

What is Wake Forest University Campus Recreation?

Campus Recreation seeks to enrich the quality of life for the students, faculty and staff of Wake Forest University through quality programs and facilities designed for individuals of all ability levels.

Our professional staff is devoted to assuring that students take advantage of their time at Wake Forest in ways that explore their full potential for growth and learning within a nurturing environment that promotes meaningful connections with our community and allows students to consider and realize their future aspirations. Campus Recreation also offers other services, such as [Fitness Programs](#), [Intramural Sports](#), [Outdoor Pursuits](#) & [Aquatics](#).

Campus Recreation enjoys a reporting relationship with the Division of Campus Life.

What is Campus Recreation's Club Sports Program & Union?

The Club Sport Union program is designed to serve individual interests in different sports and recreational activities. The activities that the club sport teams provide range from the very competitive, which travel and play at the intercollegiate level, to the recreational and instructional, which conduct activities such as basic skill instruction. The Club Sports program is the largest student group at Wake Forest University and entirely student organized.

Each Club Sport team is a chartered student organization run and administered by Wake Forest University's students with officers under the supervision of the Club Sports Union. The Club Sport Union is an organization which is made up of representatives from all of the club sport teams. The Union deals with issues ranging from policy formation / recommendation to the allocation of club budgets.

The purpose of this handbook is to provide Club Sports Union leaders, participants and fellow students a detailed breakdown of rules, policies and processes for easy reference.

What are the objectives and benefits of the Club Sports Program?

The Club Sport program maintains several objectives in order to ensure success for each club and its members:

1. To provide opportunities for instruction and competition in a wide range of recreational activities for students and other campus community members.
2. To provide an avenue for developing camaraderie in the campus community through common interests.
3. To secure facilities and equipment usage for clubs within the Union.

4. To develop student leadership skills by providing opportunities for organization and problem-solving.
5. Provide assistance to clubs financially during times of unexpected events.

Structure of the Club Sport Union

The Club Sport Union is comprised of officers from all Club Sports, as well as two co-presidents. Self-selected nominations come from members of the Club Sports Union confirmed by a majority vote of the officers of the Club Sports Union.

Role of Club Sport Union officers:

1. Attend monthly meetings and report back to the executive board of their club.
2. Communicate with the presidents of the Club Sport Union
3. Submit all forms and requests to the Club Sport Union in a timely manner.

Role of Club Sport Union Presidents:

1. Act as a liaison between officers and administrators, both within Campus Recreation and the Division of Student Life
2. Enforce Club Sport Union Rules and Regulations
3. Provide assistance to clubs as needed.
4. A Club Sport Union President must have held a position on a club officer board.
5. Keep clubs up to date on campus events and announcements.

Role of the Assistant Director of Competitive Sports/Club Sport Union

1. To support all functions of the Club Sports Union, as well as to support the needs of individual clubs.
2. Enforce all Club Sport Union Rules and Regulations
3. Support the Club Sport Union Presidents as liasons between officers and administrators.
4. Actively seek to improve the structure and offerings of the Club Sport Union

Role of the Associate Director of Campus Recreation in regards to the Club Sport Union:

1. Support Club Officers, Club Sport Union Presidents, and the Club Sport Union Intern.
2. Act as a resource for Club Officers and Club Sport Union Presidents.
3. Supervise the Clubs at an administrative level, and act as a spokesperson to the administration and trustees on behalf of the Club Sport Union
4. Keep the best interests of the Club Sport Union in mind in decision-making.

In addition to providing support to various clubs, the Union expects each club to abide by the following expectations and requirements:

Membership: All current and full-time Wake Forest University students, faculty, staff and alumni are eligible to *participate* in club sports. A full-time undergraduate student must be taking 12 credit hours for the semester in which they are participating. Graduate, law and med-school students must meet their institution's requirements for full-time status in order to participate. All officer members of the club must be undergraduate students, and the majority of club members must be undergraduate students. **Regardless of the club's governing body requirements (I.E. USA Cycling for the Cycling Club), only full-time students can compete in tournaments, games and matches.** Faculty, staff, alumni and coaches are not permitted to compete for Wake Forest University as per Club Sports Union policy.

