

American University Club Sport Handbook
Revised 2024

AMERICAN
CLUB SPORTS

Table of Contents

INTRODUCTION.....	4
OFFICE AND ADMINISTRATION.....	4
CLUB OBJECTIVES AND REQUIREMENTS.....	5
PROGRAM.....	5
ROSTER.....	5
EVENT.....	5
FINANCIAL.....	5
MEMBER ELIGIBILITY.....	6
OFFICERS AND ELECTIONS.....	6
President Duties.....	7
Vice-President Duties:.....	7
Treasurer Duties:.....	8
Safety-Officer Duties:.....	8
PROGRAM STATUS.....	9
GOOD STANDING.....	9
ADVISORY.....	9
CORRECTIVE.....	9
SUSPENDED.....	9
DISAFFILIATED.....	10
CONDITIONAL.....	10
ELIGIBILITY DOCUMENTATION.....	10
CLUB SPORT COUNCIL.....	11
CSC Awards.....	11
RESERVING SPACE.....	12
Athletics and Recreation Space.....	12
Academic or Informal Campus Space.....	12
PURCHASING AND FINANCE.....	12
GENERAL.....	12
GEAR AND EQUIPMENT.....	13
DISBURSEMENT PAYMENTS.....	13
REIMBURSEMENTS.....	13
DUES.....	14

FUNDRAISING.....	14
SPONSORSHIPS.....	14
NON-COMPETITION RELATED EXPENSES.....	14
REFUNDS	15
TRAVEL	16
Alcohol and Substance Policy.....	16
Methods of Travel.....	16
Driving Policies	18
Lodging.....	19
Airbnb / Vrbo	19
NATIONAL TOURNAMENT COMPETITION	20
COMPLIANCE POINT SYSTEM.....	21
COMPLIANCE POINT PENALTIES	21
CONDUCT	21
Conduct Definitions:	22
FACILITY POLICIES	23
Jacobs Fitness Center / Cassell Fitness Center.....	23
Jacobs Field Complex / Tennis Courts / Greenburg Track	23
Massachusetts Avenue / 45 th Street Field	23
WEATHER POLICY.....	24
Jacobs Field Complex - Weather	24
Mass Ave Field - Weather	24
Lightning Policy	24
RISK MANAGEMENT.....	26
Tryout Waivers.....	26
Accident/Incident Report.....	26
Emergency Action Plan (EAP).....	26
Trip Plan	27
Athletic Trainers.....	27
MARKETING AND MEDIA	28
COACH ROLE AND RESPONSIBILITY.....	29
Coach Responsibilities.....	29

INTRODUCTION

The Club Sport Program at American University is comprised of student lead organizations that operate under the direction of the Office of Competitive Sports and Recreational Sports and Fitness. Each organization is tasked in coordinating their compliance with respective governing bodies and American University.

The contents of this handbook are meant to be used as a tool to assist all club sport organizations in having a successful competitive season. Each organization will rely on their elected officers to provide the required leadership, organization, and guidance to operate the club effectively.

This handbook may not be comprehensive, and all clubs are expected to reach out directly to the Assistant Director of Competitive Sports and Aquatics (ADSA) to utilize additional resources and support for solutions to unaddressed issues. It is the responsibility of all club officers to be familiar with the contents of this document and initiate the request for help when needed.

The Club Sport Program at American University is dependent on the effective cooperation between its student participant's and the administrator's that oversee the program. Administration must provide the club with clear expectations and knowledge of how to meet their expectations and objectives. While club organizations must remain compliant and keep an open dialogue with their program administrator's.

OFFICE AND ADMINISTRATION

The Office of Competitive Sports is in Room G-03 of the Bender Arena. This is the central location for everything Intramural Sports and Club Sport related. You will need your AUID to access the Jacobs Fitness Center, where you will head downstairs to the office.

Office hours are typically from 10am-5pm Monday & Friday and 12pm-7pm Tuesday, Wednesday & Thursday.

Phone: 202-885-3053

Address: 4400 Massachusetts Avenue NW

Sports Center G-03

Attn: Garrett Schmidt

Washington DC 20016

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CLUB OBJECTIVES AND REQUIREMENTS

The objectives listed below should be considered guidelines, not a complete listing of all program requirements. Each programs expectations include those set forth by the American University Code of Conduct, their respective governing body and constitutions, and the department of Recreational Sports and Fitness.

PROGRAM

1. Be a member in good standing within a governing body specific to that program's intercollegiate competition. That governing body is usually a league or organization, and it must be approved by the Office of Recreational Sports and Fitness.
2. Submit their respective bylaws or constitution of the Assistant Director of Recreational Sports before the end of the first week of class in the fall semester.
3. Maintain at least four officer positions responsible for the administration of club activities that include a President, Vice-President, Treasurer, and Safety Officer.

ROSTER

1. Have at least ten (10) members successfully registered and in good standing.
2. Clubs are responsible for auditing their roster and disallowing active participation from individuals or members who have not successfully completed their online registration which includes approval of their liability waiver and health insurance.
3. Many leagues must complete academic eligibility forms that require the authorization of the Assistant Director of Club Sports and the Registrar's Office. All clubs must provide this request no less than ten (10) working days before they are due.
4. Club Officers are responsible for their programs in compliance with all expectations, requirements, and policies outlined within the club sport handbook. They are encouraged to review this document with all club members and implement procedures to ensure compliance.

