

# Club Sport CIO Policies & Procedures Manual

University of Virginia

Intramural – Recreational Sports

2019 - 2020

Revised 8/2/19



UNIVERSITY *of* VIRGINIA

**Intramural-Recreational Sports**

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*Policies and Procedures stated herein are subject to occasional revisions and/or updates at the discretion of the Intramural-Recreational Sports Department. Anything not expressly covered in this manual shall be under the sole jurisdiction of the Intramural-Recreational Sports Department.*

## **1. Overview**

This Club Sport CIO Policies & Procedures Manual is designed by the Intramural-Recreational Sports Department (IM-Rec Sports) to serve as an informative and procedural reference for persons involved or interested in participation in the Club Sports Program. It is the responsibility of those who participate in Club Sports to be knowledgeable of the information contained in this manual.

## **2. Explanation of Student Organizations**

There are many types of organizations at the University of Virginia including Special Status Organizations, Agency Organizations, Fraternal Organizations (FOs), and lastly Contracted Independent Organizations (CIOs).

A CIO is the status of an organization of students that has entered into the CIO agreement with the University. CIOs are not affiliated with the University or any of its departments and are liable for themselves. However, CIOs receive certain benefits including the power to reserve meeting space on grounds, the right to advertise at the Fall and Spring Activities Fairs, and the ability to apply for Student Council funding. Any group of students can assemble and form a “club”, but only CIO status can grant formal recognition (sometimes needed for funding purposes or parent organizations) and confer the aforementioned benefits.

## **3. Definition**

Club Sports, a subset of CIOs, have been established to promote and develop the interests and skills of their members. A “Club Sport CIO” is defined as a recreational/athletic organization, which is student-run and made up entirely of University students, faculty and staff, and that is competitive or performance based in nature. A Club Sport CIO which meets this definition shall receive the benefits enumerated by IM-Rec Sports and the University of Virginia (UVA). All Club Sport CIOs must be in good standing with the University to be eligible to use University facilities and services.

The final decision on the approval for a Club Sport CIO will be the responsibility of the Director of Intramural & Club Sports, the Coordinator of Intramural & Club Sports, and members of IM-Rec Sports administration. IM-Rec Sports will not approve a special membership Club (i.e. Darden Soccer Club). IM-Rec Sports will not approve Clubs with obvious risk issues associated.

All Club Sports are CIOs at the University and in addition to their CIO contract agreement they must sign a Club Sports Attachment that outlines the responsibilities and benefits of being categorized as a Club Sport CIO. CIOs have the option to choose from multiple categories during the annual renewal process. When a CIO chooses Club Sport, they have additional restrictions and responsibilities placed upon them. A CIO may reclassify under a different category if they do not wish to abide by IM-Rec Sports restrictions or if IM-Rec Sports does not choose to recognize the CIO as a Club Sport CIO.

#### 4. Important Contact Information

Matt O'Connor, Director, Intramural & Club Sports  
(434) 924-6199

[Meo5y@virginia.edu](mailto:Meo5y@virginia.edu)

Shane Ferrara, Coordinator, Intramural & Club Sports  
(434) 924-8943

[Sf3ru@virginia.edu](mailto:Sf3ru@virginia.edu)

Jeremy Spitzer, Assistant Director, Facility Operations (Scheduling Assistance)  
(434) 924-4441

[Jks2n@virginia.edu](mailto:Jks2n@virginia.edu)

Intramural-Recreational Sports Business Office  
Aquatic & Fitness Center  
450 Whitehead Road  
P.O. Box 400317  
Charlottesville, VA 22904  
(434) 924-3791  
[recsports@virginia.edu](mailto:recsports@virginia.edu)

Aquatic & Fitness Center Welcome Desk  
(434) 924-3793

North Grounds Recreation Center Welcome Desk  
(434) 924-7380

Slaughter Recreation Center Welcome Desk  
(434) 982-5101

Memorial Gymnasium Welcome Desk  
(434) 982-2913

IM-Rec Sports Website  
<http://recsports.virginia.edu>

IM Leagues Website  
<http://imleagues.com/virginia>

ActiveNet Public Reservation Site  
<https://apm.activecommunities.com/recsportsvirginia>

