

## 1.0 Introduction

The Sport Club Program is designed to serve student interest in different sports and recreational activities. These interests can be competitive, recreational or instructional 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 Sport Club Program.

All information and policies contained in the Recreational Services' Sport Club Handbook are supplementary to the Student Organization Handbook from the Student Activities Center. As a chartered sport club 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.

## 2.0 Sport Club Coordinator – Recreational Services Department

Management of the Sport Club 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 Sport Club 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' Sport Club Handbook and the UNM Student Code of Conduct. Sport clubs should refer to the Sport Club Coordinator when situations arise that are not covered in the aforementioned handbooks.

## 3.0 Sport Club Classification

### 3.1 Student Activities Center

The Student Activities Center will determine whether your club shall be classified as a sport club based on an assessment of risk and club activities

### 3.2 Recreational Services

Sport clubs will then be classified by the individual sport club and Recreational Services as either competitive, recreation or instructional. The club's 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.

#### 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

### 3.2.3 Instructional

The main purpose of this organization is to teach members basic skills, develop interest in that sport and enjoy the recreational and social fellowship of sport and recreation.

### 3.2.4 Sport Clubs Affiliation.

\* Sport Clubs 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 Sport Club event. EACH MEMBER WILL BE RESPONSIBLE FOR ANY COSTS RESULTING FROM AN INJURY WHILE PARTICIPATING IN A SPORT CLUB. 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 sport club to take the necessary steps required to obtain the status of sport club. All clubs are chartered through the Student Activities Center. Recreational Services' Sport Club 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.

Identified below are the steps required by Recreational Services to charter as a sport club 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 Sport Club Coordinator at Recreational Services at 277-0178.

Step 1 Based on your club activities; classify your sport club as Competitive, Recreational or Instructional. If the Sport Club 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.
- 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.
- Instructional – Club teaches members basic skills and develops interest in that sport. Members enjoy the recreational and social fellowship of sport and recreation.

Step 2 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. Recreational Services will send confirmation to the Student Activities Center once all requirements have been met.

#### Chartering Requirements for Competitive Sport Clubs

- Proof of membership in the collegiate division of the national association or governing body of your sport. The Sport Club Coordinator can direct your club to the appropriate national association.

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.

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

\* Schedule of your club's games, competition and events. All games, competition and events must be sanctioned by your national association or governing body.

Schedule of your club's practice times, dates and locations.

#### Chartering Requirements for Recreational & Instructional Sport Clubs

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

\* Schedule of your club's game and practice times, dates and locations.

#### Step 3.

All requirements for step 3 must be completed on the [imleagues.com](http://imleagues.com) registration site—UNM Homepage-see Sport Clubs Link—for instructions and completion 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 your charter and revoking of your facility request agreement.

#### Chartering Requirements for Competitive Sport Clubs

- Copy of the registration or membership form for each club member submitted by your sport club to your national association or governing body. Recreational Services must initiate all requests for verification of student status through the Office of the Registrar.
- Each member is required to register on the [imleagues.com](http://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).
- Attendance by two club officers at Recreational Services' Sport Club Orientation and Safety meeting. Dates, times and location of all meeting are available at Recreational Services.

#### Chartering Requirements for Recreational & Instructional Sport Clubs

- Each member must register on the imleagues.com site—UNM's Homepage-Sport Clubs link.
- **Members are required to complete the Informed Consent Agreement and Officer/Player Form on the imleagues.com site – UNM Homepage-Sport Clubs link.**
- Attendance by two club officers at Recreational Services' Sport Club Orientation and Safety meeting. Dates, times and location of all meetings are available at Recreational Services.

### 5.0 Registering Your Club with Recreational Services

Once a sport club receives their charter from Student Activities Center, a member of each club will be responsible to register their club with Recreational Services. Each sport club will be required to send two officers to an orientation and safety meeting at the beginning of each semester or at the inception of their club. Failure to attend this workshop may nullify the approval of charter for that club. Check with the Sport Club Coordinator for date, time and location of each meeting.