EVENT

1. All competitions in which a club member competes on behalf of American University is any capacity must receive prior approval from the Office of Competitive Sports. Clubs may not be permitted to compete within leagues or organizations who are not approved by the Office of Competitive Sport if they are deemed to not have the organization's best interest in mind.
2. All organized team activities (practices, competitions, meetings, fundraisers) are to be entered within the online team portal no less than ten (10) working days before the event.
3. Results from each competition must be entered within three (3) days following the last day of competition.
4. Each club must successfully attend at least four (4) competitions each academic year that may include league events, tournaments, or friendly competitions.
5. Each club is responsible for possessing an emergency action plan if a medical emergency occurs at any team organized activities. This includes but is not limited to providing care, documentation, and management of equipment.

FINANCIAL

1. Each club is responsible for maintaining an accurate and complete budget report within the online team portal.

2. Club dues should be collected and deposited to the office of competitive sports before the due's deadline each semester.
3. Each club in good standing receives an allocation to subsidize the cost of participating and reduce out of pocket expenses from club participants. To act in good faith and equitably amongst all other programs, each club is expected to generate revenue through dues and fundraising equal to 40%-50% of annual club expenses.

MEMBER ELIGIBILITY

1. Club Sport participants must be actively enrolled in at least one (1) credit to be eligible to participate in club sports in any capacity. Club Sport eligibility is determined semesterly, meaning students must be enrolled in fall classes to participate in the fall, and spring classes to participate in the spring.
 - a. *Each club's governing body may require that each athlete is registered for a minimum number of credits to be eligible to play in leagues or tournaments. This is typically twelve (12) credits undergraduate or six (6) credits graduate. Each club should look up their specific rules or ask their league representative.*
2. Members of faculty/staff may apply for affiliate club membership which may be approved on a case-by-case basis. Affiliate members are not eligible to compete in sanctioned events, hold office, or vote on club matters.
3. All participants and affiliate members must successfully complete their online registration before being eligible to participate in any team organized activities. As part of their registration, each club member must provide proof of personal health insurance. This must either be a membership card or certified letter of the provider and policy number.
4. All participants and affiliate members must pay at least the minimum required dues each semester.
5. Athletic Scholarships or "Due Waiver's" are not awarded by the Office of Recreational Sports and Fitness for Club Sport participation.
6. Intercollegiate athletes are eligible to participate in club programs that are dissimilar to their collegiate sport program except for any other regulations set by the NCAA, coaches, or compliance office. We encourage any interested participants to check with their compliance offer before joining.
7. Clubs may be limited in the number of participants they may roster; these clubs may have try-outs and make cuts from their program. No student shall be restricted from participating in any open tryout and tryouts must be communicated with the Office of Competitive Sports before they occur.
8. No student may be discriminated against or prevented from participating in club sports or tryouts based on their national origin, race, color, religion, disability, sex, age, beliefs, or background.

OFFICERS AND ELECTIONS

All clubs must elect a board of officers that will guide the program to successful completion of the objectives and responsibilities listed above. These positions are critical to the success and long-term viability of any program. Although each club's officer board and process may differ, the list below are policies required from each club.

1. Only dues paying members in good standing of the spring semester are eligible to cast a vote.
 - a. Students who find themselves studying abroad may run for office but are unable to vote unless they meet the criteria above.
2. All officer terms begin and end the Monday following UG/G commencement each year. This is typically the 3rd Monday in May.
3. Election results must be submitted to the Office of Recreational Sports by 11:59pm by the 3rd Sunday each April for the following academic year.
4. In the event an officer position becomes vacant, the club must hold a special election and submit the results of which within ten (10) working days.
5. Although each club may have an unlimited number of officer positions, the following four (4) are required and no person may fill more than one role.
 - a. President
 - b. Vice-President (2nd in Succession)
 - c. Treasurer (3rd in Succession)
 - d. Safety Officer (4th in Succession)

President Duties

- Serve as primary liaison to the Office of Competitive Sports.
- Serve as primary liaison with the league, conference, and/or governing body.
Reviewing and understanding the club sport handbook.
- Oversee participant eligibility with of office of competitive sports and any governing body. Ensure the club meets its department and governing body requirements.
- Provide proper leadership to the club members and future officers to ensure a smooth transition.
- Identify unsafe conditions and situations that may violate a policy, law, or jeopardize a member's well-being and intervene/report.
- Schedule all general club and officer meetings to ensure program objectives are being met and discuss program business.

Vice-President Duties:

- Assist the President with assigned duties.
- Serve as the liaison of the program when the President is unable to.
- Reviewing and understanding the club sport handbook.
- Identify unsafe conditions and situations that may violate a policy, law, or jeopardize a member's well-being and intervene/report.
- Maintain an accurate and complete Event section within the online team portal for all organized team activities. This includes but is not limited to event details, travel information, and results.
- Audit all website and social media accounts to confirm that all log in information and contact information is up to date.
- Facilitate a smooth and effective transition of duty and prepare any necessary transitional documents for the new officers each year.

Treasurer Duties:

- Maintain an accurate and complete Budget section within the online team portal for all program transactions.
- Create an annual operation budget, including projected income and expenses.
Maintain inventory records of all club equipment and uniforms.
- Approve all club expenditures and purchase orders for the program.
- Facilitate the dues collection procedure each semester and personally deposit them to the office of competitive sports.
- Identify unsafe conditions and situations that may violate a policy, law, or jeopardize a member's well-being and intervene/report.

Safety-Officer Duties:

- Maintain an active Adult CPR/First Aid/AED certification throughout the officer term.
Educate all club participants on the associated risks of club activities and provide them with the proper techniques or instruction to participate safely.
- Inspect and keep an inventory of all safety equipment which includes but is not limited to the first aid kit and program owned protective gear.
- Develop, maintain, and share with their program an emergency action plan for all team organized activities and a trip plan for events held off campus.
- Inspect the weather report prior to all outdoor team activities or travel and determine their impact on safety.
- Document any accidents and/or incidents during organized team activities and submit them to the office of competitive sports within 24 hours after the occurrence.
- Identify unsafe conditions and situations that may violate a policy, law, or jeopardize a member's well-being and intervene and report.

