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Club Sport Administration

**Staff Leaders 2014-2015**

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<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eric Stein</td>
<td><a href="mailto:elstein@stanford.edu">elstein@stanford.edu</a></td>
<td>Senior Associate Athletic Director for PE, Recreation &amp; Wellness</td>
</tr>
<tr>
<td>Travis Jew</td>
<td><a href="mailto:tjew@stanford.edu">tjew@stanford.edu</a></td>
<td>Assistant Director- Recreational Sports and Camps</td>
</tr>
<tr>
<td>Claire Davis</td>
<td><a href="mailto:clairecdavis@stanford.edu">clairecdavis@stanford.edu</a></td>
<td>Assistant Director- Club Sports</td>
</tr>
<tr>
<td>Noreen Ng</td>
<td><a href="mailto:noreenng@stanford.edu">noreenng@stanford.edu</a></td>
<td>Administrative Assistant for Recreation</td>
</tr>
<tr>
<td>Tim Ghormley</td>
<td><a href="mailto:tghormley@stanford.edu">tghormley@stanford.edu</a></td>
<td>Stanford Martial Arts Program Director</td>
</tr>
<tr>
<td>Snehal Naik</td>
<td><a href="mailto:svnaik@stanford.edu">svnaik@stanford.edu</a></td>
<td>Assistant Dean and Associate Director of Student Activities</td>
</tr>
</tbody>
</table>

**Student Leaders 2014-2015**

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sasha Herbst de Cortina</td>
<td></td>
<td>Co-President Administrative</td>
</tr>
<tr>
<td>Greg Heon</td>
<td></td>
<td>Co-President Financial</td>
</tr>
<tr>
<td>Daniel Maroko</td>
<td></td>
<td>Executive Committee Member</td>
</tr>
<tr>
<td>Mia Hutchinson</td>
<td></td>
<td>Executive Committee Member</td>
</tr>
<tr>
<td>TBD</td>
<td></td>
<td>Executive Committee Member</td>
</tr>
<tr>
<td>TBD</td>
<td></td>
<td>Executive Committee Member</td>
</tr>
</tbody>
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**Campus Resources**

**Websites**

- Club Sports: [https://clubsports.stanford.edu](https://clubsports.stanford.edu)
- Stanford Athletics: [www.gostanford.com](http://www.gostanford.com)
- Stanford PE, Rec & Well: [https://cardinalrec.stanford.edu](https://cardinalrec.stanford.edu)
- Student Activities & Leadership: [http://sal.stanford.edu/](http://sal.stanford.edu/)

**Athletics Facilities**

All team requests for facility scheduling must go through the club sports office for confirmation. Once the practice schedule/competition/event is approved, the club sports office will forward it on to the facility scheduler.

- Tim Ghormley: Ford Center, Burnham Pavilion, Roble Field
- Chris Spells: Arrillaga Center for Sports & Recreation, Arrillaga Outdoor Education & Recreation Center
- Tori Forman: Arrillaga Family Sports Center, IM South and Varsity Fields, Sand Hill Fields
- Michelle Gable: Avery Aquatic Center, Avery Recreation Pool
- Dick Gould: Stanford Tennis Courts

**Student Activities & Leadership (SAL)**

All teams must register as a student group through SAL in OrgSync before fall quarter each year. Please contact Ankita Rakhe (arakhe@stanford.edu) in SAL regarding any questions about student group requirements. Note that this process and online registration are separate from club sports office requirements.

**Event Planning**

Any event that is not practice or a regular season game is considered a special event and MUST go through the Event Planning process determined by the SAL after club sports office approval. This process must begin 60 days before the planned event and many events require several months notice in order to get all required campus approvals. These events should be coordinated with Snehal Naik in SAL who will facilitate with the necessary campus officials involved in the event planning to ensure the event meets university and county requirements. If athletic facilities are involved, the club sports office will coordinate the facility reservation. Events include hosting a tournament for alumni, teams from multiple academic institutions or any teams not associated with an undergraduate institution.
Fundraising/Development
All teams soliciting for donations as a method of team fundraising must inform the club sports office first. The club sports office will help determine what further approvals are required before contacting potential donors. Development offices in Athletics will need to approve fundraising efforts and are also an excellent resource to provide assistance and guidance for more effective fundraising through coordination with the Associate Director for Recreation – Sports and Physical Education.

