

Sport Club Manual



LONGWOOD UNIVERSITY

2026 – 2027

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Purpose:

The Sport Clubs program at Longwood University is a student-initiated, student-managed program designed to meet the competitive and social needs of Longwood University students.

Structure of the Sport Club Program:

Sport Clubs will be classified in one of two categories: competitive or recreational that will form into competitive moving forward.

Role of the Department of Campus Recreation:

Campus Recreation has full administrative authority and supervision of the Sport Clubs program. Sport Clubs are accountable to the requirements and expectations established by the Department of Campus Recreation and the Assistant Director of Sport Programs.

Campus Recreation will be an advocate across campus for all active Sport Clubs. Campus Recreation will provide the expertise and resources to allow the individual Sport Clubs to be successful. Examples of service the department can provide are:

- Budget assistance and guidance
- Inventory and storage services
- Field maintenance and lining
- Facility scheduling
- Fundraising assistance
- Game management assistance
- Marketing and promotion program
- Office services (copy, scan, etc.)
- Risk management assistance
- Equipment purchasing

Contact our office at campusrec@longwood.edu or 434-395-2356 or Tommy Preston at prestontw@longwood.edu 434-395-2336

Expectations of the Sport Club:

Sport Clubs must maintain in good standing to be afforded full Sport Club privileges. A club officer must complete the following criteria for the club to remain in good standing:

1. Attend all Sport Club Council (SCC) beginning of semester and monthly meetings.
2. Keep up-to-date information on student club leaders and coaches on file with Campus Recreation.
3. Have signed liability waiver forms for each club member on file on Lancer Link.
4. Complete and submit travel request forms to Campus Recreation at least **TWO weeks** prior to every off-campus event unless otherwise noted in the travel policies.
5. Complete and submit facility request forms to Campus Recreation at least **TWO weeks** prior to the day of the home game/tournament.
6. Maintain inventory of all items purchased with school funding.
7. Complete the end of year survey.
8. Provide a safe environment for participation. This should include, but is not limited to: Providing a safe playing area for practices and competitions, providing proper instruction and supervision, and having emergency action protocol in place for injuries and emergencies.
9. Have at least two members of the club certified in First Aid/CPR/AED and provide Campus Recreation with a copy of that certification. These two members will also need to attend 1 safety officer meeting prior to the club participating in practice/games.
10. Remain in good standing with the regional or national organization that oversees the sport (ex: USA Rugby Federation for Rugby Club).
11. Complete any mandatory requirements of the SCC Club Cup.
12. Remain in good standing with Longwood University's Student Activities Office and complete all requirements from that office.

13. Submit club funding requests and present to the SCC in the spring for the following academic year (with exceptions for new clubs and requests for money towards qualifying tournaments).

Expectations of Sport Club Student Leaders:

Student leaders are vital to the success of every sports club. The Department of Campus Recreation is here to support every club any way we can. Do not hesitate to ask us for assistance and guidance with any issues that arise. It is important that the sport club leaders work closely with Campus Recreation to ensure that all issues are being resolved. Minimal expectations for the club leaders are:

1. Keep Campus Recreation informed of all activities
 - a. Report injuries and accidents by the first business day after the incident (major/serious injuries should be reported immediately). See Emergency Action Plan (EAP) in safety officers meeting.
 - b. Self-report any incident(s) to the Assistant Director of Sport Programs as soon as possible.
2. Maintain accurate participation statistics for all club meetings, practices, and competitions.
3. Complete required reports in a timely manner
 - a. Determined by SCC and Campus Recreation each year
4. Represent Longwood University in a positive professional manner at all times
 - a. Any social media account under the Longwood University name (including team accounts), must maintain a professional image, representing the university in a positive light.

Role of the Advisor:

A Campus Recreation staff member is available to be an advisor for any club. If the Sport Club is looking for an advisor other than within campus recreation, they must get approval from the Associate Director of Sport Programs. If approved, those advisors would have to meet with the Associate Director of Sport Programs to ensure an understanding of the expectations of the club by Campus Recreation.

Current Sport Club Advisor: Tommy Preston at prestontw@longwood.edu

Role of the Coach:

Recruiting coaches to lead each Sport Club is recommended for all competitive clubs. Each Sport Club is authorized to recruit coaches from on-campus or off-campus. The coach is required to meet with the Associate Director of Sport Programs to verify credentials and discuss their role with the Department of Campus Recreation. Campus Recreation reserves the right to require a coach for clubs that we deem a higher risk, but will assist each club who is interested in finding a qualified coach. We also reserve the right to deny any coaching candidate we deem to be unqualified to lead the club.