PROGRAM STATUS

Club Sport programs may be categorized into any of the six (6) categories listed below. The program status may define the resources and permissions available to the program through the Office of Recreational Sports and Fitness.

GOOD STANDING

- Eligible to receive an allocation from American University.
- Fulfilled the objectives and requirements outlined in the Sport Club handbook.
- Score GOOD or better on the previous year's compliance point scale.
- Teams in GOOD STANDING are eligible to apply to attend their respective national tournaments.

ADVISORY

- Teams placed on ADVISORY status failed to meet their club objectives and requirements but were otherwise a well-functioning club.
- Eligible to receive an allocation from American University.
- Failed to complete the annual objectives and requirements as outlined in the Sport Club handbook, compliance point rubric, and/or committed a policy infraction.
- Scored POOR rating on the previous year's compliance point scale.
- Scoring POOR on consecutive compliance points rubrics may result in a team being placed on CORRECTIVE status.
- Teams in ADVISORY standing remain eligible to apply to attend their respective national tournaments.

CORRECTIVE

- Teams placed on CORRECTIVE status failed to meet their club objectives and requirements, were derelict in their compliance and/or committed a conduct infraction. Clubs placed on corrective status will meet with the Recreational Sports and Fitness Administration to develop a game plan to meet all objectives. They must meet all the criteria to return to GOOD STANDING
- Eligible to receive an allocation from American University but it may be reduced.
- Some organized team activities may be restricted.
- Failed to complete the annual objectives and requirements as outlined in the Sport Club handbook or committed a policy infraction.
- Scored BAD or worse on the previous year's compliance point scale or have scored POOR in consecutive years.
- Teams that fail to score GOOD while on CORRECTIVE status are subject to SUSPENDED status.
- Teams in CORRECTIVE standing are not eligible to apply to their respective national tournament.

SUSPENDED

- Teams placed on SUSPENDED status have either continuously failed to meet their club objectives and requirements or have committed serious conduct infractions outlined in

the Club Handbook or Student Code of Conduct.

- Teams on SUSPENDED status are not considered active and are not permitted to engage in organized team activity.
- Teams placed on CORRECTIVE status who fail to score GOOD or better are eligible to be placed on SUSPENDED status.
- SUSPENDED status may last no less than one (1) academic year.
- Not eligible to receive an allocation from American University

DISAFFILIATED

- Teams that have been inactive for two consecutive years or committed a serious conduct infraction outlined in the Club Sports Handbook or American University Code of Conduct. Clubs placed on DISAFFILIATED status are effectively closed and must reapply to become a recognized club.
- Clubs that are disaffiliated may not be eligible to reapply to become a recognized club until four (4) years have passed from their DISAFFILIATED date.

CONDITIONAL

- Students interested in forming a new sport club program must submit a proposal during the application window each year from January 1st to March 1st. Applications are subject to approval by the Club Sport Advisory Council and the ADSA.
- New club programs who have been recognized by Recreational Sports and Fitness are automatically placed on CONDITIONAL status.
- Each program will have a two-year period to successfully complete the objectives and requirements of new clubs. After their first year, new programs either graduate to GOOD STANDING or are extended another year in CONDITIONAL standing.
- Are not eligible to receive an allocation from American University.
- Have two-year period to meet the annual objectives and requirements as outlined in the Sport Club Handbook.
- Have a two-year period to score GOOD or better on the previous year's compliance point scale. Teams that fail to graduate from CONDITIONAL status after two-years are DISAFFILIATED.
- Teams on Conditional standing are not eligible to apply to their respective national tournament.

ELIGIBILITY DOCUMENTATION

Many of the governing bodies in which you compete will require your club to submit a document confirming the enrollment status of each of your competitive members. Each sport is different, and this may need to be done each semester, year, or before being eligible for any tournaments.

Please review your organizational bylaws and coordinate with the ADSA to complete your documentation in time. All Enrollment/Eligibility documents should be submitted to the ADSA via email ten (10) business days before it is due.

CLUB SPORT COUNCIL

The Club Sport Council (CSC) was founded to provide a mechanism where the club sport athletes of American University have a dedicated student representative to advocate on their behalf regarding matters of policy, administration, membership, budget, and discipline. The guiding philosophy is "students helping students", in that club sport athletes may have a peer that would effectively communicate their needs to the administrative staff of the Office of Competitive Sports that oversees all Club Sport Programming.

Each club program in good standing may nominate one (1) member of their club each year to serve on CSC which is then voted on by the general club sport student body.

Additional information for CSC can be found by reading their constitution located on the department website.

CSC Awards

Each year CSC has the privilege of announcing a Club Sport Athlete of the Year, Club Sport Person of the Year, and Club Sport Program of the Year. The process of nominations and selection will be outlined below.

Athlete of the Year

This award is to recognize the club sport athlete that demonstrated exceptional performance in their respective sport during sanctioned competition.

Person of the Year

This award is to recognize the club sport athlete that demonstrated exceptional commitment, respect, and care for their club program and teammates. The person of the year should be a model for other club members for what it means to be a leader, teammate, and club sport athlete.

Program of the Year

This award is to recognize the club sport program that best demonstrates the values and culture of a Club Sport at American University. The club should engage and empower all its participants, be active and engaged on their campus and community, and be a model for others for operations and organization.