Non-Discrimination: Participation of Club Sports is based on Wake Forest University's non-discrimination policy. Membership will not be based on race, religion, national origin, age, sex, veteran status, handicapped status, disability or sexual orientation. In terms of gender, there are men's, women's and co-ed clubs for various sports within the Union.

Interest: In order for a Club Sport to be active, there needs to be active leadership and membership. There is no minimum requirement for the number of students in the club, but active roles of the club within the Union must be met in order to maintain active status.

Leadership: Each club should maintain three leadership roles: President, Vice President and Treasurer. While the Union does not dictate the exact roles for each of these positions, the Union will hold these three individuals accountable for the clubs actions and well-being. These three individuals must also be a part of the Club Sports Union list-serve, which is the source of communication between the Union leaders and Club Sports Union officers. To join the list-serve, please see the Campus Recreation website [here](#). Leadership changes should be reported to the Club Sport Union via the club's transition packet, which should remain up to date regarding all club information.

Coaching: Coaches may be hired by the club, to serve at the discretion of the club. The Club Sport Union requires that all coaches attend the mandatory Coach's meeting held by the Director of Campus Recreation, as well as fill out a **Coach's conduct form**. This form is not a contract with Campus Recreation, but rather an agreement to treat all players fairly, and to act ethically. Neither the Club Sport Union or Campus Recreation is responsible for the conduct of the Club's Coach.

Coaches hired by clubs are not considered staff of Wake Forest University, and are allowed none of the privileges of University employment.

Safety: The safety of Club Sport's members must remain a top priority at all times. **There should be at least one CPR, AED and First-Aid certified member on each club.** Proper documentation of certification must be presented to the Union at the beginning of each semester for reference. For more information about how to be certified and proper safety procedures, please see the "[Safety and Liability](#)" section.

Insurance: All Club Sport Union members **must** sign an Insurance Waiver before the first practice. During times of tryouts, each club is given a two-week grace period from the first day of tryouts. After two weeks, a final roster **must** be determined and submitted to the Club Sports Union office in Reynolds 201 with Insurance Waivers signed by each member. You can find a copy of an Insurance Waiver [here](#) and details about how to fill one out online [here](#). *Failure to have proper Insurance Waivers signed by each member can result in, but not limited to, fines by the Union, suspension of practices and/or suspension from game participation.*

Travel: If a club wishes to travel outside of Wake Forest University, each member **must** fill out a "Travel Form" at least 24 hours before leaving campus. The Travel Form is available online [here](#). This form is required by Wake Forest University in order to ensure the safety of students. *Failure to submit a Travel Form can result in, but not limited to, suspension of practices, fines and/or banned travel to away games.*

Participation Results: Following a game, match or tournament, the Union needs to know the final result. No later than 24 hours after the event, one representative must complete the "Participation Results" form found online [here](#).

Drug Policy: When a club is on an official Wake Forest University sponsored event, there will be absolutely no alcohol consumed or drug use, regardless of age. The use of performance enhancing drugs (PEDs) is strictly prohibited. *Failure to abide by these policies will face disciplinary actions will be reported to the Dean's Office and suspension of club from the Union.*

Meetings: Club Sport Union meetings are held once a month. Attendance by leadership of each club is required. Notification of meetings will be

sent via the list-serve. *Failure to attend meetings will result in, but not limited to, fines and/or suspension of practices.*

Have fun!

The overall goal of Club Sports is to have every member enjoy their sport to the fullest. While understanding of Club Sport Union policies and expectations, remember to have fun and follow Wake Forest University's motto, *Pro Humanitate*.

Discipline

The discipline of individual members is at discretion of the club executive board. The Club Sport Union reserves the right to step in if the individual member does something that directly conflicts with the rules and policies of the Club Sport Union.

Discipline of the actions of a club as a whole by the Club Sport Union will be dealt with as deemed necessary. With the exceptions of the actions (or inactions) below, each issue will be dealt with individually. Incidents reported to the Director of Campus Recreation about incidents of a club sport are subject to review by Director of Campus Recreation and the Club Sport Union Presidents.

Missing Club Sport Union Meetings:

- One meeting: warning
- Two meetings: fine
- Three meetings: potential probationary measures.

Field violations:

- First serious offense: fine
- Second: probationary measures.

