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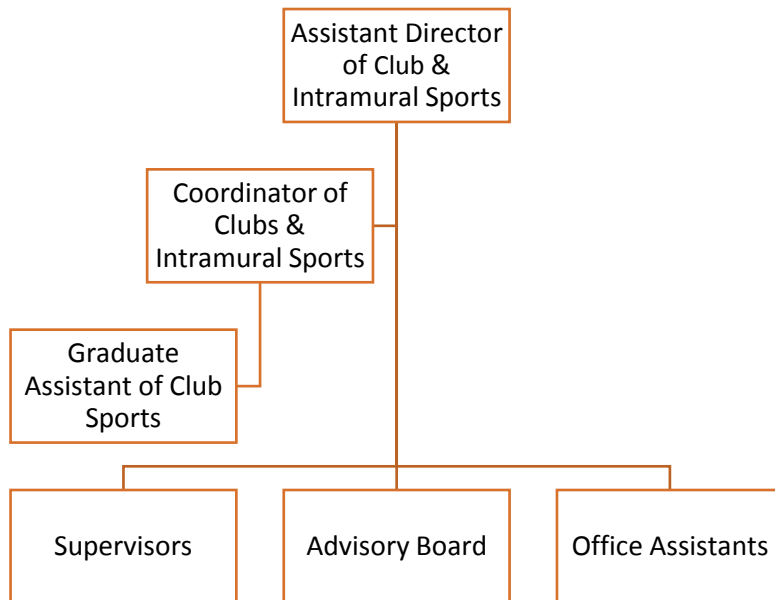
Club Sports Overview

Club Sports is a program within University Recreation (UREC) housed under the College of Education and Health Professions at the University of Arkansas. The purpose of the program is to allow students the opportunity to participate in sports at a competitive or instructional level. Clubs are self-administered and self-regulated with parameters set by program and University policy. Club sport athletes are first and foremost students and athletes second. **Academics are expected to be a priority for all students.**

What are the goals for this Guidebook?

1. Simplify policies and procedures where it's resourceful, so that this Guidebook is accessible and easier to read for new and returning officers.
2. To establish clear expectations by defining University and UREC goals and rules.
3. USE THIS AS A BLUEPRINT TO MAP OUT YOUR CLUBS SUCCESS. There are policies for a reason and we want to set you up for success, so make sure you read the information within this Guidebook for your club's betterment.

Club Sports Administration



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Fayetteville, AR 72701

If this is your first time balancing a budget for a student organization – no worries – we got you! Here are some quick tips to help you with your organization:

- Being a Treasurer means you have to be organized – be as transparent as possible.
 - Create a Google Sheet or use Microsoft Excel to track your club's finances
 - Make sure everyone has access to the budget
 - Create monthly budget sheets that tracks income/expenses and pass it out at the end of practice once a month, or give everyone access to a Google Sheets link
 - Organize bi-weekly/monthly meetings with your Officers to review finances
 - When submitting purchase requests, or travel requests, make sure all Officers communicate effectively, and also make sure the club has enough funding to cover the expenses
 - Attend BSC Meetings

Budget Spot-Checks (BSC)

These monthly meetings are meant to serve as a service and resource for Treasurers. We realize there's a lot of information, and even responsibilities, that get flooded onto the treasurer. To keep track of income, expenses and dues payments can be overwhelming and we recognize that. That's why WE want to help you! If you need more assistance outside of our monthly meeting, please make sure you reach out to the Club Sports Administration to schedule.

Monthly individual meetings with each club's Treasurer

Must be completed by the last Wednesday of each month

Make your appointment on Schedulista

Plan ahead.

Don't procrastinate.

You're responsible for your club's finances.