The ADSA will provide to CSC the top three (3) compliance point earners for the academic year for consideration of Program of the Year.

In addition to being recognized as the Program of the Year, the program will be eligible for an award that does not exceed \$500 from the CSC award budget.

RESERVING SPACE

Athletics and Recreation Space

At the end of each semester, teams will be asked to provide their requests for use of Athletics and Recreation space on campus. In those facilities, Athletics and Major University Events receive priority.

Athletics and Recreation Space includes:

Bender Arena	Tennis Courts	Jacobs Fitness Center Studio
Jacobs Field Complex	Outdoor Basketball Courts	Cassell Fitness Center Studio
Massachusetts Avenue Field	Sand Volleyball Courts	

**In shared use facilities with other club programs, priority is awarded to teams in the order of compliance points.*

Academic or Informal Campus Space

Recognized American University student groups and organizations can submit their own space requests using the [EMS Scheduling Program located in your myAU portal](#).

Each club is limited to one (1) space requestor per organization. The requestor must submit a [WebApp Requestor Access Form](#) before they are eligible to request space.

If you're having trouble scheduling a space, the ADSA can assist you if provided a two-week lead time.

PURCHASING AND FINANCE

All purchases, contracts, or agreements intended to be expensed to a club program budget must receive the expressed written approval of the Office of Competitive Sports administrative staff prior.

Any payments made or agreements/contracts entered without prior approval will not be recognized, reimbursed, or honored by American University Club Sports Programs.

GENERAL

Any purchases made using club program funds must either be purchased during a meeting with the Assistant Director of Competitive Sports or through the submission of a purchase order form.

- All Purchase Orders are subject to review prior to purchase approval.
- Approval time may take 5-10 business days.
- Purchase forms should be submitted by the team's treasurer via email to schmidt@american.edu

Any equipment purchased using club program account funds becomes the property of American University.

GEAR AND EQUIPMENT

Team uniforms and athletic equipment can be purchased at a significant discount through our supplier [BSN Sports](#). Purchases can be made by scheduling a meeting with the ADSA or by submitting a purchase order.

Club programs should check with the Office of Competitive Sports before working with any equipment vendor. Club programs may not purchase equipment through vendors that violate any existing American University Sponsorship agreements or licensing agreements. Violations may result in immediate corrective action and potential frozen funds.

DISBURSEMENT PAYMENTS

Disbursements are categorized as payments made to external vendors AFTER a service has been provided or when a registration payment is due. This include but are not limited to:

- Tournament Registration
 - Officials Compensation
 - League Membership
 - Athletic Training Services
 - Contractual Expenses
 - Coaches Payments
- Before a disbursement may be made, all external vendors must submit a Payee Registration Form if they do not already have an existing Vendor Account with American University. Lead time is typically 2-3 business days from submission.
 - Disbursement checks are processed by the University every Tuesday and all payments should be initiated through the Assistant Director of Competitive Sports. Lead time is typically 10-14 business days from payment submission.

IMPORTANT: Do NOT ever pay for services provided to American University Club Sports out of pocket. This is also known as "paying under the table" and is a form of tax evasion. The club will be subject to conduct penalties and the amount will not be reimbursed.

REIMBURSEMENTS

Reimbursements are categorized as PRE-APPROVED payments made by members of a club program related to expenses that could not be purchased through a Purchase Order, Disbursement, or any other means ahead of time. These include but are not limited to:

- Transportation Expenses for Organized Team Activities
- Gas for Rental Vehicles
- Mileage Reimbursements for Personal Vehicles (≤ 100 miles per event)
- Tolls
- Pre-Approved Fundraising Supplies
- Pre-Approved Subscription Based Services

Reimbursements must be submitted in person to the Office of Competitive Sports within fourteen (14) days of the last day of the event.

All reimbursements must be submitted with a signed copy of the Student Payment Certification

Form.

DUES

Each club treasurer is responsible for facilitating the process of dues collection. Each club program is responsible for forecasting their needs and setting their own due rates, but the Office of Competitive Sports requires that each program collects a minimum of \$25 from each member each semester.

Dues must be deposited physically at the Office of Competitive Sports by the dues deadline each semester. This is typically the fourth Friday of each semester.

Any checks should be made out to "American University" with the club's name written in the memo line. Treasurers should not endorse the check before depositing.

FUNDRAISING

All fundraisers should be entered into the events section of the club's online team portal. Any expenses related to fundraisers require a purchase order or prior approval to be reimbursed.

A drawing or other random method of distributing prizes may be used for fund-raising only if it is possible to obtain a chance without purchasing a ticket. If the only way to win a prize is by purchasing a chance, then this is gambling and is prohibited unless a permit is obtained from the DC Lottery and Charitable Games Control Board. Work with the Club Sports office to obtain the permit.

SPONSORSHIPS

Club programs are eligible to secure potential sponsors for events or uniforms.

All sponsors MUST have a sponsorship agreement on file that can be initiated through the Office of Competitive Sports.

No sponsors can conflict with existing agreements of American University or Athletics and Recreation.

NON-COMPETITION RELATED EXPENSES

Clubs may submit requests for social events hosted by the club if they meet the following criteria.

- The club uses club revenue to offset the cost. Social events should not be expensed to the University Allocation.
- At least seven (7) club members attended the social event.
- A list of participating club members including AU ID numbers is provided after the

event.

- The social activity is an organized team event approved within the team portal.
- The social event expense is approved.
 - Expenses are almost always categorized as food or grocery. These types of expenses should be regarded as special events. Participants must be prepared to incur the cost of food while traveling with the club.