Athletic Training

Athletic Training will help assist in concussion return to play for sport club athletes and some evaluation upon request at their discretion. Athletic trainers are qualified to assess the status of a patient's or client's post-operative, chronic, acute and subacute musculoskeletal injuries, illnesses and/or conditions to determine impairments, functional limitations and disability. Based on this assessment, athletic trainers determine the appropriate treatment goals and therapeutic interventions to reduce the extent of an injury. Athletic Training services are provided through practice/game coverage as well as clinic hours (by appointment only). Athletic training room is located in the HFC Functional Fitness Room. Direct Link to Book an Appointment with Longwood Club Sports (Medical/Athletic Training): <https://www.picktime.com/ClubSportsAthleticTraining>

Current Sport Club Athletic Trainer: Abbi Eckert

Communication:

Communication is the key to the successful administration of a Sport Club. Formal and informal communication lines will be necessary for successful administration of the sport club program. Mandatory SCC meetings will be held regularly throughout the year. One officer from each club is required to attend each meeting. Individual meetings will also be scheduled as needed to address issues facing each club. Campus Recreation is always available to assist with any issues as they arise. Club officers may contact the Campus Recreation Office at any time to schedule an appointment with the Associate Director of Sport Programs. Email/Phone Call/Text Messaging will be the primary forms of communication between Campus Recreation and the Sport Club officers. Sport Club officers are expected to check their campus email and respond within 48 hours.

Sport Club Inventory:

The officers of each Sport Club are responsible for the equipment, supply, and uniform inventory of the Sport Club. An inventory report form must be filled out and filed with the SCC in April to close out the year in good standing. All items that were purchased with SCC money must be listed and kept in storage each summer. All keys must be turned in at time of inventory completion.

Re-Registration of an Existing Sport Club:

Once a Sport Club is established, it is required to register with the Student Activities Office and the Department of Campus Recreation every semester. The Sport Club online registration (information provided by the Student Activities Office at the SCC meeting) is all that is required to re-activate the club for a new academic year. If a club goes inactive for more than 2 semesters, the club must go through the formal recognition process.

Formal Recognition of a New Club:

New clubs may request Sport Club status at any time during the academic year. New Sports Clubs must understand that funding will be limited until they show that the club can be sustained over time. New club status will be evaluated on the following criteria:

- Adequate number of members to operate effective practices, games, etc...
- Ability to schedule competitions and activities
- Become a member of a nationally or regionally recognized sports organization or professional authority
- First year clubs should not expect to receive more than \$1,500 from SCC.
- There is a new member process through Student Clubs and Orgs as well to follow.

To start this process go to lancerlink.longwood.edu and complete the “new organization interest” form

Disciplinary Process:

All Sport Clubs are expected to comply with Longwood University requirements, Campus Recreation expectations, and at all times reflect well on Longwood University. The Associate Director of Sport Programs has the right to assess disciplinary actions against a club for failure to meet the stated expectations. All disciplinary action will be delivered to the sport club in written form.

Disciplinary actions may be any of the following:

1. Probation
2. Temporary loss of facility space
3. Temporary freeze of funds
4. Suspension of travel privileges
5. Partial loss of funds
6. Complete loss of funds
7. Suspension from the Sport Club Council and removal as a registered student organization

Appeal Process: The Sport Club has the right to appeal all disciplinary decisions by Campus Recreation to the Director of Campus Recreation. The club has 72 hours from the date of the sanction letter to submit an appeal. The club must contact the Assistant Director of Sport Programs, so that they can schedule an appeal meeting for the club. A ruling on the appeal will be decided and reported in a timely manner.

Alcohol and Drug Policy:

Alcohol and illegal drug use is not permitted at any sanctioned Sport Club event. Violations of this policy will be considered a major infraction and will be dealt with seriously as well as forwarded to the Longwood University Student Conduct and Integrity Office.

Anti-Hazing:

Anti-Hazing Policy

Longwood University is committed to the belief that abusive behavior, harassment and assault does not build character, does not build leadership skills, and does not foster group loyalty or unity.

1. Definition of Hazing

Hazing is defined as any action taken, situation created or facilitated, whether on or off Longwood property, by individual students, recognized student organizations or athletic teams, intended to produce mental or physical discomfort, harassment, embarrassment, intimidation, ridicule or endangerment of life. Hazing is an abuse of power and relationships, and its purpose is to demean others. Willingness to participate in any hazing activity does not excuse the behaviors or absolve those involved from responsibility. Additionally, for the purposes of this policy, hazing includes observation of hazing activities by individuals in a position to intervene but who failed to intervene.

Hazing is a criminal offense under Virginia Code: § 18.2-56, which states:

Hazing unlawful; civil and criminal liability; duty of school, etc., officials; penalty.

It shall be unlawful to haze so as to cause bodily injury, any student at any school, college, or university.