BSC Meeting Contacts

Assistant Director – All UREC Sports Complex Clubs

Coordinator – *All HPER Clubs & *Off-campus clubs

**With exception to Baseball, Boxing, Cycling, Men's Ice Hockey, Tennis, Water Ski – you'll meet with the Assistant Director*

Allocation Account (0112)

Clubs will receive their allocated amount in July of every year announced via e-mail to the club's e-mail account. Club Sports determines your club's allocation through:

1. Yearly Budget Hearings
2. Points earned through the Razorback Scoreboard
3. Any award money earned at the ACS Awards.

Clubs are only awarded 60% of their total allocation at the beginning of the fiscal year (July through June). Once your club has matched and deposited the 60% amount, the remaining 40% will be unfrozen for use by the club. The 60% can be matched through club dues, revenue income events, donations or fundraising. If your club fails to match the 60% amount, the remaining 40% will be reabsorbed by Club Sports on April 1st of the same year. Money earned at the ACS Awards is not counted towards the 60% the club has to match and the club will start the year with this money in their 0112 Account. Each club will be required to spend their allocated amount by **April 21st** or must have encumbered these funds through approved Purchase and/or Travel Requests.

Take-away: Funds in this account, become unavailable at the end of

every fiscal year – USE IT OR LOSE IT.

Razorback Scoreboard

A portion of the club sports funding is distributed to qualified clubs according to each individual club's fulfillment of the [Razorback Scoreboard requirements](#). The total dollars available for allocation will be divided by the cumulative number of points earned by all eligible clubs throughout the fiscal year. This method will determine a dollar value to be assigned to each point. Each club's earned points will then be multiplied by this value to determine the funding to be allocated to each team at the end of the fiscal year.

Scoreboard Brackets

There are three brackets on the Razorback Scoreboard (Gold, Silver, and Bronze) that work in conjunction with need-based funding. Depending on which bracket the club falls into on the Scoreboard, they will only be allowed to request up to a certain amount of allocation funding at the Budget Hearings. Clubs will not receive any more money than the bracket in which their club lands at the end of the fiscal year.

Request Cap for each bracket:

Gold = \$1500

Silver = \$1000

Bronze = \$500

Dues and Revenue Income Events Account (1102)



Each club is assigned an account specifically for dues and funds obtained through [Revenue Income Events \(RIE\)](#). Funds deposited in this account rollover each year and is housed with UREC.

Clubs must deposit funds one business day after receiving them. Dues can be paid online or at the UREC Main Office (HPER 225) during normal hours of operation.

Any member who deposits funds will receive a copy of the **Club Sports Deposit Form** and receipt, which should be given to the Club Treasurer in order to maintain proper records.

Examples of RIEs

	Selling Club t-shirts/apparel
	Charging admission for home events
	Collecting entry fees for tournaments
	Selling dinner at home events

	Having a car wash
	Selling hot chocolate at the Union

These are just examples of potential RIEs your clubs can do – there could be other options your clubs could look into throughout the year that may not be listed. Please speak with Club Sports regarding any ideas your club may have when it comes to generating funds. Lastly, **DO NOT SIGN ANY CONTRACTS!** All RIEs **must** be approved through the [RIE/Fundraising Request Form](#).

How is fundraising different than RIEs? Fundraising differs from a RIE in that the club earns money, in-kinds gifts, or other monetary gains without the expectation of any goods or services in return. As with the RIE, the University has set forth policies regarding how clubs may collect funds.

RIE = funds deposited into the club's 1102 Account

Fundraising = funds deposited in the club's 0392 Account

If a business requires a tax form, tax documentation, etc. please bring that to us. The university must provide, and sign any forms, that require a signature. The process could take anywhere from 3-7 business days.

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Club Sports RIE/Fundraising Request Form

Choose one: Revenue Income Fundraiser

Club: _____ Date: _____

Officer completing form: _____ **1.**

Officer phone #: _____ UARK e-mail: _____

Event name/title: _____

Event contact (Company-If applicable): _____ **2.**

Contact phone#: _____

Event date/s: _____ **3.**

Event location: _____

Event description/other information:

Will food be served/sold? YES NO Will alcohol be served/sold? YES NO

Will a till fund be needed for this fundraiser? YES NO Amount: \$ _____

Estimated expense for fundraiser: \$ _____ Estimated income from this fundraiser: \$ _____ **a.**

I have read and understand that I must comply with all fundraising policies and procedures of University Recreation and the Club Sports Program.

