

The University of Rhode Island Club Sports Policies and Procedures Manual



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Table of Contents

[Table of Contents](#)

[Important Contact Information](#)

[Mission Statement](#)

[Purpose Statement](#)

[Section 1: Club Sports Program Administration](#)

[Section 2: Recognition of Club Sport Teams](#)

[Section 3: Club Membership and Participant Eligibility](#)

[Section 4: Club Sport Team Executive Board and Officers](#)

[Section 5: Club Sport Coaches](#)

[Section 6: Facility Reservations](#)

[Section 7: Practices](#)

[Section 8: Competitions](#)

[Section 9: Locker Room Policies](#)

[Section 10: Travel](#)

[Section 11: Medical Care](#)

[Section 12: Finances](#)

[Section 13: Fundraising](#)

[Section 14: Equipment](#)

[Section 15: Club Status](#)

[Section 16: Compliance/Fine System](#)

[Section 17: FERPA](#)

[Section 18: Standards of Conduct and Disciplinary procedures](#)

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Mission Statement

The University of Rhode Island Club Sports Program is a competitive recreational sports program for university students, designed to fulfill athletic needs not met by existing intercollegiate programs. The basic philosophy and key to the success of the program is the emphasis placed on season-long participation and competition. Each club is organized by students; coaches are selected by each team's executive board and perform without monetary compensation, unless funds are raised by the individual team specifically for that purpose.

Purpose Statement

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

The purpose of the Club Sports Program is to:

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

Section 1: Club Sports Program Administration

The Club Sports program is administered jointly by the Department of Campus Recreation and the Club Sports and Intramural Council (CSIC). Campus Recreation is a university department under the Division of Student Affairs. CSIC is a student organization recognized by the URI Student Senate.

Division of Student Affairs

The Division of Student Affairs at URI is made up of 9 Departments and is committed to creating inclusive and collaborative learning experiences that ignite a lifelong pursuit of knowledge, equity, justice, and well-being in every student. The Division of Student Affairs is led by the Vice President for Student Affairs. Departments in the Division of Student Affairs include: Campus Recreation, Campus Stores, Counseling Center, Dean of Students, Dining Services, Housing and Residential Life, Health Services, Memorial Student Union, and Talent Development.

Department of Campus Recreation

The Department of Campus Recreation is a department within the Division of Student Affairs at the University of Rhode Island. Campus Recreation is made up of 7 program areas, including: Aquatics, Club Sports, Fitness and Wellness, Intramural Sports, Open Recreation, and Sailing programs. Campus Recreation provides students with diverse experiences that enhance the quality of campus life through recreational opportunities that promote a lifelong commitment to health and well-being. We foster student success through engagement, collaborative learning experiences, and embracing individual interests and values that inspire a sense of belonging. The Department of Campus Recreation is led by the Director of Campus Recreation.

Assistant Director of Competitive Sports

The assistant director of competitive sports is a paid, professional staff member in the department of campus recreation who provides leadership and oversight for the University of Rhode Island's intramural and club sports programs. The assistant director is responsible for establishing the strategic vision for competitive sports, ensuring alignment with departmental goals, and fostering a safe, inclusive, and engaging environment for participants. The assistant director directly supervises the coordinator of club sports, coordinator of intramural sports, and the club sports fiscal clerk. The assistant director of competitive sports reports to the director of campus recreation.

Coordinator of Club Sports

The coordinator of club sports is a paid, professional staff member in the department of campus recreation who oversees all aspects of the club sports program. The coordinator is responsible for managing the day-to-day operations of the club sports office, developing the strategic mission and vision for the club sports program in cooperation with the assistant director, and serving as an advisor to all club sports teams. The coordinator of club sports directly supervises the club sports graduate assistant, club sports student staff, and all select club sports coaches. The coordinator of club sports reports to the assistant director of competitive sports.

Club Sports Fiscal Clerk

The Club Sports Fiscal Clerk is an administrative staff position in the Club Sports office. The position is paid for using funds from the CSIC budget. The Fiscal Clerk is responsible for processing all financial transactions for the Club Sports program, maintaining accurate financial records, and performing reconciliations of accounts. The Fiscal Clerk assists the Coordinator of Club Sports with the supervision of the student office staff. The Fiscal Clerk reports to the Assistant Director of Competitive Sports.

Club Sports Graduate Assistant

The Club Sports Graduate Assistant assists the Coordinator of Club Sports with the overall administration of the club sports program. The GA serves as the primary advisor to a select group of club sport teams. Additionally, the GA oversees the undergraduate student staff, team compliance, and travel arrangements. The GA reports to the coordinator of club sports.

Student Office Staff

The Club Sports student office staff provides administrative support to the Coordinator of Club Sports, the Club Sports Fiscal Clerk, and the Club Sports Graduate Assistant. These students are well-versed in club sports policies and procedures and are available to assist club officers.

Student Event Staff

The Club Sports student event staff are available to assist with home event operations. Staff can be scheduled to sell tickets, operate scoreboards, keep score, or do any other operational task. The event staff are supervised by both the Coordinator of Club Sports and the Home Events supervisor.

Club Sports and Intramural Council (CSIC)

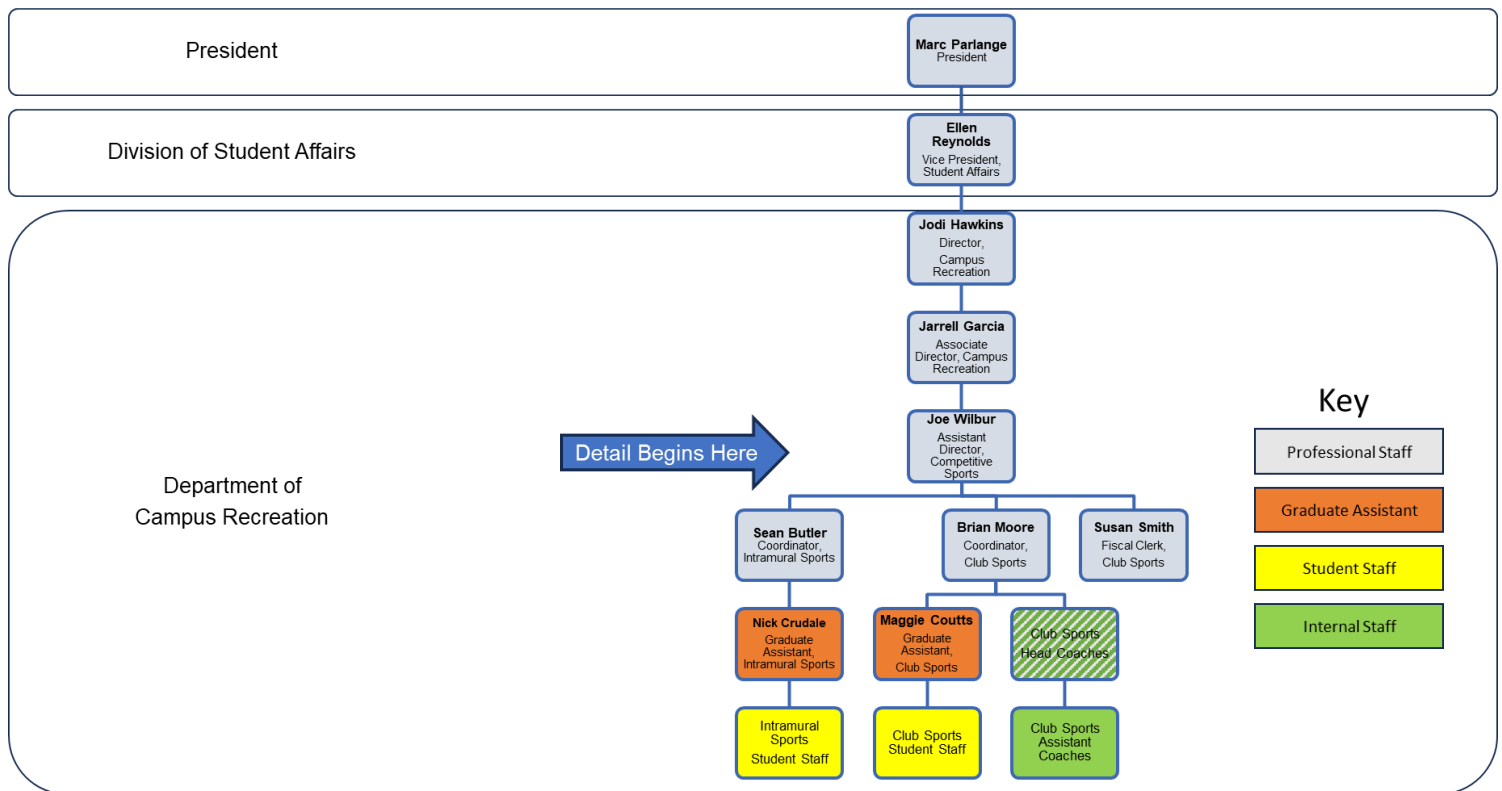
The Club Sports and Intramural Council (CSIC) is the student-led governing body for the Club Sports program. The Council works to ensure the proper support and success of its member teams and their student participants. CSIC is primarily responsible for recognizing club sport teams at URI, distributing allocated funds to club sport teams, advocating

for and advancing the interests of club sport teams at URI, and establishing policies. CSIC works closely with the Club Sports staff and the University to enhance the growth and development of the club sports program.