Any person found guilty thereof shall be guilty of a Class 1 misdemeanor.

Any person receiving bodily injury by hazing shall have a right to sue, civilly, the person or persons guilty thereof, whether adults or infants.

The president or other presiding official of any school, college or university receiving appropriations from the state treasury shall, upon satisfactory proof of the guilt of any student hazing another student, sanction and discipline such student in accordance with the institution's policies and procedures. The institution's policies and procedures shall provide for expulsions or other appropriate discipline based on the facts and circumstances of each case and shall be consistent with the model policies established by the Department of Education or the State Council of Higher Education for Virginia, as applicable. The president or other presiding official of any school, college or university receiving appropriations from the state treasury shall report hazing which causes bodily injury to the attorney for the Commonwealth of the county or city in which such school, college or university is, who shall take such action as he deems appropriate.

For the purposes of this section, "hazing" means to recklessly or intentionally endanger the health or safety of a student or students or to inflict bodily injury on a student or students in connection with or for the purpose of initiation, admission into or affiliation with or as a condition for continued membership in a club, organization, association, fraternity, sorority, or student body regardless of whether the student or students so endangered or injured participated voluntarily in the relevant activity.

2. How to Report Hazing

Any person who believes they are a victim of hazing is encouraged to report the incident. Any person having knowledge of any activity or conduct that is concerning or may constitute hazing is also encouraged to report the incident or behaviors.

Hazing may be reported via:

Say Something online reporting webpage:

<http://www.longwood.edu/studentconduct/say-something/>,

Longwood University Police Department, Dorrill Hall, Lower Level, 434-395-2091

<http://www.longwood.edu/police/forms/report-a-crime/>

Office of Student Conduct and Integrity, Lancaster Hall, G-08A, 434-395-2490

<http://www.longwood.edu/studentconduct/say-something/>, to any Student Affairs staff member, or anonymously at <http://www.longwood.edu/studentconduct/forms/anonymous-report-form/>

Student reporters of misconduct will not be charged with alcohol offenses or minor violations of the Student Code of Conduct Standards and Regulations disclosed during the reporting process. Minor violations are defined as those that have a minimum sanction of letter of admonition. Please see the Code of Conduct Standards and Regulations within the Student Handbook for more information.

Please note the Commonwealth of Virginia Statute that speaks to the safe reporting of overdoses, specifically defined as a life-threatening condition resulting from alcohol, controlled substances, or any combination of such substances. Virginia Code: § 18.2-251.03. Safe reporting of overdoses.

<https://law.lis.virginia.gov/vacode/title18.2/chapter7/section18.2-251.03/>

3. Enforcement

Individual students and recognized student organizations who participate in hazing are subject to the Longwood University disciplinary process, criminal charges filed by Longwood University and/or injured parties. NCAA athletic teams and affiliated groups who participate in hazing will be referred to the Director of Athletics, who will take appropriate action and assign sanctions. The Longwood University disciplinary process will proceed for individual students and recognized student organizations if hazing is suspected or confirmed. If students are found responsible for hazing, the students will be assigned appropriate sanctions as outlined in the Student Handbook. If a recognized student organization is found responsible for hazing, the recognized student organization will be assigned appropriate sanctions that may include, but are not limited to, educational assignment, loss of privileges, or loss of recognition status as outlined in the Student Handbook.

Recognized student organizations, NCAA athletic teams, or governance groups may develop additional policies and procedures that are more specific in order to prevent incidents of hazing within their memberships.

To the extent possible, the University will address behaviors defined herein on the part of any member of the Longwood community by non-members, including contractors, alumni, visitors, and any others who are identified as non-employees or non-students of the University.

4. New Member Development Requirements

All new member activities and/or programs must 1) include both current and new members; 2) have a constructive purpose related to the group's goals; 3) follow University, and national organization/NCAA policies; and 4) be completed within the first twelve weeks of the semester the new member process has begun, and may not last longer than six weeks.

All recognized student organization leadership must electronically sign a statement on the Recognized Student Organization Re-Registration Form each semester indicating they have read and understood the Student

Handbook and the policies and procedures contained within. Recognized student organizations with a New Member Process will be required to ensure and provide proof that all new members receive a copy of the Anti-Hazing Policy within two weeks of the start of the New Member Process. At the discretion of the University, failure to follow this procedure may result in penalties to the recognized student organization that may include, but are not limited to, loss of Longwood University recognition, privileges, or permission to conduct recruitment or new member activities.

All recognized student organizations that have a New Member Process must submit copies of the program and activities to the University Center and Student Activities Office and/or Office of Fraternity and Sorority Life prior to recruitment for approval. Upon the completion of recruitment, an evaluation report must also be filed with the appropriate Office. At the discretion of the University, failure to follow this procedure may result in penalties to the recognized student organization that may include, but are not limited to, loss of Longwood University recognition, privileges, or permission to conduct recruitment or new member activities.

