SPORT CLUB SCHEDULES, EVENTS, AND FACILITIES

CLUB SCHEDULES
The responsibility for scheduling the club’s activities rests with the club members. Activities and competitions scheduled outside the immediate region (see Travel section) MUST be approved by the Director of CRS prior to the club's commitment for the event. Failure to get approval will result in disciplinary action and trip cancellation.

A copy of the club’s schedule should be filed with, and approved by, the Assistant Director-Sport Clubs prior to the start of each semester (see Important Sport Club Program Dates). This allows CRS to prepare for each club's activities and also allows time for clubs to make travel arrangements.

Schedule as many home contests as possible. Scheduling of activities during final exam week is prohibited. Never schedule additional home activities without the approval of the Assistant Director-Sport Clubs.

Any club that wants to practice/compete during the summer or winter term must submit their request to the Assistant Director-Sport Clubs with their End of Year Report and have an officer attend the Summer/Winter Officer’s Meeting (see Important Sport Club Program Dates).

CONTRACTS/AGREEMENTS
All contractual agreements by sport clubs for competition or for any other purpose must be made in the name of the sport club and NOT in the name of CRS or the University of Maryland. Any agreement entered into by a club is NOT binding upon CRS or the University of Maryland. No club may enter into an agreement without prior approval from the Assistant Director-Sport Clubs. Individuals signing such contracts without approval can be held personally liable for financial commitments.

CONFERENCE OR LEAGUE AFFILIATION
A sport club desiring to affiliate with a conference or league, for scheduling or competition, must secure prior approval from the Assistant Director-Sport Clubs each year.

FACILITY RESERVATION/USE
Members of the Sport Club Program are eligible to use designated facilities that fall under the management of CRS. The Assistant Director-Sport Clubs may also make arrangements for clubs to use other facilities, either on or off campus, if necessary. All requests for CRS facility space must be made to the Assistant Director-Sport Clubs, using a Facility Request Form.

Clubs are prohibited from holding ‘informal’ practices in CRS facilities. If it is determined that a club has congregated with the intention, or with effect of, monopolizing a space otherwise designated for informal recreation, the club will be subject to disciplinary action.

Clubs using facilities must submit a signed Facility Use Agreement. Clubs will be given this form to read and sign before using facilities for the year (this includes summer). CRS is responsible for canceling the availability of fields due to inclement weather conditions before and during a scheduled event. Clubs can call the CRS Rainline at 301-314-7246 in cases of inclement weather. NOTE: Clubs should use discretion if they feel that their activity might damage the field, even if play is permitted.
Any damage or problems regarding assigned facilities/cancellation of reservations **MUST** be reported immediately to the Assistant Director-Sport Clubs. Clubs found to be damaging facilities or equipment will be charged for repairs and subject to program sanctions.

**SPECIAL EVENTS**

Any club activities other than a regular practice or dual meet (UMD vs. 1 other team) are considered special events and require additional preparation. Many special events may require additional support staff, rentals, or special equipment, therefore, it is important to submit a request to host a special event well in advance.

Requests to host special events should include a budget **and** answers to the following questions:

- What type of event does the club want to host?
- Why does the club want to host this event?
- Who will benefit from this event?
- Is this a fundraising event?
- How will club members be involved?
- Will the National Governing Body be involved? How?
- Will there be concessions, vending, or sales of any type?

Please keep in mind these facility policies when booking a special event:

- For any CRS sport club practice or competition (in which the club is participating), there is no CRS facility rental charge.
- If the CRS sport club is running an event (tournament, clinic, camp) in which they are generating funds to go into their CRS club account to be used for CRS sport club expenses, there is no CRS facility rental charge.
- If any amount of proceeds being generated from the event is being transferred anywhere other than a CRS account (including CRS sport club account), there will be a CRS facility rental charge.

It is also important to remember that many special events will require additional resources. Here are the price estimates to use when completing your special event budget:

**Pricing Estimates for Staff**

- Housekeeping: $43/staff-hour ($30/staff-hour for some groups)
- Electrician: $45/staff-hour
- Police: $56/officer-hour, $22/aide-hour
- Special Event Staff: $25/staff-hour
- UHC EMTs: $20/staff-hour – Clubs/orgs should contact UHC @ x48180

**Pricing Estimates for Facilities Management Rentals**

- Rental: $10/5’ round table; $7.50/6’ rectangular table; $1.25/chair
- Labor: estimate 4 hrs @ $33.22/hr = $132.88 (Over Time rate is $45.35/hr x 4 hrs = $181.40)
- FM Admin charge: 10% of Rental & Labor total
- Always drop-off Friday @ 4pm, and pickup Monday
EQUIPMENT
All equipment purchased with CRS or SGA allocated funds becomes the property of the University of Maryland. All such equipment must be accounted for in a year-end inventory. The Assistant Director-Sport Clubs, along with a club officer, will take a physical inventory at the end of the activity season. Lost or damaged equipment purchased with CRS or SGA funds will be replaced with club funds (club checking account if necessary). **NOTE:** Officers are advised to have club members sign an agreement when issuing equipment to individual members.

Sport club equipment may be used only during the club's approved activity season and must be suitably stored during the remainder of the year at the Eppley Recreation Center or in the facility designated by the Assistant Director-Sport Clubs.

It is recommended that each club elect/appoint an Equipment Manager to monitor and control club equipment. This person should check in/out both uniforms and equipment. This will ensure that the club members losing or damaging equipment will pay for it rather than the club treasury. Equipment check-out forms are available from the Assistant Director-Sport Clubs.

WEAPONS
University of Maryland Sport Clubs who use implements which are, or could be considered, weapons (swords, sabers, foils, nunchucks, paintball markers, wooden staffs, etc) should be aware that weapons on-campus is a large concern of administrators, police, and the general public. As such, all weapons **may only be used during a club sponsored event.** Weapons should always be transported in a carrying case and should not be on display in any residence halls, building hallways, or outside of club activities for any reason. Any club that fails to abide by this policy will be subject to sanctioning.