

THE UNIVERSITY OF TOLEDO

SPORT CLUBS



HANDBOOK

OFFICE OF RECREATIONAL SERVICES
DIVISION OF STUDENT AFFAIRS

TABLE OF CONTENTS

I.)Welcome

II.)Professional Staff

III.)Mission Statement

IV.)Participation:

- Participants
- Eligibility
- Faculty/Staff Advisor
- Officers
- Excused Class Request
- Sport Club Staff

V.)Administrative Services:

- Mailboxes
- Civic Engagement/Volunteer Hours
- Field Usage
- Composition
- Responsibilities
- Voting
- Council Meetings
- Budget Meetings
- Allocation Meeting
- Special Funding

VI.)Risk Management:

- CPR/First Aid/AED
- Reporting Injuries
- Roster and Release
- Visiting Assumption of Risk
- Emergency Action Plan
- Athletic Trainer
- Risk Assessment

VII.)Club Organization:

- How to Become a Sport Club
- Reviving a Student Organization
- Maintaining a Sport Club

VIII.)Finances:

- Sport Club Funding
- University Credit Union Account
- Income Sources
- Reimbursements

IX.)Violations

WELCOME

This Handbook has been designed to serve as a practical resource guide for the student leaders of our Sport Clubs. These policies have been developed by the Sport Club Council and the Sport Club Staff. NEW changes over the past year will be identified by yellow highlighting for easier recognition.

The University of Toledo Sport Club Staff along with the Sport Club Council has the abilities to alter the following policies and procedures throughout the course of the year.

MAILING ADDRESS

Attn: (Name of Sport Club)
2800 East Rocket Drive
Toledo, OH 43606

CONTACT INFO

Phone: (419) 530-3704
Fax: (419) 530-3710
SportClubs@utoledo.edu

PROFESSIONAL STAFF

Demond Pryor – Director (demond.pryor@utoledo.edu)
Nancy Burhans – Associate Director, Facilities (nancy.burhans@utoledo.edu)
Rachael Decker – Assistant Director, Programs (Rachael.decker@utoledo.edu)
Steve Hardy – Assistant Director Operations & Marketing (stephen.hardy@utoledo.edu)
Alexandria Leunke – Program Coordinator, Challenge / Aquatics (alexandria.spinks@utoledo.edu)
Jack Knotts – Morse Center Facility Supervisor (jack.knott@utoledo.edu)
Lynn Mominee – Business Services Officer (lynn.mominee@utoledo.edu)
Tom Richardson – Building Maintenance Superintendent, Facilities
Jim Adamczak – Pool Technician, Facilities
Steve Blessing, Cathy Baker, Gerry Sieminski, Sarah Couturier – Custodians, Facilities

MISSION STATEMENT

Mission Statement: The Office of Recreation provides engaging, student-centered recreational and health promotion programs and services to enhance the well-being of the University of Toledo Community.

Vision Statement: We are the premier service provider to the UT Community for healthy lifestyle options and development opportunities for student success.

Core Values: Student Development, Healthy Lifestyle Options, Community Service, Diversity

Sport Clubs Mission Statement: The University of Toledo Sport Clubs is a division of Student Affairs at the University of Toledo. Through our collaborative efforts, we provide students the opportunity to represent the University of Toledo both on campus and at other Universities across the country. It is our mission to represent the University of Toledo in the most positive manner through exercising sportsmanship, leadership, and professionalism.

PARTICIPATION

PARTICIPANTS

Students are the focus of the University of Toledo Sport Clubs Program. Students that take the initiative to begin and/or continue the leadership of each Club are the reason that University of Toledo Sport Clubs Programs has continued to be successful. Having a leadership role within The University of Toledo Sport Clubs Program is an excellent way to develop administrative skills that are necessary to be successful in life after college. If a participant does not wish to become a leader within the organization, they are welcome to simply participate in the club. Faculty, Staff, Alumni, or other outside community members do not qualify as participants in the University of Toledo Sport Club Program.

ELIGIBILITY

All students must meet certain academic requirements to be eligible to participate in competition(s). Some of these requirements include, but are not limited to:

- Students must be currently enrolled in a minimum of ten (10) credit hours as an undergraduate or graduate student at the University of Toledo. Students on Co-op are allowed to participate (without meeting the required 10 credit hours).
- By University standards a student must maintain a cumulative 2.0 GPA or higher in order to be considered eligible. They must also stay eligible by league standards (Exception: Clubs attached to a national organization must maintain the GPA standard established by that association, even if it is higher than University standards).
- Any Club Member not meeting eligibility standards may practice, but is NOT allowed to compete. Eligibility may be regained at the beginning of a new semester.
- Club Members are NOT ALLOWED to participate in any Club function until all necessary paperwork has been completed for the Sport Club Staff, League, or Insurance etc.
- Varsity athletes at the University of Toledo are eligible to participate in the Club Sport Program, but may not participate in a sport similar to their varsity sport.

