1.0 Introduction

The Club Sports Program is designed to serve student interest in different sports and recreational activities. These interests can be competitive or recreational in nature as these clubs may represent the University in intercollegiate competition or conduct intra-club activities such as tournament play, practice, instruction and social interaction.

It is Recreational Services’ desire to extend to any student at the University of New Mexico the opportunity to participate individually or with a team in the Club Sports Program.

All information and policies contained in the Recreational Services’ Club Sports Handbook are supplementary to the Student Organization Handbook from the Student Activities Center. As a chartered Club Sport at the University of New Mexico, each club and its membership are expected to follow all policies and procedures as described in each handbook. Club members are also expected to abide by the UNM Student Code of Conduct.

IMPORTANT: Recreational Services will serve as the University of New Mexico’s official representative to your national association. We will CONDITIONALLY endorse your charter request during the application process to your national association as long as your club remains in good standing with Recreational Services, the Student Activities Center, and the University of New Mexico.

2.0 Club Sports Coordinator – Recreational Services Department

Management of the Club Sports Program is the responsibility of the Coordinator of Recreational Services Department. The Coordinator serves primarily as an advisor and resource person and is available to assist student leaders with club business. The Club Sports Coordinator will allow clubs as much freedom to operate as possible, provided they operate within the framework of the Student Organization Handbook, the Recreational Services’ Club Sports Handbook and the UNM Student Code of Conduct. Clubs should refer to the Club Sports Coordinator when situations arise that are not covered in the aforementioned handbooks.

3.0 Club Sports Classification

3.1 Student Activities Center

The Student Activities Center will initially determine whether your club shall be classified as competitive or recreational club based on an assessment of risk and club activities.
3.2 **Recreational Services**
The Club Sports Coordinator will then classify individual clubs as either competitive or recreational. Club classification is based on the following criteria.

3.2.1 **Competitive**
The club competes against other teams or clubs at the local, regional or national level within a competition based governing body. (See section 12 for details)

3.2.2 **Recreational**
The club holds practice sessions in which members compete with other members of the same club to develop and refine existing skills and enjoy the recreational and social fellowship of sports and recreation

**Club Sports Affiliation**
* Club Sports have no affiliation to the NCAA; therefore, members will not receive the same accommodations that varsity athletes receive. Members will not receive official university permission to be excused from class or any academic examinations or assignments scheduled.

* In the event there is an injury to a club member, unless the individual has medical coverage, the university will not be held liable for an injury to a person’s body or loss to a person’s property arising from or any way resulting from participating in a Club Sports event. EACH MEMBER WILL BE RESPONSIBLE FOR ANY COSTS RESULTING FROM AN INJURY WHILE PARTICIPATING IN A CLUB SPORTS. ADDITIONALLY, A MEMBER WHO IS INJURED IS RESPONSIBLE FOR ANY AND ALL ACADEMIC REQUIREMENTS FOR CLASSES THAT HE/SHE IS TAKING.

4.0 **Chartering**

It is essential for a group interested in becoming a Club Sports to take the necessary steps required to obtain the status of a Club Sport. All clubs are chartered through the Student Activities Center. Recreational Services’ Club Sports Program will assist you with this process. However, it is the club’s responsibility to ensure all necessary forms have been submitted to the Student Activities Center and Recreational Services for chartering. Please refer to the Student Organization Handbook or the Student Activities Center for more information.

**IMPORTANT:** Recreational Services will serve as the University of New Mexico's official representative to your national association. We will CONDITIONALLY endorse your charter request during the application process to your national association.

Identified below are the steps required by Recreational Services to charter as a Club Sports at the University of New Mexico. These requirements are in addition to those required by the Student Activities Center. If you have any questions during this process, please contact the Club Sports Coordinator at Recreational Services at 277-7698.
Step 1 – Club Classification
Based on your club activities; classify your Club Sport as Competitive or Recreational. If the Club Sports Coordinator does not agree with your assessment your club will be notified of the change.