@UVA  
<https://atuva.student.virginia.edu/>

Office of the Dean of Students

<http://www.virginia.edu/deanofstudents/studentactivities>

University of Virginia Student Council

<http://www.uvastudentcouncil.com>

Undergraduate Record

<http://records.ureg.virginia.edu>

Office of Licensing and Trademark

<http://www.athletic.virginia.edu/licensing/>

University of Virginia Just Report It

<http://www.virginia.edu/justreportit/>

University of Virginia Non-Academic Regulations

<http://records.ureg.virginia.edu/content.php?catoid=45&navoid=3193>

## **5. Creating a New CIO**

### **Requirements for Status**

- A CIO must have at least 10 members
- A CIO must have all officers listed on its organization's page on [@UVA](#).
- A CIO must have a detailed written constitution containing organization leadership details, meeting format, funding plans, and the CIO's purpose. The constitution must contain the prescribed non-discrimination language:
  - A student organization is ineligible for CIO status when the organization restricts its membership, programs, or activities on the basis of age, color, disability, marital status, national or ethnic origin, political affiliation, race, religion, sex (including pregnancy), sexual orientation, veteran status or family medical or genetic information. Notwithstanding these requirements, a CIO may petition to restrict its membership based on an ability to perform the activities related to the organization's purpose by filing a written request with the Office of the Dean of Students. In evaluating any such requests, the University will look not merely to the constitution of an organization but to its actual practices and operations.
- A CIO must have a benefit that is not redundant of that of any existing CIO and that will benefit the University community

### **When Can CIOs Apply for Status?**

- The CIO Application is open from September until April. It closes about a month before the end of the academic year to let the Student Council team process all completed applications before we break for the summer. The Vice President of Organizations (VPO) and Student Activities reserve the right to close the application at any time in order to keep up with current applicants. Expect to hear back from someone in Student Council within ten days from when your application is completed and submitted.

## **The Application Process**

- Submit a completed application through [@UVA](#).
- Wait for an e-mail from a CIO Consultant member or the VPO
- Make necessary revisions to your application
  - Often applications are imperfect when first submitted and need multiple cycles of revisions after being reviewed by the VPO and/or University Student Activities staff members. The more complete an application is when initially submitted, the shorter the review process will be.
- Meet with the VPO for a brief interview
- The Student Council Representative Body votes on a bill containing your CIO
- Status is confirmed by Student Engagement
- Attend a new organization orientation or VPO town hall

The process takes between three weeks and a month on average. It can take longer if multiple revisions are needed or if there is a high demand.

## **6. Renewing a CIO**

**The following steps should be taken to complete the CIO/Club Sport renewal process:**

- Go to <https://atuva.student.virginia.edu/> and log on with your netbadge credentials
- Click “Organizations”
- Search for your organization using key words in the search box
- When the organization is found, click the “Register This Organization” under the description of your organization
- Complete the registration process
- Update the organization’s constitution if necessary

## **7. Director of Intramural & Club Sports and Coordinator of Intramural & Club Sports**

The Director of Intramural & Club Sports and the Coordinator of Intramural & Club Sports, through IM-Rec Sports, act in an advisory capacity and assist Club Sport CIOs with the total Club Sport programming system. A close liaison is maintained between these individuals, Student Council, Student Business Office, the Office of the Dean of Students, and Club Sport CIO Officers.

Any CIO wishing to gain first-time Club Sport CIO Status must meet with the Director or Coordinator of Intramural & Club Sports for final approval.

## **8. Membership & Eligibility**

All Club Sport CIOs must have a membership made up entirely of University students, faculty, and staff.

Any currently enrolled, fee-paying UVA student in good standing with the University is eligible for membership in a Club Sport CIO.

Any current faculty or staff IM-Rec Sports member is eligible for membership in a Club Sport CIO.

To be considered an active member of a Club Sport CIO, that member will need to be included on the Club Sport CIO's official roster through [www.imleagues.com](http://www.imleagues.com). Information on how to register and join a Club Sport CIO roster is located at <http://recsports.virginia.edu/club-sports>.