Mailboxes/Shipping
Club mailboxes are located office in the PE, Recreation & Wellness Office located on the North side of Burnham Pavilion. Please check your team mailbox weekly. Clubs may ship items to this address:

[Club Sport Name]
Stanford Athletics – Club Sports
615 Serra Street
Stanford, CA 94305-6150

Club Sport Office Phone: 650-725-0745

Email Lists
All important announcements are sent out to the club-sports-officers email list. Please make sure that all club officers are included on this list—to add or remove names, contact the club sports office. There is also a club sports athlete email list so all club athletes receive information from the club sports office. All Club Sports athletes on submitted rosters/registered online will be added to this email list.

How to Use this Manual
All officers are responsible for following the contents of this manual and the Stanford Student Organization Handbook (published by Student Activities & Leadership) and sharing the information with their teams.

Team Administration

Officers
Teams are required to have one team member serve in the following positions:

President*: Responsible for the overall programming of the team including providing registration forms and rosters to Club Sports office and submitting schedule requests. Responsibilities may be shared between two people.

Financial Officer: Responsible for handling banking for the team at the ASSU Bank as well as other financial transactions. Must complete training session for ASSU banking (info available at SAL) to access account.

Safety Officer: Responsible for being CPR/First Aid certified, verifying coach CPR/First Aid certification, and reporting injuries to Club Sports office.

Alumni Coordinator: Responsible for acting as liaison to alumni players, maintaining roster lists for each year, adding names to the club sport database, and researching old rosters for past participants to add to the database.

* Please note that the Captain should be an on field/court leader and the President should be the team administrative leader. One person may not fill the Captain and President positions unless approved by the club sports office. Responsibilities may be distributed into other officer positions, including but not limited to: co-captains, travel
coordinator, scheduling coordinator, fundraising coordinator, webmaster, equipment manager, and communication officer. All officers should be included during team registration process fall quarter.

**Eligible Members**

Special fees funding received by the Club Sports program comes from both undergraduate and graduate students on campus. Therefore, Club Sport programs should remain open to all students, graduate and undergrad. However, faculty, staff and other Stanford Community members may also participate in club sports on a recreational level, if appropriate. In many cases, non-students are not permitted to compete in some sanctioned competitions. Many clubs charge faculty, staff and alumni higher dues, since special fees funding cannot be used to support their participation. Officers and team members are responsible for the finances and general direction of the club. Coaches, community members or others may contribute, but should allow the students to provide leadership.

**Coaches**

Club sports teams are responsible for hiring coaches to perform duties the officers deem appropriate. This can range from running practices to scheduling the season competitions. Coaches are chosen and employed by the team and must be paid through the team’s ASSU account. Team officers reserve the right to make decisions regarding coaches for the team. Although team officers make hiring and terminating decisions, the club sports office may oversee issues and responses related to inappropriate coach decisions and behaviors that are inconsistent with University Code or Conduct and expectations.

All teams must complete a signed agreement with their coaches, whether paid or volunteer. A template of Stanford’s volunteer/paid coach agreement is available on the club sports documents page of the club sports website. Teams using their own contract must have it approved by the club sports office. In most cases the university agreement will be required in addition to the team’s contract. Both the coach and a team officer (as the Stanford representative) must sign the agreement. Please submit copies of coach contracts to the club sports office.

All Coaches MUST complete Livescan background check for Stanford University before working with the team. The Livescan only needs to be done once so returning coaches do not need to do it again after the first year. A copy of application receipt stamped paid must be submitted to club sports office. Guest coaches (less than once per month) do not need to complete the Livescan but another coach with completed Livescan or approved staff member must be present during practice/game session. Contact club sports office with any questions or conflicts.

Use the online Live Scan application form at: [http://www.sccsheriff.org/portal/site/sheriff/](http://www.sccsheriff.org/portal/site/sheriff/). Click on the Fingerprinting Appointments link (look for the fingerprint). Contact club sports office for an example of how to fill out parts of the form “Request for Live Scan service” application. You do not need an OCA number – all other numbers are provided on the example form. On the website, you can find a police station where you live offering this service if you aren’t near campus. You should bring the completed printed copy of the "Request for Live Scan Service – Application” form to the police station when you go to get fingerprinted. It will cost approximately $20 (some locations only accept cash) and you must pay at time of service (even if they say it will be billed, you need to pay $20). Bring photo ID with you to the appt. Bring a receipt copy back to your team officer for submitting to club sports office.

Coaches are also required to be CPR/First Aid certified.