- Competitive – Club competes against other teams or university clubs at the local, regional or national level within a governing body.
- Recreational – Club holds practice sessions in which members compete with other members of the same club to develop and refine existing skills and enjoy the recreational and fellowship of sport and recreation.

Step 2 – Meeting Charter Requirements for Club Sports
All requirements for Step 2 must be submitted to the Recreational Services’ office prior to chartering deadline or before your first practice and/or competition if that date falls before the chartering deadline.

Chartering Requirements for Competitive Club Sports
1. Proof of membership in the collegiate division of the national association or governing body of your sport. The Club Sports Coordinator can direct your club to the appropriate national association.
2. Copies of your facility use agreement or contract with your practice and/or game facility (see Section 16 – Exhibits).
3. Schedule of your club’s games, competition and events. All games, competition and events must be sanctioned by your national association or governing body.
4. Schedule of your club’s practice times, dates and locations.
5. Copy of the registration or membership form for each club member submitted by your Club Sports to your national association or governing body. Recreational Services must initiate all requests for verification of student status through the Office of the Registrar.
6. Attendance by two club officers at Recreational Services’ Club Sports Orientation and Safety meeting. Dates, times and location of all meeting are available at Recreational Services.
Chartering Requirements for Recreational Club Sports

1. Copies of your facility use agreement or contract with your practice and/or games facility (see Section 16 – Exhibits).

2. Schedule of your club’s game and practice times, dates and locations.

3. Attendance by two club officers at Recreational Services’ Club Sports Orientation and Safety meeting. Dates, times and location of all meeting are available at Recreational Services.

Step 3 – IMleagues Registration

All requirements for step 3 must be completed on the imleagues.com registration site within 30 days of your club’s official date of chartering OR prior to your first practice and/or competition if your first practice or competition falls before the 30 day deadline. Failure to complete all requirements for step 3 within the allotted time will result in a suspension of club activities.

Required IMleagues Forms for Competitive and Recreational Clubs

- Each member is required to register on the imleagues.com site. Requirements are: Full name (listed on your UNM Lobo Card), student’s ID (9-digit) banner number
- Recreational Services’ Informed Consent Form by signed by each club member (see Section 9 and Section 16 – Exhibit).
- Recreational Services’ Club Player Information by signed by each club member (see Section 9 and Section 16 – Exhibit).
- Members are required to complete the Informed Consent Agreement for on the imleagues.com site.

Safety Orientation Meeting

In addition to registering the team via IMleagues, each Club Sport will be required to send two officers to an orientation and safety meeting at the beginning of the academic year or at the inception of their club. Once a Club Sport receives their charter from Student Activities Center, two members of each club will be responsible for attending the Safety Orientation Meeting held by Recreational Services. Failure to attend this workshop may nullify the approval of charter for that club with Recreational Services. Check with the Club Sports Coordinator for date, time and location of each meeting.
6.0 **Membership**

6.1 **Enrollment**
All Club Sports members must be current UNM Students. Members must meet the following enrollment requirements: undergraduate members must be registered for a minimum of six credit hours per semester, graduate and professional student members must be registered for a minimum of three credit hours per semester.

All competitive Club Sports members must be enrolled for a minimum of six credit hours or the amount required by their national association or governing body if their eligibility requirements require more than six credit hours per semester.

6.2 **Roster**
A roster of all members must be completed on the imleagues.com. Approval of players will be given once the Club Sports Coordinator is able to verify each person’s status. Individuals are not allowed to participate in any club activity until their name is added to the club roster. A club officer must make any revisions to the roster.

Competitive Clubs must also submit a copy of their roster that was submitted to their national association or governing body (see Section 4).

6.3 **Informed Consent**
Individuals are not all to participate in any club activity until that individual has completed the Informed Consent Agreement Form (see Section 4 and Section 9).

6.4 **Eligibility**
Recreational Services will verify eligibility of all members and club presidents will be notified by the Club Sports Coordinator should any discrepancies arise.