Sign: _____ Date: _____

Submit to Club Sports Administration

1. The officer completing and submitting the [RIE/Fundraising Request Form](#) must finish the process by having the **Pre-RIE Meeting** and **Post-RIE Meeting** with Club Sports Administration. You'll receive a cashbox, writable receipt books, and/or a till fund at this meeting and final instructions (if you have questions, bring those to this meeting). Post-RIE Meetings must take place within 1 day after the event due to [Fayetteville Cash Handling Policies and Procedures](#). During this meeting we'll reconcile the money the club collected and will discuss the logistics of the event.
 - a. **What's a till fund?** It's cash money the club needs in order to provide change for customers. *For example, if you charge \$5 for a hot dog and drink, and the customer pays you \$10, you'll give them \$5 cash back from the till fund.*

2. If it's a profit-share event, list the name of the restaurant and a contact.
3. For any events that last more than one day, please list the start and end dates/times.

Why does Fundraising matter?

Clubs who choose to raise funds outside of dues are eligible to receive fundraising points through the Razorback Scoreboard. This category does NOT apply to donations that are not solicited or sponsorships. You should always approach fundraising proactively instead of reactively. In short, that means the club should plan to reach the furthest level of competition for their season.

Foundation Account (0392)

Clubs are assigned a **Foundation Account**, upon the receipt of their first donation. This account is solely for donations to the club. Clubs interested in soliciting funds through a donor, including 'Restaurant Nights', must submit and receive approval of the Request Form (*see the "Fundraising Events" section for more information*).

Clubs are responsible for delivering any donations personally received by members to the UREC Main Office one business day after receiving them. These funds are NOT processed as a deposit at the UREC Main Office. **All checks should be made out to the 'University of Arkansas Foundation' with the club name in the memo line of the check.** Checks should be mailed to:

*University Recreation-Club Sports
155 North Stadium Drive, HPER 225
Fayetteville, AR 72701*

Credit Card/Electronic Bank Draft/Payroll Deduction

1. Companies and individuals interested in donating via credit card should visit the [University's Annual Fund website](#)
2. When donating through the 'Online Giving' website, donations should be made to the 'College of Education and Health Professions' with the club's name in the 'My Comments' section.

Please note that donations made online are subject to a processing fee, regardless of the form of payment.

All donations are tax deductible and information regarding taxes will be mailed by the Foundation. Donors and sponsors may also specify what their donation is to be used for, such as "uniforms".

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Take-away: The 0392 Account is for all donations and is tax-deductible, but subject to processing fees by the University. This account rolls over each year.

Each account has specific stipulations regarding good/services that **cannot** be purchased as prescribed by the University.

Financial statements may be requested through a **Budget Review** on **Schedulista**. All financial statements show processed deposits, past expenditures, and planned expenditures (encumbrances) submitted to and approved by Club Sports Administration. It is the ultimate responsibility of each club to retain their own accurate records and to immediately raise any questions that arise regarding possible discrepancies to Club Sports Administration.

The following are typical expenses that are purchased with the following accounts:

Category	0112	1102	0392
Travel Expenses	X	X	X
Tournament Entry Fees	X	X	X
Conference Fees	X	X	X
Individual Membership Fees		X	X
Facility Rentals	X	X	X
Officiating Fees	X	X	X
Team Equipment	X	X	X
*Uniforms/Apparel	X	X	X
Advertising Costs	X	X	X
Expires Yearly	X		
Coach/Instructors	X	X	X
Alcohol/Drugs/Tobacco Products			
Services Unrelated to Club Purpose			
Personal Hygiene Products			

We attempt to use your club's 0112 Account first, since it expires on a yearly basis, before we use the others. However, please keep in mind that if you buy jerseys or uniforms, and want members to retain and keep it for personal use, it is best to use your 1102 or 0392 Account(s).

Purchasing



Clubs will use the Purchase Request form to purchase all other items, services, or rental spaces (non-apparel and logo items). Unless otherwise noted, Administration will determine how to make the purchase (credit card vs. check). Clubs who wish to purchase local items from a retailer may schedule with Administration to meet them at a specific location. The Purchase Request form needs to be completed at least one full business day prior to the meeting. If you're unsure if your vendor is approved as a University vendor, please contact the Club Sports Administration.