REFUNDS

Club members may request a refund of the dues paid if they feel they are eligible. To be eligible for a refund, the club member must

1. Email the request to the ADSA.
2. Justify the refund request in written detail.
3. Not have participated in any organized team activities in the semester corresponding with the due payment.
4. Be in good standing with the club or organization and not be in possession of any team equipment.

TRAVEL

The Office of Competitive Sports assists club programs with their travel plans. All travel plans must be PRE-APPROVED and teams must have sufficient funds to cover travel expenses prior to the trips or accommodation(s) being booked.

Each club program should first enter all team organized activities within the event section of their online team portal. The Office of Competitive Sports then reviews each event and may approve/deny them.

Once they are approved, club program officers will then be able to enter the required travel information and initiate the process of making travel accommodations. Required travel information includes but is not limited to:

- Traveling Roster
- Method of Transportation
- Approved Driver's (If Applicable)
- Physical Address of Destination
- Travel Logistics
- Lodging (If Applicable)

Alcohol and Substance Policy

Regardless of local or federal laws, the transportation and/or consumption of alcoholic beverages or illegal substances are prohibited on American University Club Sport Trips. Evidence of consumption or use of these items by event hosts, lodging accommodations, digital evidence, or complaints submitted to the Office of Competitive Sports will be investigated and may result in jeopardizing the clubs Program Status and/or disciplinary action for individuals through Recreational Sports and Fitness, Student Conduct, and the Dean of Students.

Methods of Travel

Personal Vehicles

Club program participants may use their personal vehicles to commute to and from team organized events and competitions and be reimbursed for the milage driven.

- Team practices are not eligible for mileage reimbursements as there is no way to confirm they didn't drive alone. Drivers should instead look to passengers to recover any incurred transportation costs for regular practice transportation.

Mileage reimbursements may not exceed 100 miles for each event. Reimbursements are calculated on the current year's IRS Standard Mileage Rates. To receive a reimbursement, drivers must meet the following criteria:

- Achieve approved driver status on their online team portal PRIOR to the trip.
- Submit a justification map of milage driven in-person at the Office of Competitive Sports with their reimbursement paperwork.
- All trips MUST depart from campus (4400 Massachusetts Ave NW).
- All reimbursements must be submitted within fourteen (14) days of the last day of the event.

Rental and Car Services

Free2Move

American University Club Sports has a partnership with Free2Move to offer club teams an alternative mode of transportation. Drivers may purchase credits at a discounted rate and submit reimbursements request from their clubs operational account with treasurer approval. To utilize Free2Move:

- Achieve approved driver status on their online team portal PRIOR to the trip.
 - Download the Free2Move App.
 - Create a Free2Move account (drivers need to be 18+).
 - Use the CAR SHARING option to rent any car on demand available within DC city limits.
 - Make sure to check the \$1 insurance. (Club Sports will cover the insurance. Failure to check the insurance box will risk a \$500 deductible which will be paid out of pocket).
- Free2Move charges by the minute, pricing can be estimated at costs \$64 for 3 hours or \$102 for the day. Our discount typically provides 50% off these rates.
 - Drivers only need to pay for gas if you need to put it in the vehicle.
 - Free2Move vehicles can be driven outside of DC city limits, however, the meter runs until the ride is ended within the district.
 - Drivers may be subject to any traffic violations or tickets while driving or if they had parked incorrectly. Do NOT park F2M vehicles on campus M-F from 9am-5pm or in restricted zones within the district.

Enterprise

American University Club Sports has a partnership with Enterprise to offer club teams an alternative mode of transportation particularly for weekend trips. Vehicles can only be picked up from locations during their business hours. The enterprise at DCA National Airport usually works best as its 24 hours. To reserve an enterprise vehicle:

- Driver's must be 21 years of age.
- Anyone who may be driving the vehicle must be present at vehicle pickup.
- Gas expenses can be reimbursed. The vehicle must be brought back with the same gas level they were picked up with.
- Car rates start at \$48/day. Larger capacity vehicles and trucks are also available.

Rideshare

Rideshare services such as Uber/Lyft should be used as a last resort and only with prior approval from the office of competitive sports if possible.

Any costs for rideshare services to off-campus practices should be budgeted for through club revenue and are not eligible to be reimbursed through the University Allocation.

Rideshare reimbursements must depart or arrive from campus (4400 Massachusetts

Ave NW) and reimbursements must be submitted with the PDF summary of the trip which includes date, time, amount, and physical addresses.

- Screen shots of your phone will not be accepted as an alternative.

Charter Bus

The Athletics and Recreation Department has a special agreement with DC Trails Bus Company to provide a discounted rate for bus rentals associated with the department. Buses are available in 31, 48, and 56 passenger capacities. To secure a bus for Club use, the Club must submit in writing the following details to the Director of Business Operations at least 6 weeks prior to travel. The information needed will be the size of bus, date and time of departure, destination, and date and time of return. The fee for the bus includes all costs except gratuity for the driver. Lastly, the week of the trip a detailed itinerary will need to be submitted with all details and stops of the trip. Pricing for 56 passenger buses starts at \$2015 a day.

Airline Tickets

All airline travel is to be booked through the Office of Competitive Sports.

Any club program that is flying must be accompanied by a travel administrator. This is most typically a Recreational Sports and Fitness Staff member but may be a contracted coach with prior approval from the Office of Competitive Sports.

- Club Programs must budget for the travel administrator's airfare and accommodations through their program budget.

LARGE GROUP: Groups larger than nine (9) passengers must be booked through a travel agency. This typically takes ten (10) business days. Large group travel requests must be submitted no less than twelve (12) weeks before the departure date.