6.5 **Conduct**
Your Club Sport’s charter is a representative of the University of New Mexico. Therefore, all club members are expected to behave in a manner that best represents the University – both on and off the field/court. Any behavior that violates the University’s or Recreational Services Code of Conduct will result in disciplinary action taken against the club and individual(s).

7.0 **Coaches and Instructors**
Clubs may seek the assistance of a coach or instructor. This individual should be an experienced and knowledgeable person in that sport. It is highly recommended that the selected coach or instructor obtain a coaching certification or endorsement by the sport’s National Governing Body. Recreational Services’ Club Sports Coordinator may be able to provide a list of National Associations. The coach or instructor must abide by all Club Sports Program, Recreational Services and University of New Mexico rules and regulations.
7.1 **Liability**
Coaches and instructors are not considered University employees and are NOT covered by University medical, health or liability insurance plans.

7.2 **Club Sports Coach/Instructor Application**
All coaches or instructors must complete, sign and submit the Club Sports Coach/Instructor Application prior to assuming any responsibility (see Section 16 – Exhibits). Any coach found to be in violation of the Club Sports Coaches’ Agreement might be expelled from the Club Sports Program at any time.

7.3 **Informed Consent**
All coaches and instructors must sign an Informed Consent Form in order to participate (see Section 9 and Section 16 – Exhibits).

7.4 **Access to Johnson Center**
Coaches may purchase a Rec Card as a University affiliates from Recreational Services to gain access to Johnson Center after review and approval from the Club Sports Coordinator. Rec Cards for coaches will only be made available to clubs that reserve facility space within Johnson Center. Only a reasonable number of Rec Cards will be allowed for each club. Each club will be reviewed independently.

7.5 **Conduct**
Each chartered Club Sports is a representative of the University of New Mexico. Therefore, all clubs coaches and/or instructors are expected to behave in a manner that best represents the University – both on and off the field/court. Any behavior that violates the University’s or Recreational Services’ Code of Conduct will result in disciplinary action taken against the club and individual(s).

7.6 **Medical Insurance**
The University of New Mexico cannot require Club Sports members to have personal medical insurance, but the university highly recommends that Clubs within their bylaws require members to have medical insurance. IF YOU DO NOT HAVE INSURANCE YOU WILL NEED TO SIGN A WAIVER WITH THE CLUB SPORTS COORDINATOR. The Club Sports Coordinators information can be found on the Recreational Services Webpage.

8.0 **Academic Requirements**
All participants must maintain the minimum 2.0 GPA to be in good standing as defined by the University of New Mexico. Additionally, club members must also adhere to the minimum grade point average required by their national association or governing body. Members below the 2.0 GPA requirement will be placed on probation and subsequently will not be allowed to travel or compete in club activities. Violation of this policy will lead to an indefinite suspension and repeat offenders will be removed from the club.
9.0 **Safety**
Please refer to the Student Organization Handbook’s section on liability in addition to the information contained in this section.

9.1 **Safety Training**
All approved Club Sports are required to have at least two members attend an orientation and safety-training workshop conducted by Recreational Services. Failure to attend this workshop may nullify the approval of charter for that club. Contact the Club Sports Coordinator for dates and times of each workshop.

9.2 **HAZING:** Is defined as any action or situation, which includes any mental or physical requirement, request or obligation placed upon any person (new member, returning member, guest, affiliate) which could cause discomfort, pain, fright, disgrace, injury or which is personally degrading or violates any federal, state, local statute or university policy. Any activity described in this definition upon which the initiation or admission into, or affiliation with, or continued membership in an organization is directly or indirectly conditional, shall be presumed to be ‘force’ activity.

   A. No person shall recklessly participate in the hazing of another.
   B. No person shall knowingly permit the hazing of another.
   C. No person shall fail to report hazing.
   D. The negligence or consent of the student/member or any assumption of risk by the student/member is not a defense to any action brought pursuant to this policy.

9.3 **Informed Consent**
All members must sign an Informed Consent Form in order to participate (see Section 16 – Exhibits). Informed Consent Forms may be found on IMleagues when signing up. Allowing club members to participate without a completed Informed Consent Form will result in disciplinary action.