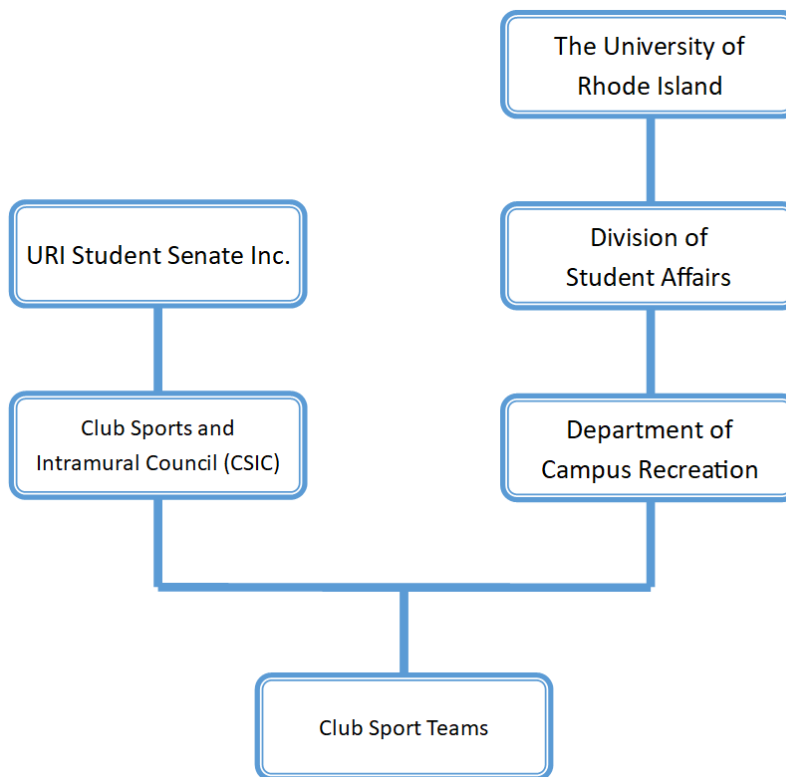
CSIC Executive Board

The Executive Board is the administrative arm of the Council and ensures its smooth operation. It is responsible for creating the Council's agenda, running regular meetings, recording minutes and Council actions, assigning subcommittee work, and planning events. The Executive Board meets regularly with the Coordinator of Club Sports to discuss key issues. The responsibilities of each position are established by the CSIC By-Laws.

Personnel Organizational Chart



Shared Governance Organizational Chart



Section 2: Recognition of Club Sport Teams

Criteria for Recognition

Each team must satisfy all of the criteria listed below in order to maintain their status as a URI club sport.

1. The mission and purpose of each club sport team must be athletic in nature and support the mission and purpose of the URI Club Sports Program and the Club Sports and Intramural Council (CSIC).
2. Team bylaws written in accordance with URI Student Senate guidelines must be kept on file in the club sports office and reviewed/updated every year. This document shall include but not be limited to a statement of purpose and objectives, membership requirements (including nondiscrimination clause), policy for the collection of dues (must be in accordance with URI Club Sports Dues Policies), statement indicating the club will abide by all University policies, procedure for maintaining continuity (articles of succession), a list of Officers and their duties/responsibilities
3. All teams must maintain sufficient membership. Sufficient membership is defined as at least ten (10) members and as many as are required to field a competitive team. Membership total must also be in compliance with league or national governing body policies.
4. Facility space for regular practice and competition must be available on-campus or within a reasonable distance from campus.
5. Collegiate and extramural competition must be available within a reasonable distance from campus
6. If the sport is a duplicate of an existing intercollegiate varsity sport managed by the Department of Athletics, the Club Sport Team must be approved by the Athletic Director and Vice President for Student Affairs.
7. The team is not funded independently by the URI Student Senate.
8. The team must be a part of a national governing body (NGB).
9. The team must have league, regional, and national competitions.
10. The team must be eligible for and actively compete toward a regional or national championship

Procedure for Recognition of New Club Sport Teams

1. Prospective teams must obtain and maintain status as a Student Senate-recognized organization for two (2) consecutive academic semesters before applying for recognition as a club sport.
2. Prospective teams must satisfy all of the criteria for recognition and uphold the mission and purpose of the URI Club Sports Program and the CSIC.
3. Teams seeking recognition as a club sport should submit a formal application to the Coordinator of Club Sports before November 1 of the Fall Semester or March 15 of the Spring Semester.
4. In conjunction with the CSIC Executive Board, the Coordinator of Club Sports will review and evaluate all applications to determine if the eligibility requirements are met and make a recommendation to the full CSIC for approval or disapproval.
5. The application and the Coordinator's recommendation will then be forwarded to the CSIC for review and a vote will be added to the agenda for the next scheduled CSIC meeting.
6. Members of the prospective team's executive board should attend the CSIC meeting to present their application and to answer any questions.
7. An affirmative vote of two-thirds (2/3) of the voting membership of the CSIC is required for recognition of a new team.
8. If a team is denied membership, the team can reapply once every two (2) semesters.
9. Newly recognized teams will serve a probationary period of one year

Section 3: Club Membership and Participant Eligibility

Non-Discrimination (per CSIC By-Laws)

Neither CSIC nor CSIC teams shall discriminate against any person on the basis of race, color, sex, gender, gender identity, gender expression, sexual orientation, age, handicap, national origin, religion, education level, socioeconomic status, or veteran status.

Transgender Participants (per CSIC By-Laws)

The Club Sports program firmly and unequivocally supports the opportunity for transgender students to participate in club sports. Transgender students shall be permitted to participate on teams that match their expressed gender identity. CSIC teams shall not discriminate against participants based on their gender identity.

Registration

Each participant must [register online](#) before participating in club activities (tryouts, practices, competitions). The club president and the head coach (where applicable) are responsible for ensuring that every participant is registered before participating in any club activity. Failure to ensure that all participants are registered will result in disciplinary action.

Individual Eligibility

1. All full-time matriculated undergraduate or graduate students in “good standing” at the University of Rhode Island shall be eligible for membership on a club sport team. The following stipulations apply:
 - Graduate students must pay an additional \$42 in dues, as the student activity fee that supports the CSIC is only levied on full-time undergraduate students.
 - Teams that hold tryouts and make cuts cannot have graduate students on their roster, as they would displace a fee-paying undergraduate student.
 - Part-time undergraduate students in their final semester prior to graduation shall be eligible for membership without incurring any additional fees.
2. Non-matriculated students who have graduated from high school, are enrolled in at least twelve (12) credits, and have a pending admissions application are eligible for membership on a club sports team for one (1) semester prior to matriculation, but must pay an additional \$42 in dues.
3. Community members and non-matriculated students who do not have a pending admissions application or who have not graduated from high school are not eligible for membership.
4. All league and/or national governing body regulations regarding individual eligibility must be followed in addition to the policy outlined above.