Definition of Probation

- Probationary measures may include, but are not limited to:
- Suspension of practice
- Suspension of competition
- Extra reporting procedures for club activities

Tips for Maintaining a Successful Club

At the beginning of the each semester, recruiting new members and encouraging participation of old members becomes a priority for most club sports. The following are several methods the Club Sports Union suggests may promote membership:

- Publicize the club's informational meetings and practices around campus.

- Have club representatives' present information to interested students at the Student Activities Fair in early September and during Admitted Students Day in early April. Exact dates and sign-up information for these events will be communicated by the Club Sports Union via the list-serve and by the Division of Campus Life.
- Email and encourage old members to participate in club activities and to help in the recruitment of new members. Keeping positive energy within the club is often key to successful clubs and great friendships.
- Set a precedence of organization and leadership within the club.

There are several means with which to publicize a club's meetings, practices, and events. Announcements should include such information as club contacts and details of meetings/practices/events (date, time, location). The following are only a few of the ways a club may notify the campus about club information:

- Posting fliers. (Please see "Posting Fliers Around Campus" online as they are constantly changing)
- Old Gold and Black (Campus Newspaper)
- Radio stations (WAKE, WFDD)
- Wake TV

Scheduling Practices

Before the start of each semester, each club must complete the "Practice Time Request". Requests for space will be announced through the Campus Recreation Space Manager. Approved practice and/or game dates will be announced before the semester begins. There is a limited window in which your club can request practice space for the following semester. Please fill out only one form per club and understand that this is only a *request* form. The Union attempts to give every club its first-choice practice time, but sometimes clubs will need to settle for their second choice given limited facility space, varsity-athletic conflicts and intramural matches. The final practice schedule will be published online via DeaconSpace (found on Win in InfoCentral).

Scheduling Meetings

If your club wishes to host an informational meeting using classrooms in Reynolds Gym, please contact the Club Sports Union office in Reynolds 214 to secure a time and location. Clubs are not permitted to host meetings in such classrooms without the permission of the Club Sports Union office. Clubs are also encouraged to take advantage of other buildings that offer meeting spaces on campus if a room is not available in Reynolds Gym.

Scheduling Games and Events using Campus Facilities

Campus Recreation and Club Sports Union has complete oversight and scheduling rights over several facilities around campus. Those facilities include, but are not limited to:

- Poteat Field
- Reynolds Gym (201, 401, 403)
- Leighton Tennis Stadium
- Upper Recreational Tennis Courts
- Upper Recreation Basketball Courts
- The Six in Reynolds Gym
- Water Tower Field
- Waterfall Field near Reynolda Village

As a club in the Club Sports Union, you have the ability to reserve these facilities for games, tournaments and other events. In addition to reserving the facilities, your club has the option to use Campus Recreation officials and equipment for a fee. Likewise, outdoor facilities are subject to weather-related issues. For details about using proper discretion about cancelling an event because of weather, please see the “Safety and Liability” section below. There are also important post-event procedures that must be followed, which are outlined in the “Administrative Duties of Club Leadership” below.

To reserve these facilities for games, please fill out the “Event Request Form” found in the InfoCentral tab on Win called DeaconSpace. At the beginning of each semester, each club will have a limited window to request facility use for competitive matches. Throughout the semester, clubs are still welcome to request the usage of facility space assuming there is available space. A detailed schedule of facility usage can be found on the Facility Calendars online.

[If your game or event requires lining the field differently than the current lines, see the Associate Director of Campus Recreation. Lining the field without permission will result in disciplinary action.](#)

Safety and Liability

Safety should be the highest priority for club leaders. Here’s how clubs should maintain a safe environment:

- For insurance reasons, all club members must sign the Release and Assumption of Risk forms. This insurance waiver places legal responsibility on club members for their actions within the club.