FACULTY/STAFF ADVISOR

Each registered student organization at the University of Toledo must have a voluntary Faculty/Staff advisor excluding undergraduate or graduate student employees. Advisors should be selected by club officers and approved by University of Toledo Sport Club staff. It is the responsibility of the officers to keep their advisors involved with club related activities and utilize their guidance as they deem appropriate. The exact role is left to the individual club sports, but the advisor should serve as a resource for the Club.

- Clearly communicate goals and expectations
- Be a mentor and assist officers in the routine operation of the club
- Serve as a consultant with the club president in management of the club
- Help to ensure that activities are reflective of Campus Recreation and the University
- Monitor conduct of participants
- Meet with the Club regularly
- Have full knowledge of club's activity and travel plans
- Must be current UT faculty/staff member

The Sport Club staff will only contact the club's advisor in disciplinary or recognition matters.

OFFICERS

Sport Club Officers are the front-line leaders of their Clubs. The Officers may be any elected member of the Club. Holding an officer position within a Club is a tremendous leadership development opportunity. Specific duties assigned to each Officer are left to the discretion of each individual Club. Each Club should elect Officers before the end of the academic year. This system will allow each Officer to adequately "train" the newly elected Member. This sharing of information will help keep the Club strong and in compliance with all policies and procedures. Suggested Officer positioning include, but are not limited to: President, Vice President, Secretary, and Treasurer. The Sport Club Staff should be provided with the newly elected Officer's phone numbers and email addresses.

The following are some expectations that need to be fulfilled by the executive board of each Club in order to keep each Club in good standing with the Office of Student Involvement, Sport Club Staff, and the Office of Recreational Services:

- Operate the club in compliance with the policies set forth in this Sport Club Manual, the UT Student Handbook, and the Student Activities Guide for Registered Student Organizations, and the Office of Recreational Services.
- Make sure all members have completed an **Assumption of Risk / Emergency Contact Waiver** and it is on file with Sport Club Staff. To be submitted EACH year.
- Submit an updated **Officer Listing Form** and a **Roster Form** to the Sport Club Staff every time changes are made.
- Submit an updated **Team Schedule Form** at the beginning of each semester to the Sport Club Staff.

- Complete and submit a **Post Event Summary Form** to the Sport Club Staff to report the results of all club competitions, **and** update your Team's Website with results. To be submitted within 72 hours of the event.
- Complete all necessary paperwork for travel, including **Travel Roster** and **Reservation Forms**, by adhering to all applicable deadlines.
- Complete and submit an **Injury Report** for any injury that occurs during any Club related activity by the end of the next business day.
- Keep your Club constitution updated. No funding will be available unless a current constitution is on file with the Sport Club Staff.
- Maintain records of all receipts and expenditures related to the Club accounts and return copies to the Sport Club Staff within three days of return from competition, if not sooner.
- Check the Club mailbox in the REC Office at least once a week during the Club's active season.
- Inform the next Club Officers and Executive Board of all operating procedures of the Club.

Deadlines:

- Assumption of Risk: Prior to participating in club related events and renewed every year
- Officer Listing/Roster Form/Team Schedule: Within the first three (3) weeks of the start of the Fall Semester, with the exception for spring sports.
- Post Event Summary: Within 72 hours after the event or competition ended
- Travel Roster: a minimum of two (2) days prior to departure
- Reservation Forms: a minimum of two (2) weeks prior to arrival

All of these duties should be fulfilled by working with the Sport Club Staff

EXCUSED CLASS REQUEST

Occasionally club members will need to be absent from classes in order to attend scheduled Club Sport competitions. At such times, club members can prevent misunderstandings and academic difficulty by obtaining a letter from the Coordinator, Competitive Sports & Camps verifying the club's plans to travel and compete. Sport Club travel is not a University excused absence.

