



**UMASS LOWELL**  
**CLUB SPORTS MANUAL**  
2016-2017

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# Introduction

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## ***Campus Recreation Mission Statement***

UMass Lowell Campus Recreation is committed to excellence in supporting the development of healthier and happier lifestyles. Through experiential education we strive to teach students the importance of exercise and recreational activities in preparation for a productive, balanced and rewarding life. We will offer diverse and dynamic recreational programming and facilities in order to meet the needs of our students and create a fun and connected University Community.

## ***Club Sports Mission Statement***

The UMass Lowell Club Sport program strives to enhance students' experiences at the University by providing them with an opportunity to participate in a variety of instructional, competitive, and performance based club sport teams. The department aims to provide administrative guidance and assistance to each student-run club team while fostering the development of student leadership, teamwork, and sportsmanship. Our goal is to offer students a positive, safe, and well-rounded extracurricular experience where they are able to pursue their passion for sports and recreation.

## ***Administration of a Sport Club***

Sport clubs are student organizations which are formed and governed by student leaders. The degree of a club's success is largely determined by the amount of student leadership and student participation involved. Successful administration of a club sport team requires its leaders to possess exceptional organizational skills, effective communication skills, a motivation to succeed, and a dedication to the sport. Club leaders are responsible for managing all club activities, including tasks such as: maintaining and reconciling the club's budget, organizing practices and competitions, retaining membership, ensuring club members' safety, and submitting all required paperwork to the Club Sports office. While student leaders administer the clubs, each team operates under the department of Campus Recreation, and is therefore subject to the rules and regulations of the Department of Campus Recreation. Campus Recreation aims to provide guidance and support to each club in order to help it accomplish its goals.

## ***Role of Assistant Director of Club Sports***

The Assistant Director of Club Sports serves primarily as an advisor and resource person, and is available to assist student leaders with club business. It is his/her responsibility to monitor club activities, ensure the safety of participants, and guarantee that funds are managed in accordance with university's fiscal policy. The Assistant Director will allow the clubs as much freedom as possible, provided they operate within the guidelines and regulations of the Department of Campus Recreation.

## ***Purpose of this Manual***

This manual will provide club members with an understanding of the basic procedures and policies of the UMass Lowell Club Sports program. It should serve as a reference for the club leaders in conjunction with the guidance of the Club Sport Assistant Director. It is the responsibility of all club sport members to read and understand the rules set forth within the UMass Lowell Club Sport Manual.

# Membership and Eligibility

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Clubs are open to full-time students, full-time Faculty/Staff and full-time graduate students without respect to race, creed, sex or national origin, sexual orientation or disabilities. Divisions of competition for UMass Lowell Campus Recreation are men's, women's and open. When an activity makes a gender designation, students may participate with the gender they best identify with. However, some competitive clubs have their own specific eligibility guidelines set by their respective sport governing body, which have specific standards for collegiate competition.

Club Sports are designed to primarily serve undergraduate students at UMass Lowell. To ensure that all undergraduate students are given the opportunity to fully participate, the following membership categories have been established:

- Full Membership: extended to all full-time undergraduate students
- Associate Membership: available to full-time graduate students, part-time undergraduate students with at least 9 credits and full-time faculty/staff members who have access to Campus Recreation facilities.
  - Associate members may participate in club activities, but they are not eligible to hold office, do not have voting rights, and may be required to pay additional membership fees.

Alumni, spouses, and Middlesex Community College students **may not** participate in UMass Lowell Club Sports.

In order to be eligible to participate in club activities, all club members must complete the required club sport paperwork at the beginning of each school year on IMLeagues.com. No student will be allowed to participate in the club sport program without having completed **ALL** of the following forms:

- 1) Individual Member Form (Consent form, Hazing form, and Member Info)
- 2) Concussion Fact Sheet

Forms must be submitted to the Club Sports Assistant Director via IMLeagues.com. More information will be presented at the first SCC meeting of the year.

## Club Recognition

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### *Criteria for New Club Acceptance*

To determine if a proposed club belongs in the Club Sports program, it must meet the following criteria:

1. The club's purpose and activity must be consistent with the definition and purpose of the Club Sports Program and the philosophy of the Department of Campus Recreation.
2. Sufficient student interest must be demonstrated by an active membership of at least **ten** full-time undergraduate UMass Lowell students.
3. Facilities must be available for club activities such as practice and competition.
4. Funds must be available to meet financial needs of the club.

