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<tr>
<td>Monday</td>
<td>August 1</td>
<td>5pm</td>
<td>Fall practice schedule request due (limited)</td>
<td>Email</td>
</tr>
<tr>
<td>Saturday</td>
<td>August 27</td>
<td>3pm-5pm</td>
<td>Pitt Club Sports Activities Fair</td>
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<tr>
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<td>1pm–4pm</td>
<td>General Student Activities Fair (optional)</td>
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<tr>
<td>Sunday</td>
<td>August 28</td>
<td>5pm-6:30pm</td>
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<td></td>
<td>August 29</td>
<td></td>
<td>Club Sports Group Photo! Bring some of your gear to the meeting.</td>
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<tr>
<td>Monday</td>
<td>August 29</td>
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<td>Start of Class</td>
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<td>Monday</td>
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<td>Fall practice starts</td>
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<td></td>
<td>Labor Day – No practices</td>
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<td>September 6</td>
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<td>PCS Council Monthly Meeting</td>
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<tr>
<td>Wednesday</td>
<td>September 7</td>
<td>4:30pm-6pm</td>
<td>SGB Allocations/Money Management Meeting</td>
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<td>September 9</td>
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<td>Rosters due</td>
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<td>Outside Coaches/Instructors guest pass request due</td>
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<tr>
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<td>September 26-30</td>
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<td>November 15</td>
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OVERVIEW

CLUB SPORTS DEFINED

A sport club is a registered student organization that has been formed for the purpose of competing and/or participating in a particular sport. Many sport clubs exist because of the desire to continue participation in a sport by students other than varsity athletes. Each club’s level of competition or activity is unique, and is dependent on club leadership. Sport clubs are student-initiated, student-led and student-managed, providing an opportunity for the development of leadership and other life skills and to contribute to the overall college experience.

Competitive Clubs
Competitive clubs compete against outside competition, usually other collegiate clubs, as part of a structured regional or national league. Many competitive clubs have coaches, travel and play off-campus, and conduct regularly scheduled practices. Competitive club sports also typically involve a greater financial commitment and time commitment, both in number of days per week and a longer period of time for the season.

Recreational Clubs
Recreational clubs focus more on instructional aspects and recreational play of the sport or nature of the club/activity they are associated with.

MISSION

Pitt Club Sports at the University of Pittsburgh is dedicated to providing students safe opportunities for participation in a wide variety of sport activities, including activities that are competitive, recreational, and instructional in nature. Students are afforded leadership opportunities and experiences, as each club is organized, managed, and led by students. The program strives to contribute to the health, well-being, development, and education of students through involvement with sport club activity, while supporting those activities by providing use of Campus Recreation facilities and services.

ADMINISTRATION

Competitive and Recreational sports are registered through the Division of Student Affairs, and administered by the Campus Recreation Department, the Student Organization Resource Center in the Office of Student Life, and the Office of Student Conduct.

Participation in Pitt Club Sports at the University of Pittsburgh is voluntary. The University of Pittsburgh is not responsible for any injury, damages or property loss that may be sustained through participation in the sport club programs.
CONTACT INFORMATION

COMPETITIVE & RECREATIONAL SPORTS COORDINATOR
Whitney Jones
Baierl Student Rec Center
3030 Petersen Events Center
412-624-7421
whitneyjones@pitt.edu

CAMPUS RECREATION DEPARTMENT
Baierl Student Rec Center
3034 Petersen Events Center
412-648-8210
rec@pitt.edu
www.rec.pitt.edu

STUDENT ORGANIZATION RESOURCE CENTER (SORC)
833 William Pitt Union
412-624-7115
sorc@pitt.edu

STUDENT ORGANIZATION RESOURCE CENTER BUSINESS OFFICE
835 William Pitt Union
412-624-7116
sorc2@pitt.edu

UNIVERSITY PARKING, TRANSPORTATION & SERVICES
Forbes Pavilion
3525 Forbes Ave.
412-648-7690
autorentals@bc.pitt.edu
www.pts.pitt.edu

STUDENT GOVERNMENT BOARD (SGB)
848 William Pitt Union
412-648-7970
sgb@pitt.edu

OFFICE OF STUDENT CONDUCT
738 William Pitt Union
412-648-7910
usjs@pitt.edu
CLUB ADMINISTRATION/OPERATIONS

STARTING A NEW CLUB

When starting a new club or organization, you must adhere to the Guidelines for Registration on the SORC website, complete all of the requirements for registration including completing the online application, drafting a constitution and securing 10 members and a full-time faculty or staff advisor. Once completed, your application will be reviewed and approved by the SORC and the Office of Student Life.

MEMBERSHIP/ELIGIBILITY

Participation in a competitive or recreational sport club is limited to current University of Pittsburgh undergraduate and graduate students, faculty, and staff. Alumni, incoming students, and community affiliates are not permitted to participate. All members must comply with requirements of registration, the Student Code of Conduct, and any other requirements as identified by the Competitive and Recreational Sports Coordinator, the SORC and/or the Office of Student Life. Each club and club member must also adhere to the standards and requirements of their sport’s governing organization.

RESPONSIBILITIES

Club Registration
Must register within the registration period set by the SORC following your club’s officer elections. Officers must attend any mandatory officer meetings/trainings at the beginning of the semester.