- For security reasons, all club members must fill out a “Travel Form” at least 24 hours prior to departure from campus.
- In cases of inclement weather, club presidents and officers should use personal discretion and good judgment in determining the club’s activity. Some rain or moisture, for example, may still be conducive to athletic competition and involvement. However, if the fields start feeling slick and possibly dangerous, club leaders should be responsible in ending practice or competition early. This serves two purposes—to maintain a safe level of participation for all club members, and to maintain the good condition of the playing fields.
- A general rule of thumb is if you are going to leave the field wearing it, then chances are you probably should not be playing on the field.
- A Club Sport Union representative may also use his or her discretion in canceling a club’s practices and events.
- Some first aid supplies can be found in the Campus Recreation Office. Clubs should also maintain their own supply of first-aid material for minor injuries.
- Clubs should ensure that members have enough water/fluids to prevent dehydration and injury.
- All drivers of Student Life and Campus Recreation vans must first complete a driving course offered by Bruce Sanspree (sanspeb@wfu.edu) and have a copy of their license on file with the Office of Student Life. Driving Courses can be organized through the Club Sport Union or on an individual basis.

Injury Procedure

Every semester, there needs to be at least one club member who is certified in Adult CPR & First Aid. Dates of the on-campus CPR & First Aid classes will methods via the list-serve and at monthly meetings.

In the event of an injury, the following procedures should be followed:

1. Determine the nature and extent of the injury.
2. If the injury requires minor first aid, a qualified individual should provide first aid on the spot. The club member injured should contact Student Health Services if the injury does not heal.
3. If the injury is minor, but still requires medical attention, the student should be taken to Student Health Services. Both Wake Forest students and visitors on the campus may receive urgent care.
4. If the injury is serious or if the student has been unconscious, emergency personnel should be contacted. Campus Police (on-campus, extension 911; from off-campus, 758-5591) or Student Health Services (758-5218) should be immediately contacted. The Winston-Salem Police department may also be reached at (336) 773-7700.

5. Each injury, regardless of its severity, must be reported to the Club Sports Union. You can use the “Injury Report” form found in the Club Sports Union office in Reynolds 201.

Incident Reports

Any incident that occurs either at home or while traveling must be reported to the Associate Director of Campus Recreation and the Club Sport Union co-presidents. A report of the incident should include all participating parties and members, as well as details about the event. Violations of Club Sport Union policy will be dealt with accordingly. It is recommended that you submit a report before any other notification occurs. Such cooperation may be taken into consideration.

Administrative Duties of Club Leadership

Officer Duties

Since each club’s needs are different, the specified duties of officers will depend on each club’s constitution. Some basic duties of all officers include the following:

- Organizational duties of the club (practices, competitions/games, travel, hosting tournaments, etc.)
- Attendance of Club Sport Union meetings. Maintain an up to date officer list on the club transition packet shared in Google Drive by the Club Sport Union president.
- Must have a complete understanding of the Club Sport Union Handbook and policies.
- Each club will follow the needs of Student Government and complete appropriate forms. For example, presidential evaluations and other such forms to remain in good standing with the Office of Student Development and Student Government.
- Management of club finances. For details about money-related topics, please see the “Finances” section below.

Transition Packets

Transition packets are kept by the Club Sport Union presidents in a Google Spreadsheet, and shared with officers. Current officers have sharing ability, and should also pass the spreadsheet along to upcoming and future leadership. Each club must maintain a current and accurate list of officers, and is encouraged to use the other functions of the transition packet as well. Inventories that are required by the Club Sport Union may be recorded on the Transition Packet as long as it is maintained and up to date each semester.

Club Coaches

Club Coaches serve at the discretion of the club. If a club wishes to have a coach, the coach must complete the “Coach’s Conduct” Form. This form outlines the expectations of club coaches and

their responsibilities in regards to Wake Forest University. Club Coaches are not considered Wake Forest University staff, and are not entitled to staff privileges. When announced club sports coaches must attend a Coaches Meeting in which all club coaches get together on campus the latest news. The dates of these meetings will be communicated to each club via list-serve, where it is then the responsibility of club leadership to pass this information onto their coach.

The requirements of a club sport event's officiating will depend on the rules of the league or association to which the club belongs. If acceptable, the club may request the names of trained intramural sports officials from the Coordinator of Intramural Sports. If necessary, the club may contact the North Carolina High School Athletic Association's (NCHSAA) Official's Program at (919) 962-7747 in order to contact and book officials at specific classification levels.