Any consultants working in health care capacity (e.g. strength coach, athletic trainer, team physician, nutritionist, sport psychologist, massage therapist, chiropractors, etc.) must go through an approval process BEFORE working with athletes. Please send the consultant’s resume along with a statement of their scope of work for the team to Claire Davis at clairecdavis@stanford.edu for approval. If approved, consultant will need to complete Livescan and then sign coach agreement like the sport coaches.
**Tier System and Team Accountability**

In spring 2011 Club Sports implemented a tier system for organizing teams and holding teams accountable to meet organization expectations. Each tier has a set of minimum requirements to be assigned to it and with each tier, different levels of benefits for the teams are available. A point system will be used throughout the system to track how teams meet the expectations. Tier assignments will be reviewed on an annual basis from the point system and team requests to move tiers based on meeting the minimum tier criteria.

All team members are expected to behave in accordance with the university fundamental standard ([http://www.stanford.edu/dept/vpsa/judicialaffairs/guiding/fundamental.htm](http://www.stanford.edu/dept/vpsa/judicialaffairs/guiding/fundamental.htm)), code of conduct ([http://adminguide.stanford.edu/1.pdf](http://adminguide.stanford.edu/1.pdf)), and club sports alcohol action plan. Violations to any of these expectations will result in appropriate disciplinary action. Action may include suspension from team activities and competitions, impact on tier assignment, reduction in future funding allocations.

**Team Registration and Online Waivers on IMLeagues**

All teams must register in online at [www.dosportseasy.com/stanfordclubsports/](http://www.dosportseasy.com/stanfordclubsports/). Athletes need to complete the personal info form, health form, designated driver form, release of liability form, and athlete conduct form for approved membership status. Officers will be given access to team information, including email/text notifications, in the system.

Officers are responsible for confirming that all team members register for their team. If a member attends practice without registering online first with completed waiver, officers must request athlete complete the online waiver on site by computer, smart phone, tablet, etc. If a new participant starts in the middle of the year, the participant must register and sign the online waiver before participating. In order for an athlete to be on the roster in the system, they will have to register and complete the waiver process so if someone is in the system and/or on the team, they have signed the waiver.

Members under 18 years of age will be required to provide paper waiver with parent/guardian signature. Paper waivers for minors should be submitted to the club sports office and then club sports director will update waiver status and add them to team roster.

Athletes must have Stanford email address to register online. Please contact club sports office for athletes that do not have Stanford email address for alternative method to register.

**Practice and Game Facility Requests**

All teams are required to submit practice and game schedule requests to the club sports office by stated deadlines to confirm field/facility use. Please include the dates you need the field/facility a well as any additional needs, such as field lining, equipment set-up, etc. Teams using aquatic, gymnastics, equestrian, and tennis facilities may contact the facility managers directly regarding facility use but need to include club sports office on all correspondence and confirmed practice/game times. The finalized practice schedule for each quarter will be sent to officers and posted on the club sports website. If your team no longer needs space reserved for practice or competition, please let the club sports office know right away so it may be released for other groups to use. This is especially important for evening turf times so we can update Facilities to turn the lights off.

Facility access and reservations may be cancelled or moved due to inclement weather, varsity use and special events. Club sports staff will update teams as early as possible regarding schedule changes. Teams are required to stay off grass fields when updated by staff and/or Field Closed signs are out on fields.

**Website**

All Teams are required to keep a website updated with the names and contact information of the current club leadership. Teams are encouraged to expand this website to include schedules, results, team rosters, practice schedules, important training information, alumni connections and prospective student information. Pictures are a great way for people to understand your sport; however, please refrain from publishing inappropriate pictures or images involving alcohol consumption or other inappropriate behavior. Any team sponsors identified on team websites must be approved by SAL to ensure they meet the university mission and requirements. The club sports website will also include team summary and contacts for each team so be sure to update this information with club sports office as necessary.
Publicity
We encourage all club sports to advertise their clubs to both graduate and undergraduate students, as well as secure media coverage. Please make sure to observe all university policies if you decide to flyer. If your team is interested in getting an article in the Daily, contact the Daily sports editor at sports@daily.stanford.edu. Please enter updated results after team competitions on the online report form by Mondays at 1pm so that the results can be shared at weekly senior athletics staff meetings and on the Club Sports website. Also, please contact Theo Mitchell at tmitchel@stanford.edu if you have content to share on social media, web, etc. or if you would like help with marketing events for your team.