Membership Dues

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

Full payment of dues must be received by the first scheduled competition or by 5:00 PM on the second Friday in October, whichever comes first (**October 10th, 2025**). If dues are collected each semester, second semester payment must be received by the second Friday in February (**February, 13th, 2026**). Teams may seek an extension of the due date by writing to their advisor.

If an individual cannot pay their dues by the fall semester deadline due to extenuating circumstances, the team president must be notified. A payment plan may be created only with the written approval of the team president and the team's advisor. To establish a payment plan, a minimum of half of the amount due must be paid upon creation of the payment plan. The balance of the payment plan must be paid by 4:00 PM on the last day of classes of the Fall Semester (**December 9th, 2025**). If dues have not been paid by the deadline, or the payment plan becomes delinquent, the team will be notified via email that they are **FROZEN** and they will be prohibited from all activities except practice until the payment plan is brought current.

Dues are non-refundable, non-transferable, and must be paid in full. Participants electing to quit due to injury or other health issues will not be issued a refund or released from a payment plan without a doctor's note explicitly restricting athletic activity.

Failure to comply with the membership dues policies outlined above will result in the team being moved to frozen status.

Insurance/Physical Examinations

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

Hazing

Hazing is strictly prohibited. Hazing is defined by the [URI Student Handbook](#) as any action taken or situation created (willingness to participate notwithstanding) upon which initiation, admission into, or an affiliation with an organization is directly or indirectly conditioned and which produces mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities and situations may include, but are not limited to:

- Paddling in any form
- Extended deprivation of sleep or rest
- Extended isolation
- Exposure to the elements
- Consumption of any substance
- Physical and psychological shocks
- Quests, treasure hunts, scavenger hunts, road trips, or any other such activities
- Engaging in public stunts
- Morally degrading or humiliating games and activities
- Late work sessions that interfere with scholastic activities
- Any physical activity that is likely to adversely affect the physical health or safety of the student or any other person

Hazing should be reported by completing the [URI Hazing Report Form](#). All incidents of hazing must also be reported to the coordinator of club sports.

Rosters

A club team roster must be submitted to the Club Sports Office as soon as it is finalized and kept up-to-date at all times.

Membership Caps

Due to the fee-funded nature of the Club Sports Program, club sport teams cannot arbitrarily place restrictions on the number of members allowed to join. However, teams may limit membership due to national governing body or league rules, availability of facility space, or safety concerns. The Coordinator of Club Sports and the CSIC Executive Board must approve all membership caps.

Eligibility for Competition

Participants may be restricted from competition by the eligibility regulations of their team's association, league, and/or national governing body. Each team is responsible for ensuring these regulations are followed. If a team's governing body requires eligibility certification by the Office of Enrollment Services, the form must be submitted to the Club Sports office and requires a minimum of two weeks for processing. If league/NGB academic eligibility rules are more strict than URI's academic eligibility rules, the league rules will supersede URI's.

Section 4: Club Sport Team Executive Board and Officers

Club sport teams are governed by student-led executive boards. Each club sport team must have an elected executive board. Positions and responsibilities will vary from team to team and should be defined in each team's bylaws. Graduate students cannot serve as team officers. Below are the required and optional positions.

Elections/Officer Transitions

Each club sport team must hold annual elections for its officer positions. Elections must be held by secret ballot. The names and contact information for newly elected officers must be submitted to the club sports office by 4pm on the last Friday before spring break.

Newly elected officers assume authority annually on the first business day in May, or the first day following their team's final day of competition for that year, whichever comes last. Outgoing officers should use the transition period to train the incoming officers.

Required Positions

These positions are required and must be held by separate individuals. Responsibilities are listed below each title.

President:

- Serve as the primary contact and representative for the team
- Preside over and provide leadership/direction to the team
- Enforce and uphold all URI, Campus Recreation, Club Sports, and team policies

- Delegate responsibilities and tasks to other officers
- Schedule and lead meetings with other officers and coaches
- Meet with the Coordinator of Club Sports regularly to discuss day-to-day operations.
- Check the team mailbox in Mackal Field House at least once per week for correspondence
- Attend and/or send two representatives to scheduled CSIC meetings
- Provide a schedule of activities to be approved by the Coordinator of Club Sports
- Ensure that each student-athlete has registered online and signed all appropriate documents prior to participation in any club sport event and/or activity
- Assist the team treasurer in the development of an annual budget
- Schedule all club practices and competitions in cooperation with the Coordinator of Club Sports
- Assist in maintaining alumni communications and updates
- Approve all expenditures

Treasurer:

- Keep an accurate record of all club expenditures.
- Submit all dues and monies received from fundraising to the Club Sports Office within three (3) business days of receipt.
- Prepare all Intent to Purchase forms and Payment Requests
- Approve all expenditures
- Prepare an itemized budget for the upcoming academic year by the specified date
- Review club balances, deposits, and expenditures with the Coordinator of Club Sports.
- Uphold all financial rules/policies of the URI Student Senate, URI Foundation, and the University of Rhode Island.

Secretary:

- Maintain all team records and history
- Uphold and enforce the team by-laws
- Take minutes at all team meetings
- Maintain communication between team members and officers
- Send reminders to team members about upcoming events and deadlines

Alumni Relations:

- Keep an up-to-date list of alumni with contact information (email, graduation year, etc.)
- Send regular email updates/newsletters to alumni (season recaps, match highlights, fundraising efforts)
- Share team achievements, player spotlights, and upcoming events
- Manage or contribute to alumni-focused social media pages/groups
- Organize alumni events

Fundraising Chair:

- Set team fundraising goals
- Lead and organize all team fundraisers
- Collaborate with the Coordinator of Club Sports to execute fundraising activities

Optional Positions

These positions are not required but could enhance the operational efficiency and organization of a club sport team. Suggested responsibilities are listed below the titles.

Vice President

- Preside over all meeting in the absence of the President
- Temporarily (or permanently) fill any vacancies in other team offices that occur during an academic year
- Perform other duties as assigned by the President
- May be a separate position or a designation given to another officer (e.g. Treasurer, Secretary, etc.)

Travel Manager:

- Manage all team travel arrangements
- Submit travel request forms to the Coordinator of Club Sports
- Locate and reserve hotels for overnight accommodations
- Determine the safest and most cost-effective method of transportation (personal vehicles, rental vehicles, school bus, coach bus, air, train, etc.)
- Request excused absence forms for team members that will be missing class due to team travel

Marketing/Social Media Manager:

- Lead all marketing efforts for the team
- Manage the team's social media accounts
- Collaborate with the Campus Recreation Coordinator of Marketing and Memberships

Recruitment Chair

- Lead all team recruitment efforts
- Collaborate with Marketing/Social Media Manager to develop promotional material
- Communicate with incoming first-year students interested in club sports

Captain/Assistant Captain(s)

- "On-field" leader
- May be selected by popular vote OR the coaching staff
- Job descriptions will vary from team to team
- Could be a separate individual or also hold another leadership position on the team (e.g., President, Treasurer, Secretary)

Officer Training

All officers must complete the required training sessions (both virtual and in-person) to maintain their positions and to keep their club's status as active. Officers elected mid-year must complete all virtual training sessions within 10 days of their election.

Section 5: Club Sport Coaches

Each team is responsible for the selection of its own coach(es). The Coordinator of Club Sports must be involved in the selection process and approve the selection before an offer is made.

If deemed necessary, a search committee can be formed, and a national search can be conducted. Contact the Coordinator of Club Sports to organize the search process for a coach.

The role of club sport coaches differs in scope from that of a varsity coach. Although it is encouraged that the club sport coach takes an active role in assisting and participating in all aspects of the team, all coaches must understand that a club sport is a student-run organization. Coaches must only perform the duties assigned in their contracts.

All coaches must complete all required coach training annually.