5. The club must have the potential to raise funds outside of University funding.
6. Adequate competition (if competitive) must be available within reasonable geographic range.
7. Programs offered elsewhere on campus must not currently meet student needs/interests that the club hopes to meet.

### ***Recognition Procedures***

1. Meet with the Club Sports Assistant Director to explore the possibility of becoming a sport club.
2. Have an organizational meeting to assess interest and attract new prospective members.
3. Fill out an application to become a recognized sport.
4. Develop a club constitution (guidelines provided by Club Sport Assistant Director).
5. Submit the application and constitution to the Assistant Director of Club Sports.

### ***Probationary Period for New Sport Clubs***

Each newly approved club will endure a one year probationary period. During this time, the club will not receive funding from Campus Recreation, and must be able to demonstrate the following:

- 1) Attendance at all monthly Sport Club Council meetings
- 2) Adequate student membership (10 full time undergraduate students)
- 3) Financial Stability
- 4) Respect for all Campus Recreation procedures and policies

### ***Loss of Recognition***

If any club begins to show a decrease in participation, leadership or general interest, the following guidelines will be in effect:

1. If at any time a club drops below ten full-time undergraduate members, that club will be placed on probation for the semester.
2. If the club remains below ten members at the beginning of next semester, the club will continue on probation for one full semester.
3. If at beginning of third semester the club still has less than ten members, that club will be suspended from functioning for one academic year. The only activity that club may participate in is that of membership recruitment.
4. If the club reaches the required number of members while suspended, they may begin to function again on a probationary status.
5. A club that has been placed on probation, or suspended, due to inadequate membership must maintain a minimum standard (10 or more members) for one calendar year in order to return to fully recognized status.
6. If at the end of one year of suspension the club is not able to meet the minimum standard of membership, the club will lose its recognition.
7. Once recognition is lost, a club must re-enter the program by following the procedures of a newly formed club. Club's may not apply for re-recognition until one full calendar year passes.

# Code of Conduct

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The behavior of a single club sport team reflects the entire image of the University of Massachusetts Lowell. Club leaders are responsible for creating a club culture that aligns with the University's mission.

The following guidelines have been put in place to ensure that club teams respect the goals and values of the Club Sports program.

## **Club Sport Conduct Guidelines**

All club sport members are expected to:

- Comply with University and Club Sport regulations
- Demonstrate respect towards teammates, opponents, coaches, advisors, and Campus Recreation staff
- Maintain appropriate communication with the Club Sports Assistant Director
- Ensure players are drug and alcohol free when participating in Club Sport activities, including ALL club travel activities

Participation in the UMass Lowell Club Sports program is considered a privilege. Violation of any guidelines and policies may result in a loss of Campus Recreation funding, loss of UMass Lowell facility usage, or loss of a club's recognition.

Disciplinary action is determined by the Campus Recreation Department and is outlined in the disciplinary section of this manual.

# Executive Board

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Officer positions are held by undergraduate students only. It is encouraged, but not required, that each club's executive board consists of a President, Vice President, Treasurer, and Secretary. It is the club's decision as to how they would like to divide the officer responsibilities. Officer duties include, but are not limited to, the following:

- Club Organization
  - Creation of the club constitution and by laws
  - Selection of a faculty/staff advisor (optional)
  - Selection of a coach (optional)
  - Maintenance of an updated roster
- Finances
  - Development and administration of the club budget
  - Maintenance of an accurate budget record
  - Establishment of membership dues structure
  - Collection of membership dues
  - Depositing checks and cash into the club account at the Campus Recreation Center
- Travel
  - Completion and submission of all required Travel Forms to the Club Sport Assistant Director including copies of driver's licenses' of team drivers.
  - Assistant Director of all travel arrangements (hotels, transportation, etc.)
- Scheduling
  - Working with the Club Sports Assistant Director to form the practice and/or competition schedule according to UMass Lowell facility availability
- Equipment and Uniforms
  - Distribution and storage of equipment
  - Ordering of new equipment and uniforms (with the approval of the Club Sports Assistant Director)
- Communication
  - Notifying club members of meetings, practices, games, cancellations
  - Maintenance of an updated email/phone list of club members
  - Checking of email account on a regular basis

# Sport Club Council

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### ***Sport Club Council***