Student Athletes and NCAA athletic teams and affiliated groups will follow the procedure outlined in the Longwood University Student-Athlete Handbook.

Facility/Field Usage:

It is the responsibility of the Sport Club officers to request practice/event space from the Department of Campus Recreation. The facility reservation form must be completed and submitted (on Lancer Link) at least 2 weeks prior to any club-sponsored activities taking place at any university location. In the event of inclement weather affecting outdoor club practice, club officers may complete and submit a facility reservation form the day of.

Note: All request forms are approval pending.

**Please note that Campus Recreation oversees and only schedules the Fitness Center, 1st. Avenue field, and the Lancer Park Sports Complex. Practices held at any other location should be cleared with the Associate Director of Sport Programs. In the event of inclement weather, field space for practices, games, and/or tournaments may be canceled at the last minute if Campus Recreation deems playing conditions unsafe or if activity may damage the field(s).*

Facility/Field Maintenance and Upkeep:

Report any needed repairs and upkeep items to the Associate Director of Sport Programs as soon as possible. Campus Recreation will work with Facilities Management, Longwood Grounds, and The Budd Group to remedy any potential situations as they arise.

It is the Sport Club's responsibility to leave the facility/field in the same condition it was in prior to the practice and/or event. Sport Clubs are responsible for the removal of practice/event materials and trash at all practices/events.

TRAVEL POLICIES-Driving less than 225 miles

1- Prior to traveling to any event your team must get approved. Travel request paperwork is due 2 weeks prior to travel.

2- Travel forms can be found on <http://www.longwood.edu/finance/20467.htm>

3- Request an RTA (request for travel authorization) number (found on above website).

4- Fill out a RTA form (Found on above website) and return signed paperwork to the Campus Recreation office. Be sure to include every person traveling AND driving. If it doesn't fit well on the form, attach a document with the list to the RTA.

- Drivers (In-state) will be required to complete a driver alert release form. Driving Record will be run and kept on file with the Longwood Transportation office. If we are notified of suspensions, convictions, or a driving point record of 8 points, you will be not allowed to drive others to a club sport event. Drivers should also notify the Campus Recreation office if they have a new driving restriction.

- Drivers (Out of State) will be required to obtain their driving record and turn into the transportation office 1 week before their first trip. Driver will be approved if no restrictions, suspensions, or convictions are present. Please note this will be required once per year and the driver is responsible for communicating any new suspensions or convictions to the Campus Recreation office.

5-NO DRIVING shall take place between the hours of midnight and 6:00 AM.

TRAVEL POLICIES– DRIVING over 225 miles

1. Prior to traveling to any event you must get approved! Travel request paperwork is due 1 month prior to travel. There will be a meeting with your advisor before the trip to discuss traveling policies, goals, and expectations.
2. Steps 2-5 from above travel policies (less than 225 miles) apply to traveling over 225 miles as well.
3. A Driver is not allowed to drive more than 225 miles without a break and a new Driver taking over.
4. Total miles traveled in one day shall not exceed 700 miles.
5. State vehicles may be required
6. One driver shall be allotted for every 225 miles (one way) of the trip, for example, if the total miles one way of a trip are 700 the club needs to have 4 drivers listed on their TRAVEL ROSTER/ITINERARY as well as the Request for University vehicles.

Travel Process (State Vehicle or Personal Vehicle)

Club Sports Travel Process 2026-2027

Use the following website when noted below <http://www.longwood.edu/finance/20467.htm>:

1. Determine if you want to use state vehicles or personal vehicles to travel to your next event.
2. **For State Vehicles:** Contact the Transportation Office: 434-395-2299 or transportation@longwood.edu to see if buses or state vehicles are available for your weekend of travel. **Remember to say you are with Sport Clubs and which club you are reserving for not just your name!**
 - a. If there are vehicles available, **then continue to step 3-9 below.**
 - b. If there are not, then personal vehicle use will be needed. **You will still continue to Step 2-5 below.**
3. For drivers of the Sport Club program for a personal or state vehicles, a driver alert release must be filled out and turned in to Campus Recreation office one week before travel (we will turn it in with the RTA to transportation for you). **See the Associate Director of Sport Programs for form.**

Budget accordingly. Cost of state vehicles can be found here:

<http://solomon.longwood.edu/fleetservices/>

4. Request an RTA (request for travel authorization) number (Schedule a time to meet with SCC President or Assistant Director of Sport Programs)
5. Fill out a RTA form two week before travel (or one month for longer distances) and return to the Campus Recreation office along with a list of drivers and roster of people going on trip.