### 6.0 Membership

#### 6.1 Enrollment

All sport club 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 sport club 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 completed on the imleagues.com site-UNM Homepage – Sport Clubs link. Approval of players will be given once the Sport Clubs 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 sport 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 Sport Club Coordinator should any discrepancies arise.

### 6.5 Conduct

Your chartered sport club 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' Sport Club Coordinator may be able to provide a list of National Associations. The coach or instructor must abide by all Sport Club 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 Sport Club Coach/Instructor Application

All coaches or instructors must complete, sign and submit the Sport Club Coach/Instructor Application prior to assuming any responsibility (see Section 16 – Exhibits). Any coach found to be in violation of the Sport Club Coaches' Agreement might be expelled from the Sport Club 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 affiliate from Recreational Services to gain access to Johnson Center after review and approval from the Sport Club 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 sport club 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 Sport Clubs members to have personal medical insurance, but the university highly recommends that Clubs within their bylaws require members to have medical insurance.

## 8.0 Academic Requirements

All participants must maintain the minimum grade point average to be in good standing as defined by the University of New Mexico Catalog. Club members must also adhere to the minimum grade point average required by their national association or governing body.

## 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 Sport Clubs 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 Sport Club Coordinator for dates and times of each workshop.

### 9.2 Informed Consent

All members must sign an Informed Consent Form in order to participate (see Section 16 – Exhibits). Informed Consent Forms may be picked up at the Recreational Services’ office. Allowing club members to participate without a completed Informed Consent Form will result in disciplinary action.

### 9.3 Medical Insurance

It is **HIGHLY RECOMMENDED** that all sport club members purchase personal health, accident or disability insurance.

### 9.4 First Aid and CPR Training

It is recommended that an appropriate number of club members of each sport club be currently trained in CPR and First Aid. Training and certification is available through Recreational Services. Contact the Sport Club Coordinator for more information.

## 9.5 Safety Requirements during Competition

### 9.5.1 Competitive Sport Clubs

During home competition, each sport club 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' Sport Club 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.

#### 9.5.2 Recreational or Instructional Sport Clubs

Sport clubs 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 sport clubs 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 Sport Club 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 Sport Club 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 Sport Club Coordinator.

##### 10.1.1 Faculty Advisor

All travel authorization forms must be approved and signed by your faculty advisor as well as the club president prior to submitting the form to the Sport Club 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' Sport Club Coordinator can provide you with more information about renting University Vehicles.

#### 10.3 Notification of Accident or Change of Plans

Clubs must notify the Sport Club 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 place on sport clubs at that discretion of the Sport Club Coordinator or the Student Activities Center.
2. **HAZING:** Is defines 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,

## 11.0 Facility Use

Only chartered sport clubs that have registered with the Sport Club 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](http://www.recservices.unm.edu) Return completed forms to the Sport Club Coordinator. The Recreational Services’ Facility Coordinator will then review your request and if possible facilitate your needs. The Sport Club 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 re required. The Sport Club 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 Sport Club 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 277-0178.

## 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 Sport Club Coordinator for a list of National Governing Bodies recognized by Recreational Services' Sport Club 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 sport club 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' Sport Club 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 Sport Club 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 Sport Club Coordinator (see Section 4). Each sport club classified as competitive shall also have on file at the Recreational Services' office a copy of their game schedule. The Sport Club Coordinator shall be informed immediately of any changes to any schedule.

## 14.0 Privileges

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

## 15.0 Failure to Meet Responsibilities

Failure of any sport club and its membership to meet any of the responsibilities defined in the Recreational Services' Sport Club Handbook will result in disciplinary action. Failure by the club and its officers to rectify any violation will result in a report filed to the Dean of Students Office by Recreational Services. In response to such a

failure, the Dean of Students Office may revoke or suspend the Sport Club's 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' Sport Club Coordinator. If a solution cannot be reached with the Sport Club 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
- Club Membership Form
- Sport Club Coach/Instructor Application
- Travel Itinerary and Passenger List
- Facility Request Form
- Schedule of Competition and Event Form