Off-Campus Event Duties

For events requiring travel to and from competition and events, club members should do the following:

- Plan early for the event—know date, time, and location as early as possible.
- Any professional staff from Campus Recreation cannot approve students to miss class for an out of town game or tournament.
- Transportation:
 - The Office of Student Life has two vans available for rental. Campus Recreation has three available for rental. Towing may be possible depending on the department's rules.
 - Contact van rental companies to reserve the appropriate vehicles if necessary. Be sure to adhere to all of the regulations of the rental company. Campus Recreation has a relationship with Triangle Rent a Car. Contact the Coordinator of Outdoor Pursuits for details.
- Complete and submit the Club Sports Union travel form at least 24 hours in advance of the off-campus event. If club events/practices occur off-campus regularly at a specific location the officers may make arrangement for one travel form to be completed for this regular event.
- If the club must withdraw from the event, notify the host as soon as possible.
- Keep track of mileage and money spent on food, drinks, lodging, etc. for possible reimbursement. Make sure to save receipts for any purchases made.
- Maintain a safe travel, competition, and lodging environment for the club.
- Maintain all University standards for good sportsmanship and appreciation.
- If your club needs cash in advance, fill out and submit the travel advance form to Financial Services at least 5 business days prior to your trip. If you are working with

Campus Recreation, this process should be done a week in advance. When you return you will need to submit the left over cash, original receipts, and the travel expense report.

On-Campus Events Duties:

For events sponsored by Wake Forest club sports, officers should maintain strict organization and plan as early as possible. Below is a checklist of duties:

Several Weeks Prior to Event:

- Check **University Calendar** and Facilities Calendar for conflicting events on campus.
- Review financial position of club—make sure that the club has proper funding for the event.
- Complete the “Event Request Form” found in Win under InfoCentral under DeaconSpace.
- Contact potential competitors and teams with information and invitations.
- Contact officials to set date, time, location, and payment.
- Contact Security and Facilities Management to discuss necessary services required for the event.
- Organize and schedule the use of necessary equipment for the day of the event, such as scoring machines, timers, field markers, goals, tables, chairs, water coolers and various other required items.
- Confirm that appropriate power supplies needed for the event are available and functional.
- Arrange housing for the opponent(s) or provide directions of nearby hotels. If possible, try to obtain a lower group-rate at nearby hotels.
- Send driving directions to opponent(s).

Week of the Event:

- Organize any meals, snacks, and drinks for the club and opponent(s).
- Double-check on arrival of opponent(s), officials, and the necessary security.
- Publicize the event around campus! Use fliers, the *Old Gold and Black*, and web pages to spread the word.
- Line fields with permission of the Club Sports Union. Please contact the Union before lining the fields to prevent multiple and incorrect lines being marked on the fields.

Day of the Event:

- In the case of inclement weather, contact opponent as early as possible.
- Prepare location of event—set up gym, water coolers and anything else that needs setup.

- Have fun and win!

After the Event:

- Clean the location of the event.
- Return borrowed equipment and supplies.
- Turn in necessary forms. Be sure to save receipts along the way to make sure you receive proper payment.
- Report your results to the Associate Director of Campus Recreation.

Event Conduct

Whether off campus or on campus, the Club Sport Union and Wake Forest University expect clubs to conduct themselves as representatives of the club.

- As a Wake Forest Club Sport, all participants in a competition represent the University.
- Alcohol should not be purchased, transported, or consumed at any event or competition regardless of whether or not a club is using University transportation.
- Club members should demonstrate good sportsmanship, politeness, and respect towards their competitors, referees, and any one present at the event.

Transportation Policy and Procedure

If there are events on the road that reflect poorly on Club Sports and Wake Forest University, they will be dealt with in the following ways:

- Fines
- Probation
- University Judicial Action (if required)

Finances

SBAC Budgeting

Each spring semester, every chartered club sport and student organization must propose a budget for the following year's funding. The Student Budget Advisory Committee (SBAC) is responsible for reviewing the clubs' proposals and allocating funds appropriately. SBAC will contact club officers early in the fall semester with a schedule of meetings and important dates, and any updates on changes in the process. **The SBAC guidelines may vary from year to year, so please be aware of the committee's current requirements.** As updates are made on the Student Government website, the Union will communicate upcoming budgeting meetings where possible. However, it is a good idea for every club to monitor the Student Government website for updates.