Constitution
The club constitution should be updated yearly by the club officers and reviewed by the SORC.

Team Rosters
Every participating member must be included on the online roster. Any officer changes must be reported to the Competitive and Recreational Sports Coordinator and the SORC within one week of the change.

Liability Waivers
Any waivers, assumption of risk, and release of liability forms should be signed and returned by all members prior to the starting of any activity with that club. Agreement to Participate Forms can be accessed through the each organization’s CollegiateLink site.
LEADERSHIP/OFFICERS

In order to be eligible to hold an officer position within a club, the member must be a student enrolled in a degree seeking program as well as meet the University’s requirement for full-time status.

**Elections**
Based according to constitution but recommended that they take place annually towards the end of the spring semester

**Implementing New Officers**
Should elect president, vice president, business manager and secretary. Should be announced well in advance to allow for all potential candidates – nominations should be made and seconded. Report officer changes to coordinator of competitive and rec sports as well as office of student life with name, position, number, and email.

PITT CLUB SPORTS COUNCIL

The Pitt Club Sports Council was established during the summer of 2016 and will come into effect during the 2016-2017 academic year. The mission of the Pitt Club Sports Council is to unite the club sports as a cohesive unit, representing those students who aim to pursue a higher level of competition, sportsmanship, camaraderie, and leadership opportunity. The Pitt Club Sports Council meets monthly and will play a large roll in future club sports decisions, upcoming needs, wants, and concerns of the club sports teams, be an advocate and unified voice for club sports, and facilitate the growth and success of the program. New officers for the PCS Council will be selected at the end of each academic year.

COACHES/INSTRUCTORS/VOLUNTEERS

Clubs are permitted to utilize coaches, instructors, and/or volunteers to assist with the organization and development of their program. These individuals may be current student, faculty or staff members or non-affiliates. Coaches, instructors, and/or volunteers should not control the decisions and operations of student-run clubs. They are not employees of the University and are not receive the same benefits and protections that are provided to each club member. Additionally, all non-university individuals acting as coaches, instructors and/or volunteers should be regarded as independent contractors, who are liable for their actions with regard to the club. The student members are ultimately responsible for all of the decisions and operations of their club.

**Background Checks**
To ensure the safety of all club members and the University, background checks should be conducted on all non-University individuals prior to working with the club.
Facility Access
University of Pittsburgh athletic and recreational facilities are limited to current students, faculty and/or staff ONLY. Coaches, instructors and/or volunteers working with clubs on campus, must obtain a facility guest pass from the Campus Recreation Department in order to access any facility.

Compensation
Clubs are permitted to compensate coaches, instructors and/or volunteers, and may negotiate the terms by which they are paid. All paid positions require the signing of an Instruction Services Agreement. Agreements taking place on campus must be approved and signed by the Dean of Students. Agreements taking place off campus can be signed by the club officers. Payment for instructors conducting seminars can be applied for allocations from SGB, but compensation for coaches can only be paid with the club’s private funds.

PRACTICES/COMPETITIONS
Clubs are responsible for securing facilities for their practices and competitions, and may choose to use University facilities located on campus, or rent facilities located off campus provided by a third party. The Campus Recreation Department manages several facilities on campus that are available to club sports, though availability cannot be guaranteed. Clubs who wish to secure and rent facility space off campus can apply to receive funding from SORC.

In addition to submitting a game schedule file (Word/Excel) under the documents tab of the team’s CollegiateLink site, each competitive team will have to submit each individual competitions as an Event in CollegiateLink.

After all competitions, clubs are required to complete and turn in a post event evaluation. These forms can be found on the club’s CollegiateLink website as well as the department’s website and must be returned to the Competitive and Recreational Sports Coordinator within one week of return/completion.

FACILITY RESERVATIONS
The Campus Recreation Department operates various indoor and outdoor facilities that can be reserved by club and recreational sports teams. Sports teams may need to be flexible with practice dates and times due to scheduling Varsity Athletics, Intramural Leagues, and other University Events.

Requesting Facility Space
Prior to the semester, those clubs needing facilities from the Campus Recreation Department should email the Competitive and Recreational Sports Coordinator their request times. The coordinator will then schedule the practices, notify the clubs of their practice times, and the clubs will then input their request for practice space through EMS.
Requests need to be submitted at least one week prior, unless it is a tournament or large event. This needs to be completed at least a month in advance or as early as the organization knows about the event.

If the club or organization is not practicing or using the space, they need to submit their cancellation through virtual EMS no less than 24 hours in advance. If a tournament or large event is being cancelled, clubs must submit their cancellation through EMS at least a week in advance.

EMS Scheduling

- To reserve a facility managed by the Campus Recreation Department, requests must be submitted through virtual EMS, which requires a username and password.
- Only ONE member of the organization must be authorized to reserve space on behalf of their organizations and should be changed yearly with officer changes. All requests must be submitted via virtual EMS portal at this link: [http://ems.williampittunion.pitt.edu](http://ems.williampittunion.pitt.edu)
- If you are a new user, you will need to complete the online training for EMS and create an EMS username and password. Please note, your EMS ID will be your Pitt username and the password you use for your Pitt e-mail account.
- Once an account has been established, or if there is a previous account, go to [http://ems.williampittunion.pitt.edu](http://ems.williampittunion.pitt.edu), hover over the My Account tab and log in. Once logged in, hover over the Reservations tab and click on the Recreation and Athletic Space option. Read and review all reservation policies.
- Complete the “when and where” information, “location” information, and “details” information. Be as specific as possible and submit the request. A confirm/deny email will be sent to the account holder.

