. Vacancies in the offices shall be filled by and from the CSIC following the vacancy. Any officer may re-apply for office and serve additional terms.

Section 8  Any officer may be impeached by two-thirds (2/3) majority vote of the CSIC membership.

Section 9  Any changes in officers must be in writing to the Student Senate Tax Committee Chair-person, SOARC Chairperson, Purchasing Department, Senate Accounts Clerk, and the Scheduling Office.

ARTICLE IV- STANDING COMMITTEES

Section 1  Any member of the CSIC may be a member of any committee. The chairperson of each committee shall be elected by its members.

Section 2  Standing Committees will be established by the CSIC membership through by-laws amendment.

ARTICLE V-ELECTIONS

Section 1  Elections for officers shall take place annually in April or whenever a vacancy occurs. All members must be sent a list of all candidates for office at least one (1) week in advance, together with the time and place of voting, unless the members waive this privilege by two-thirds (2/3) vote at any regular meeting and the election takes place at a meeting following this waiver vote by at least one (1) week. All voting for persons to fill positions shall be by secret ballot.

ARTICLE VI-PARLIAMENTARY PROCEDURES

Section 1  All parliamentary questions not determined by the CSIC Constitution or these By-Laws shall be decided according to Robert’s Rules of Order.

ARTICLE VII-METHOD OF AMENDMENT

Section 1  All amendments shall require at least two-thirds (2/3) affirmative vote of the membership; shall be proposed at one regular meeting and debated and voted upon at a regular meeting at least one (1) week later. All such amendments shall be submitted to the SOARC within one (1) month after approval by the membership. The SOARC shall approve or deny all changes in the constitution of the student organization. They shall take effect only upon approval by SOARC. Denials can be appealed to the Student Senate.

ARTICLE VIII- Travel

Section 1  All Team traveling must be approved prior to occurrence. A Travel request form must be completed and turned in to the clubs sports office at the beginning of each semester with the tentative schedule of travel sites and dates.
Section 2  Travel Request form must be completed and approved prior to any travel. The form must be
completed along with a roster list of those intending to travel and participate in the team activity.
Also to be included is important contact information for the team when they are traveling.

Section 3  In the event of play-off games or national tournaments the travel request form must be submitted
as soon as the team is informed of such travel needs. Failure to do so could result in inability to
travel. Additional travel money must be fundraised by the team.

Section 4  All drivers to off campus competition must meet with club sports coordinator and sign a release
form along with taking the driving safety class. You will not be able to drive to an off campus
competition unless approved by Coordinator of Club Sports.

Section 5  If an accident occurs while on school sponsored travel the “Emergency Protocol” must be
followed. This will be outlined in the Club Sports resource manual. Once returned from travel the
participants involved in incident must immediately meet with coordinator to determine the appropriate
actions. Failure to report any and all incident can draw a sanction on your team.

ARTICLE IX- COMMITTEES

CSIC Ad-hoc Committee

There shall be established an ad-hoc committee comprised of two members from each organization. One member
shall serve with full voting power. Should the delegate with voting power be absent from a meeting, the second
delegate shall be empowered to vote in the first delegate’s absence.

CSIC Ad-hoc Constitution Subcommittee

There shall be established a constitution committee. The constitution committee shall have all powers necessary to
review and propose changes to the CSIC Constitution.

CSIC Constitution and By-Laws Review

The CSIC Constitution and By-Laws must be read, edited (if necessary) and approved at the beginning of each
spring semester.

Amendments

Any and all changes proposed by the CSIC ad-hoc constitution sub-committee shall need two-thirds vote of that
committee at any regular meeting. The final ratification of proposed changes to the CSIC Constitution shall
summarily need two-thirds of those present at any regular Ad-hoc Committee meeting provided it has been
introduced at least one week earlier with full notification of CSIC representatives.

Ratification

Final ratification of the CSIC Constitution shall be evidenced upon a two-thirds vote at any regular Ad-hoc
Committee meeting provided it has been introduced at least one week earlier with full notification of CSIC
representatives AND upon Student Senate S.O.A.R.C. Committee approval. CSIC shall finally be recognized after
formal elections are held as established within the CSIC constitution.

Approved

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