SPORT CLUB STAFF

The Sport Club Staff consists of three bodies responsible for the day-to-day facilitation of the University of Toledo Sport Clubs Program. These three bodies include:

1. Coordinator, Competitive Sports & Camps – Professional Staff Member
2. Graduate Assistant – Graduate Student employed by the Office of Recreational Services
3. Student Assistant – Undergraduate Student employed by the Office of Recreational Services

ADMINISTRATIVE SERVICES

MAILBOXES

Mailboxes for each Club are provided in the Office of Recreational Services. Any incoming mail, letters of interest, or other documents will be placed in your Club Mailbox by the Sport Club Staff. Your Club Mailbox should be checked on a regular basis. All league mailings and information related to the Club should be sent directly to the Sport Club Staff in the Office of Recreational Services. This will allow future Officers of the Club to receive mail once the current Officers are no longer associated with the Club. To receive all Club mail, please use the mailing address in the WELCOME section.

CIVIC ENGAGEMENT/VOLUNTEER HOURS

Civic involvement is both an integral part of the university educational experience and the sport clubs experience. Each Club is strongly encouraged to participate in Community Service. Community service will serve as a positive contribution during budget allocation. A commitment to community service from Sport Clubs will also assist the Sport Club staff when requesting additional funding from the University. The Office of Recreational Services will be looking for volunteers throughout the year for special events and programs. Also, the Office of Experiential learning can assist clubs with locating service projects to participate in.

FIELD USAGE

Clubs are to only practice during their scheduled practice and competition times. Any Sport Club Official can reserve field space through following the appropriate link on the Sport Club website. Members and or Clubs found on the fields outside of an organized event may be subject to loss of practice times. The fields are never to be used during or immediately after rainy/wet weather as these conditions pose a safety concern and playing on wet grass ruins the field. The gates to the fields will be locked during off hours or during rainy conditions and may not open for several days depending on the condition of the fields. To find out if the fields are open for practices, contact the Sport Club Department.

SPORT CLUB COUNCIL

COMPOSITION

The Council shall consist of various Student Members of each Club. Student Members should be responsible, hardworking leaders who are also actively involved with the leadership of their Club for at least one semester. A Sport Club Staff Member will preside over the Council at all official meetings. The Sport Club Staff Member shall ensure all issues are discussed thoroughly and in an orderly fashion.

RESPONSIBILITIES

The Council operates on a bi-weekly basis discussing topics that include, but are not limited to: providing guidance to the Sport Club Program and other Clubs, Division of Special Funding money, disciplinary actions for Clubs, enforcing policies and updating rules in the Handbook, reviewing Budget presentations, allocating Sport Club funds for the following year, etc.

VOTING

All Sport Club teams in attendance will receive **ONE** vote. However, a Member may excuse them self from a vote if they feel they do not have adequate information to make an informed decision or if they feel there is a conflict of interest. Also, in all cases of a vote pertaining to your Club you will be asked to leave the room during the voting process.

If a tie arises during a vote, the Sport Club Staff Member will serve as the deciding vote. Otherwise, barring a tie, the Staff will not be a voting Member of the Council.

COUNCIL MEETINGS

The Council shall meet every other Tuesday beginning the week after the Fall semester meeting and continuing until the week before final examinations in Spring semester. The time of the meetings will be decided upon by the Council at the first meetings of each semester. Each meeting shall have a pre-determined agenda organized by the Sport Club Staff. **No new business can be added to the agenda after 5pm Monday for that week's meeting.**

Any discussion held without the minimum number of Council Members (3) or the presence of a Staff Member shall not be considered an official meeting of the Council, and therefore, no official business can be accomplished or accepted.

At any time the Council may schedule additional meetings in order to accommodate special circumstances. This will include emergency meetings held to discuss and hear testimony of incidents that may involve transgressions punishable by the policies and procedures laid out in this Handbook. Regularly scheduled meetings may also be cancelled if no new business needs to be discussed or other scheduling conflicts arise.

BUDGET MEETINGS

Between the weeks of Spring Break and the allocation meeting at the end of Spring semester each Club must schedule and present at a Budget meeting before the Council. A copy of your Club Budget and all relevant information shall be prepared for each meeting to present why your Club should be allocated more, or the same amount of, money for the following year. General topics include, but are not limited to: Rosters, Club Retention, Schedule, Results, Form Completion, Organization, Council Attendance, Community Service, etc.

Not scheduling or presenting at a Budget meeting will result in an automatic 30% Budget reduction for established Clubs, and an automatic 10% Budget reduction for probationary (NEW) Clubs for the following year as voted upon by the Sport Club Council.