The Sport Club Council (SCC) will be comprised of two members from each recognized Club Sports team. Each club team will select two officers to serve as representatives on the council. These individuals will attend all monthly SCC meetings (conducted by the Club Sports Assistant Director) and report back to the club. Other members may also attend the meetings if desired. The organization and commitment of the SCC can make a significant contribution to the growth of the sport club program. It is the mission of the Sport Club Council to:

1. Stimulate involvement of existing club sports teams and promote the development of new sport clubs.
2. Make recommendations to the Club Sports Assistant Director regarding policies and procedures for the operation of the Club Sports Program.
3. Enhance communication between the Assistant Director and the clubs, as well as communication among existing clubs.
4. Allow for maximum club input into the overall coordination of the program.
5. Ensure that all actions performed by the sports clubs follow the policies and procedures established by SCC and UMass Lowell.

## **Staff/Faculty/Coach**

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Club members are encouraged, but not required, to choose a faculty/staff advisor and/or a coach. These positions often augment the club's success.

### ***Faculty/Staff Advisor***

A club advisor must be a full time UMass Lowell faculty/staff member who has an interest and some knowledge of the sport involved. The Department of Campus Recreation must approve all faculty/staff advisors. Advisor responsibilities include:

- Assisting and aid in the management of club funds and activities
- Attending meetings/events in order to stay in touch with the operations of the sport club
- Serving as a source of information and counseling for the clubs as well as its members
- Serving as a liaison between club and university
- Providing guidance and general direction to Sport Club

### ***Club Coach***

The coach's primary role involves teaching the skill of the sport to the club members, as well as promoting good sportsmanship on and off the field. The coach should refrain from becoming involved with the management of the club, as the administration and direction of the club is determined by the students. The Department of Campus Recreation must approve all coaches before they are hired. All coaches must be certified in CPR and First Aid.

Approval Procedure:

1. The candidate must submit a current resume of all sport and coaching related activities.
2. The candidate will meet with the Assistant Director of Club Sports, the Director of Campus Recreation, and the Club President to discuss the program, expectations and policies.
3. Approved coaches will need to complete a University Contract for insurance purposes.
4. All coaches must be removed from college for at least one year before becoming a coach.

Coach's compensation:

- Coaches and/or instructors may be paid with the funds raised through the efforts of the club as well as funds awarded by the Campus Recreation Department. The amount of compensation for coaches will be determined jointly between club officers, advisors, and the Assistant Director of Club Sports.

## **Finances**

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### ***Funding***

Campus Recreation provides limited funding to the Club Sports program and allocates this funding based on the club's financial needs, participation numbers, and adherence to Club Sports policies.

At the end of each school year, clubs must prepare and present a projected budget to the Assitant Director of Club Sports and Director of Campus Recreation. Funding for the following school year will be allocated over the summer.

**It is expected that all club sport teams fundraise a minimum of 1/3 of their total allocated budget for the school year.** *Exception: First year clubs must raise all of their funds for their first probationary year via dues and fundraising.*

### ***Club Sport Expenditures***

There are specific guidelines that clubs must follow when spending money. The Club Sports Assistant Director must approve expenditures of any/all funds. **Any expenditure that does not receive prior approval may be subject to a denial of reimbursement.**

1. University funds and Club Funds may be spent on:
  - a. Equipment to be retained by the club

- b. Facility/equipment rental
- c. Travel: Vehicle gas/lodging/rentals
- d. Entry/League fees
- e. Tournament/Meet Awards
- f. Clinic/Group Instruction (specific information required for approval)
- g. Uniforms (to be retained by club)
- h. Food
- i. Club Awards
- j. Club Office Equipment (stationary, supplies)
- k. Personal training expenses (lessons, lift tickets, etc.)
- l. Coaching Salaries
- m. Fundraising Activities

2. Funds awarded by the Campus Recreation Department should never be spent on:

- a. Personal uniforms
- b. Personal equipment
- c. Personal supplies

### ***Fundraising***

Club fundraising is an essential component of each club's level of success. Each club must raise at least 1/3 of their allocated budget. All fundraising activities must be approved in advance by the Assistant Director. Any club that does not raise 1/3 of their allocated budget will not receive full funding for the following school year. This money must be deposited into the club's booster account by the end of each academic year

### ***Sport Club Service Project***

The Sport Club Service Project has been initiated in an effort to support sport clubs financially, as well as improve the clubs' relationships with the greater Lowell community. A stipend of \$500.00 is available to each sport club that completes a service project which helps an organization within the greater Lowell region.