For questions regarding the facility reservation process, contact the Competitive and Recreational Sports Coordinator.

**CONTRACTS**

There are several instances in which contracts must be used. The SORC website details all premade University agreements that can be used for events happening on campus. All contracts for on-campus events must be submitted to the SORC Business Office at least 10 business days prior to the event. For any off-campus events or activities that require a contract signature, your club president is given authority to sign on behalf of your organization. Off-campus agreements or contracts should still be submitted to the SORC Business Office at least 10 business days prior to the event or activity for final review and payment processing.

**Instruction Services Agreement** *

Must be used for individuals providing services for instructional purposes e.g. dance instructors, choreographers, and martial arts demonstrations. These agreements require individual certifications, insurances and a complete criminal background check.
**Event Production Agreement** *
Must be used for individuals/companies providing services other than entertainers e.g. referees, sound companies, lighting companies, equipment rentals, and other individuals/companies providing services. These agreements may require individual insurances.

**Live Performance Agreement**
Must be used if a club is working with guest speakers, bands, musicians, dance groups, comedians, poets, and other live performers.

**DJ Agreement**
Must be used for DJ and Karaoke services.

* Agreements most commonly used by competitive and recreational sports

**UNIFORMS**

All registered sport clubs must follow the Pitt Logo Use Guidelines for Registered Student Organizations as outlined in Appendix III for all uniforms and apparel. All designs and uses of the University's trademarks on apparel must be approved by the University Licensing Manager. A University-approved licensed vendor must also be used for all purchases related to uniforms and apparel. A list of approved licensed vendors is available at [http://www.pittsburghpanthers.com/ot/pitt-licensing.html](http://www.pittsburghpanthers.com/ot/pitt-licensing.html).

**University Licensing Manager**
Lori Burens
(412)648-8338
Lburens@pitt.edu

**PLEASE SEE APPENDIX III FOR GUIDELINES OR VISIT THE CLUB SPORTS PAGE AT** [HTTP://REC.PITT.EDU](http://REC.PITT.EDU).
FINANCES

BUDGET/FINANCIAL PLANNING

Each club is responsible for the financial operations of their organization. This includes collecting team dues, receiving allocations, fundraising, equipment purchases, facility rentals, travel and other expenses. It is very important for club officers to maintain financial well-being in order to keep their club in good standing with the University.

Projecting the Budget

Financial planning is essential for student organizations and especially club sports. Clubs should set a projected budget, either for the entire year or for each semester. This will be helpful in determining the amount of dues to be required from each of your clubs members. Submitting an annual budget to SGB is recommended (though not mandatory) for clubs that know which events they will be planning; which tournaments, competitions, or conferences that they will be attending; or for other anticipated operating expenses. Each sports club is assigned a liaison from the Allocations Committee and they are encouraged to work closely with your clubs in explaining the process for budgeting and requesting funds. Clubs may also find it helpful to layout their practice, game, and tournament schedules in advance. This allows for group members to be organized with dates and deadlines and, therefore, their finances. This will allow groups to submit Allocations requests in a timely fashion before the anticipated event. Managing operating expenses is also important for groups that know they may need specific equipment or fees to be paid to a league or national organization.

Scheduling the Projected Income

After a club has determined their schedule for the semester/year, they will be able to calculate the amount of income that is needed to finance their goals. No matter the method used to generate income, all funds raised must be immediately deposited into the club’s University Account (see University Accounts) through the SORC office. It must be noted that the Allocations Committee will positively consider these income-generating efforts when determining funding.

UNIVERSITY/CLUB ACCOUNTS

Each registered sports club has a University Account managed through the SORC office. The University Account must be used for all organization transactions. This account consists of clubs Private Funds and SGB allocated funds.

Private Funds
Consist of money that a club raises on its own through dues, fundraising and donations. These funds can be used towards any type of expenses, excluding alcohol and tobacco products. You can also use your Private Funds as “overdraft protection” for allocated programs that do not receive enough funding.

SGB Allocated Funds
Are awarded to a club on a per request basis. These funds can only be used towards their allocated purpose. Funds may be allocated for league dues/insurance, equipment, competition expenses and travel. Any funds left unused at the end of the year are returned to SGB.

External Bank Accounts
Clubs are prohibited from maintaining an external bank account. This allows for funds to be safely managed by your officers and our staff, and prevents a potential mishandling of funds. Additionally, external banking institutions require a Taxpayer ID or Social Security Number for an account to be opened. Clubs are prohibited from using the University’s Tax ID and should not use an individual’s SSN to open an account.

Using an external bank account may have a negative effect on the SGB allocated funds that your club receives. The SORC Business Office provides the SGB Allocations Committee with total funds deposited by each club sport in dues, fundraising and donations for the previous year, which will aid in determining funding. Funds in an external bank account are unable to be verified in this way. See Appendix II for the SGB Sport Club Allocations Funding Policy.