Question to ask the vendor before submitting the purchase request:

- **Do you accept credit card and/or check?**
 - If they only accept check, ask if they're a vendor through the University
- **Does your price include sales tax?**
 - We must pay Arkansas State Tax on products/goods/equipment
- **Can you provide a quote/invoice to submit with my Purchase Request?**

Club Sports will decide which account to charge the purchase to unless specified by the club. The 0112 Account will be used first, followed by the 0392 and 1102 Account.

Paying Individuals

Clubs who wish to pay individuals for services (such as officiating, coaching, or athletic training) must submit the Purchase Request form **prior** to any services being rendered. **This will require planning on your part!** To be paid for services rendered, any person who is not currently affiliated (on payroll) with the University must become a 'vendor' with the University by completing the Vendor Identification Information form, which can be found on the Club Sports website. While the Purchase Request form for all services must be completed prior to the services being rendered, individuals may choose to delay completing the Purchase Request form. This will delay their payment.

Purchases Exceeding \$2,500

If a club has a purchase request that exceeds \$2,500 without tax but including shipping, then the order will need to be paid with a Purchase Order. Complete a Purchase Request for this type of order, ensuring that the club includes all vital information, including e-mail for the vendor.

TREASURER'S GUIDEBOOK – UREC CLUB SPORTS

CLUB SPORTS-PURCHASING

PURCHASE REQUEST FORM

Date Requested: _____

Club: _____

Requestor Information

Name: _____

Phone: _____

Supplier/Vendor Information

(Note: If needing to pay via check (Purchase Order) or an order is over \$3,000, the vendor must complete a Vendor Information Form found on CS website.)

Name: _____

Website: _____

Phone: _____

E-mail (Required for payment via check): _____

Address: _____

Justification for Expenditure

(Note: Any item purchased through a university account/cost center number is subject to all university and state regulations.)

Event: _____

Event Date/Time: _____

Items to be purchased

QTY	ITEM #	DESCRIPTION	UNIT PRICE	LINE TOTAL
Additional Comments: <input type="checkbox"/> Inventory Item* <input type="checkbox"/> Logo Item**			SUBTOTAL	
			SALES TAX***	
			SHIPPING	
			ROYALTY FEE***	
			TOTAL	

*Mark if the item is to be kept by the club and club wants to use 0112 account for purchase. **All purchase requests including a logo item must have the logo artwork e-mailed to Club Sports Administration. ***Sales tax (9.75%) is assessed if company does not charge tax. ****Royalty fee (12%) is not taxed and is applied only when purchasing items with licensed logos for resale.

Signatures

Officer Signature

Date

Assistant Director-Club Sports Signature

Date

Associate Director-University Recreation Signature

Date

*If the vendor isn't set-up with the University, they'll have to [complete additional paperwork](#) in order to be approved.

** It is important to remember that sales tax must always be included with all purchases, with the exception of purchases for services or facility rentals. If a company does not charge sales tax, it is still required to be paid by the state of Arkansas. The current sales tax for Fayetteville is 9.75%. If a club receives a quote from a business that itemizes that cost for each item(s), the Items to be Purchased section does not need to be completed. The club may include the words "see attached" instead.

1. Type/write your club name and date – **Requestor Information** is the person completing the form.

2. Fill out the Supplier/Vendor Information section.

3. *Make sure the vendor is set-up through the University as a recognized vendor.

4. Justify the purchase by listing what it's for.

5. **Make sure the pricing is right. You **MUST** add sales tax to the order regardless if the vendor doesn't include it.

6. Attach an invoice or another type of documentation of the purchase to the form.

Apparel and Logo Purchases

The Licensing and Trademark division of the Athletics Department at the University of Arkansas has strict rules governing the look and use of licensed and trademarked words and marks associated with the University and the Athletic Department. For information regarding which words and marks are licensed and trademarked, visit the [Athletic Department's website](#). All approval for the use of licensed and trademarked words and marks must be received *before* any items are ordered.