SMALL GROUP: Groups of nine (9) passengers or fewer must be booked no fewer than eight (8) weeks before the departure date. A travel administrator should be factored in as one of those nine (9) passengers.

Driving Policies

- All vehicle operators **MUST** be approved drivers within their online team portal **PRIOR** to the trip. Driver applications are processed in 1-2 business days.
- Drivers of personal vehicles must have a valid driver's license and automobile insurance policy.
- All travelers **MUST** wear seat belts or other approved safety restraint devices required by law while the vehicle is in operation.
- Drivers are forbidden from using a cellular phone for any purpose while operating the vehicle.
- Teams may not **PLAN** to drive between the hours of 12am and 6am. This should only occur in the event of an emergency.
- Organized team activities greater than five hundred (500) miles from American

University's main campus are deemed un-drivable and the program must determine alternative transportation options.

- For every four (4) hours of driving, drivers must take a 20-minute break.
- Any speeding tickets are the responsibility of the driver. If tickets are received in a rental car, the club account must be refunded within five (5) business days or club funds are subject to be frozen. Two speeding tickets of 10mph or less or one speeding ticket of 11mph or more in a rental vehicle will result in that driver losing their approved driver status.

Lodging

All hotel room accommodation is to be initiated through the Office of Competitive Sports and has a typical lead time of ten (10) business days. Our preferred booking partner is Hotels.com. Clubs interested in booking hotels should prepare the following:

- Full Name of a unique club participant to check in each room
- Check In Date
- Check Out Date
- Acceptable distance from event venue
- Total budget

Many hotels in MD and NJ require that someone over the age of twenty-one (21) must be listed to check into EACH room. If this could be an issue, it is recommended you call the property to confirm their policy.

All location policies must be observed and the consumption of drugs or alcohol in any accommodation is prohibited.

Any additional fees accrued through incidentals (room service, damage, etc.) are to be incurred by the occupants. If they are charged to the university card, they must be reimbursed within five (5) business days or club program funds may be frozen.

Upon check-in, most hotels will require a credit card to be provided for incidentals. Unless booked through the property, program members may have to provide their personal card in these circumstances.

Airbnb / Vrbo

Homestay services are not eligible to be paid in advance on University credit cards due to their fee structures. Club programs may use these services under the following criteria:

- Receive expressed written approval from the office of competitive sports prior to the date of the booking.
- When submitting a reimbursement request, include a list of all occupants and written justification of why this homestay was more cost effective than a hotel accommodation.

NATIONAL TOURNAMENT COMPETITION

American University is an institutional member of NIRSA, Leaders in Collegiate Recreation.

NIRSA conducts national championship events for Club Sports. If NIRSA is conducting a national championship in a particular activity, the Club Sports office will only support a Club Sport's participation at the NIRSA event. A Club Sport may not represent American University at a Non-NIRSA sponsored national championship unless there is no championship in that activity conducted by the NIRSA. The NIRSA currently conducts championships in Flag Football, Basketball, Soccer, and Tennis.

Clubs competing in national championships will incur the cost of the Assistant Director or other University official to serve as a travel administrator to the event. Clubs are required to contact the Assistant Director at the beginning of the season to discuss plans to participate in national tournaments.

With prior approval, a contracted coach may be eligible to serve as a travel administrator. Funds may only be used for individuals actively competing, a travel administrator, and up to one (1) coach.

COMPLIANCE POINT SYSTEM

The rubric used by the Office of Competitive Sports to determine each club's success in meeting the club program objective and requirements is referred to as the Compliance Point System. Each club is provided with that year's rubric at the beginning of the fall semester. Some items may be added, but the following metrics and values can be expected year to year.

The items on the Compliance Point Rubric are pass/fail. There are no points awarded for partial completion.

A team may view the Compliance Point Metric on the [Club Sports Website](#) at any time.

COMPLIANCE POINT PENALTIES

Clubs may be subject to loss of compliance points for violating club sport handbook or American University policies.

CONDUCT

Club Sport programs at American University are held to a high moral and ethical standard. Club operations are subsidized by American University with the understanding that that club programs are a model of behavior and responsibility.

The table below establishes the minimum penalties that will be assessed for various types of handbook violations, conduct violations, or incidents that may take place during or in affiliation with a club program event. Penalties are meant to serve as guidelines and may be modified at the discretion of the Recreational Sports and Fitness Department.

Level	Types of Violations	Minimum Penalties
Level 1	<ul style="list-style-type: none"> • Failure to submit paperwork on time. • Improper use of approved club logos. • Minor Violation of American University Good Neighbor Policy. • Minor Violation of Club Sports Handbook. • Misuse or dirty facilities used for organized team activities. 	<ul style="list-style-type: none"> • Written Warning • Minimum of 5 Point Deduction of Compliance Points • A 2nd Level 1 infraction in the same academic year may result in a Level 2 Penalty.
Level 2	<ul style="list-style-type: none"> • Failure to submit paperwork on time. • Improper use of approved club logos. • Major Violation of American University Good Neighbor Policy. • Minor Violation of Club Sports Handbook. (2nd Offense) • Misuse or dirtying of facilities used for organized team activities. 	<ul style="list-style-type: none"> • Corrective Action Plan • Minimum of 10 Point Deduction of Compliance Points • A 2nd Level 2 infraction in the same academic year may result in a Level 3 Penalty.
Level 3	<ul style="list-style-type: none"> • Violation of university or club specific weather policy. • Minor violation of club sport risk management policy. • Minor violations of member eligibility policy. • Minor violation of club sport travel policy. • Minor violation of American University Student Code of Conduct. • Negligent damage done to American University facilities or property. • Major Violation of Club Sports Handbook. • Negligent use of club funding. • Participation in an unapproved practice or competition. 	<ul style="list-style-type: none"> • Corrective Action Plan • Minimum 20 Point Deduction of Compliance Points • A 2nd Level 3 infraction in the same academic year may result in a Level 4 Penalty. • May result in immediate change to Corrective Club Status.
Level 4	<ul style="list-style-type: none"> • Major violation of club sports risk management policy. • Major violation of member eligibility policy. • Major violation of club sport travel policy. • Major violation of American University Code of Conduct. • Intentional damage to American University facilities or property. • Major Violation of Club Sports Handbook. (2nd Offense). • Intentional improper use of club funding. 	<ul style="list-style-type: none"> • Corrective Action Plan • Minimum 30 Point Deduction of Compliance Points • A 2nd Level 4 infraction in the same academic year may result in an immediate change to Suspended Club Status.