- a. Be sure to mark off personal or state vehicles where applicable (and let us know how many)
 - b. It is strongly recommended to bring your coach with you on the trip.
 - c. Only members of the club and coaches can be in the vehicles unless otherwise determined.
6. *STATE vehicles only*: Once the Campus Recreation office receives it, we will put a budget code on it (unless you are planning to use your agency account with the Accounts Payable Office, then you can put that number on there). If approved for travel, we will scan it over to the transportation office and copy you.
7. The Sports Club Council President will contact you to let you know if you are approved for travel.
8. Remember all of the travel and driver policies from SCC Manual Apply
9. *State Vehicles only*: When you return to campus, remember to be sure to return the state vehicle right away. **You cannot keep the vehicle past the date you put down to travel.**
10. Return the after travel return form within 1 business day after you return on lancer link.

Note: An officer of the club (who has signed a signature authorization form) must fill out the SCC Payment form and turn it in with the drivers' gas receipts and/or the MapQuest print out to the Campus Recreation office to start the gas/mileage reimbursement process (3-4 weeks).

- **IMPORTANT:** A driver on a travel trip **CANNOT** fill out/sign their own SCC Payment form.
- If you or a teammate are getting reimbursed, make sure you have a receipt that has your name on it and shows that you paid for it (proof of purchase). It's best to ask the SCC Treasurer or the SCC Advisor if the purchase is allowed to be reimbursed before making a payment up front.
- If requesting a check to be mailed in, you must call the company for an invoice and turn in with the payment form.

Questions?

Contact: Associate Director of Sport Programs at prestontw@longwood.edu

Fleet Services will notify the Campus Recreation office of any driver who becomes ineligible to drive a state vehicle.

[DMV Release Form](#)

LANCER PARK PROTOCOL

Sport Club Officers are responsible for the supervision of your club and the facility when participating at Lancer Park. Failure to enforce policy could result in loss of usage privileges for Lancer Park.

Emergency:

- In case of medical emergency, call 911 and/or Campus Police x2091
- **See Emergency Action Plan for Sport Clubs**
- Issues with the field, contact Campus Recreation at 434-395-2356
Or Associate Director of Sport Programs at 434-395-2336

Lights:

- Lights are to be turned on for authorized events only and by authorized personnel only
- If you have access to a key and the lights are not on, use the key to turn the switch on the box from auto to on. When event is finished, turn the switch back to auto.
- If you do not have access to the lights and you have a schedule practice or game, please ask the SCC staff member out at the LP Office.

Policy:

- Unauthorized usage of the Lancer Park Fields is prohibited. Please schedule all practices and events through Campus Recreation/Associate Director of Sport Programs at 434-395-2336 or through a facility reservation form found at [Lancer Link](#)
- Lancer Park is a tobacco and alcohol free area
- Food and chewing gum is prohibited on the artificial turf field
- Appropriate footwear is required. Rubber cleats, turf shoes, and athletic shoes are appropriate. Metal spikes, bare feet, and sandals are prohibited
- Be courteous to the next group. All equipment (goals, benches, etc.) should be moved off of the playing area to the sidelines and all trash should be removed from the field (water bottles, athletic tape, etc.)
- Notify Campus Recreation at 434-395-2356 of any field hazards or maintenance issues.

Campus Recreation On-Call Communication Plan

For emergencies, first call 911. Then call the “On Call-emergency phone number” for the weekend/night. Emergency Action Plan for Longwood University Sport Clubs is a separate document and will be given to all safety officers.

On weekday nights and weekends, Campus Rec professional staff will rotate responsibilities to take home this phone and be on-call. Sport Club Teams who are traveling will be instructed to Call Campus Police or the local emergency number first, and then to call the CR On-Call phone to report any major injuries or incidents. These include when a student was taken to the hospital and might miss class and/or be delayed getting home or where the suspected injury could require Accessibility Resources/Care Team attention. Major incidents could be a busted water pipe in the building, a car accident during travel, or fistfight on the field.

If students cannot get an answer from the On Call phone they should next try the Director, Gus Hemmer’s cell and then the Dean of Well-Being, Maureen Walls-McKay’s cell (location of both numbers will be provided in the emergency action plan provided to all Sport Clubs Safety Officers).

Tips/Other notes

You can also text to and from the On-Call phone.

If a caller gets the voicemail, they will be directed to call 911 or the local emergency number for an emergency, to try to call back again or text, and then to call the Director’s cell phone number.

Accident Report

These must be filled out and turned in to the campus recreation office by the safety officer within 1 business day of accident for any injury taking place on field, while traveling, or in a club activity.