TYPES OF INCOME

Member Dues
Dues can be calculated using a variety of the projected expenses, such as: transportation, lodging, registration fees, uniforms, equipment to be purchased, etc. Groups are not required to collect dues. However, if a group chooses to do so, they can specify the way in which dues are collected (i.e., groups may collect dues once a year, per event, or on a payment-plan basis).

Fundraising
Student groups must submit a Solicitation and Fundraising Event Approval Form to the SORC office before participating in any fundraising efforts. Popular methods of fundraising include: working with local restaurants and receiving a portion of sales during a specific time period, letter-writing campaigns, events specifically for fundraising, and crowd funding. Crowd funding campaigns must be initiated through the Office of Institutional Advancement.

Sponsorships/Donations
The Office of Institutional Advancement must approve all solicitation requests of sponsorships or donations from individuals and businesses. To accept sponsorships or donations from other University entities, groups may request an internal transfer of funds.

DEPOSITS/ALLOCATIONS

Cash/Check Deposits
The SORC office is able to take deposits of both cash and checks (made payable to the University of Pittsburgh). Most deposits of cash or check are usually for dues and
fundraising. If your club receives a donation, it should be processed through the Office of Institutional Advancement and then deposited into your clubs account. Please inform a SORC employee if this is the case.

To make a deposit, a club representative should bring all cash and checks to the SORC office as soon as possible after receipt, complete a Deposit Remittance Form, and will then receive a receipt after SORC employees have verified the total for deposit.

**SGB Allocated Funds**

If requesting Allocations, groups must follow the weekly deadlines for submission. Allocated funds are transferred to your University Account the first business day following final approval. The timeline for receiving allocated funds can take up to one week and depending on what the funds are allocated for, payment can take up to 10 business days in some cases. Please plan ahead! See Appendix II for the SGB Allocations Supplemental Request Timeline.

Clubs that do not use all of the funds allocated to them for a specific program may submit a Budget Modification to the Allocations Committee. If approved, this would allow the club to put those remaining funds towards another program or request that has not already been requested for.

**Deposits from Other University Accounts**

Clubs are eligible to receive funding from other University schools, departments, programs or resources. Any funding coming from another University entity can be directly transferred from their University Account to yours. Please have the administrator of that University entity contact the SORC Business Office to initiate the transfer.

Gifts or donations to your club that are processed by the Office of Institutional Advancement are automatically transferred into your University Account.

**DEBITS/WITHDRAWALS**

University Accounts are not like regular banking or checking accounts, in that you cannot withdraw cash at any time from the account like an ATM machine. There are 4 ways in which you can use the funds in your University Account. Choosing the right method of payment will largely depend on what is being purchased/has been purchased.

**Purchasing Card (P-card)**

This is a VISA card that can be used for any online purchases and works like normal credit card. This is the most preferred method of payment so students do not have to pay out-of-pocket for expenses. All payments must be made in the SORC office and a club representative must complete a P-Card Purchase Information Form while completing the transaction. An invoice and receipt must be included with the form, as well. Some examples of purchases are dues, equipment, jerseys, apparel, airfare, bus transportation, lodging, registration/entry fees, and other supplies related to your organization. There are
some restrictions placed on the card such as rental cars and food. Transactions from the P-card will be transferred to your University Account within 10 business days of purchase.

**Internal Transfer**
As with crediting your University Account, funds can be directly transferred to another University entity. Some examples of University entities you may need to transfer funds between are Intramurals and Recreation, Athletics Department, Facilities Management, The Pitt Shop and the University Store on Fifth. Please contact the SORC Business Office in order to initiate the transfer with the administrator of that University entity. Internal transfers are typically processed within 1 business day.

**Vendor Check Request**
This method allows a University check to be issued directly to a vendor from your University Account for goods/services that have not already been paid. This option is typically utilized for larger purchases that are impractical for someone to pay out-of-pocket for and cannot be placed on the P-card. In all cases, a detailed invoice and/or contract for service are required in order to have a check issued. Some examples of when to use this method are official/referee fees, off-campus facility rentals and. Vendor checks are typically processed and issued within 10 business days or as outlined in the associated contract.

**Reimbursement Request**
This method is used when expenses are paid out-of-pocket by a member of your club and need to be reimbursed to that person. This option is typically utilized when expenses occur last minute and we cannot use any other method available. All reimbursement requests require original and itemized receipts in order to be processed. A club officer must approve all reimbursement requests. Reimbursement requests are typically processed and issued within 10 business days.
RISK MANAGEMENT & INCIDENTS

ASSUMPTION OF RISK

Participation in Pitt Club Sports at the University of Pittsburgh is voluntary. The University of Pittsburgh is not responsible for any injury, damages or property loss that may be sustained through participation in the club sports program. This policy is outlined in the Club Sports Participation Agreement that each club member is required to sign.

PHYSICAL EXAMINATIONS

All individuals should receive a physical examination and be cleared to play before participating in a club sport. Individuals with health or medical conditions should not participate on a club if there is a serious risk of harming themselves or others. If an individual develops a health or medical condition, they should suspend participation with their club until they become healthy and cleared to play again. Physicals can be obtained on campus through the University Student Health Service.

INSURANCE

The University of Pittsburgh blanket insurance does not cover club sports or individual members within each club, regardless of their status as a student, faculty or staff member. As such, clubs and individual members should make sure they have the appropriate level of insurance for their respective sport.