Conduct Definitions:

Minor Violation: An infraction of a policy that does NOT expose others to risk of physical harm or negatively impacts involved parties’ mental well-being.

Major Violation: An infraction of a policy that DOES expose others to risk of physical harm or negatively impacts involved parties’ mental well-being.

FACILITY POLICIES

All facilities on campus have their own policies that identify safe and appropriate use of that space. It is the responsibility of each club sport program to know these policies and actively enforce these (policies) amongst participants during organized team activities.

If club sport participants should observe other campus groups or external users violating these policies, they are encouraged to contact the ADSA immediately.

Below are some highlights of policies in commonly used facilities. A comprehensive list of policies can be found on our website or posted at the facility.

Jacobs Fitness Center / Cassell Fitness Center

- All participants using the facility must present their valid AU ID card at the Front Desk upon entering the Fitness Center.
- Appropriate exercise clothing and shoes are required for use of the Fitness Center. Shirts are to be always worn. Inappropriate clothing includes, but is not limited to sandals, flip-flops, jeans, suggestive clothing, and clothing with offensive language and/or graphics. To protect the floor in the Aerobics Room, only appropriate athletic shoes are permitted. High heels, dress shoes, and other hard-soled footwear or shoes leaving black marks are not permitted.
- The Fitness Center is a multi-use facility. Use of the Fitness Center as well as the pools and basketball courts are at times limited because of athletic team workouts, academic activity classes and special events. Please check the posted schedules and the web page for specific times of these restrictions.
- Personal Training or Group Fitness Training is restricted to only those individuals that have been specifically employed by American University for the purpose of being a Personal Trainer or Group Exercise Instructor.

Jacobs Field Complex / Tennis Courts / Greenburg Track

- Alcohol, tobacco products, or any amplified sound devices are prohibited.
- Cleats (rubber/metal) are NOT permitted on the Jacobs Field Turf. Athletic shoes or turf shoes with less than .25" thread only.
 - o Use the pencil test.
- Scheduled activities always take priority.

Massachusetts Avenue / 45th Street Field

- Alcohol, tobacco products, and any amplified sound that exceeds the limit outlined in the good neighbor policy is prohibited.
- Inclement weather may result in all scheduled activities being canceled. Please review the "Weather Policy" section of the Club Sport Handbook.

WEATHER POLICY

Jacobs Field Complex - Weather

Club organized activities are permitted while it is raining, however, all activities should be postponed in the presence of lightning or standing water on the playing surface.

Mass Ave Field - Weather

Any club activities on Mass Ave Field should be cancelled if any of the following criteria are met.

- There is standing water on the field.
- The accumulative rainfall within a 24-hour window from the projected END time of the event is equal to or greater than .25".
- If there is a lightning strike within 8 miles of campus after your event has begun

Lightning Policy

The safety officer is responsible for reviewing the weather forecast before the start of any outdoor team activity or event. The Vice-President serves this role in their absence, and then the President.

When lightning is detected within an eight (8) mile radius from the site of competition the event will be suspended, and athletes and spectators should immediately move to the nearest designated **safe structure**.

Reeves Field/Track/Tennis Courts – Bender Arena

Jacobs Field Complex – The Letts/Anderson Hall Parking Structure

Mass Ave. Field – Katzen Garage or Katzen Arts Center

Off Campus – The Safety Officer should identify an appropriate **safe structure** (*a substantial building with electricity or plumbing or an enclosed, metal-topped vehicle with windows up*). location before the start of the event if the chance of lightning is in the forecast.

Activity will not resume until thirty (30) minutes have passed since the last detected lightning strike within the eight (8) mile radius.

Lightening Tracking

The preferred method of tracking lightning strikes is the use of the Weather Bug App and it's Lightning Map.

If the Weather Bug App is not accessible, The "Flash-To-Bang Method" should be used.

- Once lightning is observed, begin the **flash-to-bang** count.
- A **flash-to-bang** count greater than **60 seconds** requires greater attention to the storm's status but does not necessitate the suspension of activity.

- When the **flash-to-bang count** is between **60-50 seconds** you should prepare to move to a **safe structure**.
- Once the flash-to-bang count reaches 40 seconds activity is immediately suspended and all participants should go to the nearest **safe structure**.
- When the **flash-to-bang count** reaches **30 seconds** everyone should already have reached a **safe structure**. During competition all play will be suspended at this point and both teams will seek immediate cover in the designated areas.
- When activity has been suspended, a period of not less than 30 minutes must pass from the last bolt of lightning with a flash-to-bang count of 40 seconds or less before it is considered safe to resume activity.