For these types of purchases the following supplemental information is required to be submitted with the Purchase Request form:

- Quote from company
 - Ensure that the company includes all miscellaneous fees, sales/state taxes, shipping expenses, and royalty fees, as applicable
- Proof(s) (high quality with proper licensing marks)
 - Must be sent electronically

For items that use a licensed logo, check the 'logo item' on the Purchase Request and ensure to include royalty fees (12% of the total pretax amount, excluding shipping and handling) for any items that will be resold for a profit. Items that are to be kept by the club and inventoried through University Recreation will need to have the 'inventory item' box on the Purchase Request checked. Marking this box will also indicate that the club wishes to purchase the item(s) out of their 0112 Allocation Account if the funds are available. If the funds are not available, payment will be made using the available funds in other accounts.

These items cannot be paid with a P-Card. Clubs who use a vendor for a purchase that requires a purchase order (typically apparel order or orders that use licensed marks) must be on file with the University as a vendor. If a club has not used this vendor within the last calendar year (a year from the new purchase request), the club should contact the vendor to complete a Vendor Identification Information form, which can be found on the Club Sports website.

Any time a club wishes to use a word or mark that is licensed or trademarked, the design must be emailed to Club Sports Administration for approval. Depending on the intended use of the design, the Director of Trademark Licensing may need to approve the design, however, Club Sports Administration will work to gain this approval.

The timeline is undefined and varied regarding the approval process. It is wise to submit any trademark license purchase request early in the school year, and to not wait until the last minute to turn in requests as the process is timely.

Licensed and Trademarked Words and Marks

Below are examples of properly trademarked words and marks associated with the University:

- Wooo Pig Sooie!TM
- Go HogsTM
- HogsTM
- University of Arkansas[®]
- Razorbacks[®]
- Arkansas[®]



ARKANSAS[®]
RAZORBACKS[®]

Note that the appropriate “red” is the color PMS 201.

Licensed Vendors

The Athletic Department utilizes the Collegiate Licensing Company (CLC) to manage all marks associated with the department and University, thus making it necessary to use vendors (local or national) that are licensed through the CLC to print/produce items with licensed words or marks.

There are very limited circumstances when a club may use a vendor to produce apparel or merchandise who are not currently licensed with the CLC. Typically, this has been for items, such as uniforms, in which the club is not reselling the items and the item is so unique (e.g. cycling jersey) that it is extremely uncommon for a company to be licensed. Approval for such a circumstance is on a case by case basis and is ultimately approved by the Director of Trademark Licensing. Clubs who believe they can gain this permission must work with the Club Sports Administration for the permission.

In instances where clubs are purchasing items in which the company is not licensed or permission is not given to bypass the CLC process, the club will need to work with the vendor who is creating the items to gain a CLC license. Ultimately it is the vendor's responsibility to acquire the license—including the one-time license option—and **clubs are not permitted to pay for the licensing fee out of their club accounts.** Companies who wish to pass the cost of licensing to the club may do so through the cost of the items being purchased.

Special Circumstances

Through a good working relationship the Club Sports program has been able to get special permission on aspects of licensing that are not available to others. Although some aspects create somewhat of a greater hardship on clubs, the permission the program and clubs are given to use licensed and trademarked words and marks is invaluable and not afforded to

Club Sports at many other institutions. The following describe different circumstances that *ONLY* apply to the Club Sports program and its clubs:

- Clubs who wish to produce items **must** include the word “Club” on the item with their club name. This is to help distinguish club teams from Athletic teams.
- Clubs who wish to use the Hog may only do so if no business (through donation or sponsorship) is marketed with the club. The Hog is a special and visible mark for the University and thus only businesses who have a sponsorship agreement with the Athletic Department may use it. *For example, if the Triathlon club wishes to create a shirt for their club members to wear and would like to put a sponsor’s logo on the shirt to thank them for their sponsorship, the Hog may not be used anywhere on the shirt. The words “Arkansas” and “Razorbacks”, however, can be used.*
- Clubs who wish to purchase items that are to be resold *only* need to pay royalty fees on the initial order (typically covered by the business or passed on to the club through price per item). The club does not need to pay royalty fees once the items are sold (e.g. on the profits) nor does the club need to pay royalty fees if the resale items are sold to another company that are in turn resold. See the Revenue Income Event section for more information.

NOTE: The University Trademark Licensing Office is constantly evaluating the program and all policies/procedures are subject to change. Please work through Club Sports to ensure that the club is following the most up to date policies/procedures.