Coaching Requirements

- All coaches must be approved by the Coordinator of Club Sports and the assistant director of competitive sports
- All coaches who work more than 5 days per semester must have a current adult CPR/AED & First Aid certification on file
- All coaches must meet the qualifications laid out in the job description developed specifically for each coaching position
- All coaches must pass a national criminal background check

General Coaching Responsibilities

All coaches must:

- Comply with their contract and the specific responsibilities listed therein
- Uphold all guidelines, policies, and procedures issued by: The University, the Department of Campus Recreation, the URI Student Senate, the Club Sports and Intramural Council (CSIC), and any relevant leagues or governing bodies
- Uphold and enforce the University's [policy on hazing](#)
- Uphold and enforce club-specific bylaws
- Conduct safe and well-organized practice and training sessions that enable club members to develop and improve their skills
- Meet regularly with the club's executive board to discuss goals of the club, expectations, and respective roles.
- Promote fair play and good sportsmanship at all practices, competitions, and team events
- Treat all club members, coaches, administrators, and officials with respect
- Refrain from using inappropriate language

- Comply with any directives or requests from the Coordinator of Club Sports, the Assistant Director of Competitive Sports, and/or their superiors
- Support the club sports mission, including student governance of club sport teams
- Attend all practices, competitions, and team events unless an alternate schedule is noted in their coaching contract
- Advise and assist student-leaders with team administration, including but not limited to budgeting, travel management, purchasing, equipment management, fundraising, and alumni engagement
- Report any behavioral, disciplinary, or other issues to the Coordinator of Club Sports as soon as they arise
- Complete all required trainings as directed by the Coordinator of Club Sports
- Keep copies of all required certifications on file with the club sports office

Coaches are prohibited from:

- Fraternizing with club members
- Engaging in romantic relationships with club members or other members of the coaching staff
- Usurping the responsibilities or authority of the club's student officers
- Conducting business on behalf of the club, unless explicitly authorized to do so in their job description
- Binding the club or the University to any agreement without the express permission of the Coordinator of Club Sports
- Signing any contract or official document on behalf of the Club or the University
- Representing the University in any official capacity outside of the responsibilities listed in their job description
- Using the University or Club's name or trademarks in the endorsement of commercial products or services for personal gain without the approval of the involved institutions

Team-Specific Coaching Responsibilities

Each team may, in consultation with the coordinator of club sports, develop a sport-specific job description for each of its coaches. The responsibilities for each coach will be included in the coaching contract. All job descriptions must be approved by the coordinator of club sports.

Coaching Contract

Upon approval, each coach must sign a coaching contract that specifically outlines agreements reached by the student officers, the prospective coach, the Coordinator of Club Sports and the assistant director of competitive sports. Included in the contract and job descriptions are detailed explanations, guidelines, duties & responsibilities, and clauses focusing on, but not limited to: payment, evaluations, and safety and risk management issues. Once approved and signed by all parties, the contract and job description becomes binding. **Coaches should not engage in any team activities until their contract is signed by all parties.**

Coach Evaluation

All coaches will be subject to an evaluation once per year. Evaluations will be completed immediately upon the conclusion of the team's competitive season. There will be 3 parts to the evaluation:

- Team Evaluation - Survey distributed to all members of the team
- Officer Evaluation - Evaluation form completed by the club's officers and submitted by the Club President
- Supervisor Evaluation - Evaluation form completed by the team's assigned advisor for head coaches and by head coaches for assistant coaches

Coaches will be evaluated in the following categories:

- Sport-specific knowledge and skills
- Leadership and Professionalism
- Communication and Responsiveness
- Policy Compliance

Evaluation Results

The raw results from the team survey will be shared with the team's executive board. The coordinator will meet with the team's executive board to review the results and complete the officer and coordinator evaluation forms. The results from all 3 parts of the evaluation will be shared with the subject coach. Assistant coach evaluations will be shared with the team's Head Coach.

The Coordinator of Club Sports and the team's executive board will collectively decide if a coach's contract will be renewed. The Coordinator of Club Sports reserves the right to refuse renewal to any coach's contract even if the team's board is in favor of renewal.

Section 6: Facility Reservations

Field Space

All field spaces must be reserved in advance for both practices and competitions. Practice schedules will be established on a semesterly basis. Competitions **MUST** be scheduled at least **three** weeks in advance.

Gymnasium Space

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

Meeting Rooms

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

Weight Room Reservations

Teams may request to reserve the Mackal weight room for exclusive usage during select times (usually early morning and late evening). Schedules will be created on a semesterly basis and priority will be given to teams that are currently "in season." The Coordinator of Club Sports will create the schedule on a first come, first served basis.

At least 10 members of your team must be present at each session in order for the weight room to be closed off to the public. Weight room time slots may be shared by multiple teams, as long as both teams approve.

Meade Stadium Reservations

Meade stadium may be used for club sport practices and games. Usage of Meade Stadium is governed by the [Meade Stadium Utilization and Reservation Policy](#). The following order of priority is given to entities requesting access to Meade Stadium:

- URI Football
- Other URI Varsity Sports (in-season)
- URI Club Sports (in-season)
- URI Intramural Sports
- URI Varsity Sports (not in-season)
- URI Club Sports (not in-season)
- Other URI Groups
- External Groups

The Coordinator of Club Sports will collect usage requests for club sports practices on a semesterly basis. Priority will be given to teams that are in-season. Usage requests for competitions should be submitted at least two weeks in advance.

Section 7: Practices

Practice Schedules

An official practice schedule must be submitted to the Coordinator of Club Sports once per semester. The Coordinator of Club Sports must be notified in the event that the practice schedule changes.

Off-Campus Practice Venues

All practice venues not owned or operated by the University of Rhode Island must be approved by the Coordinator of Club Sports in advance of the first practice. If there is a cost associated with utilizing the practice venue, a Purchase Order must be opened prior to the first practice.

Transportation to off-campus practice venues is the responsibility of individual team members. Drivers who use personal vehicles to travel to Club Sport practices, and their passengers are NOT covered by URI liability insurance. All members and coaches drive to these practices at their own risk. Drivers must have a valid driver's license and adequate liability insurance to cover passengers in the vehicle.

Official Practices

Official practices are mandatory practices. Teams may not hold official practices during final examinations or official university breaks without permission from the Coordinator of Club Sports.

Unofficial practices

Teams may schedule unofficial practices during reading days and final examinations. Attendance MUST be voluntary for all members.

Section 8: Competitions

All club teams are required to maintain a competitive schedule throughout the course of the season. Clubs must be mindful of their budget limitations in planning their schedules.

Competition Scheduling

All competitions must be [added to the team's official schedule](#). Home competitions must be scheduled at least three weeks in advance. Home competitions scheduled less than three weeks in advance will not be approved. Any competition that occurs without being added to the official schedule, will result in a \$500 fine per occurrence.

Facility Availability for Home Events

Teams are responsible for ensuring that their home facility is available for use prior to scheduling an event. On-campus facility availability can be confirmed by contacting the Club Sports Office.

Officials Scheduling

It is the responsibility of each team to secure qualified officials for all home contests. Officials must complete an [Officials Payment Form](#) as well as a [W-9 form](#) on the day of the event in order to ensure timely payment. A blanket purchase order for officials must be opened prior to the competition. The team's Treasurer must submit the Officials Payment Form using a [Payment Request form](#). Officials cannot be paid in advance.

Medical Staff

The club sports office will ensure adequate medical staff is present at all club sports competitions. Depending on the risk level of the sport, this may be an EMT or an Athletic Trainer

Home Event Staff

The Club Sports Office can provide student staff to keep score, operate time clocks/scoreboards, sell tickets, sell merchandise, control crowds, enforce policies, etc. Requests for staff must be made at least two weeks in advance. The Coordinator of Club Sports reserves the right to schedule home event staff even if it is not requested. There is no charge to the team for home event staff.

Game/Event Report

A team officer or coach must complete the [Event Report](#) in DSE within 3 business days following the event. Failure to complete the event report will result in the team moving to frozen status until the report is submitted.

Home Event No Show Policy

If an event must be canceled, a team officer or coach must notify the club sports office immediately. Failure to notify the Club Sports Office of an event cancellation will result in a \$500 fine per occurrence.

Section 9: Locker Room Policies

Privacy Violations

Privacy violations such as video or audio taping in locker/dressing rooms without permission, voyeurism, or watching others from a place of concealment are prohibited. Disseminating or threatening to disseminate sensitive personal material (e.g. photos, videos) by any means to any person or entity without consent is prohibited.