ALLOCATION MEETING

The last Meeting of the Spring semester shall be set aside for the allocation of the tentative money to each Club for the following school year based on the Club's Budget Meeting Presentation.

To be considered eligible to participate in the Allocation Meeting at the end of the year at least one representative must have attended a minimum of 60% of the Council Meetings each semester voted upon by the Sport Club Council.

SPECIAL FUNDING

Special funding gives money to Clubs looking for a one-time expense (such as Uniforms, Nationals, Equipment, etc). The money allocated to Clubs through special funding is distributed on a case-by-case basis determined by the Sport Club Council.

To apply for special funding please contact the Sport Club Staff and inform them that you are interested in doing so. Therefore, they have sufficient time to add the request to the agenda and check available funds. Once added to the agenda, you must fill out a **Special Funding Request** and bring it to your scheduled Council Meeting. Along with your Request Form, bring a copy of your Club's Budget and prepare a short presentation for the Council. **THIS IS NOT A GUARANTEE that your request will be approved.**

RISK MANAGEMENT

CPR/FIRST AID/AED

American Red Cross Professional Rescuer CPR, AED, and First Aid Classes will be taught at the University of Toledo Recreation Center. Every club sport organization needs to have at least two members, coaches, or officers certified through the Red Cross and have copies of their certifications on file in the Club Sport Office. If members are currently certified through a valid certifying organization they must submit proof of certification to the Club Sports Program Staff.

REPORTING INJURIES

Serious injuries, defined as requiring further medical attention or treatment by a Licensed Medical Professional, require the immediate notification of the Sport Club Staff. Please print off, fill out, and submit an injury report to the Office of Recreational Services within 72 hours of the incident. To fill out an **Injury Report**, open the University of Toledo Sport Club Website by visiting www.UTSportClubs.com, and click on the 'Injury Report' Tab. Appropriate phone numbers are provided at the end of this Handbook.

Campus Police (419.530.2600) can assist injured individuals at on campus locations.

ROSTER AND RELEASE

All Members practicing and/or participating must be on your current **Roster Form** and have a completed **Assumption of Risk/Emergency Contact Form** on file prior to participation in any Club event. **Members partaking in Club events prior to the completion of their Assumption of Risk Form will result in an automatic Major Violation as agreed upon by the Sport Club Council.**

By signing the **Roster Form** and agreeing to the statement on the **Assumption of Risk/Emergency Contact Form** all individuals understand, and are aware of, the apparent risks associated with each activity. Certain elements of danger are inherent in each specific activity. Often these elements of danger are beyond the control of the University of Toledo and the Office of Recreational Services. Participation in the Sport Club Program is a voluntary act of the individual and such participation involves the unavoidable risk of person injury, loss of or damage to personal property and the possibility of loss of life.

It is the individual's responsibility, along with the administrative staff of each Club to determine the ability of each participant and at what level they can participate.

VISITING ASSUMPTION OF RISK

Any time a game is held on the University of Toledo Property (such as Carter Field, the Glass Bowl, Health Education Center, Recreation Center, etc) a Visiting Team Assumption of Risk Form must be filled out by all Visiting Teams, and returned before any competition starts. Once completed Forms have been collected or returned, submit them to the Sport Club Staff in the Office of Recreational Services within 72 hours. Failure to provide Visiting Team Assumption of Risk Forms after a competition is held on University of Toledo Property will result in an automatic Major Violation as agreed upon by the Sport Club Council.

EMERGENCY ACTION PLAN

It is imperative that Club Officers know and follow the proper procedures for care in the event of an accident of injury. It is the responsibility of each Officer to insure that all activities are conducted in a safe environment.

The following are some additional guidelines for Officers to use when practicing or playing:

ON CAMPUS

- Make sure the field/area is in good condition before conducting practices or competitions (No bottles, cans, metal or any other objects are protruding from the facility or equipment, unsecured equipment, ample space around field/area, etc).
- Make sure a medical kit is fully stocked and at all practices and competitions.

OFF CAMPUS

- For an emergency during an off campus competition, consult with Event Manager/Hotel Contact, for proper help and information.

ATHLETIC TRAINER

The Office of Recreational Services will be collaborating with the College of Health Sciences and its Athletic Training program to provide certified athletic trainers for the sport club program. Trainers will be provided for most home events and tournaments upon request. If more than one event is taking place, the trainers will be placed at the higher risk game/tournament as indicated by the subsection below. Due to the Athletic Trainers part time status, hours will be limited. Scheduling must take place a minimum of two (2) weeks prior to the event and is based on a first come first serve basis but superseded by higher risk games/tournaments.