Meetings
Mandatory meetings of the club sports teams will be held on a quarterly or monthly basis. At least one officer from each team is required to attend club sports meetings. Meetings are a forum to discuss issues that pertain to all teams, including leadership, funding and University requirements. All official votes that pertain to club sports business will be held at these meetings. VSO (ASSU) Athletic Club Teams are required to send a representative to all meetings but are not eligible to vote on club sports business. The club sports leadership is entitled to fine teams or withhold allocations for absences. Failure to attend will also impact point accumulation for tier placement. Teams missing many meetings and other deadlines may have special fees reduction during the current or next academic year.

Preventing Injuries and Insurance Requirements
All teams are required to identify a CPR/First Aid certified safety officer that will be at most team activities. In addition, coaches are required to have certification. All team members are encouraged to have current First Aid and CPR certification. All participants in club sports activities must carry personal health insurance. Team leaders/coaches are asked to take responsibility for their team playing/practicing in a safe environment. Sports whose league requirements indicate the presence of an athletic trainer must adhere to this requirement while practicing/playing on Stanford property or under the Stanford name.

Athletic Trainer for Club Sports
The club sports certified athletic trainer is available to meet with club sports athletes for injury prevention, evaluation and referral. The Club Sports Athletic Trainer is located in the Arrillaga Outdoor Education & Recreation Center at 285 Santa Teresa Street on the first floor. The appointment hours and access information are available online and sent out to officers by email. Do NOT contact Stanford Sports Medicine because club athletes do not have access to that office directly. For acute injuries during club sports participation, an accident report (see below) must be submitted to club sports office before club sports athlete may make appointment with club sports athletic trainer. Priority for seeing the trainer will be determined by the team’s season time, placement in the Tier System as well as the nature of injury, level of contact in sport and other factors. While appointments with the trainer are at no cost to the athlete, the trainer may refer athlete to medical attention, services and follow up with other healthcare professionals at the athlete’s expense either out of pocket or through insurance. Teams may hire the athletic trainer to cover practice and competitions but in most cases will be expected to pay for those services directly from the team ASSU account.

Injuries, Emergencies, and Accident Reports
Injuries that occur during practice or competitions should be evaluated and dealt with accordingly in a timely manner. Club sports student athletes are encouraged to use Stanford Hospital or Vaden Medical Center in the event of an emergency or urgent care situation. When in doubt of a person’s condition, call 911.

If participating outside on the fields in the case of thunder and/or lightening, everyone must clear field for at least 30 minutes after last clap of thunder or flash of lightening.

All injuries requiring medical attention that occur during club practices or competition, whether to a Stanford affiliate or other person, must be reported to the club sports office within 48 hours of the incident. Accident forms are available online at the club sports website and should be given or emailed to the associate director and athletic trainer. An accident form must be submitted before club sports athlete may make appointment with athletic trainer. Form needs to be completed for any loss of consciousness or injury requiring attention from doctor immediately or even days after
incident. Report all serious injuries (life threatening injuries, broken bones, loss of consciousness or conditions requiring hospitalization) immediately to Claire Davis at 303-956-5167.

Unit of Academic Credit for Participation
The University offers one unit of academic credit for participants of some Club Sports teams. They may be taken pass/no credit only and are listed under the Athletic courses on Axess. A student must participate in 30 hours of team activity over the course of the quarter to receive credit. Coaches will receive updated rosters via email after the last drop date of the quarter (week 3 or 4) so that the coach knows who needs to be participating to earn credit. At the end of the quarter, a final roster will be emailed to the coaches for confirmation of participation so that the associate director can submit grades by the deadline. Timely confirmation from coaches is especially important in the spring quarter for those applying to graduate, as an incomplete will hold up their graduation approval process. Determination of credit benefit and the number of quarters offered is made based on the team placement in the tier system. All teams with credits must have non-student coach to oversee course requirements are met throughout the quarter.

Awards
Each year, the club sports program has two awards: the Shirley School Club Sports Athlete of the Year Award and the Sherry Posthumus Club Sports Team of the Year Award. The Shirley School Award is presented to the student-athlete on a club team who demonstrates outstanding leadership, exemplifies fair play/sportsmanship, achieves excellence within the sport and is committed to community service. The Sherry Posthumus Club Sports Team of the Year Award is given to a club sports team that has performed at the highest level, both in its competition and its commitment to contributing back to the Stanford community and beyond. Nominations are taken spring quarter and decided on by the club sports leadership and club sports staff. The awards are presented during the Stanford Athletic Board Awards Luncheon in June.