  Medial Insurance
  All club members must carry medical insurance to cover the cost of any incident or injury that may occur.

  Club Insurance
  Each club must carry an appropriate level of insurance to project the organization and its members from any incident or injury that may occur. Club officers should become familiar with the coverage that is provided by their governing organization and pick up any additional insurance as recommended.

SAFETY

The safety and wellbeing of each club member and the University community as a whole is of utmost importance. Members should be aware of the risks associated with their club and should take measures to reduce and eliminate as much risk as possible. Failure to appropriately address safety related items can result in loss of facility time, cut in funding, probation, or termination of the club charter.

  Sport/Activity Guidelines
In an effort to minimize risk and appropriately manage injuries, each club should include and adhere to a set of safety guidelines and procedures to their bylaws. These guidelines and procedures should be in accordance with the University’s Emergency Procedures and the club’s governing body. Each club officer should familiarize themselves with these procedures and provide trainings to their members on a routine basis.

**Facility/Equipment**
Prior to the start of each practice or competition, members of the club should inspect the facilities and equipment, and notify the Campus Recreation staff of any maintenance or safety related issues. If extremely dangerous conditions exist, suspend club activity immediately, and contact University Police and the Campus Recreation Department.

**First Aid Kits**
Each club should carry a first aid kit for all practices and competitions, home and away. These kits should be inspected regularly and filled with the appropriate supplies as needed.

**Certifications**
Each club should have at least two members certified in First Aid, CPR/AED

**INJURY REPORTING**
All injuries that occur on campus or off campus to club members, including visiting clubs, must be reported (via email, phone or text) to the Campus Recreation Department immediately following the incident. A formal incident report must follow and should be submitted no later than 24 hours after the occurrence. Incident report forms can be found on each club’s CollegiateLink webpage.

**ACTION PLANS**
It is important for all club members to be familiar with various levels of injuries and the general procedures for handling each injury. In addition to the standard action plans provided below, each club should include an action plan to their bylaws for handling injuries specific to their activity.

**Simple Injury**
Examples include contusions, abrasions, bleeding, dizziness, illness,

- Gain consent and administer first aid, using kit kept on sight for practices and competitions.
- Control and/or reduce the injury and require patient to suspend play until their condition improves.
- Collect information for incident report (name, date, time, nature of the injury, and any other supporting information)
- Contact the Competitive & Recreation Sports Coordinator immediate (via email, phone, or text) and submit incident report to the Campus Recreation Department within 24 hours of the incident.
**Serious injury**
Examples include concussions, fractures, sprains/tears, asthma attacks, fainting.

- Gain consent and administer first aid, using kit kept on site for practices and competitions
- Control the injury and contact paramedics or arrange for transportation to a hospital
- Collect information for incident report (name, date, time, nature of the injury, and any other supporting information)
- Contact the Competitive & Recreation Sports Coordinator immediately (via email, phone, or text) and submit incident report to the Campus Recreation Department within 24 hours of the incident.

**Emergency**
Examples include cardiac arrest, seizure, unconsciousness, spinal injury

- Contact University Police (412-624-2121) or Call 911
- Gain consent and administer first aid if possible, immobilize victim until paramedics arrive
- Collect information for incident report if possible (name, date, time, nature of the injury, and any other supporting information)
- Contact the Competitive & Recreation Sports Coordinator immediately (via cell phone)
- Schedule follow up meeting with the Competitive & Recreation Sports Coordinator and submit incident report to the Campus Recreation Department within 24 hours of the incident.

**OTHER INCIDENTS**

In addition to injuries, clubs are responsible for reporting all major incidents to the Competitive & Recreational Sports Coordinator immediately following the occurrence. Examples include arrests & citations, substance abuse, accidents while traveling, safety/security issues, suspensions, and altercations with individuals or members from a different club or school.
CONDUCT

RESPONSIBILITY

As registered students participating in University sponsored activities, you are obligated to represent the University in a respectable manner and in accordance with the Pitt Promise and Student Code of Conduct. Specifically, the Pitt Promise states, “This commitment to civility is my promise to the University of Pittsburgh and its community of scholars.” This commitment extends to actions off campus and through social media outlets.

STANDARDS FOR STUDENT ORGANIZATIONS

Student organizations shall abide by all applicable federal, state, and municipal laws and University policies, rules, and regulations. They shall abide by all policies and procedures regarding membership, university sponsorship, and risk management as outlined in the Student Organization Registration Guidelines. These guidelines can be obtained through the Student Organization Resource Center.

ALCOHOL AND DRUGS

Registered Student Organizations must fully comply with all federal, state, and local laws, including without limitation the laws of the Commonwealth of Pennsylvania regarding the possession, consumption, distribution, and use of alcoholic beverages. Among other things, Pennsylvania law prohibits furnishing or providing alcohol to anyone under the age of twenty-one (21) and anyone under the age of twenty-one (21) from possessing or consuming alcohol, under any circumstances.

Participation in club or recreational sport activities including scrimmages, practices, and sanctioned games while intoxicated is prohibited.

Registered Student Organizations and their members are prohibited from the use of drugs, except for medicinal purposes, while or before traveling, competing/participating, or being a spectator at club events.