This project is not assigned, and clubs may choose any project they wish. The club may earn the stipend upon completion of the project, pending approval from the Director of Campus Recreation. To qualify for the stipend, 10 members of each club must participate in a community service project that lasts at least 4 hours in duration.

The Assistant Director of Sport Clubs must receive applications by the end of the fall semester in order to be considered for approval. All projects applied for by the deadline must be completed by March 1<sup>st</sup>.

During the second semester, all clubs are eligible to complete a second project if funding from the first semester remains. Applications will be approved on a first come, first served basis. Projects must be completed by the end of the school year.

# Payment and Reimbursement

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Club booster accounts are maintained by the Department of Campus Recreation. All club cash/checks must be deposited into the fundraising account immediately after collection. No sum of club money should be in an officer's possession for more 48 hours after it is collected.

## ***Payments***

All club purchases and payments must be approved by the Department of Campus Recreation. Payments to companies can be made one of three ways:

1. Purchase Order
2. Invoice Payment
3. Club Booster Credit Card (used by the club sport Assistant Director)

It is recommended that the club credit card is used whenever possible. All invoices should be turned into the Club Sport Assistant Director as soon as they are received.

*It is important to note that the University of Massachusetts Lowell uses Net-30 as a payment system, so 30 days must be allowed for payment.*

## ***Reimbursement***

If a club member is looking to be reimbursed for equipment bought by the club, all receipts must be retained and submitted to the Assistant Director of Club Sports. Please note that Accounts Payable must receive the receipts within 3 months of the purchase date.

# Apparel and Uniforms

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All apparel and uniform orders must be pre-approved by both the Assistant Director of Club Sports and the Director of Campus Recreation. Prior to placing an order, the Assistant Director must be provided with a screenshot of the clothing design so that Campus Recreation can ensure the apparel falls in line with University font, color, and logo guidelines.

Please refer to the Club Sport Style Guide for more information.

## Gender-Neutral Uniform Policy:

All teams should have access to uniforms that are appropriate for their sport and that they feel comfortable wearing. No student should be required to wear a gendered uniform that conflicts with the student's gender identity.

# Practices and Competitions

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## ***Schedules***

At the beginning of the fall and spring semester, each club must submit a schedule to the Assistant Director of Club Sports. The schedule should include the date, time, and location of all practices, meetings, competitions, and other planned activities.

The club is responsible for notifying the Assistant Director of any schedule changes, and any additional activities that are added throughout the semester.

## ***Facility Usage***

Recreational and athletic facilities at UMass Lowell are limited and heavily used by varsity athletics, intramural sports, and recreational programming. Requests for competition and practice space must be made through the Department of Campus Recreation.

## ***Campus Recreation Center Facility Usage***

All clubs must submit their facility usage requests to the Assistant Director of Club Sports prior to the beginning of each semester. The Assistant Director will approve and adjust requests based on the facility's availability.

Additional facility usage requests may be submitted throughout the semester.

**Clubs should not schedule a practice or contest without having received confirmation of their facility reservation.**

## ***Cushing Field and other On-Campus Facility Usage***

Sport clubs that wish to host a game or event on Campus if they follow the proper procedures:

- a. Game Reservation Request- This must be submitted at least **two weeks** in advanced. Do not schedule an event without receiving facility confirmation.
- b. Supervisors Agreement- Clubs using a University athletic facility must have a supervisor present at the event. The supervisor is responsible for opening and closing the building, controlling the lighting, filling out accident reports, and providing basic medical coverage. The assistant director will obtain all event supervisor coverage. The clubs are responsible for compensating the supervisor at a rate of \$11/hr.
- c. Scorekeeper Agreement – Clubs hosting games on Cushing Field are responsible for compensating the game scorekeeper at a rate of \$10/hr.
- d. Medical Personnel Agreement- Any club hosting a competition on campus is required to have an athletic trainer present during the event. The Assistant Director will schedule the athletic trainers for each event. The club is responsible for compensating the athletic trainer at a rate of \$30/hr.

# Travel

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All travel plans must be approved by the Assistant Director of Club Sports prior to departure.