Financial Operations

Funding
Club Sports is a Student Group within Associated Students of Stanford University (ASSU). As a group, club sports receive a share of special fees approved each spring in Stanford’s electoral process. The amount club sports requests is based on the annual budgets submitted by our current teams. Therefore, it is essential that teams produce accurate budgets each year and notify the club sports financial officer if expenses for the next year are expected to change dramatically. Note that special fees money may only be used for the assigned category: coaching, equipment, facility use, etc. Expenses for competition, including travel, must be covered by dues and fundraising. If you receive funds in a category but your budget requirements change during the year and you need the funds for a different category, you may apply to ASSU for an allocation change. Please contact the club sports financial officer for more details.

Budgets & ASSU Allocations
Club Sports normally operate on the rule of thirds: one-third of funding comes from player dues, one-third from fundraising, and the final third from the Club Sports Special Fees fund. Only council teams are eligible for special fees funding. VSO Athletic Teams are not eligible to receive special fees funding so their operating budget must be covered by revenue from team dues and fundraising only. While the VSO teams are not required to submit a budget since they do not receive special fees funding, we strongly recommended it to help ensure healthy operations and finances for each team. An accurate budget is essential not only for funding allocations, but also for the proper operation of each club.

Club Sports teams are required to report all expenses and revenue, as well as their general and savings account balances to ensure they have been receiving the proper amount of funding. Expenses and revenue should be broken down into line items with a short description of how the amount was predicted. Non-essential and personal expenses, such as team food or personal equipment, will not be funded. All expenses must also be separated into ASSU GL account codes, as the allocations must be transferred into these accounts. Dues should also be explicitly stated. In order to expedite the funding process, budgets are submitted early in fall quarter and are followed by individual review meetings with
teams that club leadership needs clarification or teams that request to meet with the leadership. An example budget template in Excel is available online and must be used by all teams.

Note that although you receive funding from special fees, you do not need to submit a budget to ASSU for that process; the club sports leadership is responsible for compiling and submitting the special fees budget request to ASSU each year. This budget request is based on the current year’s team budgets and other information the teams provide. The Financial President may require team financial officers to provide specific paperwork and receipts when submitting Club Sports budget to ASSU in February. Team funding requires these documents or funding can’t be secured for your team.

**Expense Payments**

All expenses for the team are paid from the team ASSU bank. This includes coaching, equipment, uniforms, team registration fees, travel, etc. If the team needs to make a large purchase or a credit card is needed, contact the club sports office for more details. Teams may be able to charge some purchases up to $5000 and travel expenses to the club sports credit cards with the coordinator or associate director approval. Due to past problems with fraudulent use and failure to turn in receipts, the account number will not be given to officers and the club sports office will not call in the number to vendors. A team member is required to set up a time to meet with the club sports office to complete the purchase from the club sports office so that a receipt is submitted at the time of purchase. The charge will be applied directly to the ASSU team account. Teams do not have automatic authorization to make additional purchases with the credit card in the future with vendors previously used. Each purchase must be done separately from the club sports office. Club sports credit cards are not available for hotel expenses or reservations.

**Financial Aid**

There is a limited amount of funding available each quarter to assist athletes in need with membership dues. Student-athletes from all teams are eligible for financial aid funds. Each quarter athletes will be able to submit an application clearly describing the reason for their need. There is a limit of financial aid of $100/quarter or $300/year for each athlete. Applications will be reviewed and financial aid allocated by club sports leadership and staff.

**Post-Season Funding**

In February or March, the club sports financial officer will collect post-season budgets for teams traveling for regional and national championships. Club sports leadership will review all budgets and staff and funding will be allocated to cover a percent of the team post-season budgets based on approved expenses and total amount of funding available. Allocations vary by year based on number of teams, team budgets and funds available.

**Fundraising**

At least one-third of each club’s income must come from fundraising. The club sports program’s allocation to each club will only match the amount that the club fundraises. There are several sources for raising money:

- **The Stanford Fund** offers money to student groups in exchange for writing letters, making videos and working shifts during Homecoming weekend. While they require some paperwork and have restrictions on what the funding can be used for, groups can earn $30/hour. Every club should at least apply for The Stanford Fund hours in the spring. Money is allocated in the fall and the work may be completed throughout the year. Any money that is not stewarded under the program requirements by the end of the academic year will need to be returned to TSF.

- **Athletic Department Events** often use club sports teams for various jobs. Each year teams like Football (Fan Experience) and Gymnastics need teams to help with set-up, takedown, taking tickets, shagging balls, etc. Club Sports leadership will offer these opportunities as they come up by sending emails to the club officers email list. It is very important to take these jobs seriously so that we continue to get these work opportunities for teams to earn money. Failure to show or meet expectations will result in losing future work opportunities for your team.