Notwithstanding anything contained herein to the contrary, each Registered Student Organization is responsible for compliance with this Policy, by itself and its members, including activities taking place anywhere, whether on or off campus.

Registered Student Organizations, and their members, will be responsible for compliance with this Policy by their guests (i.e., persons present at an Activity, but not a member of a participating Registered Organization).

The elected officers of each Registered Student Organizations are responsible for formulating and implementing internal rules and procedures specific to their own Registered Student Organizations, which shall ensure conformity with this Policy.
HAZING

Hazing at the University of Pittsburgh is considered a violation of the University’s Anti-Hazing Policy and Student Code of Conduct and Judicial Procedures, and is absolutely prohibited. Hazing may also be considered a criminal act in the Commonwealth of Pennsylvania.

**Hazing is defined as:**

Any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization operating under the sanction of or recognized as an organization by the University.

The term shall include but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property.

For purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be “forced” activity, the willingness of an individual to participate in such activity notwithstanding. Therefore, any student who causes or participates in hazing may be subject to appropriate University discipline and/or may be subject to criminal prosecution.

*Students and others are encouraged to report incidents, and suspected incidents of hazing. Reports may be made to the Pitt Police (412-648-2121) or the Student Conduct Officer (412-648-7910).*
CLUB TRAVEL/UNIVERSITY VEHICLES

After all competitions, clubs are required to complete and turn in a post event evaluation. These forms can be found on the club’s CollegiateLink website and must be returned to the Competitive and Recreational Sports Coordinator within one week of return/completion.

LOCAL/NATIONAL TRAVEL

All registered student organizations are required to adhere to the rules, regulations, and policies regarding travel as outlined by the Department of Parking, Transportation and Services. Please consult with the SORC Business Office for all local and national competition travel arrangements.

INTERNATIONAL TRAVEL

Any and all international travel by student organizations must be registered through the Study Abroad Office Travel Registry. Please contact the Study Abroad Office with any questions related to international travel.

Student Abroad Office
802 William Pitt Union
412-648-7413
abroad@pitt.edu

UNIVERSITY VEHICLES

All registered student organizations are eligible to use the University’s Fleet Services to rent vehicles for local competition travel. The policy below details the rules and regulations related to using University vehicles.

University Vehicle Policy
- Use vehicles for official stated purpose only.
- Operate University vehicle in accordance with University rules and regulations.
- Observe all applicable traffic laws, ordinances and regulations.
- Use safe driving practices at all times.
- Use seat belts at all times.
- Driver assumes all responsibility for fines or traffic violations.
- No smoking in University vehicles.
- Do not permit unauthorized individuals to drive or ride in vehicle.
- Ensure that all doors and windows are locked when vehicle is not in use.
- Inspect vehicle before leaving and after returning to the point of pick-up.
- Report any malfunctions to University.
- Report any accidents to the University and the proper authorities.
Noncompliance with the above guidelines may result in disciplinary actions up to and including Student Conduct Office review and may also jeopardize future usage of University vehicles by the student organization.

**Eligibility**
- Must have a valid Pitt ID card.
- Must be enrolled at the University and/or be an active student.
- Must have a valid driver’s license.
- Must be 21 years of age and have had a valid driver’s license for two years to drive a vehicle that seats 7 or less.
- Must be 25 years of age and have had a valid driver’s license for four years to drive a vehicle that seats 8 or more passengers.
- Must complete and sign the Drivers Release section of the Department of Motor Vehicles (DMV) Request for Driver Information form available at the SORC office. Information obtained from the DMV, including actions and violations, will be reviewed and may be used to disqualify individuals from a University vehicle.
- Must complete the Authorization for Student Organization Use of a University Vehicle that is available on the SORC website. The primary driver of the vehicle will be considered the responsible party.
- Must include a detailed itinerary that includes destination with driving directions.
- For round trips over 500 miles, an authorizing advisor must accompany the student(s). Exceptions to this requirement may be granted on a limited basis.
- For round trips over 500 miles, two approved drivers are required.
- Drivers must rotate every three hours.
- No more than 10 hours of driving can be completed during any one day.
- Driving between 11:00 PM and 6:00 AM is prohibited.
CLUB PROMOTING/MARKETING

WEBSITES

Clubs are encouraged to update their organization’s CollegiateLink profile which provides basic contact information, practice times, club descriptions, social media feeds, etc. All certified student organization social media sites and external web sites must identify the status of the student organization at the University of Pittsburgh by including the statement in a prominent location in its home webpage or other home site page: “A registered student organization at the University of Pittsburgh.”

SOCIAL MEDIA

Clubs and organizations can create their own Facebook, Twitter, Instagram, etc. accounts but they must be tasteful and up-to-date and comply with the University’s Code of Conduct. Clubs and Organizations are part of the University and therefore must represent the University’s mission statements. Social media website of the clubs will be monitored. Clubs can choose to have the Campus Recreation Department display their events through our Facebook/Twitter/Instagram page. Select events can also be pulled from the Student Events Calendar and posted to OCC Facebook, PittStudents Twitter and on my.pitt.edu.

EMAIL

Sports clubs can have their own email on top of their officer’s emails. This information should be displayed on the SORC directory and other websites that they maintain.

COPIES, FLYERS, MAILINGS, ETC.