9.4 **Medical Insurance**
It is HIGHLY RECOMMENDED that all Club Sports members purchase personal health, accident or disability insurance. IF YOU DO NOT HAVE INSURANCE YOU WILL NEED TO SIGN A WAIVER WITH THE CLUB SPORTS COORDINATOR.

9.5 **First Aid and CPR Training**
It is recommended that an appropriate number of club members of each Club Sports be currently trained in CPR and First Aid. Training and certification is available through Recreational Services. Contact the Club Sports Coordinator for more information.
9.6 Safety Requirements during Competition

9.6.1 Competitive Club Sports
During home competition, each Club Sport that has been classified as competitive must provide on-site an individual certified in First Aid and CPR. This individual shall not be allowed to compete or participate in said event and whose sole purpose is to provide care should the need arise. This individual shall be presented to the Recreational Services’ Club Sports Coordinator or designate upon request prior to any scheduled game or competition. Failure to present such an individual will result in postponement or cancelation of an event until such a time that this requirement can be met. Current certificates must also be presented to validate training. A basic first aid kit must be on site during any competition.

9.6.2 Recreational Club Sports
Club Sports that are classified as recreational or instructional that practice in Johnson Center fall under the supervision of the Coordinator responsible for Open Recreation. The recreational staff on duty will handle appropriate response to any emergency or injury. Any competition in the recreational classification must be intraclub only.

10.0 Travel
It is understood that Club Sports must travel to compete against clubs at other universities and colleges. The following requirements must be followed when a club travels.

10.1. Authorization
Clubs must complete and turn in a travel authorization form to the Club Sports Coordinator at least one week prior to the travel date (see Section 16 – Exhibits). Club officers are responsible for submitting a travel itinerary and passenger list to the Club Sports Coordinator with the travel authorization form. Failure to submit a travel authorization form to Recreational Services will result in a suspension of travel until a meeting is set up between the Club President and the Club Sports Coordinator.

10.2. UNM Vehicle Rental Policies
The UNM Automotive Department requires that all student renters must present a letter of authorization from the department director or dean indicating that they are authorizing the use of the rental vehicle and that they will assume responsibility for the vehicle and for the occupants of the rental. The letter must be on UNM letterhead. The Recreational Services’ Club Sports Coordinator can provide you with more information about renting University Vehicles.
10.3 Notification of Accident or Change of Plans
Clubs must notify the Club Sports Coordinator in the event that a change in plans occurs or an emergency arises. Additionally, an accident or incident that occurs must be reported immediately upon your return.

10.4 Additional Restrictions
1. Additional travel requirements may be placed on Club Sports at the discretion of the Club Sports Coordinator or the Student Activities Center.
2. HAZING: Is defined as any action or situation, which includes any mental or physical requirement, request or obligation placed upon any person (new member, returning member, guest, affiliate) which could cause discomfort, pain, fright, disgrace, injury or which is personally degrading or violates any federal, state, local statute or university policy. Any activity described in this definition upon which the initiation or admission into, or affiliation with, or continued membership in an organization is directly or indirectly conditional, shall be presumed to be ‘force’ activity.
   E. No person shall recklessly participate in the hazing of another.
   F. No person shall knowingly permit the hazing of another.
   G. No person shall fail to report hazing.
   H. The negligence or consent of the student/member or any assumption of risk by the student/member is not a defense to any action brought pursuant to this policy.

11.0 Facility Use
Only chartered Club Sports that have registered with the Club Sports Program may request use of facility and/or field space for practice or competition. Any use of Johnson Center of Johnson Fields must receive prior approval. Facility Request Forms (see Section 16 – Exhibits) are available at the Recreational Services’ office or online at www.recservices.unm.edu Return completed forms to the Club Sports Coordinator. The Recreational Services’ Facility Coordinator will then review your request and if possible facilitate your needs. The Club Sports Coordinator will forward all requests for use of the Olympic Pool of Johnson Pool to the Pool Manager.