Each member is required to have electronically completed and on file a current academic year Acknowledging Responsibility for Injury or Loss waiver. The waiver can be found on the Club Sport CIO's page on [www.imleagues.com](http://www.imleagues.com). The individual will be prompted to complete the waiver upon requesting addition to a Club Sport CIO's roster.

No individual shall be excluded from membership on the basis of race, color, national origin, religious creed, age, political views, sexual orientation or handicap.

Some national governing bodies require verification of student status for eligibility. IM-Rec Sports is unable to provide such verification. All requests for verification of enrollment status should be submitted to the Office of the University Registrar. However, IM-Rec Sports will be able to provide a letter confirming status of a Club Sport CIO's standing with the department and with the University.

Each Club Sport CIO must submit a competition, performance, or demonstration schedule to IM-Rec Sports to be granted "active" status as a Club Sport CIO.

## **9. Club Sport CIO Leadership**

The strength and success of a Club Sport CIO is dependent upon the dedicated efforts and initiative of its leaders, and the active involvement of its members. As a result, Club Sport CIOs present unique opportunities for students to develop both athletic and leadership abilities.

Each registered Club Sport CIO must elect officers to lead the Club Sport CIO. Elected officers must be full-time, fee-paying students. The titles of elected officers may vary, but it is suggested that one should serve as the primary contact for the Club Sport CIO, one should be designated in charge of facility reservations, and one should oversee the Club Sport CIO's finances. It is permissible for one officer to serve in all three positions. Club Sport CIO officers should be directly involved in all aspects of their organization's administration. Club Sport CIO officers shall be held accountable for knowledge of all policies and procedures outlined in this manual, and disseminating this information to the Club Sport CIO's members. "Failure to know" is not an excuse for not observing policies and procedures.

Club Sport CIO officers are bound by the University's Honor Code and are knowledgeable of the responsibilities of the officers of the Club Sport CIO. Club Sport CIO officers are responsible for receiving information, announcements, email, and mail from Student Council and other organizations on behalf of the Club Sport. Further, as the contact person(s) for the Club Sport CIO, the officers are responsible for informing the appropriate individuals within the Club Sport CIO of announcements and information that is received, thereby making the entire organization accountable and responsible for its duties as a Club Sport CIO. Club Sport CIO officers are responsible for updating the Club Sport CIO's information (e.g. list of names, addresses, telephone numbers and email addresses of the current Club officers), and for checking all mandatory dates, especially those for Student Council's appropriations process and IM-Rec Sports mandatory meetings. Club Sport CIO Officers understand that they are responsible for alerting the Club Sport CIO's members of any and all mandatory University meetings. Club Sport CIO officers acknowledge that the Club Sport CIO is responsible for adhering to local, state, and federal laws, as well as the policies, deadlines, and guidelines applicable to Club Sport CIOs at UVA.

The Club Sport CIO's officers should be prepared to devote time and energy toward developing the organization and assuring its continuity. Responsibilities include but are not limited to:

- Serving as liaison between the Club Sport CIO and IM-Rec Sports.
- Conducting Club Sport CIO meetings/practices and providing ongoing daily management.
- Serving as Club Sport CIO spokesperson.
- Seeing that continuity of Club Sport CIO leadership and important organizational memory is passed on to newly elected officers.
- Attending all meetings and training sessions conducted by IM-Rec Sports and UVA.

IM-Rec Sports may provide to anyone upon request the name, e-mail address, and telephone number of the officers. IM-Rec Sports will provide this information based on information on @UVA, so it is imperative that Club Sport CIOs keep their contact information updated. No other information shall be released unless expressly authorized by the officers of the registered Club in writing.

## **10. Coaches & Instructors**

The use of a Coach and/or Instructor is optional and his/her selection is the responsibility of each Club Sport CIO. He or she may be a student, University employee, or a community member. Coaches and/or Instructors may or may not be paid, with the decision of whether or not to do so resting with the Club Sport CIO's officers.