Coaches

Coaches and other staff members (athletic trainers, team managers, university administrators, officials, etc.) are prohibited from entering team locker/dressing rooms while members of the team are changing. When team members are in the locker room, coaches and staff may enter to speak with the team only after a captain or executive board member

has asserted that all members are fully dressed. Head coaches are responsible for ensuring that all other staff members are aware of and comply with this policy.

Section 10: Travel

Planning

Planning for team travel should begin as soon as the competition is scheduled. All travel arrangements must be logged in DSE. Travel arrangements should be entered at least two weeks in advance of the trip. Travel arrangements submitted less than two weeks prior to the competition may be approved but will be subject to a \$50 fine, except in circumstances where a team qualifies for postseason competition with less than two week's notice. Unauthorized travel (e.g. traveling despite a denied request, failure to submit any travel arrangements, or traveling via an unauthorized method), will result in a \$500 fine levied against the team per occurrence and travelers will be ineligible for any travel reimbursement.

Charter Bus

Charter buses are encouraged for long-distance and overnight trips. If staying overnight, the team must pay for an additional hotel room for the bus driver. It is the responsibility of the team's travel manager to contact bus companies and make reservations. The club sports office will maintain a list of [preferred bus companies](#).

- Please note that reserving charter buses in New England during autumn can be extremely challenging. Make sure to reserve a bus as soon as you know you need one.

School Bus

School buses are encouraged as a cost-effective alternative to charter buses; however, school buses cannot be used for overnight trips. It is the responsibility of the team's travel manager to contact bus companies and make reservations. Ocean State Transit in West Kingston is the preferred school bus company.

URI Campus Recreation Van

The Department of Campus Recreation owns one (1) 9 passenger van. This van may be used for travel to approved club sports competitions in the following circumstances:

1. When a team's travel party is 9 or less individuals
2. To supplement a fleet of rental vehicles (ie. reduce the number of rental vehicles required)
3. When up to 9 additional seats are required beyond the capacity of a charter bus

The van may not be used when all other vehicles in a team's travel party are personal vehicles.

All drivers must be at least 21 years of age, approved by the University's Office of Risk Management, and complete all required training as specified in the [Policy on the Use of University-Owned or Rented Vehicles](#).

The Assistant Director of Competitive Sports is responsible for scheduling the van and will make all scheduling decisions. Teams interested in using the van should contact the Assistant Director. Usage of the van is a privilege and is not guaranteed.

Club sport teams that use the van are responsible for removing all belongings and trash from the van at the end of the trip. If any items are left behind, a \$50 cleaning fee will be charged to the team.

Teams that use the van are responsible for all fuel costs incurred during travel.

Rental Vehicles

Rental vehicles are encouraged when small groups are traveling or when other means of transportation are cost prohibitive. The policies of the rental agencies must be followed. URI Club Sports has a contract with Enterprise and can reserve vehicles upon request. Only those authorized by the Club Sports Office may drive rental vehicles. 12 or 15 passenger vans may be used but drivers must be 25 years old or older. To reserve rental vehicles, the [vehicle request form](#) must be completed.

Private Vehicles

Drivers and their passengers who use their own vehicles to travel to sanctioned Club Sport events are NOT covered by URI liability insurance. All student-athletes drive to these events at their own risk. Drivers must have a valid driver's license and adequate liability insurance to cover passengers in the vehicle. **It is highly recommended that buses or rental vehicles be used for all team travel.**

Mileage Reimbursement for Private Vehicles

Drivers of private vehicles will be reimbursed at the rate set by the Club Sports and Intramural Council (CSIC). All travel reimbursement forms must be completed and submitted using a payment request form by the team's treasurer within five (5) business days after trip completion. Receipts for purchases of gasoline will not be honored for private vehicles.

[Mileage Reimbursement Procedure.](#)

Gas Reimbursement for Rental Vehicles

Drivers who use rental vehicles will be reimbursed for gasoline purchases by receipt(s) only. The receipts must be attached to a completed Gas/Mileage Reimbursement form. All Travel Reimbursement forms must be completed and submitted by the team's treasurer within five (5) business days after trip completion. [Gas Reimbursement Procedure.](#)

Tolls for all Vehicles

Drivers who pay tolls will be reimbursed for purchases by receipt(s) only. The receipts must be attached to a completed Travel Reimbursement form. EZ-pass statements are acceptable forms of receipts.

Air Travel

Air travel may be booked when traveling long distances, especially for a period of multiple days. Air travel must be booked through the club sports office by filling out the [Air Travel Request](#) form. Air Travel must be requested at least 3 weeks in advance, except in circumstances where a team qualifies for postseason competition with less than one week's notice.

Meals

Teams may choose to reimburse meal expenses while traveling for competitions. Meal expenses must be paid from the team's revenue account. For the purpose of this policy, meals will be defined as: breakfast, lunch, and dinner. Snacks, candy, or other consumables purchased outside of team meals will not be reimbursed. Total meal expenses should not exceed \$50/person/day for full days (more than 12 hours of total travel time) and \$25/person/day for half days (less than 12 hours of total travel time). Teams should designate 1-5 individuals to cover all meal expenses for each trip. Tips in excess of 20% of the total bill will not be reimbursed. Alcoholic beverages, snacks, or desserts will not be reimbursed.

Hotels

It is the responsibility of the team's travel manager or other designated officer to research and select hotels according to established procedures. The use of student's personal credit cards to reserve hotels is prohibited. Non-refundable or prepaid reservations are also prohibited. All reservations must be charged to the club sports credit card unless the Club Sports Office has approved another method of payment ahead of time.

The team treasurer must open a Purchase Order for the hotel before booking. The Coordinator of Club Sports will not submit the credit card authorization form to the hotel unless a Purchase Requisition has been submitted.

All hotel receipts must be submitted to the club sports office via a completed Payment Request form within 5 business days of returning to campus. Failure to submit hotel receipts to the club sports office within 5 business days will result in the following (per academic year):

1st Offense: \$100 Fine

2nd Offense: \$200 Fine

3rd Offense: \$300 Fine and hotel privileges revoked for the remainder of the academic year

Travel Emergencies

In the event of an emergency while traveling, the club president or head coach must notify the Coordinator of Club Sports immediately. Travel related emergencies include auto accidents, serious injuries requiring medical attention, hotel issues, vehicle breakdowns, any incident involving police, etc.

Excused Absences

In limited circumstances, club sport participants may be excused from academic classes in order to participate in a sanctioned club sport competition. Competitions must count toward the team's official record in order to be eligible for excused absences. Excused absences will not be approved for: exhibition events, scrimmages, practices, training trips, or any event that could have been scheduled at a time that does not interfere with class schedules. In all circumstances, club sport teams must make an effort to reduce the amount of time away from classes.

Team presidents may request an excused absence form by contacting the club sports office at least two weeks prior to the event.

It is the responsibility of each individual student to notify their instructor that they will be absent from class and present the excused absence form. Students are responsible for making up any coursework or exams missed as a result of the excused absence.

The excused absence policy is governed by [Chapter 8.51.12 of the University Manual](#).

Section 11: Medical Care

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

It is the responsibility of each team's coaches and officers to promote a safe practice and competition environment for their team. Here are some recommended best practices:

- Provide water bottles and an ample supply of water at all practices and competitions
- Provide insect repellant if practicing/competing outdoors in the evening or early morning
- Keep your team's medical kit on-site during all practices/competitions
- At least two CPR/AED/First Aid certified coaches and/or team members must be present at all practices and competitions
- Each team member's emergency contact information must be on-hand at all practices/competitions

The club sports office will determine the appropriate level of medical staffing that complies with all relevant policies and procedures. CSIC will cover the cost of medical care for home events only when a URI team is competing in the contest. Teams will be responsible for covering the costs of medical care for home events where two or more non-URI teams are competing against each other (i.e. during hosted tournaments). Costs will be discussed and agreed upon by the club sports office and the hosting team in advance of the event.

The Club Sports program requires at least 10% of, with an absolute minimum of two team members and all coaches (who work more than 5 days/semester to be certified in adult First Aid and CPR/AED. A copy of certifications must be on file in the Club Sports office.

Should a serious injury occur, please contact on-site medical staff or campus police immediately at 911. Emergency contact information for all student-athletes must be with the coach at all times, as well as the Coordinator of Club Sports emergency contact number. All injuries require that an Accident Report Form be filled out and turned into the Club Sports Office as soon as possible.