11.1 Requirement for Field Use
For any events other than club practice, the following may be required. A separate facility use agreement may also be required for games, tournaments, etc. Items and/or policies not covered on this list may also be required. The Club Sports Coordinator will make the final decision.

- Portable toilets
- Security
- Crowd control barriers
- Additional trash cans and disposal of waste by your club
At no time are dogs allowed on the fields. At no time are vehicles allowed on the fields. Johnson Center is not available for locker room use by visiting teams without permission from the Club Sports Coordinator.

11.2 Facility Use for Fund Raising
All requests for facility use in order to raise funds for your club are processed through Johnson Center’s Facility Manager. The manager may be reached through Recreational Service office at 277-7698.

12.0 Requirements for Competition

12.1 National Governing Bodies
All competitive clubs, which represent the University in intercollegiate competition, must be a member of their National Governing Body and a copy of each club’s membership must be on file in the Recreational Services’ office (see Section 4). Contact the Club Sports Coordinator for a list of National Governing Bodies recognized by Recreational Services’ Club Sports Program. All competition shall be conducted under the rules established by their sport’s National Governing Body so each club may compete under established standards.

12.2 Safety
During home competition, each Club Sports that has been classified as competitive must provide on site an individual certified in First Aid and CPR. This individual shall not be allowed to compete or participate in said event and whose sole purpose is to provide care should the need arise. This individual shall be presented to the Recreational Services’ Club Sports Coordinator or designate upon request prior to any scheduled game or competition. Failure to present such an individual will result in postponement or cancelation of an event until such a time that this requirement can be met. Current certificates must also be presented to validate training. A basic first aid kit must be on site during any competition.

12.3 Officials
Clubs must adhere to the requirements set by their national association for selecting officials for their home matches or games. Every effort should be made to use experienced and licensed officials.

12.4 Facility Use
Use of University facilities for competition must first receive approval from the Club Sports Coordinator (see Section 11).
13.0 **Practice and Games Schedules**
All clubs shall submit a schedule of their meeting or practice times, dates and location to the Club Sports Coordinator (see Section 4). Each Club Sports classified as competitive shall also have on file at the Recreational Services’ office a copy of their game schedule. The Club Sports Coordinator shall be informed immediately of any changes to any schedule.

14.0 **Privileges**

14.1 Club Sports will have access to specialized training for American Red Cross First Aid, CPR and Preventing Disease Transmission.

14.2 Recreational Services will provide assistance in chartering, funding, requests, facility reservations, recruitment, equipment requests and promotion.

14.3 Club Sports will be given consideration for locker space in the Student Union Building, Club Sports shed or Club Sports closet in Johnson Center for sports equipment that was purchased with university funds.

15.0 **Failure to Meet Responsibilities**
Failure of any Club Sport and its members to meet any of the responsibilities defined in the Recreational Services’ Club Sports Handbook will result in disciplinary action. Failure by the club and its officers to rectify any violation will result in an indefinite suspension for the club by Recreational Services. At a minimum, for Competitive Clubs this could mean a loss of games and for more serious cases a loss of funds. At a minimum for Recreational Clubs, this means a loss of practice space provided by Recreational Services. In response to this action, the Dean of Students Office may revoke or suspend the Club Sport charter or place the club on probation with appropriate conditions as identified in the Student Organization Handbook. The club shall cease all activity (i.e. scheduled games and/or practices are to be canceled or postponed) until such a time that the club’s charter has been reinstated.

15.1 **Recreational Services’ Due Process**
The Club President shall meet with Recreational Services’ Club Sports Coordinator. If a solution cannot be reached with the Club Sports Coordinator then the Club President shall meet with the Associate Director and Director of Recreational Services. If a solution cannot be reached with the Associate Director and Director, then the case will be turned over to the Dean of Students Office.