RISK MANAGEMENT

In addition to this section please review

- CLUB OBJECTIVE AND REQUIREMENTS: Roster
- CLUB OBJECTIVE AND REQUIREMENTS: Events
- OFFICERS AND ELECTIONS: Safety Officer Duties
- TRAVEL: Alcohol and Substance Policy
- TRAVEL: Driving Policies
- WEATHER POLICY

Tryout Waivers

For programs that have tryouts, a tryout waiver must be requested by the club and administered to each active participant. Active team members facilitating the tryout or participating in any way must complete their DSE registration prior.

Completed tryout waivers should be maintained by the safety officer and submitted to the Office of Competitive Sports within three (3) business days of the tryout date.

Accident/Incident Report

In the event an injury occurs, first aid was provided, or there was an emergency; each club program must submit an Accident/Incident Report to the ADSA within 24 hours. Events include but are not limited to:

- Injuries
- Vehicle Accident Reports
- Alcohol or Substance Violations
- Event in which club participants were exposed to potential physical harm.
- Events in which emergency services or police were contacted.

Emergency Action Plan (EAP)

All club programs should develop and share with their team members an Emergency Action Plan (EAP).

At a minimum, an EAP should include the following:

- Process for identifying an emergency.
- Process for initiating the EAP.
- Evacuation procedures and emergency escape route assignments.
- Accounting for all program participants after an emergency evacuation has been completed.
- Process of reporting the emergency and necessary contact information.

Trip Plan

It is encouraged that all clubs develop a trip plan for events that take place off campus. Most of the information required for a trip plan is required when submitting your event within the DSE Event Portal. However, the most basic trip plan should include:

- Itinerary of Events.
- Travel Plan.
- Travel Roster.
- Physical Addresses of all travel destinations.
- Contact list for use during emergencies.
- Name and address of closest facility that provides emergency medical services in proximity to the event location.

Athletic Trainers

Athletic Training services can be organized with the assistance of the ADSA upon request. Rates for an athletic trainer in the DMV region average \$56/hour.

Recreational Sports and Fitness requires that all **CONTACT** sports have an athletic trainer present for their home games/competitions/tournaments unless evidence that those services are being provided by the home site competition location.

CONTACT Sport at American University Include: Ice Hockey, Rugby – Men’s, Rugby – Women’s, Taekwondo, and Wrestling.

MARKETING AND MEDIA

All club programs are encouraged to develop a marketing plan each year to communicate and engage with the American University Community.

POSTED SIGNAGE: Should only be posted in approved spaces after prior approval. The Bridge has been great for this, while residence halls and the student center have space available for approved flyers only.

DIGITAL MEDIA: Club Programs are expected to maintain decorum on program branded and affiliated social media accounts and web pages. Infractions may result in conduct penalties.

LOGO USAGE: Club Programs may only use their approved club specific logos or American University Athletics and Recreation SECONDARY logos. All approved logos can be found [using this link](#).

FITNESS CENTER POLICIES:

- No posting within the permission of either The Assistant Director of Competitive Sports and Aquatics or the Assistant Director of Memberships and Promotion.
- Printed flyers may be brought to the office of Competitive Sports to be posted in our display board. Please bring five (5) copies.

MARY GRAYDON CENTER POLICIES: The following things are NOT allowed when posting flyers in MGC and will result in being taken down and possible loss of compliance points:

- No posting on the Bamboo walls or columns in MGC
- No posting flyers with anything other than blue painters' tape
- No flyer dumps on tables/counters anywhere in MGC
- Nothing on doors or windows
- Nothing on the black columns in the Tavern
- All posters/flyers must have the identifying student org or department on the flyer – the host unit for the event.
- Chalking on the stairs or walls of the building.

RESIDENCE HALL POLICIES

- Posting materials should be brought to the HRL front desk to be distributed to each of the halls. Students will not be permitted to enter residence halls in which they do not live to post their own materials.
- Posters about events/activities should not be posted earlier than 3 weeks from the date of the event and will be removed the day after the event occurs.
- IF YOU ARE HAVING HOUSING & RESIDENCE LIFE POST FOR YOU:
 - Printed materials should be brought to Housing & Residence Life main office located in Anderson Hall Suite #135. Please allow up to five business days for flyers to post in each community.

- Copies will be distributed to the Resident Assistants of each building for posting. Copies should be divided accordingly by the following building groups:
 - Anderson Hall: 20
 - Centennial Hall: 12
 - Letts Hall: 14
 - Hughes/McDowell: 13
 - East Campus: 14
 - Roper: 2
 - Leonard/Cassell:

COACH ROLE AND RESPONSIBILITY

If a club wishes to employ a coach or instructor, the following criteria must be met.

1. Paid coaches must complete a Professional Service Agreement (PSA) before any services are rendered.
2. Volunteer Coaches must complete a Volunteer Coaches Agreement before they are eligible to volunteer.
3. Coaches must submit a waiver form, a copy of their driver's license, and provide proof of medical insurance.

Coaching or instructing a club team does not denote employment of American University of the Department of Athletics and Recreation or serve as a qualifier for any employment benefits.

Coach Responsibilities

1. All coaches agree to abide by American University and Recreational Sport and Fitness Policies.
2. Coaches may not assume any responsibilities required of the club program officers.
3. Coaches must promote good sportsmanship from their players and be always a model of appropriate conduct during recognized club activities.
4. Coaches should communicate directly with their respective club presidents before contacting the ADSA.
5. Coaches may only be contracted on a semesterly or annual basis. Renewal of contracts is not automatic and up to club leadership.
6. Failure to meet any responsibilities or to act in a club program's best interest may result in immediate relief from their coaching duties.
7. Payment for completed services must be initiated by the club officers with the office of Competitive Sports. Payment is not processed automatically at the end of a contract and it must be confirmed that the contract was fulfilled.