RISK ASSESSMENT

Athletic trainers will be assigned hours based on the level of risk, as shown by the indicators below.

1. Identification – Prior to hosting an event, traveling to a competition, or competing in any other activity clubs should work to identify the risks associated with that activity. Risks do not include only those things that can lead to injury, but also include risks to club's finances, image, etc. This plan will include the elements of risk management most closely associated with injury prevention, safety and response.
2. Evaluation – Once you have identified the risks associated with the club's activities, these risks should be evaluated to determine their severity and probability. A proper evaluation of these risks will assist the club in determining the best way to handle each risk.
3. Treatment – Once the risks have been evaluated, clubs must determine the most effective method for managing each risk. Clubs may choose to do one of three things after evaluation: eliminate, limit, or accept the risks. All sport clubs, by their nature, involve risks; therefore, the answer should not always be to eliminate the activity simply because the risk exists. Instead, clubs should work to determine how to best manage and minimize the risks.
4. Implementation – Once the most effective method for managing the risk has been identified clubs should implement the risk management plan. This could include physical modifications, proper signage, extensive advertising, pre-event planning, etc. The Implementation possibilities are endless and should be discussed with the Sport Club Staff.

HIGH RISK CLUBS

The following club sports are considered "High Risk Club Sports": **Men's Icehockey, Men's & Women's Lacrosse, Men's & Women's Soccer, and Wrestling**

Services offered by the Club Sports Athletic Trainer include the following:

- Game and event coverage
- Injury prevention (taping, padding, bracing, equipment fitting, strength and conditioning consultation)

- Immediate care (care of severe and non-severe acute injuries; immobilization through spine boarding, splinting, etc.; emergency care of cardio respiratory conditions)
- Recognition and evaluation of athletic related injuries

CLUB ORGANIZATION

HOW TO BECOME A SPORT CLUB

The process to become an officially recognized Sport Club is as follows:

1. Apply to become a new Club by submitting a **New Student Organization Application Form** (need minimum 10 students) to the Office of Student Involvement (Student Union 2525) for approval and recognition.
2. Draft a constitution. A template and examples of current Club constitutions can be obtained from the Sport Club Staff.
3. Once approved and recognized as a student organization on campus, you can petition the Office of Recreational Services for recognition as a Sport Club. The Sport Club staff will help you complete the following:
 - Fill out and file appropriate Forms in accordance to Sport Club policies along with a list of Members and Officers.
 - Budget Request - may not receive a budget the first year, depending on the time of organization.

If you have any questions regarding this process, please contact the Sport Club Staff

REVIVING A STUDENT ORGANIZATION

If you are interested in reviving an inactive Sport Club, please set up an appointment with the Sport Club Staff at the Office of Recreational Services to review the constitution and complete an Officers Listing Form. From here the Sport Club Staff will assist in the process along with the Office of Student Involvement to help revive the inactive Club.

SPORT CLUB MAINTENANCE

To remain in good standing with the Sport Club Staff, Office of Recreational Services, and Office of Student Involvement, existing Clubs must renew their Student Organization statues by completing the appropriate form at the end of each school year. **Failure to complete this form by the deadline may cause the Club to lose all funding for the following year.**

The registration of a Student Organization is required each academic semester. The registration will expire unless the following six criteria are met:

- At least one leader of the organization attends the Annual Student Organization Orientation at the start of every school year.

- The Officers turn in an up-to-date **Officer Listing Form** with an **Anti-Hazing/Non-Discrimination Form** at the start of each Fall and Spring semesters and with every change.
 - There must be at least one Advisor to the Organization that is a current University of Toledo Employee.
 - The Organization has an up-to-date Constitution on file with Sport Clubs and OSI.
 - The Officers of the Student Organization turns in an Annual Report by the end of the 13th week of classes each Spring semester.
-

FINANCES

SPORT CLUB FUNDING

Sport Clubs are allocated funding from the Sport Club Council. Any item purchased through the Sport Club Budget is property of the University and the Sport Club Program. These items will be placed in inventory and issued to the Officer for that season. In order to pay for items, you must contact the Sport Club Staff and request to spend the money. These items include, but are not limited to: Hotels, Vehicle Rental, Gas, Tolls, Entry Fees, League Dues, Equipment and Uniforms.