The Coach and/or Instructor should not just be someone who fills out a line-up roster at the contest; he or she must play a major role in development of athletic skills and strategies. The Coach and/or Instructor should have expertise in the sport/activity. In addition, he or she should have knowledge of:

- CIO mechanics of student self-governance
- Teaching and coaching methods
- First Aid/CPR/injury prevention and basic safety practices
- Legal liability
- The rules governing that sport/activity (both of the game and eligibility)
- The sociological and psychological factors of sport

It is important that the Coach and/or Instructor realize that the Club Sport CIO is a student organization that must follow certain guidelines, and its members are part of the UVA community. It may be up to Club officers to remind the Coach and/or Instructor of these guidelines.

Coaches and/or Instructors must be IM-Rec Sports members in order to participate in Club Sport CIO activities held in any IM-Rec Sports facility. Memberships may be purchased for Club Sport CIO Coaches and/or Instructors. The Membership rate for the 2019-20 academic year is \$180 for a 3-month membership.

Membership requests must be submitted via e-mail to [intramurals@virginia.edu](mailto:intramurals@virginia.edu) from a Club Sport CIO officer and should include the following information:

- Name, e-mail address, and birthdate of Coach or Instructor
- Club relationship
- Method of payment



The Coach and/or Instructor will be required to obtain a complimentary IM-Rec Sports membership ID card if he or she does not possess a current UVA identification card.

## 11. Copyright, Trademark, & Licensing

Individuals, groups, and organizations, both on and off Grounds, that desire to use the University's indicia (marks, symbols, logos, or mottos) must have permission from the Office of Licensing and Trademark. For any questions, the office can be reached at 434-982-5600 or via e-mail at [licensing@virginia.edu](mailto:licensing@virginia.edu).

Club Sport CIOs may use the University's name as part of their own name exclusively in the form of "The *(Insert Club Sport CIO Name Here)* Club at UVA or the University of Virginia" or "UVA or Virginia *(Insert Club Sport CIO Name Here)*." The UVA or University of Virginia *(Insert Club Sport CIO Name Here)* Club is not acceptable and cannot be used.

## 12. Risk Management

Club Sport CIO officers may be personally liable for organizational related activities. There are a few hard and fast rules concerning liability, and the following may be helpful as general guidelines:

- Club Sport CIO officers and members are subject to the same criminal statutes that govern behavior generally in society. Violation of these laws may result in criminal liability.
- Club Sport CIO officers and members may be civilly liable for harm resulting from either dangerous organization activities or those that create an unreasonable risk of injury. All persons involved in organizing and planning Club Sport CIO activities are advised to plan carefully, comply with all laws and to neither endorse nor participate in activities that could result in injury to participants, bystanders, or property.

## 13. Insurance

Participation in Club Sport CIO events is voluntary. As such, each member assumes responsibility for injuries that may occur in an activity. The University does not provide accident insurance for Club Sport CIO members and cannot be held responsible for injuries or property damage incurred through their voluntary participation in an activity. It is the responsibility of all Club Sport CIO members to carry medical insurance. Participants in contact, strenuous, or high injury risk activities are strongly recommended to have personal medical insurance coverage.

Any Club Sport CIO attempting to host an event in an Intramural-Recreational Sports facility which involves invited participation from other institutions, entities, or the general public must provide evidence of liability insurance at the time of reservation. This evidence may be submitted electronically to [intramurals@virginia.edu](mailto:intramurals@virginia.edu). Evidence of such coverage shall be provided to the University as well.

All liability insurance certificates must include the following language:

The User and any Co-Sponsor shall maintain liability coverage for premises operations with a minimum limit of liability of \$1,000,000 per occurrence for bodily injury and property damage. **The certificate of insurance shall name the following as an additional insured:** "The Commonwealth of Virginia and The Rector and Visitors of the University of Virginia, its officers, employees and agents."

The Club Sport CIO understands and agrees that the University, the Intramural-Recreational Sports Department, and their employees and/or agents do not control or supervise the Club Sport CIO's activities and are not responsible for injuries or any other harm to anyone in connection with or arising out of Club Sport CIO activities, whether resulting from Club Sport CIO practice, competition, transportation, travel or any other activities. The University will not provide payment for medical care, or provide life or accident insurance coverage for students or others involved in Club Sport CIO activities. The Club Sport CIO is encouraged to complete for its own records an injury report for any injury that occurs during a Club Sport CIO activity which requires some form of medical attention.