Sport clubs that wish to travel for competition may do so if they follow the proper procedures:

1. A designated club officer must obtain a *Travel Authorization Form*, which can be found on [IMLeagues.com](http://IMLeagues.com). This form must be submitted at least one week in advanced of the date that the club wishes to travel. Information on the form should include: a detailed itinerary, drivers' information (including a copy of each drivers' license and insurance information), and a list of passengers. Out of state drivers must present proof of insurance prior to driving. If the car is not insured, the driver will not be able to take their personal vehicles to off campus activities and events.
2. Club members are responsible for:
  - a. Accident Reports- If anyone is injured during a club activity, an accident report must be submitted within 48 hours after the injury.
  - b. Post activity Report- this form must be submitted within 48 hours after the club returns from the trip. It should highlight results, trip specifics, and any problems encountered.

3. Travel advances may be available on a limited basis. One month's notice must be given. In all other cases, travel will be funded on a reimbursement basis. In order to get reimbursed, Sport Clubs must retain all receipts from their trip.

With proper authorization, examples of transactions eligible for reimbursement are:

- Lodging
- Gasoline (not mileage)
- Food
- Entry Fees
- Commercial Transportation

Receipts must be submitted for reimbursement to be approved. Examples of receipts or expenses that will not be accepted will include but will not be excluded to:

- Tips
- Oils/Repairs of personal vehicles
- Bar Bills
- Souvenir purchases
- Long distance phone calls
- Entertainment

### ***Campus Recreation Rental Van Policy***

The Department of Campus Recreation owns one 12 passenger that is used for recreational programming. This van will be made available to club sport teams on a limited basis. Van availability is not guaranteed, and will be granted on a first come, first served basis. Arrangements must be made with the Club Sport Assistant Director at least two weeks prior to the rental date. Van drivers must complete the National Safety Council's Defensive Driving Course prior to using the van. Campus Recreation will pay for this certification. Club must reimburse gas card for any gas purchases. This will be deducted from your account.



# Health and Safety

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In accordance with University policy, all club sport members are required to carry health insurance. Club members may be required to show proof of insurance coverage if deemed necessary by the Department of Campus Recreation.

## ***Safety Training***

Club leaders and coaches are responsible for ensuring club members' safety during off-campus practices and competitions.

The Department of Campus Recreation requires that two club officers and all club coaches are certified in the following:

1. CPR/AED
2. First Aid
3. Blood Borne Pathogens

All three certifications will be offered to club officers and coaches (free of charge) at the beginning of each school year. If officers and coaches are unable to attend the training dates offered by Campus Recreation, they will be responsible for obtaining the certifications elsewhere.

Failure of club officers to produce proof of each certification by October 1st will result in the termination of all club activity until certifications are obtained.

Failure of club coaches to show proof of certification by October 1st will result in an ineligibility to coach the team.

## ***Injury Reporting***

When a club member is injured during an off-campus club sport activity, a club officer must fill out an accident report and submit it to the Department of Campus Recreation. These reports can be submitted online via IM Leagues. The report must be filled out on the proper form and turned into the CRC within 48 hours of the accident.

# First Aid Kits

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Campus Recreation provides each of its club sport teams with access to first aid kits so that effective care can be delivered in the event of an injury or sudden illness. These kits are available for check-out at the Campus Recreation Center. It is the responsibility of the club to return the kit to the Campus Recreation Center within 72 hours of borrowing it. Once returned, the club is able to check-out a new, fully stocked kit.

## When to check-out a first aid kit:

- Clubs should ***always*** have a first aid kit with them when practicing/competing off-campus and at the Tsongas Center. In the event of an emergency, club members certified in CPR and First Aid should provide appropriate care. Accident Reports must be filled out and submitted to the Assistant Director of Club Sports within 24 hours of the injury/illness.
- Clubs practicing/competing on campus (Campus Recreation Center, Mahoney Gym, or Cushing Field) ***should not sign out a first aid kit***. The first aid kit and first responder medical care will be provided the supervisor or athletic trainer on duty.

## How to check-out a first aid kit:

1. Notify the Campus Recreation front desk staff that you are a club sport member interested in signing out a first aid bag.
2. The facility supervisor will provide you with a first aid kit as well as a form that requires you to fill out the following information:
  - Student Name, Club Name, Date/Time, & Signature
3. The club is responsible for returning the first aid kit within 72 hours of signing it out. If an excessive amount of supplies are used before the 72 hour period, we recommend exchanging your kit for a new one before your next practice. Clubs should contact the Assistant Director of Club Sports with any questions and special requests.
4. When returning a borrowed kit, the club is able to exchange it for a new, fully stocked kit. A club may not have multiple kits checked out at once.