- **Donations** from alumni, parents and others are a common fundraising method. See below for guidelines.

- **Events/Tournaments** Hosting a tournament or fund-raising event can be an effective way to make money for your team. Such events or tournaments must be planned 60 days in advance with SAL and must be approved through the associate director.
**Donations**

With approval of the associate director, teams may solicit donations from parents, supporters or alumni. Clubs should keep a database of alumni information and send out updates on team developments, big games, and accomplishments to keep alumni involved in the program. You should only approach alums for financial assistance after you have a quality team-alumni relationship. Before contacting individuals to ask for donations, contact the club sports office for approval and assistance, especially when approaching alumni or others not directly affiliated with your team. The club sports office will also work with the athletics development office so your efforts are supported.

Donations that go through athletics or the club sports program qualify as tax-deductible and will receive an acknowledgement from Athletics; the money will then be passed on to the appropriate club’s general account. Gifts of any amount may be processed through Athletics (see limits for donations into ASSU bank account below). The club sports office will let you know of any donations that come through the Stanford Athletics Development office with a paper receipt in your mailbox or an email with the donor information so that you can send an acknowledgement to the donor. The tax ID for gifts processed through Athletics is 94-115-6365.

Donors can donate directly by using the Stanford Development website. Donors should indicate where their gift should be allocated for a specific club team and/or purpose:

1) Go to: [http://givingtostanford.stanford.edu/giving/home?indexredir=r](http://givingtostanford.stanford.edu/giving/home?indexredir=r)
2) Click on Make Gift Now
3) For Direct Your Gift, select Stanford Athletics
4) For Further Designation, select other and then specify the team (including men or women if applicable) or other gift instructions in Special Instructions/Other Designation. For example, “For Stanford Ski Team”
5) Complete personal and credit card information and finalize online gift process

For teams with an SIP in Athletics, funds will be transferred into that account. All other amounts will be deposited into the general Club Sports account. Stanford Athletics does NOT keep a percentage of these donations – the entire amount goes to the individual club. There are some account management annual fees. A receipt will be generated and sent to the club sports office and from there the money will be transferred into the team’s ASSU account if the team does not have an SIP account. If your team does not have an SIP and you know of an online donation made, please let the club sports office know so that follow up can be made to transfer funds appropriately to ASSU account. The receipt with the donor’s name and contact information will be placed in your team mailbox or sent to team financial officer via email. If your team wants money moved from SIP to ASSU, contact club sports office. It is important to thank all donors with a note from the team and/or team leadership so they know you received the funds and have access to use them.

If a gift is deposited into the ASSU account directly by the team officers, it may be tax-deductible. Please contact SAL or the university office of development (OOD) for more information about processing gifts through ASSU Bank. All gifts of $500 or more processed through ASSU bank account must be approved by SAL/OOD. Donations into the SIP accounts through Athletics, do not have any approval requirements.

**Sports Improvement Funds (SIP)**

Because of their longevity within the Stanford Athletic Department, many teams have a Sports Improvement Fund (SIP). Teams can draw off this account for equipment, events or other expenses that will enhance the program in the future. To check on these funds, contact the club sports office. Approval of the associate director is required to access these funds. These sports include Equestrian, Ski, Horse Polo, Men’s Lacrosse, Women’s Lacrosse, Cycling, Men’s Basketball, Ice Hockey, Rugby, Men’s Ultimate, Women’s Ultimate and Taekwondo. When they reach $100,000, SIPs can become endowments and earn interest. Teams may continue to maintain an SIP account after creating an endowment to fundraise separately for expendables (projects, coach salaries, equipment, etc.) and access the funds at any time. To start a new SIP, the team must have $25,000. SIP accounts do not earn interest.
Endowments
Some club sports teams have developed endowment accounts over their years under Stanford Athletics’ wing. The accounts currently earn about 4% each year that can be used to cover team expenses. If the team has no expenses, the amount can be re-invested (unless otherwise written in the formation of the endowment). To develop an endowment account, contact the club sports office.

Sponsorship
Teams are permitted to develop relationships with local or national vendors that supply their support. These relationships, including sponsorship amount/goods and return benefit for the sponsor, must be revealed to the club sports office on a quarterly basis. Before contacting companies to solicit sponsorship, submit a list of corporations the team wants to approach to the club sports office. If deposited into the team ASSU account, the office of development through SAL must approve donations over $500 from corporations. Donations into the SIP accounts through Athletics do not have any approval requirements.