Section 12: Finances

Financial support for Club Sports teams is derived from the URI Student Senate, the collection of membership dues, and fundraising activities. Financial policies of the Club Sports program are governed by the URI Student Senate Finance Handbook, URI Foundation Policies, and the CSIC By-laws.

Annual Budgets/Allocation Process

Each spring semester, club sport teams are required to submit an annual budget to the Club Sports Office that outlines its anticipated expenses and income for the upcoming academic year. This process will also determine the amount of funding the team will receive from CSIC.

The annual budget allocation process is governed by Article VIII, Section 3 of the CSIC by-laws. The Coordinator of Club Sports will distribute instructions and a budget request template to the club sport teams at the beginning of each spring semester.

Account Types

Each team has three accounts: two Student Senate Accounts and one URI Foundation Account.

- **Student Senate Accounts**
 - **Allocation Account:** This account is where a team's CSIC allocation is deposited. Any funds remaining in this account at the end of the fiscal year (June 30th) will be forfeited by the team and returned to the CSIC Contingency Fund.

- **Revenue Account:** Teams may deposit dues or other fundraising income (except donations) to this account in order to supplement their CSIC allocation. Funds remaining in this account at the end of the fiscal year will carry over to the next fiscal year.
- **URI Foundation Accounts**
 - **Annual Fund (aka RhodyNow):** This account is used to collect donations. All donations must be deposited to the Foundation account. Funds in the URI Foundation Account may be transferred to the Student Senate Revenue Account if necessary. Funds remaining in this account at the end of the fiscal year will carry over to the next fiscal year.

Expense categories by Account Type

The following is a list of permitted and prohibited expense categories for each account type

- **Allocation account:**
 - Permitted Expense types:
 - Travel Expenses
 - Operating Expenses
 - Equipment/Supplies
 - Prohibited Expense Types:
 - Salaries/Benefits
 - Awards/Gifts
 - Personal Apparel/Items (items retained by team members after leaving team)
 - Food
 - Banquet Expenses
 - Training Trip Expenses
- **Revenue Account:**
 - Permitted Expense Types:
 - Travel Expenses
 - Operating Expenses
 - Equipment/Supplies
 - Awards/Gifts
 - Food
 - Banquet Expenses
 - Training Trip Expenses
 - Personal Apparel
 - Prohibited Expense Types:
 - Salaries/Benefits
- **URI Foundation Account:**
 - Permitted Expense Types:
 - Salaries/Benefits
 - Prohibited Expense Types
 - All other expenses

** Funds may be transferred from the URI Foundation Account to the Student Senate Revenue Account to cover other expenses*

Private Bank Accounts

Private bank accounts are not allowed under any circumstances. All monies must be deposited in either the Student Senate Revenue Account or URI Foundation Account.

Fiscal Accountability

It will be the responsibility of both the Club Sports staff and team officers to ensure that budgets are maintained and balanced. The President and Treasurer of each team must approve all spending, including: purchase orders, contracts, and payment requests. Coaches cannot spend team funds without the consent of their team's president and treasurer. The assistant director of competitive sports must approve all spending.

Spending Process

Generally, all spending is from the student senate accounts. If necessary, funds may be transferred from the URI Foundation Account to the student senate revenue account.

All teams must follow the established [spending procedures](#). No spending can occur until a purchase order is generated or a contract is signed by all parties. Club sport officers and coaches are prohibited from signing contracts on behalf of their teams. All contracts must be signed by the Director of the Memorial Union/Student Involvement. Teams that spend money without a purchase order or properly-signed contract will be subject to the following fines:

- **First Offense:** Written warning
- **Second Offense:** 25% of invoice
- **Third Offense:** 50% of invoice plus frozen budget until team President and Treasurer attend a mandatory retraining meeting
- **Fourth Offense:** 50% of invoice plus loss of all remaining CSIC Funding for the remainder of year

It is the responsibility of the team President and team Treasurer to ensure that team expenses are paid. The Club Sports Office will not complete any part of the spending process on behalf of any club sport team.

Capital Improvements Contingency Grants

Per Article VIII, Section 5 of the CSIC By-Laws, once per year, the CSIC Executive Board will allocate a portion of its contingency fund for its member teams to request supplementary funding for major capital improvements (items or services expected to last 4 or more years). The CSIC Executive Board will notify all club sports officers at least one month in advance of the deadline to submit their requests for contingency funds and distribute a request form. Teams that fail to submit a request will be unable to request contingency funds again until the following fiscal year.

Nationals Funding

CSIC maintains a Nationals Fund to assist teams financially that attend national championships. Per Article VIII, Section 7 of the CSIC By-Laws, up to 50% of nationals-related travel and entry fee expenses can be covered by CSIC. Teams should complete the Nationals Funding Request Form and submit it to the Coordinator of Club Sports at least one week in advance of any regularly scheduled CSIC Meeting.

Club Sports Credit Card

The Club Sports Credit Card is connected to the Student Senate Account. Therefore, only funds from the Allocation or Revenue Accounts may be used for credit card transactions. If necessary, funds may be transferred from the URI Foundation account in order to process a credit card transaction.

The credit card is only allowed to be used for team travel (airfare/hotel), online registration/entry fees, and certain e-Commerce websites (e.g. Amazon).

A purchase order must be opened in advance in order to process a credit card transaction.

Receipts for credit card transactions (including hotels) must be submitted by the team Treasurer via a Payment Request Form within 5 business days of the transaction.

Failure to submit a receipt by the deadline will result in the following fines:

- **First Offense:** \$100 Fine
- **Second Offense:** \$200 Fine
- **Third Offense:** \$300 fine and loss of credit card privileges.

Service Contracts

Contracts may be used in place of purchase orders where appropriate (e.g. rental properties, services, temporary instructors, guest speakers, etc.). Club officers and coaches are prohibited from signing contracts on behalf of their clubs. All contracts must be signed by the assistant vice president for student engagement, director of the Memorial Union. Contracts must be submitted to the club sports office via email. If approved, the club sports fiscal clerk will add the contract to the encumbrances tab of the team's budget spreadsheet.

Coaches Contracts

Coaches salaries are paid by contract established by the club sports office. Coach contracts must be signed by the coach, the director of campus recreation, and the vice president for student affairs. Once submitted and approved, the contract will appear as an encumbrance on the team's budget spreadsheet and the coach will receive biweekly paychecks for the duration of the appointment period.

Deposits

It is the responsibility of the team treasurer to make all deposits to team accounts. Deposits may be made to either the Student Senate Revenue account or the URI Foundation account. All donations must be deposited to the URI Foundation

account for proper gift recognition and recording. All deposits must be made at the Club Sports Office (Mackal 104) during posted business hours and must be accompanied by a deposit slip ([sample deposit slip](#)). Blank deposit slips are available at the Club Sports Office. The Club Sports Office will not fill out deposit slips on any team's behalf. Depositors should **NEVER** leave a deposit unattended and should always obtain a receipt from the club sports office when making a deposit.

Donations

Donations are considered to be any income received by a club sport team where the donor does not receive any goods or services in return for their contribution. All donations must be deposited into the URI Foundation account. Donations are subject to a 5% gift processing fee charged by the URI Foundation. The gift processing fee is assessed on a monthly basis.

Section 13: Fundraising

Club sport teams are expected to fund at least 50% of their budgets through fundraising activities. The list below are examples of some fundraising activities and their associated rules.

General Fundraising Rules and Regulations

All promotional materials must clearly indicate that the sponsoring group is a Club Sport, clearly show the Campus Rec logo and be approved by the club sports office. Fundraising activities involving alcohol, tobacco, or drugs are prohibited. All Fundraiser activities (except dues) must be [recorded in DSE](#) and approved by the club sports office prior to the start of the fundraising activity. Fundraising activities that are not recorded and approved will be subject to the following fines:

- **1st Offense:** \$100 Fine
- **2nd Offense:** \$200 Fine
- **3rd Offense:** \$300 fine and mandatory retraining for all officers

Membership Dues

Membership dues are considered a fundraising activity, but should be kept minimal so that all are financially capable of participating. Teams should make an effort to fundraise as much as possible using other fundraising methods in order to reduce the amount of dues collected. The collection of tryout fees is prohibited by Article XI, Section 1 of the CSIC by-laws.