Student organizations may use printing and copying services through the SORC office. Limited flyer and copying is free for clubs. Mail and faxing is free through the SORC office for student organizations. Flyer and copy information can be found at the SORC website.

OUTSIDE THE CLASSROOM CURRICULUM (OCC)

Registered student organizations are encouraged to have their sponsored events posted in the Outside of the Classroom Curriculum. This gives your student organization visibility and enables students who participate in your organization’s events to earn credit towards completing an OCC goal area. Student organizations may request for their event to be considered for OCC credit by submitting an event request through the organization’s CollegiateLink site.
CLUB SPORTS WAIVER/AGREEMENT TO PARTICIPATE

This is a legally binding release made by me, __________________________, [print full name] age, ______, to the University of Pittsburgh. I fully recognize that there are dangers and risks to which I may be exposed by participating in the practice, competition and/or other activities of the_____________________ (“Club”). Example of these dangers and risks are injuries or conditions including, without limitation, muscle or ligament damage, lacerations, abrasions, contusions and fractures, heart attack, as well as other injuries or conditions up to and including serious injury or impairment to my body, general health and well-being or loss of life. I understand that the University does not require me to participate in the Club or in these activities, but I want to do so, despite the possible dangers and risks and despite this Release.
I therefore agree to assume and take on myself all of the risks and responsibilities in any way associated with my participation in the Club. In consideration of and return for the services, facilities, equipment or other things provided to me by the University, I HEREBY RELEASE THE UNIVERSITY (and its trustees, officers, employees, and agents) FROM ANY AND ALL LIABILITY, CLAIMS AND ACTIONS THAT MAY ARISE FORM INJURY OR HARM TO ME, FROM MY DEATH OR FROM DAMAGE TO MY PROPERTY, IN CONNECTION WITH MY PARTICIPATION IN THE CLUB. I UNDERSTAND THAT THIS RELEASE COVERS LIABILITY, CLAIMS, AND ACTIONS CAUSED ENTIRELY OR IN PART BY ANY ACTS OR FAILURES TO ACT OF THE UNIVERSITY (or its trustees, officers, employees, or agents), INCLUDING BUT NOT LIMITED TO NEGLIGENCE, MISTAKE OR FAILURE TO SUPERVISE BY THE UNIVERSITY. I recognize that this Release means I am giving up, among other things, rights to sue the University for Injuries, damages, or losses I may incur. I also understand that this Release binds my heirs, executors, administrators and assigns, as well as myself. I further acknowledge, that to the best of my knowledge, information and belief, I am physically able to participate in the Club without any undue or unusual risk to others or me. I acknowledge that the University has recommended that I consult with, and have a physical examination conducted by, a physician before I engage in any of these activities. I have read this entire Agreement to Participate; I fully understand it and I agree to be legally bound by it.
Has the organization existed for less than or at least one year?

At least one

Has the organization opted into the new policy of allowing SGB to look at the group’s SORC account contributions?

No

$2000

Yes

Based on group contributions...

Based on group contributions...

What is my organization eligible to receive?

Roster Size | Max Cap
---|---
<50 | $10,000
50-59 | $11,000
60-69 | $12,000
70-79 | $13,000
80-89 | $14,000
90+ | $15,000

Subject to...

≤$15,000  (contributions/2)

> $15,000  (contributions/3)
Pitt Script Logo Usage Guidelines for Registered Student Organizations
Effective July 1, 2016

- Registered student organizations will be permitted to use the Pitt Script logo under the guidelines below.
- Registered student organizations may not use the Pitt Block logo, University Seal, Cathedral of Learning, or either Panther head. See page 5.
- All uniform, merchandise, and apparel requests must be submitted for approval to the Office of Trademark Licensing and must be purchased from a licensed vendor. See page 2.

1. PITTC CLUB SPORTS: Competitive and Game Day Uniforms
- Pitt Club Sports (PCS) are granted the privilege of using the Pitt Script logo under these guidelines and with approval. Pitt Club Sports may use the word PITT as part of their organization’s name. However, Pitt Club Sports that also have a varsity program at the University must denote “Club” in front of their sport name (e.g., baseball, basketball, cross country, football, gymnastics, soccer, softball, swimming/diving, tennis, track/field, wrestling and volleyball). **PCS will have two years to transition their competitive jerseys to these guidelines.**
- The PCS patch will be the primary logo for the Pitt Club Sports teams. See page 3.

**Permitted:**
- Use navy, Vegas gold, white, or black for competitive uniforms. **See color options and Pantone colors on pages 3 and 4.**
- Choose from three options for competitive uniforms. The PCS patch must appear on all PCS team uniforms. **See placement options on page 3.**
  1. Use the Pitt Script logo alone with the PCS patch placed on the jersey (can leave “Club Sports” on the banner of the PCS patch or change it to the team name—e.g., “Club Volleyball”).
  2. Use the Pitt Script logo with “Club ______” underneath it with the PCS patch. **See spacing and sizing options on page 6.**
  3. Use the PCS patch as the primary mark on the front of the PCS team jersey.
- Use **Helvetica Bold** in all caps for the sport name under the Pitt Script logo.