Travel Policies

Travel Registration
Traveling to competitions and other events is common for club sports teams. If your team is traveling beyond Santa Clara County or San Mateo County for any team activity (training, competition), an online travel/roster form must be submitted by the team travel contact before departure. Required information includes, destination, transportation method/details, lodging information, travel roster, and team drivers. International trips require a minimum of 3 months prior approval.

Teams are not permitted to travel in 15-passenger vans. 10 person vans may be used if driver has a valid Class B driver’s license. Teams are encouraged to travel by commercial bus when possible. Air travel can also be economical when on the west coast. When no other option exists, rental cars or personal cars may be used.

Driver Forms
Anyone driving athletes for team related activities (whether local or out of area) must sign and complete required driver forms, including providing copy of current driver’s license.

Travel Transportation Help
Anthony Travel is a full-service travel agency that handles the travel for the Athletic Department. They can be very helpful when needing group reservations. You can schedule team travel with airlines, buses and lodging. They can also help you reserve rental vehicles through Hertz with our Stanford agreement/rates.

Anthony’s has an office in the Arrillaga Family Sports Center 650-725-5100.

Parking & Transportation has a bus scheduling option that allows for groups from 20-60 to make reservations and pay with an internal journal transfer directly from your team account.

Enterprise Rental Cars is located on campus, off Oak Road next to Sand Hill Field in the parking garage. Often offer deals to Stanford students 650-833-8060.

Vehicle Insurance
Students traveling for official Stanford University business (including club sports competition travel) are covered by the Stanford’s car insurance policy while using rental cars only. Contact club sports office for copy of insurance card to be kept in all vehicles during team travel. When driving personal cars, students must have their own private insurance.

Accidents
In case of an auto accident, the club sports director and Risk Management must be notified within 12 hours (email or phone are acceptable). Stanford Risk Management/Athletics always recommend you call the police and get a police report. If the accident is simply a scratch left on the rental car, or something minor, you can let risk management know about the accident by using our online form:
https://www.stanford.edu/dept/Risk-Management/docs/forms/autoaccident/fft
At the end it says to “click here to submit form” to send the form to the Risk Management computer. The associate director must be notified separately.

Risk Management Contact

JoAnne Thorne, Administrative Assoc., Notary Public
Stanford University Office of Risk Management
651 Serra St., Rm. 250, Stanford, CA 94305-6207
Phone: (650)723 – 4555 Fax: (650) 723-9456
thorne@stanford.edu

Stanford Policy for Rental Car Use

STANFORD UNIVERSITY – Administrative Guide
36.7, item 6: Car rentals for University Business Trips:

6. RENTAL CARS

a. **Economical Alternatives** – Before renting a car, the traveler should consider shuttle services and taxis, particularly for transportation between airport and lodging.

b. **University Name on Rental Agreement** – Car rental agreements for both employees and non-employees renting for University business should, for insurance reasons, whenever possible include “Stanford University” with the name of an individual.

c. **Driver and Location Limitations** – For the traveler to be covered by the Stanford University’s self-insurance, basic insurance, the rental vehicle may not be driven by persons other than the renter, or leave the state in which it is rented, without the agency’s permission.

d. **Accident Notification** – If a rented vehicle is involved in an accident, have a police report made. If the rental car is damaged overnight, you can choose to use the following to report it: [https://www.stanford.edu/dept/Risk-Management/docs](https://www.stanford.edu/dept/Risk-Management/docs).

Finally, there are general rules that have been developed as follows:

1. Cell phones must NOT be used while operating a vehicle. If a phone needs to be used, drivers must pull over, make the call, and hang up before resuming your trip. NO EXCEPTIONS.

2. Driving between 12A.M. and 6A.M. is not allowed without approval from club sports office.

3. Drivers and any passengers must always wear seat belts and follow laws.

4. Immediately report any accident to police. Minor physical damage to SU vehicle can be reported using: [https://www.stanford.edu/dept/Risk-Management/docs/dorms/autoaccident](https://www.stanford.edu/dept/Risk-Management/docs/dorms/autoaccident) (stated above).

5. All tickets, parking violations, fines, penalties or punishment, etc. which authorities place on an individual are the responsibility of the individual driver and are excluded from protection Stanford University would provide.

Stanford University Safe Driver Program

DRIVER CONDUCT REQUIREMENTS

1. Possess a valid operator’s license, display such license to the vehicle key issuer at each vehicle exchange, and comply with all license restrictions.