Crowdfunding

Crowdfunding is the process of funding an event, trip, or capital item by collecting small amounts of money from a large number of people via the internet. The URI Foundation can set-up a crowdfunding website complete with a description, photos, videos, and a fundraising goal thermometer. The use of GoFundMe or other crowdfunding platforms is not permitted. Teams must use the URI Foundation Crowdfunding platform if they wish to use this fundraising method. At least two months' notice is required to utilize the crowdfunding platform.

Raffles/Games of Chance

Raffles/Games of Chance must be approved in advance by the Coordinator of Club Sports. Charitable gaming is regulated in Rhode Island by state law. A license must be obtained from the Rhode Island State Police and the Town of South Kingstown. [License applications](#) must be turned in to the South Kingstown Police department. Please list 75 Keaney Road, Kingston, RI 02881 as the address where the drawing will take place. The original license must be kept on file at the Club Sports Office.

Section 14: Equipment

Ownership

All equipment purchased with team funds is the property of the University of Rhode Island or URI Student Senate Inc. and cannot be retained by individual members. Any items that are meant to be kept as personal items must be paid for by the individual members of the team. If payment of team dues includes personal items (jackets, warmup suits, etc.) in addition to membership, the cost of the personal items must be explicitly identified and explained to both the paying members and the Coordinator of Club Sports (e.g. if dues cost \$250 and \$50 of it goes toward team jackets, then dues are \$200 and personal items are \$50).

Sale of Equipment

Team-owned equipment may not be sold without the written permission from the Coordinator of Club Sports. Any profits realized from the sale of equipment will be deposited into the team's Student Senate Revenue Account. In some rare cases, surplus equipment may be offered to other University departments or RI state agencies before a sale is approved.

Equipment issued to club members

Club sport teams are authorized (with permission of the Coordinator of Club Sports) to check out equipment and issue it to club members. It is required that clubs label their equipment and sign it out by number to club members. If an individual does not return equipment, club officers must inform the Coordinator of Club Sports and a hold will be placed on that individual's e-Campus account. The e-Campus hold will prevent future class registration, as well as access to transcripts and diplomas. The hold will be lifted once the item is returned or its replacement value is paid to the team.

Storage

All team-owned equipment must be stored in an approved location during the off-season. Team-owned equipment may not be retained by coaches, officers, or other individuals. Storage of team-owned equipment in personal residences is prohibited. Teams without access to an appropriate storage location may store their equipment in the club sports storage room. Equipment stored in the club sports storage room must be in stackable storage bins and clearly labeled with the team's name.

Inventory

Club sport teams are required to submit an inventory report listing all team-owned equipment to the club sports office once per year.

Section 15: Club Status

Club status is affected by each team's compliance with club sports policies, submission of required documents, attendance at required meetings, and completion of required training sessions.

Status	Description
Active	The team is in full compliance with all club sport policies and has submitted all required items.
Frozen	The team is either not in compliance with club sports policies or has failed to submit a required item. Frozen teams cannot compete, spend money, travel, or utilize any other services until they are back in compliance with club sports policies or have submitted the missing item. Teams can be Frozen for up to one month before becoming inactive. Frozen teams may continue to practice only.
Suspended	The team has committed a serious violation of club sport policies or university regulations. Suspended teams are prohibited from all club sport activities, including practices, competitions, travel, events, and the use of allocated funds or resources. Suspension length will be determined by the coordinator of club sports in consultation with the assistant director for competitive sports, the CSIC Executive Council, and if necessary, the office of community standards. Reinstatement to "active" status may require a formal appeal or corrective action plan.
Inactive	The team is not currently practicing or competing and is not in compliance with club sports policies. Teams may be inactive for up to one academic year. Inactive teams forfeit all of their CSIC funding for the current fiscal year.
Defunct	The team has been inactive for more than one year. Defunct teams are no longer considered part of the club sports program and must reapply for membership as if they were a new club. Assets of defunct clubs will remain the property of CSIC and can be reallocated to other teams at the discretion of the coordinator of club sports.

Section 16: Compliance/Fine System

The club sports program utilizes a fining system to ensure teams remain compliant with program requirements. Each requirement is assigned a value. Teams will be fined for each requirement that is not completed by the established due date. The amount of points collected at the end of the year will directly impact each team's CSIC allocation.

Compliance Tracking

Requirements/Deadlines are tracked in Brightspace. The Club Sports staff will update the tracking system after each due date passes and assess fines to teams who fail to meet deadlines. In addition to fines for missed deadlines, team accounts will be frozen until required action is taken by team officers.

The following is a detailed description of the compliance requirements and their assigned fine values.

Fine Amount

Meeting Attendance

CSIC Meetings

\$100/\$200/\$300 (per CSIC By-Laws)

CSIC meetings are an essential means of communication between the Club Sports Office, CSIC Executive Board and the clubs themselves. Each club must have at least two officers attend ALL monthly council meetings facilitated by the Club Sports Executive Board.

Advisor Meetings

\$100/each

Each team's officers must meet with the Coordinator of Club Sports or the Club Sports Graduate Assistant at least 2 times each semester.

Fall Organizational Meeting

\$100/annually

After rosters are finalized, each team must meet with their assigned advisor to review relevant policies and procedures. At least 95% of the team's roster must be present to avoid fines.

Forms/Reports/Submission Requirements

Open Blanket POs

\$50/each

Once per semester, the club sports office will send each team's president and treasurer a list of blanket purchase orders that the team should open in anticipation of future expenses. The President or Treasurer must either open those POs or explain to the club sports office why the team does not need the PO by the established due date.

Member Registration

\$50

Any person who participates on or tries out for a club sport team must complete the online registration process. If a team acquires new members throughout the year, they must complete this registration process and your roster must be updated. All rostered team members must complete this registration prior to their first participation with the team.

Membership Dues

\$200/semester

All registered members of each team must pay their dues in full or have an established payment plan by the due date.

Roster

\$100/semester

Team rosters must be submitted at the beginning of each semester and updated regularly throughout the season. If your team is competing prior to the roster due date, a copy of your roster must be provided to the office before your first competition.

Schedule

\$100/semester

Complete practice/competition schedules must be submitted before the third Monday of each semester and updated regularly throughout the season (**September, 22nd, 2025 & February 9th, 2026**). If changes in opponent, time, or location occur, the club sports office must be notified immediately.

Inventory

\$200/annually

A complete listing of team inventory must be submitted to the club sports office once per year.

Mid-Year/End-of-year Report

\$200/semester

Each team must submit a mid-year report at the end of the Fall Semester and an end-of-year report at the end of the Spring Semester. These reports provide critical data to the club sports office for the purpose of assessments, developing marketing materials, providing information to prospective students, and record keeping. The club sports office will provide a form or general format to complete these reports.

Budget Request

\$100/annually

Each team must prepare an annual budget for the next fiscal year and submit it to the club sports office. A spreadsheet and previous fiscal year data will be provided at least one month before the due date.