16.0 **Guide to Exhibits**

- Informed Consent Form (pg. 12)
- Club Membership Form (pg. 13)
- Club Sports Coach/Instructor Application (pg. 14)
- Travel Itinerary and Passenger List (pg. 15)
- Facility Request Form (obtainable through EMS Scheduling)
Informed Consent Agreement

Instructions: You must complete this Informed Consent Agreement in order to participate in the UNM Sport Clubs Program. Incomplete forms will not be accepted.

Name
First Name
Last Name

Student's 9 DIGIT Banner ID Number

Date Of Birth

Medical Information
Insurance Company and Policy Number

Emergency Contact Information
Name and Phone Number

Waiver/Liability Release
By providing the above information, I understand and hereby acknowledge that certain risks of injury are inherent to participation in Sport Clubs. These types of injuries may be minor or serious and may result from one's own actions, the actions or inactions of others or a combination of both. I understand that certain rules and regulations are designed for the safety and protection of participants and I hereby undertake and abide by these rules and regulations. I understand that certain activities require a minimum level of fitness and health; that being physical, mental, and emotional, and that each person has different capacity for participation in these activities. I understand that I will be responsible for any costs resulting from any injury while participating in Sports Clubs. I declare having read and fully understood this informed consent agreement in its entirety and hereby consent to participate acknowledging all the foregoing. I also declare that all information provided on this form to be accurate. BY CHECKING THE BOX BELOW, YOU ARE AGREEING TO THE ABOVE STATEMENT:

Please Check:
☐ I have read and agree to the above statement

Player Signature

Required
Club Player Information

Name
First Name  Last Name

Phone Number
Area Code
Subscriber
Number

Email

If Club Officer Position--list position

Projected Graduation Date
Sports Clubs Coach/Instructor Application

All coaches/instructors are required to fill out. SPORT CLUB: __________________ DATE: __________________

Name:
First Name: __________________ Last Name: __________________

Address:
Street Address: __________________
Address Line 2: __________________

City: __________________ State / Province / Region: __________________
Postal / Zip Code: __________________ Country: __________________

Phone Number: __________________

Explain expectations of instructor/coach:

Criteria for termination:

Instructor/Coach's salary or stipend if any: __________________

I have read, understand and agree to and abide by all items as set forth by the aforementioned sport club and/or Recreational Services Department, which may include termination.

Applicant's Signature: __________________ Date: __________________

Sport Club's President's Signature: __________________ Date: __________________

Please list your prior playing or coaching experience relative to your position as the coach/instructor of this club. Indicate any current certifications or licenses you may hold that are relevant to this position:

The instructor and/or coach must restrict their involvement with the club to coaching and coaching in practical and/or games and may not participate in any area of competition as part of the club. Instructions and coaches may not be involved in club administrative or decision-making related business. If at any time an instructor/coach's conduct becomes questionable, the Coordinator of Sports Clubs along with the Associate Director and/or Director of Recreational Services may meet with the instructor/coach to discuss further actions. After meeting with the Recreational Services' staff, a decision will be made by the Recreational Services as to whether or not the instructor/coach will be relieved of his/her duties. Instructors/Coaches are strongly encouraged to purchase their own liability insurance since the University of New Mexico does not provide support assistance in this area. By listing name below, I have read, understand and hereby agree to and abide by all policies and procedures as set forth by the University of New Mexico for instructors/coaches in the Sports Clubs Program. Terms and agreement may be amended at any time with the approval of the instructor/coach, sport club president and Recreational Services designate.

Name:
First Name: __________________ Last Name: __________________

Date: __________________

M/D/Y/YYY HH:MM AM PM
# Travel Form

**Purpose of Travel:**

**Departure:**

**Destination:**

**Mode of Transportation:**

- Please list at least three modes of transportation:
  - Airplane
  - Car
  - Train

**Departure Location:**

**Return to UNM Location:**

**Date and Time of Departure:**

**Date and Time of Arrival:**

**Oversight Accommodations:**

- **Details:**
  - **Name:**
  - **Signature:**
  - **Date:**

**Number of Members Traveling:**

**Signature on Form:**

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*Note: This form is only applicable to professors, directors, and related employees. Other employees should consult their respective departments.*

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*Signature Required:*