The following is a set of basic guidelines in the SBAC hearing process:

1. SBAC first requires a Progress Report, which will inform the committee on each club's activities, accomplishments and progress.
2. A schedule request will be emailed to club leadership from Student Government with available times for your club's budget hearing. Typically, these meetings take 20 minutes and are very formal.
3. Several copies of the club's budget proposal are to be submitted to the committee 24 hours before the club's hearing.
4. General Rules:
 - a. List all expenses
 - b. List all revenues (dues, fundraisers, etc.)
 - c. All expenses of the club that may not be funded by the University should also be listed at the end of the budget proposal. This allows SBAC to know all possible expenses of the club.
5. The following items are typically *not* funded by SBAC:
 - a. Bank fees
 - b. Entertainments
 - c. Gifts or Grants
 - d. Speaker Fees
 - e. Food
6. General Expenses:
 - a. PO Box, copies, University-owned Club Equipment. **IMPORTANT:** If a piece of equipment is purchased with University money (I.E. money from the club's SBAC account), it is considered property of Wake Forest University. For more information about purchasing equipment, please see the "[Storage and Inventory](#)" section below.
 - b. Payment of sports officials. Make sure every official has a proper W9 filled out completely. University-approved blank W9s can be found online under "Officer Forms" [here](#).
 - c. Mileage will be funded at the University Policy, which is determined by the Division of Student Life.
 - d. Hotel rooms will be funded at a select cost determined by SBAC.

At the actual Budget Hearing, the club President and Treasurer will present the budget. The Committee's members will ask the club questions regarding the nature of expenses proposed, and how the club has spent the previous year's allocations. If a club is displeased with the initial allocated budget, the President and Treasurer may appeal to the Committee at a meeting set by SBAC. The club will reappear before the Committee and explain the appeal.

Note: SBAC processes and requirements are subject to change at the discretion of the current treasurer. Clubs should be aware of what is happening in the office by contacting the Club Sport Union Presidents or the current treasurer directly.

Financial and Accounting Services (FAS)

Here are some key points for financial and accounting services:

- Only chartered club sports will receive funding from the University, and each will have an account number.
- The University's fiscal year runs from July 1 through June 30. Money left in the club account will then be cycled back into the University's funds. To avoid losing club-raised money, your club can create an additional account supported by the university (an "A-Account"). An A-Account is a university-monitored account where the money is kept in there until spent. This account is ideal for clubs looking for a place to deposit club dues, fundraiser benefits and other club-raised money. To create an A-Account, please go to the F.A.S. office in Reynolda Hall. **Please note that money cannot be transferred from a SBAC account to an A-Account.**
- Once a month, a report stating activities of the club's account will be mailed out to each club's faculty advisor. The club President and Treasurer can also have access to this report by filling out a Report Request form.
- All requests for Finance and Accounting services will be completed within 5 business days of submission.
- If forms are not submitted correctly, forms will be sent back to the club. Requests will then be completed within 5 business days of resubmitting the corrected form. A properly-submitted Expense Voucher must have the following:
 - ORIGINAL INVOICE / RECEIPT. No photocopies. The invoice must say its directed towards the respective club. The receipt must have the cardholder's last name and last four digits of the credit card number. It is recommended that you make a copy of your receipt in case of a misfiling or loss of receipt later on.
 - EXPENSIVE VOUCHER. This must be filled out properly with the correct account number for your club, a social security number or student ID of the person being paid back and a correct mailing address. Please provide a description of what this expense was for and how it relate to the club. For hotel reimbursements, you must include the members who stayed in the hotel room(s).
 - COPY OF CREDIT CARD STATEMENT (if needed). If you are being paid back for an expense on a personal expensive, you must provide proof that your card was used. This could be a simple online statement with black-out personal information and expenses. The statement must have the following visible: your name, last four digits of credit card number and a matching dollar amount of the amount shown on receipt.

- COMPLETED W9 (if needed). If payment is going to someone outside of the University or to an individual/business who has not done business with the university before, they are required to have a completed W9.
- Form can be found online under the “Officer Forms” section [here](#).
- Forms must be submitted to the Director of Campus Recreation’s office or to the club’s facility advisor for approval.