#### **14. Safety**

It is highly recommended that Club Sport CIOs have a certified Athletic Trainer (ATC) at all home contests. Event budgets should include this coverage. This service is not provided by the University of Virginia or the Intramural-Recreational Sports Department.

It is recommended that each Club Sport CIO designate a "safety officer" to oversee safety issues. Having members certified in First Aid/CPR/AED is also recommended. If a Club Sport CIO is traveling or participating in away contests, Club Sport CIO safety officers should check out the first aid/safety procedures provided at the host campus/site. First Aid/CPR/AED certifications are offered periodically through IM-Rec Sports.

Club Sport CIOs are expected to abide by all national, state, and local health and safety regulations as pertaining to their specific activity as well as normal safety procedures.

When equipment is part of the Club Sport CIO's activity, regular inspections must be conducted according to applicable standards to ensure safe conditions and to identify possible safety hazards. Proper maintenance of equipment is mandatory.

Some Club Sport CIOs may require members to pass swimming, sailing, SCUBA diving, and/or boating or other tests before allowing members to participate in Club Sport CIO activities. Club Sport CIO officers are responsible for enforcing this requirement.

According to the National Federation of State High School Associations, any player who exhibits signs, symptoms, or behaviors consistent with a concussion should be immediately removed from the game and should not return to play until cleared by an appropriate healthcare professional. Signs of a concussion include, but are not limited to:

- Headache or a feeling of pressure in the head
- Temporary loss of consciousness
- Confusion or loss of memory surrounding the incident
- Fatigue, nausea or vomiting
- Irritability and other personality changes
- Dizziness or ringing of the ears
- Sensitivity to light or noise
- Blurry or double vision

It is the responsibility of Club Sport CIO officers, coaches, instructors, or athletic trainers to recognize any concussion related symptoms and insure that appropriate medical clearance is obtained before the concussed participant returns to Club related activity of any form.

Suggested guidelines for the management of concussions in sports can be found at [https://www.nfhs.org/media/1018446/suggested\\_guidelines\\_management\\_concussion\\_april\\_2017.pdf](https://www.nfhs.org/media/1018446/suggested_guidelines_management_concussion_april_2017.pdf)

## 15. Conduct

Club Sport CIOs need to be aware of the image they may portray to the general public and University community. Common sense and good taste should be employed when a Club Sport CIO or its members divulge information about the Club Sport CIO via websites, social media, message boards, chat rooms, etc. Club Sport CIOs that are discovered to be engaging in inappropriate behavior or presenting themselves in poor taste may be sanctioned. Examples of this type of behavior include lewd acts, under age or of age alcohol consumption, hazing, sexually explicit images, or a general disregard for a standard of decency.

Club Sport CIOs are responsible for the activities of members and guests while they are participants in or spectators at any activity of the organization.

Club Sport CIOs are expected to fully cooperate in any and all investigations related to Club Sport CIO conduct and activity conducted by any University department or law enforcement organization.

## 16. Hazing

[Hazing](#) refers to any activity that is expected or required of someone to join or maintain status within a group that humiliates, degrades, or risks emotional and/or physical harm, regardless of the person's willingness to participate. Often times, those initiating hazing practices consider them harmless pranks or comical antics – here at UVA, we take all forms of hazing seriously and work diligently to prevent it.

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.

Hazing includes, but is not limited to:

- Interference with a student's academic performance.
- Forced consumption of any food, alcohol, controlled substances, drugs, or any other substance.
- Forced physical activity (beyond what is ordinarily part of an organized, voluntary sports contest/practice/training)
- Deprivation of food or sleep.
- Kidnapping, including restricting a person to move about in free and lawful manner.
- Physical abuse of any nature.
- Forcing one to perform another's personal chores or errands.
- Verbal abuse or degradation, including yelling or demands.
- Assigning or endorsing pranks (i.e. stealing, harassing other organizations, defacing property, etc.)
- Any action or threatened action that would subject the individual to embarrassment, humiliation or mental distress, including the use of demeaning names.