If all Club money is not spent during the fiscal year, the Sports Club Staff will relocate the funds to a general area to use for paint, supplies, equipment, etc. This is because any leftover money that is not spent by the end of the fiscal year will be reabsorbed by the University.

UNIVERSITY CREDIT UNION ACCOUNT

Each Club has the opportunity to set up a checking and/or savings account at the University of Toledo Federal Credit Union located in the Student Union, Room 3019. Any money collected through Dues, fundraising efforts, and/or donated to the Club should be deposited into your Credit Union account. The funds in this account roll over from year to year, and continually earn interest until the Club spends it.

There are fewer restrictions as to how this money may be used. The Coordinator, Competitive Sports & Camps will be an authorized signer on your Club checking account. The Coordinator and Sport Club Staff also have the ability to freeze an account if funds are being misused. **Clubs are not allowed to have accounts with any other financial institution (such as 5th/3rd, Huntington, PNC, etc).** **Clubs failing to adhere to this policy will be expunged from the UT Sport Club Program.**

INCOME SOURCES

As a Student Organization, there are several ways to earn extra money to help the financial operation of your Club. Some of the ways to accomplish this include, but are not to:

DUES

- As the Executive Officers of your Club, you may decide to charge Dues to your Members on a yearly or semester basis.

FUNDRAISERS

- Please contact the Sport Club Staff for approval of Fundraisers. Once approval is received, Clubs may proceed with plans on conducting fundraisers with the help of the Sport Club Staff and the proper channels.

SPONSORSHIPS/DONATIONS

- Sponsorships by local businesses may also help to support your Club. Please contact the Sport Club Staff before approaching any businesses due to other contracts within the University.
- Donations can be accepted and are usually a gift of money or equipment.

REIMBURSEMENTS

When a Club Member purchases items that are Club-related such as gas, hotels, equipment, uniforms, etc. they are able to be reimbursed by the Sport Club Staff **if funds are available in your Sport Club Budget**. The Sport Club Staff must approve any reimbursement requests prior to submitting them to the University. In order to receive reimbursement, you must submit an original itemized receipt, the method of payment, and a Reimbursement Form to the Sport Club Staff within 72 hours of purchase or return from travel.

If you have paid for Club-related expenses through your Club checking account at the Credit Union you are eligible to receive reimbursement directly to this account. However, funding must first be available in your Sport Club Budget to complete the reimbursement process.

All reimbursements are requests and not guaranteed. The Assistant Director and Sport Club Staff reserve the right to deny any request for reimbursement if proper policies and procedures are not followed

VIOLATIONS

Each club within the University of Toledo Sport Club Program is student run and under the administration and guidance of the Sport Club staff. Each club member is responsible for the knowledge of and adherence to the policies set forth in this manual, the University of Toledo Student Handbook, and the Student Activities Office Registered Student Organization Handbook. Individuals or teams who violate these policies and procedures will be held accountable for their actions and charges may be filed with the Student Conduct Office.

Failure to return affiliation Forms, complete Roster and Liability information in a timely manner, attend required meetings, violating conduct codes, misuse of funds or privileges and unapproved travel are examples of minor penalties. Disciplinary action will be set forth by the Sport Club staff under the following guidelines as voted upon by the Sport Club Council:

VIOLATIONS

1st Major Violation: 10% budget reduction from original amount given from the university.

Reasons for 1st Major violation may include but are not limited to:

- Failure to provide an injury/incident report/Visiting Assumption of Risk Form
- Failure to comply with University code of conduct
- Property damage

2nd Major Violation: 30% budget reduction from original amount given from the university.

Reasons for 2nd Major violation may include but are not limited to:

- Repeated Major violation
- Any action that deem a 30% budget reduction as a consequence

3rd Major Violation: Termination of all financial support from the REC and suspension from Sport Club Program

Reasons for 3rd Major violation may include but are not limited to:

- Repeated Major violation
- Any action that deem a termination of all financial support as a consequence

Overspending Violation: even budget reduction in the amount overspent, from the previous year's budget.

Depending on the severity of the action(s) a violation, probation, suspension or termination may result immediately. Club officers are expected to enforce policies within their clubs. However, if a problem persists or becomes serious in nature, the Sport Club staff will be available for assistance. In addition to the aforementioned disciplinary guidelines, the Sport Club staff may take additional action according to the nature of the violation. Serious violations of this nature include, but are not limited to, misappropriation/mishandling of funds, failure to follow emergency procedures, destruction/theft of property (facilities) and conduct which negatively reflects upon the University of Toledo Sport Club Program.