**Not Permitted:**
- Do not use the colors yellow and royal blue for competitive uniforms, apparel, or merchandise in conjunction with any University trademark.
- Do not manipulate the Pitt Script Logo in any way, including, but not limited to, turning it on its side. There may be no graphics that cover, clutter, or take away from the Pitt Script Logo.
- Do not use the Pitt Block logo, University seal, Cathedral of Learning, or Panther head designs.
- Do not use the Pitt Script logo on competitive uniforms **without also using the PCS patch.** See page 3.
- Do not use the Pitt Script logo on stationery (print or electronic) or business cards or in the return address of any printed piece.
- Do not use the Pitt Script logo on the masthead of print or electronic newsletters.

PITTC CLUB SPORTS: Noncompetitive Apparel
- Use of the PCS patch is not required on regular, noncompetitive apparel, but it may be used as the primary logo or added to another area of the apparel if the team chooses.
- PCS teams may use the Pitt Script logo with their team name underneath it in **Helvetica Bold** typed in all caps.
  1. Pitt Club Sports that also have a varsity program at the University must denote “Club” in front of their sport name (e.g., baseball, basketball, cross-country, football, gymnastics, soccer, softball, swimming/diving, tennis, track/field, wrestling, and volleyball). Otherwise, on noncompetitive apparel, teams without an affiliated varsity sport do NOT have to denote the word “Club” in front of their team name (e.g., lacrosse, hockey, hurling).
- Teams that have an approved preexisting logo may use it on their noncompetitive apparel.
- Alternate colors (excluding yellow and royal blue) for noncompetitive apparel may be approved.
2. OTHER REGISTERED STUDENT ORGANIZATIONS
Registered student organizations and noncompetitive club sports teams will be permitted to use the Pitt Script logo under the following guidelines.

Permitted:
• Use navy, Vegas gold, white, or black for competitive uniforms. See color options and Pantone colors on page 4.
• Use a self-designed logo that does not incorporate any University trademark.
• Use the Pitt Script logo with your organization’s name underneath it in Helvetica Bold in all caps. See spacing and sizing options on page 6.

Not Permitted:
• Do not use the colors yellow and royal blue for competitive uniforms, apparel, or merchandise in conjunction with any University trademark.
• Do not manipulate the Pitt Script Logo in any way, including, but not limited to, turning it on its side. There may be no graphics that cover, clutter, or take away from the Pitt Script Logo.
• Do not use the Pitt Block logo, University seal, Cathedral of Learning, or Panther head designs.
• Do not use the Pitt Script logo on competitive uniforms without also using the PCS patch. See page 3.
• Do not use the Pitt Script logo on stationery (print or electronic) or business cards or in the return address of any printed piece.
• Do not use the Pitt Script logo on the masthead of print or electronic newsletters.

3. SUBMISSION AND APPROVAL
• All merchandise and apparel requests must be submitted for approval to the Office of Trademark Licensing and also must be purchased from a licensed vendor. A list of approved licensed vendors can be found at pittsburghpanthers.com/ot/pitt-licensing.html or studentaffairs.pitt.edu/ir/clubs-sports/forms/.
• For questions relating to Pitt Club Sports, please contact:
  Competitive and Recreational Sports Coordinator
  Whitney Jones
  412-624-7421
  whitneyjones@pitt.edu

• To request permission to use the Pitt Script logo or for other questions about these guidelines, please contact:
  Office of Trademark Licensing
  Lori Burens
  412-648-8338
  lburens@athletics.pitt.edu
Pitt Club Sports Patch Color Options:

2 color logo
Pantone 289 and 4515

1 color logo
Pantone 289

1 color logo
Black

2 color logo reversed
Pantone 4515 and white

1 color logo
Pantone 4515

Pitt Club Sports Patch Blank Banner Color Options (place team name in banner):

2 color logo
Pantone 289 and 4515

1 color logo
Pantone 289

1 color logo
Black

2 color logo reversed
Pantone 4515 and white

1 color logo
Pantone 4515

Pitt Club Sports Competitive Jersey Logo Placement Options:
## Pantone Colors:

<table>
<thead>
<tr>
<th>Pantone 289 (navy)</th>
<th>Pantone 4515 (gold)</th>
</tr>
</thead>
</table>

## Registered Student Organization Options:

- BALLETT CLUB
- CLUB TENNIS

## Registered Student Organization Color Options:

- CHESS CLUB
  - 2 color logo
  - Pantone 289 and 4515

- CHESS CLUB
  - 2 color logo
  - Pantone 289 and 4515

- CHESS CLUB
  - 2 color logo
  - Pantone 4515 and white

- CHESS CLUB
  - 2 color logo
  - Pantone 289 and white
Inappropriate Uses of the Pitt Script logos:

- DO NOT ALTER SHAPE BY STRETCHING OR COMPRESSING
- DO NOT ROTATE
- DO NOT FLIP
- DO NOT CROP
- DO NOT APPLY ANY SPECIAL EFFECTS

Unapproved Logos:
Pitt Script Apparel Typeset Guides:

Pitt

RUGBY CLUB

Distance from the bottom of Pitt Script logo to the top of the text is equal to the cap height of text.

Text should be centered from the left side of the descender of the script "P" to the right side of the lowercase "L."

Font size should equal the distance from the top of blue serif "T" to the bottom of gold serif.

Pitt

BALLET CLUB

Pitt

MEN’S CLUB SOCCER