

UNIVERSITY OF ARKANSAS - FORT SMITH

SPORT CLUB MANUAL



DEPARTMENT OF CAMPUS RECREATION AND WELLNESS

SPORT CLUB OFFICIAL MANUAL

INTRODUCTION & OVERVIEW	3
Sport Club Program	3
Mission Statement	3
Objectives	3
SPORT CLUB ADMINISTRATION & LEADERSHIP	3
Sport Club Advisory Council	3
BECOMING A SPORT CLUB	4
SPORT CLUB POLICIES	4
Eligibility & Membership	4
Club Eligibility	4
Intramural Sports Eligibility	4
Officers	5
Constitutions	5
Disciplinary Process	5
Volunteers	5
Advisors	5
Coaches	6
TRAVEL	7
Travel Procedures	7
MARKETING & MEDIA	7
University of Arkansas - Fort Smith Logos	7
Fliers & Handouts	7
Social Media	7
RISK MANAGEMENT	8
Emergency Procedures	9
First Aid Kits	9
Inclement Weather	9
Hazing	9
Alcohol Policy	10
Drug Policy	10
Tobacco Free Campus	10
IMPORTANT CONTACT INFORMATION	11

INTRODUCTION & OVERVIEW

SPORT CLUB PROGRAM

A Sport Club is a university student organization recognized by both the Department of Campus Recreation and Wellness and the University of Arkansas – Fort Smith. The role of the Sport Club Program is to provide administrative guidance to each club and to ensure safe and efficient use of university facilities and funds. The role of the club members is to administer their respective club under the guidelines set forth by the University of Arkansas - Fort Smith, the Department of Campus Recreation and Wellness, and the Sport Club Program. The key to success of any club is student leadership, interest, involvement, and participation of its members.

The Sport Club Program at the University of Arkansas - Fort Smith is organized and administered by the Department of Campus Recreation and Wellness. The Sport Club Program is organized so that participants take an active and responsible role in the administration and financing of the program.

MISSION STATEMENT

The mission of the University of Arkansas- Fort Smith Sport Club Program is to provide leisure, recreation, and sport opportunities for individuals who share a common interest in enjoying the benefits of a group experience. The Sport Club Program is designed to enrich the University experience while promoting a balanced lifestyle of wellness and physical activity.

OBJECTIVES

1. To provide administrative leadership for each club
2. To serve as an aid for officers, advisors, coaches, and participants of Sport Clubs
3. To monitor the administrative and financial operations of each club
4. To promote educational, social, and competitive opportunities for each club
5. To aid in developing lifelong habits for participation in sport related activities
6. To promote the safety of all club members

SPORT CLUB ADMINISTRATION & LEADERSHIP

SPORT CLUB COUNCIL

The Sport Club Council is a group of Sport Club officers consisting of the Director of Campus Recreation and Wellness, Coordinator of Sport Clubs, Faculty Senate representative, Student Government representative, and Sport Club members. The purpose of this council is to review, evaluate and uphold the policies and procedures of the University of Arkansas - Fort Smith, the Department of Campus Recreation and Wellness, and the Sport Club Program.

BECOMING A SPORT CLUB

All Sport Clubs must be Registered Student Organizations and register with the Department of Campus Recreation and Wellness. Any group wishing to become a recognized University of Arkansas - Fort Smith Sport Club should contact Greg Gilliam (greg.gilliam@uafs.edu or 788-7222) to set up an appointment to obtain the appropriate forms needed to become an active Sport Club. After all requirements are met, the potential Sports Club will present their club at a prescribed Sport Club Council meeting. A majority vote by the Sport Club Council of present members will allow the potential club to become an officially recognized Sport Club.

SPORT CLUB POLICIES

ELIGIBILITY & MEMBERSHIP

CLUB ELIGIBILITY

Students, faculty, staff, and alumni associated with the University of Arkansas- Fort Smith may participate in the Sport Club Program. Students must be enrolled in at least six credit hours at UAFS. Staff and faculty must receive a paycheck from UAFS in order to be eligible. Prior to participating in any event, every member must complete and submit a MEMBERSHIP FORM AND A RELEASE AND WAIVER OF LIABILITY FORM.

Sport Club members must remain in good standing with the University of Arkansas- Fort Smith. Members who do not follow the UAFS Code of Conduct or Campus Recreation and Wellness policies are subject to disciplinary action by the Department of Campus Recreation and Wellness and the University of Arkansas - Fort Smith.

Participation by all Sport Club members is completely voluntary. Members should have their University of Arkansas- Fort Smith I.D. at all times during Sport Club activities, and will be asked to present their current UAFS I.D. at official Sport Club events.

In addition to the above eligibility guidelines set forth by the Department of Campus Recreation and Wellness, each Sport Club may determine its own membership and eligibility guidelines. The guidelines must be free of any restriction based on race, color, national or ethnic origin, religion, gender, disability, age, or sexual orientation. Guidelines for selecting members must be established in the team's written constitution on file with the Sport Club Council before a tryout may be held.

INTRAMURAL SPORTS ELIGIBILITY

For Intramural Sports participation, a Sport Club member is defined as one who has practiced or played in a contest for a respective club at any time during the academic year. Any player who joins as a club member and quits for any reason will still be considered a club member for the remainder of the academic year. Intramural teams are limited in the number of players that are participating in an equivalent Sports Club that can play on the respective intramural teams.

The maximum number of sports club players on an intramural team cannot exceed one-third of the required number for a team to participate. For example, if a team normally plays with 9 players on the field, there can be no more than 3 sport club players. Teams found with rosters that exceed the club member limit as stated above will forfeit any games for that season and the team will be dropped from the league.