[Longwood Campus Recreation Online Accident Report Form](#)



Incident Report*

[Longwood Campus Recreation Online Incident Report Form](#)



*This must be filled out and turned in to the Campus Recreation office by the safety officer within 1 business day of an incident taking place on field, while traveling, or in a club activity.

Financial Policies:

Sport Clubs file formal requests for funds to the Executive Board of the Sport Club Council. This takes place in the spring semester proceeding the academic year of use. The budget must be specific and submitted the packet given by the SCC executives. The allocation amounts are based on the following criteria:

1. Earned Club Cup Points (see later in manual)
2. Plans for the current/upcoming year (Need-Based)
3. Current status of the club and compliance with university policies
4. If the club spent 50% or more of their budget in the previous fiscal year

Sport Club Financial Accounts:

Sport Club Council

- This account is allocated to you from SCC.
- It can be used for any officials' fees, travel, equipment, tournament fees, etc.
- All items purchased must stay within the club.
- No more than 50% of the amount given is allowed to be purchased on equipment.
- An officer of the club must fill out the SCC Payment form* and turn it in with your receipts to the Campus Recreation office to use this money. It takes 3-4 weeks to process a check.
 - If you or a teammate are getting reimbursed make sure you have a receipt that has your name on it and shows that you paid for it (proof of purchase). It's best to ask the SCC Treasurer or the SCC Advisor if the purchase is allowed to be reimbursed before making a payment up front.
 - If requesting a check to be mailed in (equipment, league dues, etc.) you must call the company for an invoice and turn in with the payment form.

See SCC payment for and Authorization forms on the following 2 pages

Agency Account

- Sport Clubs have the authority to open an agency account (or you may already have one). The money in this account comes from dues or fundraisers that the club has collected and can be spent on any activities of the club. This money stays with the club into the next year if it is not spent. More information can be found on the SGA website: <http://www.longwoodsga.com/orgaccounts>
- Examples of items purchased from this account are spirit wear, individualized gear, equipment that will not stay with the team, but rather the individual.
- To use your agency account, you will complete a Banner Payment Request form and turn into the Campus Recreation office with your invoice or receipt.
- DETAILED INFORMATION and examples-Will be given at SCC Treasurer's meeting.



**Student Activity Fees and Agency
Signature Authorization Form**

Fiscal Year _____

The following individuals are authorized to sign payment request packet and approve the disbursement of funds (via Banner payment request form) against the Student Activity and/or Agency Fund referenced below.

Printed Student Activity Account Title

Account #

Printed Agency Fund Title (if applicable)

Fund #

ADVISOR Printed Name

Signature/Date

Phone #

Email

PRESIDENT Printed Name

Signature/Date

Phone #

Email

TREASURER Printed Name

Signature/Date

Phone #

Email

Printed Name

Signature/Date

Phone #

Email

Printed Name

Signature/Date

Phone #

Email

Please complete and return to SCC Executive Treasurer or SCC Advisor

Equipment and Water Cooler Check Out:

What equipment can the Sport Club check out for practice? Water coolers, hurdles, ladder, and cones.

Where are they located? They are all located behind the carpeted area right as you walk in the Health and Fitness Center.

To check out: Check one out by going to the front desk of the fitness center during open hours. The staff will open up the necessary locks to get the equipment. You must print your name, sign your name, and write your club team name on the checkout sheet.

Where to fill up your water cooler? Fill up water with sink there or in the back equipment room. Get ice from the machine in equipment room. Take to your practice.

What can be put in them? Water and Ice. NO Gatorade or other substances allowed.

Return of Coolers: Make sure to return your cooler the same day/night. Someone on your team MUST clean them. Directions are on the coolers as well as posted above the sink area. To dry you must leave it above the sink on the rack. Then go and tell the staff member at the front desk that you have cleaned and returned it. Whoever returns it will sign their name next to the same line for your team member that signed it out.

What if the building isn't open? Return it ASAP the next day and follow the same process above.

Who will lock up of the coolers and equipment? The Campus recreation staff will be responsible for locking the coolers and lids once they are dried. Please check at the end of each night to see if any cooler need to be put away. Keys are on the clip board.

Water Cooler Cleaning

Before filling with safe water, use these steps to clean and sanitize water storage containers:

- 1) Use Spray Bottle (Sport Club) to Sanitize the container and lid with a solution
 - a) This is filled with a bleach ratio (made by mixing 1 teaspoon of unscented liquid household chlorine bleach in one quart of water).
- 2) Cover the container and lid so that the sanitizing bleach solution touches all inside surfaces of the container and lid.
- 3) Wait at least 10 minutes and then rise the sanitizing solution out of the container.
- 4) Let the empty sanitized container air-dry before use

Club Sports Club Cup 2026-2027

The Club Cup will give clubs the opportunity to earn points based on compliance, interaction between clubs, competing, and fundraising. The points earned will determine money allocated to clubs for the following academic year. The points will also determine our Club Cup winner, who will receive a first choice in practice times and receive a recommendation for any club awards available on campus.