# Equipment

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Equipment purchased with University funds become the property of the University and cannot be sold, traded or otherwise removed from club inventory without prior approval.

## ***Storage***

Club equipment should be stored in facilities designated by the Assistant Director.

## ***Equipment Manager***

Each club should designate an equipment manager who will be responsible for:

- Checking inventory and submitting a list to the Assistant Director twice per year: once at the beginning of the year and then again at the end of the year
- Marking equipment with UML name and number
- Issuing equipment to club members
- Inspecting, maintaining and repairing equipment as necessary
- Submitting damage and loss reports
- Collecting equipment from club members at the end of the year

# Additional Services Offered

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## *Recreational Sports Office Resources*

1. Duplicating Services- Flyers, announcements, and other club related materials may be duplicated at the Campus Recreation Center with prior approval of the Assistant Director. All flyers must meet appropriate guidelines for dissemination to campus. Only approved flyers may be posted around campus.
2. Meeting room access – Clubs may use the Campus Recreation Meeting Room to host Eboard and team meetings. Space is available on a first come, first served basis. Arrangements must be made with the Assistant Director at least 48 hours prior to the meeting.
3. Websites- Campus Recreation provides each club with its own University website. These sites can be located on the Club Sports webpage:

<http://www.uml.edu/CampusRecreation/Club-Sports/default.aspx>

These pages will serve as the clubs' primary website. External, privately hosted websites are discouraged. Club members may edit their club description and event calendar, make announcements regarding club sport activities, link social media pages, and add any additional information deemed necessary. Contact the Assistant Director for more information.

# Additional Requirements for Aquatic Sports

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Before beginning any activity in the water, all clubs using the Costello Pool or the Merrimack River must pass the basic swim test which consists of:

- Swimming four pool lengths (100 yards) without stopping.
- Treading water for five minutes.

Verification of each member passing the swim test will be validated by a lifeguard and documented (*see swim test form*). This form must be on file with Campus Recreation.

## Discipline

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Violation or non-compliance with Campus Recreation/University policies may result in disciplinary action taken against a sport club or individual members within a club. The following disciplinary guidelines have been put in place to help assist club leaders in ensuring that their club operates within the policies and procedures. Please note that while these

guidelines exist, disciplinary action is ultimately determined by the Assistant Director of Club Sports and Director of Campus Recreation.

### ***Minor Infractions***

Examples of minor infractions include but are not limited to:

1. Non-attendance of a SCC meeting by a club representative
2. Failure to submit club paperwork on time

The following steps *may* be taken following a minor infraction:

- **First Offense**
  - The club will be placed on probation for a designated period of time, or until the situation has been rectified.
  - The Assistant Director will notify the club representative of:
    1. The reason for probation
    2. The length of the probation period
    3. The possible consequences the club will face if additional infractions occur
- **Second Offense**
  - If a pattern of non-compliance develops, clubs will be disciplined according to major infraction guidelines.

### ***Major Infractions***

General examples of Major Infractions include:

1. Any action which is in violation of Campus Recreation/University policies
2. Any actions that does not comply with the Club Sport Code of Conduct

Specific examples of major infractions include but are not limited to:

3. Un-sportsman-like conduct towards officials or opposing players
4. Disruptive behavior on a trip
5. Misuse of club funds
6. Allowing ineligible individuals to participate in club activities
7. Use of alcohol or any other drugs during any part of a club activity, contest or travel

For all major infractions:

- A meeting with the club representatives, Assistant Director of Club Sports, and Director of Campus Recreation will take place. Disciplinary action will be determined based on the nature of the violation.

### ***Alcohol Related Infractions***

Possession or consumption of alcohol by any person affiliated with a sport club while participating in a university-sponsored activity is strictly prohibited. This includes but is not limited to:

- Practice sessions on or off the UMass Lowell campus
- Home contest on or off the UMass Lowell campus

- Travel from the time of departure until the time of return, which includes but is not limited to:
  - University, commercial or private carriers/vehicles
  - Hotels and restaurants
  - Athletic, commercial, and/or private facilities

It is the responsibility of the executive board of each sport club to acquaint their club members with this policy and to monitor policy adherence.

***Disciplinary Action***

This will include any or all of the following:

1. Probation
2. Loss of facility reservation
3. Loss of funding
4. Suspension
5. Loss of recognition by Campus Recreation

*\*Any club that loses its recognition will not be eligible to re-apply for recognition for two calendar years.*