Any suspected or witnessed violations should be reported immediately through <http://www.virginia.edu/justreportit/>.

## 17. Facility Usage, Scheduling, Inclement Weather & Equipment

Club Sport CIOs shall be eligible to request use of IM-Rec Sports facilities for practice, competition, or demonstration. All reservation requests must be submitted through the ActiveNet reservation system ([https://apm.activecommunities.com/recsportsvirginia/Reserve\\_Options](https://apm.activecommunities.com/recsportsvirginia/Reserve_Options)). All UVA students have accounts in the system. Requestors who have not yet used the ActiveNet reservation system should click “Forgot Your Password” to begin the process. If the requestor has used ActiveNet to make past reservations, then the log-in information remains the same.

In order for IM-Rec Sports facilities reservations to be approved, each Club must meet the following requirements:

- Be an approved Club Sport CIO with “active” status as a CIO Club Sport
- Rosters updated in IM Leagues
- All of the Club Sport CIO’s participants must have agreed to the Acknowledging Responsibility for Injury or Loss waiver available through [www.imleagues.com](http://www.imleagues.com)
- Have a competition, performance, or demonstration schedule on file with IM-Rec Sports
- Have proof of insurance on file with IM-Rec Sports

If any of the above requirements are not met, then facility reservation requests will be denied by IM-Rec Sports.

All semester term requests must be submitted during the Early Club Sport Reservation period. Fall requests will be submitted during the final week of July and Spring requests will be submitted during the final week of classes of the Fall semester.

A maximum of 10 hours per week of semester term reservations will be permitted during the Early Club Reservation period. Any request beyond the 10 hour per week maximum will be denied. Reservations are not considered final until an e-mail confirmation is provided to the requestor. Facility and field spaces are reserved in the order in which requests are received, with consideration given to the size of the group, type of program, space availability, and whether the activity is “in season.”

A scheduling meeting for Club Sport CIOs which are traditionally outdoor in nature will take place prior to the Early Club Sport Reservation period. Generally, the meeting for the Fall semester will take place during the final week of classes during the Spring semester, while the meeting for the Spring semester will take place the week before the Early Club Reservation period prior to the final week of classes during the Fall semester. The dates for these meetings will be communicated electronically to Club officers when determined.

If a Club Sport CIO charges admission or registration fees in conjunction with an event that used IM-Rec Sports space, a rental fee may be charged based on regulations and rates established by IM-Rec Sports.

Club Sport CIOs scheduling facility or field space will be held financially responsible for clean-up, maintenance, or repairs resulting from the event or activity. IM-Rec Sports reserves the right to require security, housekeepers, staff coverage, and other personnel for events. The need for such coverage shall be determined based on the time, place, and type of event. IM-Rec Sports will arrange such personnel coverage, and the sponsor of the event will be responsible for the charges. There is a minimum charge for personnel provided by IM-Rec Sports as needed.

If a Club Sport CIO does not complete a reservation request during the Early Club Sport Reservation period, it may still request space following established IM-Rec Sports policy. The current policy states that all facility reservation requests be submitted no fewer than 3 days prior to the event and no more than 30 days prior to the event.

IM-Rec Sports prohibits the storage of any Club Sport CIO's equipment or materials in any IM-Rec Sports facility.

### **18. Club Promotion**

Each Club Sport CIO shall be eligible to use the publicity network set-up by the IM-Rec Sports. Club Sport CIOs are encouraged to forward pertinent information to IM-Rec Sports for inclusion in the department's social and print media outlets. Club Sport CIOs are encouraged to be creative in devising public relations programs.

IM-Rec Sports prohibits the posting of promotional materials within our facilities without proper approval by IM-Rec Sports. Club Sport CIOs may submit promotional materials to the Business Office located on the second floor of the Aquatic & Fitness Center for the purposes of approval and distribution. Club Sport CIOs should submit 4 copies of any promotional materials to ensure distribution to all IM-Rec Sports facilities.