CLUB SPORT FUNDING (ACP and club to club interaction):

Club Sports Funding is distributed to Club Sports according to each individual club's fulfillment of the Administrative Compliance Program (ACP) requirements and club to club interaction opportunities. Points will be awarded to teams as outlined below. Approximately sixty percent (60%) of the Annual Club Sports Allocation Funds will be distributed in accordance with the ACP. The total dollars available for allocation will be divided by the cumulative number of points earned by all clubs throughout the academic year. This method will determine a dollar value to be assigned to each point. Each team's earned points will then be multiplied by this value to determine the funding to be allocated to each team upon completion of the 2022-2023 academic year. The rest of the budget will be distributed based on NEEDS-Based Funding.

Club Cup Points Overview (yellow highlighted areas are required):

1. **Lancer Link Registration** 5 points each semester
Each semester, your club must [register via lancer link](#). Fall Deadline is **September 18th**. Clubs who do not register become inactive for the semester. Spring Deadline is **February 9th (Tentative)**.

2. **Hazing Prevention Education: TBA** 15 points max
Part 1: Required Hazing & Alcohol Overdose Education Program: 100% of your club's returning executive board members, captains, and safety officers must participate in the Current Member Hazing & Alcohol Overdose Education Program. **Worth 5 points**
 - Date/Time TBA
 - Date/Time TBA
 - Date/Time TBA
 - Date/Time TBA
Part 2: Required Hazing Prevention Curriculum: All members of your club must complete the hazing prevention curriculum by September 30th or within two weeks of completing the waiver if joining after October 1. This course will be taken each year. **Worth 5 points**
Part 3: Hazing Prevention Week Events (Sept. 22th – 26rd). Some events may be mandatory. **Worth 5 points** to be awarded and will be determined by SCC Exec.

3. **Waivers:** 2 points max
Clubs must submit team waivers via Lancer link by September 30th to receive full credit.
Waivers: must have 8 participants minimum.

If not completed by the dates listed, the club is still responsible for submitting waivers, but will not receive point credit. Each person who wants to participate in your club in any form (tryouts, practice, travel, etc.) must fill out the waiver on Lancer Link (log in to Lancer Link, go to Sport Club Council, click on "Forms", then "Participation and Release of Liability Agreement" waiver) before taking part in any activity (if under the age of 18, parents must sign a paper form (on Campus Recreation's website), which needs to be turned in to the Campus Recreation office).

4. **Membership Bonus:**

10 Points max

Clubs with membership 10-19 participants = 2 point; 20-29 participants= 4 points, 30-39 participants =6 points, 40-49 participants = 8 points, 50 or more participants = 10 points.

Membership will be determined by comparing waivers and roster numbers at the end of the year. Must be submitted by March 31st.

5. **Meeting Attendance:**

2 points/meeting

There will be 4 Sport Club Council Meetings per semester, which inform Club Officers about current issues, update them on current events, and notify them of important upcoming dates.

Each club is responsible for having an officer present at every meeting. Club Officers must sign-in and remain until the end of each meeting in order to receive credit for attendance. Officers unable to attend for any reason will forgo that meeting's points. Clubs will receive 2 points/meeting if TWO officers attend; 1 point/meeting if ONE officer attends; -2 points/meeting if 0 officers attend. *If meeting is made up within 1 week, the team will get 0 points.*

6. **Leadership Workshop Attendance:**

1 point/workshop

Throughout the following semesters, the Student Leadership Development Team is offering a variety of helpful and informative workshops and training that will enhance your role and experience in student clubs and organizations. There will be 5 Leadership Workshops per semester, and 10 in total for the academic year. Each club is responsible for having an officer attend at least one (1) workshop per semester. Club Officers must sign-in and remain until the end of workshop presentation in order to receive credit for attendance. Clubs will receive 1 point/workshop if ONE officer attends; Additional points can be obtained for additional workshops attended.

7. **CPR/AED/First Aid:**

2 points/CPR/AED/FA cert

Maximum: 4 points

In case an emergency occurs during a club event, each club must have two CPR/AED/First Aid certified members who regularly attend practices and games, these members will be considered Safety Officers and must attend the Safety Officers meeting described below before the team can practice. Officers who complete this class and turn in a copy of their certifications by September 20th on Lancer Link or email to Tommy to receive 2 allocation points per member. Clubs will also not be allowed to practice/travel after this date without 2 certified members. Clubs who have 4 members or less are allowed to continue practice with 1 safety officer.