2. Never drive while impaired by alcohol, drugs, medication, illness, fatigue, or injury.

3. Ensure the proper use of safety belts and child safety restraints for all occupants.

4. Obey all applicable motor vehicle laws, codes, and regulations.
5. Drive in a defensive manner, anticipating situation where incidents are likely to occur.

6. Refrain, at all times, from using radar/laser detection devices.

7. Plan trips by selecting the safest route, depart early enough to observe posted speed and traffic regulations, and will be mindful of current and forecasted weather conditions.

8. Report all incidents/crashes involving damage to the vehicle or persons to police and notify Risk Management of auto accident at:

   https://www.stanford.edu/dept/Risk-Management/docs/forms/autoaccident.fft

   Click at the bottom of the online form to submit the information electronically to Risk Management. You may also call 650-723-4555.

9. Prohibit use of vehicle by other parties, including family members.

Furthermore, I verify that I have not been convicted within the past 36 months of any of the following motor vehicle violations:

1. Driving while operator’s license is suspended, revoked, or denied.
2. Vehicular manslaughter, negligent homicide, felonious driving or felony with a vehicle.
3. Operating a vehicle while impaired, under the influence of alcohol or illegal drugs, or regusing a sobriety test.
4. Failure to stop or identify under a crash (includes leaving the scene of a crash; hit and run; giving false information to an officer).
5. Eluding or attempting to elude a law enforcement officer.
6. Traffic violation resulting in death or serious injury.
7. Any other significant violation warranting suspension of license.
Club Sports Alcohol Action Plan

Club Sports
Alcohol Action Plan
May 31, 2006

Club Organizational Meeting
The following topics must be discussed at the Club Sport Organizational Meeting:

• All students are expected to abide by all Federal, State, and University laws and regulations regarding the consumption, possession and distributing of alcohol.
• In regards to the law, providing alcohol to minors is against the law. Consumption of alcohol by minors is against the law. Student athletes would face legal action from police and could possibly face a fundamental standard violation from the University.
• Student athletes should remember that they always represent Stanford University, Stanford Athletics, their team and themselves.
• Student athletes involved in any kind of alcohol related disciplinary or academic trouble should notify coaches/administrators immediately.
• Captains and team leaders are expected to foster a positive environment and emphasize our zero tolerance policy for any type of hazing or team initiations. Impress upon the group that each member is obligated to look out for his teammates. Stress the importance of communication with coaches or captain when there are concerns for an individual’s health.
• Discuss policies with regard to recruits on campus visit (see below).
• If the Club Sport office receives a call from the Dean’s office regarding an alcohol issue, the appropriate disciplinary action will be taken.
• All Club Sport members will be held to the same high standards as intercollegiate teams.
• Alcohol violations will affect future budget allocations.

Throughout the Year
• Club Sport leaders should give frequent reminders to members about expectations for behavior with regard to alcohol use at times when most vulnerable, such as:
  1. After significant victories or defeats.
  2. Following the end of the fall and spring seasons.
  3. At the end of the school year.
  4. At University traditions.
• Club Sport players will be held accountable for behavior that is in violation of University policy. Disciplinary actions will be imposed that is appropriate to the behavior.
• Consider scheduling practices and games in early mornings or late evenings.
• Realize that if a Club Sport is found to be purchasing alcohol through an outside account, the account will be closed.

With Regard to Recruiting Visits
• The use of alcohol and drugs, engaging in sex and gambling activities during campus visits is strictly prohibited.
• Clearly state in no uncertain terms to the members of the team that under no circumstances will any member give a recruit a drink or encourage a recruit to drink on their visit.
• Discuss with the prospect at the time of their visit our expectations for their behavior including, but not limited to, abstaining from alcohol use during their campus visit.
• At the initial Club Sport meeting in the early fall, explain to your members the serious potential liability to themselves and the University, as well as the negative effects to the reputation to the program if a recruit gets involved in appropriate and/or potentially dangerous activity during an official visit.
• Detail the expectation that hosts do their best to watch out for their recruits at all times—never leave them alone at a party or let them go back to the dorm by themselves. Also, student-athlete hosts (regardless of age) may not consume alcohol while hosting a prospective student-athlete.

Final Considerations
• Your personal life can be totally disrupted. You can make personal decisions that can be embarrassing, even humiliating. Your judgment can be significantly impaired. You will then need to live down your behavior.
• Any incident could lead to much embarrassment and humiliation for an athlete and their family, your Club Sport, the Department of Athletics, or the University.
• A team’s positive contributions to the community and perception in the community would be undermined by an incident involving irresponsible alcohol use.
• Be responsible for your actions.