Dues

A club may collect dues in order to maintain their activities. Dues are at the discretion of the club, and may be raised or lowered as the club’s leadership sees fit. Dues should not be deposited in personal accounts, kept as cash, or deposited into a club’s SBAC account. Dues should be deposited into an A-account (see above section). All money collected under the name of the club or the university may not be spent on alcohol, or in any other unsupported way.

Deposits

The Clubs Sports Union recommends all clubs deposit their money into an A-Account that is managed by the university. To deposit checks or cash, fill out the deposit sheet found [here](#), and bring your deposit to the Financial Services Office in Reynolda Hall.

Fundraising

In the event that dues and SBAC funding are not enough to cover club expenses, or you would like extra money for something that is not within your current budget, fundraising is an option. There are several approaches to fundraising, including but not limited to:

- Sponsorship (as long as it is allowed by the sport’s governing body)
- Donations from parents, and alumni
- An on-campus event
- “House night” at a restaurant.

Equipment, Storage and Inventory

Club Equipment and Inventory:

- All equipment bought with money allocated by Wake Forest is property of the University; Equipment purchases made with dues collected by a club are also considered property of the University.
- Uniforms can be bought with University money, but these must remain with the club upon a member’s graduation or discontinued membership with the club.

- At the end of each year, an inventory of all club equipment must be made. This inventory must be kept by club officers and submitted to the Associate Director of Campus Recreation. An inventory form can be submitted [here](#).
- Storage of the club's equipment is the responsibility of the club. Lockers and shelves are available through Campus Recreation on a first-come-first-serve basis.
- Any loss, theft, or damage of club equipment or uniforms must be reported to the Associate Director of Campus Recreation.
- Orders can be sent to Campus Recreation at PO Box 7455, Winston-Salem, NC 27109.

Storage

There are several storage lockers and facilities around campus that clubs are entitled to use. If you wish to have on-campus storage, please visit the Campus Recreation Office to learn about available space. Using a storage facility requires an University issued lock-and-key kept in the security office of Reynolds Gym. Only three members of each club are permitted to check out a key to their storage locker. To sign-up three members of your club to use the storage locker, please use the "Key Checkout" form online [here](#).

Clubs are also responsible for the storage of their equipment over the summer months. Please visit the campus recreation office for storage locations and options.

Equipment totaling more than \$5,000.00

Equipment totaling more than \$5,000.00 in a one-time purchase must be reported to the University, contact Sikirat Kazeem for information.

Insurance through Wake Forest University can be obtained for items over \$1,000.00 by contacting Julie Groves (groves@wfu.edu).

Care of Facilities

Each of the facilities open to the Club Sport Union has different requirements in terms of maintenance and policy. Please be respectful of these rules. Examples of such rules include:

- Types of shoes allowed in gymnasiums and practice rooms
- Weather conditions and field usage.
- Field lining procedures.

Contacts

Campus Recreation		
Director	Max Floyd	(336) 758 – 7178
Associate Director	Sikirat Kazeem	(336) 758 – 4192
	Outdoor Pursuits Office	(336) 758 – 6046
Coordinator of IMs	Taylor Book	(336) 758 – 4192
Coordinator of Fitness	Dede Cox	(336) 758 – 1967
	Main office number	(336) 758 – 5838
	Website	http://campusrec.studentlife.wfu.edu
Facilities		
Security	Reynolds Gym	(336) 758 – 7188
	Miller Center	(336) 758 – 4821
	Reynolds Pool	(336) 758 – 1967 (nights and weekends)
Facilities	Main Line	(336) 758 – 4255
Fleet Services	Jim Montgomery	(336) 758 – 4259
	Website	http://facilities.wfu.edu
Safety		
Student Health	Main Office	(336) 758 – 5218
	Website	http://shs.wfu.edu
Campus Police	Emergency	(336) 758 – 5911
	Non-emergency	(336) 758 – 5591
Winston Salem Police	Emergency	911
	Non-emergency	(336) 773 – 7700
Financial		
FAS	Accounts Payable	(336) 758 – 5690
	Website	http://finance.wfu.edu
	Forms	http://finance.wfu.edu/forms
	Reynolda Hall Office	(336) 758 – 5234
Student Government	Treasurer website	http://sg.wfu.edu/the-executives/treasurer/
Other		
Benson	Room Reservations	http://www.wfu.edu/benson/reservations.php
	Copy Center	(336) 758 - 5251