8. **Safety Officer Meeting**

2 points per person

Maximum: 4 points

Prior to practicing, at least 1 of the 2 CPR/AED/First Aid certified members must attend a Safety Officer meetings. By September 20th, both members need to have been to one meeting or made it up. Clubs will also not be allowed to practice/travel after this date without 2 certified members who have also attended the

meeting.

9. **Travel:**

2 points per travel form

20 points maximum per semester (#8, #9, and #10 combined)

Some clubs are more expensive by nature. In order to account for those teams that are more competitive and often obtain a large amount of travel expenses, clubs may receive points for completing their travel paperwork. Clubs can receive allocation points for submitting their Travel Request Form at least 1-2 weeks (or 1 month pending the travel distance) prior to the travel date. Forms must be filled out completely, accurately and on time in order to receive credit. All travel must be approved by SCC and the Campus Recreation office.

10. **Travel Competition:**

1 point/ Local & State Competition

3 points/ Qualifying Regional Competition

5 points/ Qualifying National Competition

Some clubs are more competitive. In order to account for those teams that are more competitive and often represent Longwood at higher levels, clubs may receive allocation points for competing at a high level. This will be accounted for in the travel request form, which must be submitted in order to receive points.

11. **Travel Follow-Up:**

1 point per follow-up form

In order for the Sport Clubs office to stay up-to date on the results of competition and travel, clubs are required to fill out a or travel follow-up (After Travel Form). Within 1 business day of returning from travel, clubs must report their safe arrival, trip highlights, and any other important information in the After Travel Form. This is to be done on Lancer Link. **If not done within 3 business days, teams will receive -1 point.**

12. **Home Events:**

Max 10 points

(2 point per game or 4 points per tournament)*

In order for the Sport Clubs office to staff club games, clubs are required to send in their Facility Requests via Lancer Link. Clubs must complete their forms 7 days in advance (more is preferred) or they will not count for points. **1 scrimmage per semester allowed to be counted for points. A tournament is when you play 2 different teams and they play each other or more*

13. **Volunteer Hours:**

Earn up to 20 points*

Involvement in community service opportunities/volunteer hours can provide an excellent learning experience for a club and its members. Service helps create a positive image for your club as well as the Sport Clubs program. Proof of service hours required by submitting a picture on Lancer Link and list who attended. 5 points per every 2 hours of service (75% of club). Hours will be done as a team (can be split up in 2-3 groups if needed). Additional points can be obtained for additional service events with the same ratios.

14. **Fundraising**

1 point for every 100 dollars in dues/fundraisers (max of \$2000/20 points)

We encourage clubs to fundraise money on their own to become self-sufficient. To earn credit, you must submit funds (dues, fundraiser money, etc.) into an agency account on campus and send in a copy of your receipt via Lancer Link.

15. **Club Cup Events**

Earn up to 5 points per event

Max 30 points

The Sport Club Council will come up with 3 events per semester to encourage interaction between clubs and

have competitions. Some of these will take place at our meetings while some will be already scheduled events on campus. Make sure to sign in with your team at these events. To receive credit, you must have the recommended number of people given as each event comes up. **SCC Executives may add an additional event as they see fit.*

16. **Attending other clubs fundraisers and events**

Earn 2 points per event Maximum 10 points

We want to encourage you and your club to attend other clubs home games and fundraisers. You will earn 2 points per game or fundraiser that your team attends. To get credit, you must have 1/3 of your club in attendance, take a picture and upload on Lancer Link. These pictures will also go on our Facebook page.

17. **Additions to Club Cup Points system**

With a 4/5 vote from the SCC executive board, they can make additional meetings, activities, events, etc. mandatory and add additional points.

Need-Based Funding

The remaining funds (40%) will be distributed to teams based on "need" as reflected in the projected annual budgets they will create. Since the Sport Clubs program likes to 'help those club who help themselves', fundraising is also a great way to increase revenue for a club. Clubs that put in time to fundraise and generate money on their own will be rewarded with more need based funding. Clubs will not be awarded allocated funds that exceed one third of their overall budget.

Any club who fails to meet with the Sport Club Council or Campus Recreation by the announced deadline to present their budget will forfeit their opportunity to receive need based funding.

NOTE* If clubs did not spend 50% of their budget in the previous year, they are not eligible for an increase in funds.

NOTE* Clubs will not have access to university funds until the following minimum requirements are completed:

- **Lancer Link Registration**

- **Minimum of 8 Waivers submitted and Club Roster Form on file**

- 2 service hours per persons was completed (for 75% of the club)
- At least 1 officer was at every monthly meeting, SCC workshop (if applicable), and fulfilled hazing prevention requirements.

Updated July 9, 2026