### **19. Disciplinary Action**

Any Club Sport CIO or Club Sport CIO member found to be in violation in any of the above policies shall be subject to disciplinary actions by IM-Rec Sports, UVA, or appropriate law enforcement agencies. Disciplinary action may include, but is not limited to:

- Removal of individual(s) from Club Sport CIO.
- Loss of facility reservations.
- Probation, suspension, or termination of Club Sport CIO status.
- University discipline.
- Criminal charges.

### **20. Banking Information**

It is recommended that all Club Sport CIOs maintain a banking account in the Club Sport CIO's name. Club Sport CIOs may choose any banking institution that suits their needs. Local branches of Bank of America, Wells Fargo, and the University of Virginia Community Credit Union are familiar with the banking needs of CIOs. Club Sport CIOs may also choose to open a banking account through the Alumni Association located in Alumni Hall.

Each institution may have different requirements concerning minimum opening deposits, minimum monthly balances, administrative fees, and transaction fees. Finding the best institution based on the CIO's needs is at the discretion of the CIO.

## 21. Obtaining a Federal Tax ID

Club Sport CIOs requiring Federal Tax IDs should complete the following steps:

- Visit [www.irs.gov](http://www.irs.gov)
- View the FAQ at this link: <http://www.irs.gov/businesses/small/article/0,,id=98350,00.html>
- Assistance through this process is available through the Business Services Office at [safbusiness@virginia.edu](mailto:safbusiness@virginia.edu)

## 22. Club Sport CIO Budgets

All requests for Student Council funding must be submitted in budget form through @UVA. For assistance in submitting a budget, contact the Appropriations Co-Chairs at [cio-appropriations@virginia.edu](mailto:cio-appropriations@virginia.edu).

A Club Sport CIO can submit a budget during either a Semi-Annual Round or a Rolling Round. Eight Rolling Rounds and two Semi-Annual Rounds occur each year, giving Club Sport CIOs multiple opportunities to seek funding throughout the academic year. Each of these types of rounds comes with different benefits and stipulations in how funding can be allocated and accessed and how often a Club Sport CIO can apply for funding.

- Semi-Annual Rounds occur only once a semester. Fall budgets are submitted at the beginning of the Fall semester and Spring budgets are submitted at the end of the Fall Semester. For instance, a Club Sport CIO would submit a budget in the Fall to qualify for funding throughout the following Spring academic semester. All unspent allocations received from a Semi-Annual are returned to the Appropriation committee on the last day of the semester at 5:00pm.
- Four Rolling Rounds are held every semester. Hearings are usually held on Wednesday evenings with budgets being submitted the same day as hearings by noon. Please note that unspent Rolling Round I & II Allocations are returned to the Appropriation Committee on November 1st at 5:00pm. Rolling Round III & IV are returned on the last day of the semester at 5:00pm.

## **23. Club Sport CIO Academic Year Timeline**

### **July**

- Club Sport CIO approvals finalized by Student Engagement
- Early Club Sport Reservation Period for Fall semester – Last full week of July

### **August**

- CIO Late Renewal Period
- IM-Rec facility reservation request confirmations sent within one week after closure of the Early Club Sport Reservation Period
- CIO Town Hall Meetings
- Proof of Insurance, and Competition/Performance/Demonstration Schedule submissions due upon conclusion of final CIO Town Hall Meeting

### **September**

- CIO Late Renewal Period
- Roster updates due

### **October**

- Roster updates due

### **November**

- Roster updates due
- Outdoor Club Sport CIO Facility Scheduling Meeting for Spring Semester – Next to last full week of classes
- Early Club Sport Reservation Period for Spring semester – Last full week of classes

### **December**

- Early Club Sport Reservation Period for Spring semester – Last full week of classes
- IM-Rec facility reservation request confirmations sent within one week after closure of the Early Club Sport Reservation Period

### **January**

- Roster updates due

### **February**

- Roster updates due

### **March**

- Roster updates due
- Jefferson Trust Awards Application Period

### **April**

- Roster updates due
- CIO Renewal Period
- Jefferson Trust Awards Presentation & Spring Club Sport CIO Officers Meeting
- Outdoor Club Sport CIO Facility Scheduling Meeting for Fall Semester – Last full week of classes

### **May**

- CIO Renewal Period