Coach Evaluation	\$200/annually
Each team's officers must complete an evaluation of their coaching staff on an annual basis. The coordinator of club sports will provide an evaluation template.	
Balanced Budget	\$100/annually
Club Sports teams are expected to provide a balanced budget after the final CSIC allocations are approved by CSIC for the upcoming fiscal year.	
<u>Training Sessions</u>	
Online Officer Training	\$100/annually
Each club sports officer must complete the required officer's training by the established deadline. If officers change during the course of a school-year, the new officer must also complete the training.	
In-Person Officer Training	\$100/annually
Each club officer must complete the required in-person training. If officers change during the course of a school-year, the new officer must complete the training one-on-one with the Coordinator of Club Sports or their designee.	
Coach Training	\$100/annually
Each club sports coach must complete the required coaches' training by the established deadline. If a new coach is hired during the course of a school year, the new coach must also complete the training.	
Safety Officer Compliance	\$200/annually
All teams must have at least 10%, or two active members, whichever is greater, that are CPR & First Aid/AED certified. Teams must also have at least two players who are CPR & First Aid/AED certified at any event (practice, games, etc.). Copies of valid certifications must be submitted to the Club Sports Office by the established deadline.	
Bystander Intervention Training	\$200/annually
95% of each team's active roster must complete bystander intervention and interpersonal violence prevention training. The Club Sports Office will schedule By-Stander intervention and interpersonal violence prevention training.	
<u>Recruitment Events</u>	
RhodyFest Attendance	\$200/annually
Club Sports teams are expected to attend the annual organizational fair for first-year students known as RhodyFest to recruit new members and promote their clubs.	
Welcome Days	\$200/each
Club sports teams are expected to attend each of URI's Welcome Days for accepted students during the spring semester to educate prospective URI students about their teams.	
<u>Bonus/Make-up Points</u>	
Community Service/Philanthropy	\$200/event (\$600 annual maximum)
Teams can recoup fine amounts for hosting a community service or philanthropic event. These events must be approved by the Coordinator of Club Sports in advance. The Coordinator of Club Sports reserves the right to determine what events can satisfy this option.	
<u>Due Dates</u>	
The table below outlines the due dates and point values for all compliance requirements the year.	
Certain requirements are critical items and must be completed before team activities commence. If these requirements are not completed by the corresponding due date, the team will be frozen until the requirement is completed. No points will be awarded for critical requirements turned in after the due date.	
Missed due dates may be appealed to the CSIC Executive Board if a reasonable explanation for missing the deadline can be provided. Appeals must be submitted in writing to the coordinator of club sports within 2 days of the missed deadline.	

<u>Fall Semester</u>

<u>Description</u>	<u>Due Date</u>	<u>Fine Amount</u>	<u>Frozen if Missed?</u>
Coach Training	TBA	\$200	Yes
Rhody Fest Attendance	8/31/2025	\$100	No
Brightspace Officer Training	9/2/2025	\$100	Yes
In-Person Officer Training	9/11/2025	\$200	Yes
September CSIC Meeting	9/11/2025	\$100	No
Fall Blanket POs	9/14/2025	\$100	Yes
Fall Roster	9/21/2025	\$100	Yes
Member Registration	9/21/2025 or First Event	\$50	Yes
Fall Competition Schedule	9/21/2025	\$100	Yes
Fall Practice Schedule	9/21/2025	\$100	No
First Advisor Meeting	9/17/25	\$100	Yes
Safety Officer Compliance	9/28/2025	\$200	Yes
Team Bylaws Submitted	11/2/2025	\$100	Yes
October CSIC Meeting	10/2/2025	\$100	No
Bystander Intervention Training	TBA	\$200	No
Dues Collection	10/10/2025	\$100	Yes
November CSIC Meeting	11/6/2025	\$100	No
December CSIC Meeting	12/4/2025	\$100	No
Mid-Year Report	1/25/2026	\$200	Yes
Second Advisor Meeting	10/17/2025	\$100	Yes
Third Advisor Meeting	12/22/2025	\$100	Yes
Spring Semester			
<u>Description</u>	<u>Due Date</u>	<u>Fine Amount</u>	<u>Frozen if Missed?</u>
February CSIC Meeting	2/5/2026	\$100	No
Spring Blanket POs	2/1/2026	\$100	Yes
Spring Competition Schedule	2/1/2026	\$100	Yes
Spring Practice Schedule	2/8/2026	\$100	No
Budget Request 2025-2026	3/1/2026	\$100	No
March CSIC Meeting	3/5/2026	\$100	No
Fourth Advisor Meeting	3/6/2026	\$100	Yes
April CSIC Meeting	4/2/2026	\$100	No
Welcome Day Attendance	TBA	\$100	No
Welcome Day Attendance	TBA	\$100	No

Welcome Day Attendance	TBA	\$100	No
Final CSIC Meeting	4/23/2026	\$100	No
Fifth Advisor Meeting	5/7/2026	\$100	Yes
Coach Evaluation	5/1/2026	\$200	Yes
End-of-Year Report	5/7/2026	\$200	Yes
Inventory Report/Equipment Return	5/7/2026	\$100	Yes

Section 17: FERPA

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The University of Rhode Island extends the definition of “student education records” to include records related to a student’s participation in club sports.

In order to remain compliant with FERPA, coaches and team officers should not disclose ANY information related to specific students to anyone (including a student’s parents) without their written consent.

If someone asks for specific information about a student, kindly inform him/her that you are unable to disclose the information due to federal law. The best practice is to recommend that the student reach out to you directly to discuss their questions.

Section 18: Standards of Conduct and Disciplinary Procedures

Each club sport team and its individual members are obligated to conduct themselves in a mature and responsible manner that does not threaten the safety of others or detract from the reputation of The University of Rhode Island. In addition, each club is required to abide by the URI Student Code of Conduct and Club Sports Code of Conduct. Any violation of University, State, or local laws or policies may result in dismissal from the CSIC, loss of all privileges, and/or Campus Judicial Charges. Each team is also encouraged to establish an individual team code of conduct policy. Team policies must be approved by the assistant director of competitive sports.

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

Disciplinary Process

When the Coordinator of Club Sports or Assistant Director of Competitive Sports becomes aware of a violation of the Club Sport Code of Conduct, they will meet with all relevant parties to attain information about the incident. After this meeting, the Coordinator and Assistant Director will determine the proper course of action. The coordinator and/or the assistant director will notify the relevant parties of the consequences in writing.

Penalties Available to the Coordinator and Assistant Director (as suggested guidelines)

Possible recommendations the coordinator and assistant director can offer as disciplinary actions include, but are not limited to the following:

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

- Suspension for a semester or year along with the team account being frozen.

Appeals Process

All disciplinary decisions of the Coordinator of Club Sports or the Assistant Director of Competitive Sports may be appealed by the following procedure:

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

Should any representative on the CSIC Executive Board, or their team, be involved in the incident, they will not take part in the appeal process.

Code of Conduct

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

Violations of Local, State, Federal Laws

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

Policy on Club Sport Athlete Conduct

Club Sport athletes are expected to:

- Abide by university, club sports, team, and national governing body policies;
- Refrain from the consumption or possession of alcohol (regardless of the student's age), non-prescription controlled substances (including marijuana), or illegal drugs while involved in any team-related activities;
- Refrain from the use of tobacco products, including cigarettes, electronic cigarettes, chewing tobacco, etc.
- Refrain from hazing;
- Complete their academic coursework in a timely fashion and make progress toward a degree each semester;
- Attend all classes as scheduled and follow University guidelines for excused absences;
- Understand that plagiarism and cheating will not be tolerated;
- Communicate with their teammates, coaches, faculty, and other members of the campus community with honesty and timeliness;
- Be respectful of all others and treat people as they would want to be treated;
- Understand that vandalism of public or private property will not be tolerated;
- Assist in promoting positive attitudes among all involved in their program;
- Refrain from inappropriately using an online social network.

Campus Recreation and Club Sports understand the popularity and usefulness of social networking sites and support their use by Club Sport athletes provided:

- No offensive or inappropriate pictures are posted;
- No offensive or inappropriate comments are posted;
- Any information placed on the website(s) does not violate Club Sports or URI codes of conduct;
- Photos and/or comments posted on these sites do not depict negative team-related or university-identifiable activities (including wearing/using team uniforms or gear inappropriately)

Club Sport athletes must remember that they are representatives of The University of Rhode Island and your team. Club Sport participants are in the public eye more than other students. Please keep the following in mind as you participate on social networking websites:

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

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

Consequences

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

Process

A written copy of team rules and The University of Rhode Island Club Sport Code of Conduct will be provided to each Club Sport athlete at the start of each academic year. These will also be available online. Club Sport athletes will also be directed to the [University of Rhode Island Student Handbook](#).

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

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

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

Violations of policies in The University of Rhode Island Student Handbook for which a Club Sport athlete is found responsible through the University's judicial process are considered to be violations of the Club Sport Athlete Code of Conduct. The Dean of Students (or their designee) will report such violations, including charges and sanctions issued, to the Assistant Director of Competitive Sports or Coordinator of Club Sports, who in turn will immediately inform the Club Sport athlete and his/her coach or captain.

If a team without a coach is involved in any disciplinary situation, the Coordinator of Club Sports will assume the role as the coach and will administer team meetings.

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