OFFICERS

All clubs are responsible for electing officers each year to run the operation of the club and represent the club in the Sport Club Program. Clubs must keep a minimum of **three** officers each year (President, Vice-President, and Treasurer). A minimum cumulative GPA of 2.25 must be kept by all officers and all officers must not be on academic or disciplinary probation. An END OF YEAR form must be completed and submitted with the contact information of new officers by the end of the Spring Semester. Members may not be an officer for more than one club at a time and all officers must be currently enrolled students.

CONSTITUTIONS

Constitutions are required for every club and must be resubmitted each year for approval to continue to be an active registered student organization and Sport Club. If the Sport Club Council does not approve a club's constitution, the club must resubmit by a date given by the Sport Club Council. Clubs who do not submit a constitution will not be recognized as an active Sport Club.

DISCIPLINARY PROCESS

Clubs/members who are found to be in violation of any of the following: Sport Club policy, Campus Recreation and Wellness policy, or University of Arkansas - Fort Smith policy, will be given a disciplinary sanction by the Sport Club Coordinator. If a club/member does not agree with the sanction, they may appeal to the Director of Campus Recreation and Wellness who will reexamine the violation and give a disciplinary sanction, which may or may not differ from the sanction given by the Sport Club Coordinator. If at this point the club still does not agree with the sanction, they can appeal to the Sport Club Council. The club in question will have to present their view on the violation and proper disciplinary action, if applicable. At this point, the Sport Club Council will have final say on the disciplinary sanction and the club cannot appeal the verdict further.

Clubs/member(s) who are found to be in violation of the Student Code of Conduct will be reported to the Vice Chancellor of Student Affairs. The Vice Chancellor will then decide how to proceed and take over disciplinary process, if found necessary. The Sport Club Director retains the right to determine if the club/member(s) should face sanctions in the Sport Club Program, such as suspension from the program.

VOLUNTEERS

ADVISORS

Clubs must have a University of Arkansas - Fort Smith Faculty/Staff advisor to provide direction and assistance in maintaining the club. An advisor can be beneficial to the club by providing mature judgment, advice based on previous experience, and insight into University policies and operations.

COACHES

A coach is defined as an individual who is actively involved in the direction and instruction of the on-field operations of a club. A coach does not partake in playing in competitions, rather instructs from the sidelines. A non-student cannot have a dual role on the club.

Clubs may seek or be required to seek the assistance of a coach who should be an experienced and knowledgeable person in the area practiced by the club. It is the responsibility of the club to secure a coach. Coaches can receive no monetary compensation and must adhere to the following criteria:

- All coaches must be approved by the Sport Club Council prior to their involvement with the club.
- The coach must provide a coaching résumé and/or a description of coaching and relevant experiences.
- Observe and follow all rules, policies and procedures of the University of Arkansas - Fort Smith, the Department of Campus Recreation and Wellness, and Sport Club Program.
- Coaches/Volunteers may not enter into any type of verbal or written contract or agreement, including with individuals, groups, or businesses on behalf of the club they are associated with. If a coach/volunteer enters into such a contract and/or agreement, they will be immediately removed from his/her position and will no longer be associated with the Sport Club Program.
- Coaches/Volunteers are not eligible to receive accident and liability insurance offered by the University nor is a coach/volunteer eligible to receive monetary compensation. Coaches are encouraged to hold medical insurance plus personal liability insurance when coaching/volunteering.
- The coach's role in Sport Club is to be a coach. This includes practices and games. Coaches may assist in the process of planning game schedules for the team but a coach should in no way be a contact or correspond with other teams to plan events. All correspondence is to be done by the club officers.
- Coaches/Volunteers are in no way to-
 - Solicit, seek, or contact sponsors or have contact with potential sponsors
 - Solicit, seek, or contact outside vendors or potential vendors
 - Solicit, seek, or contact with donors (individuals or companies)
 - Solicit, seek, or contact charities
 - Negotiate on any aspect of the club
 - Enter into verbal or written contracts on behalf of the club or University
 - Plan team events
 - Contact any facility for space reservation/rental

If any coach/volunteer breaks policy on any of the above listed policies, the coach will immediately be placed on suspension until the Sport Club Coordinator has investigated and given a final decision. While on suspension, a coach/volunteer is to have no contact with the club or attend any club events, including practices and competitions. If a coach/volunteer does not agree with the action given by the Sport Club Coordinator, the coach/volunteer may follow the same guidelines for appeals as clubs, detailed in the disciplinary process section of this manual.

TRAVEL

TRAVEL PROCEDURES

Club travel is defined as a club traveling outside the Fort Smith area when club members are representing the University of Arkansas - Fort Smith. When traveling, members are to represent the University of Arkansas - Fort Smith in a positive manner and are held to the Student Conduct Code and are subject to disciplinary action by the University for breach of conduct.

All University regulations must be followed when a club desires to travel. It is recommended that the club Advisor accompany the club on all road trips. Failure to submit all travel forms on time may result in a club not being allowed to travel. All clubs wishing to travel must obtain permission from the Sport Club Council in order to do so. Travel forms can be obtained from the Sport Club Council after the travel request is granted.

MARKETING & MEDIA

Any marketing (print, online, t-shirts, etc.) that clubs wish to utilize must be preapproved by the Sport Club Council to ensure that all University policies are being followed.

UNIVERSITY OF ARKANSAS - FORT SMITH LOGOS

Any items being purchased that include UAFS or any type of mascot image must be approved by the Department of Marketing and Communications. All teams acquiring materials with the UAFS logo without following these procedures may be subject to immediate suspension.

FLIERS & HANDOUTS

All fliers, handouts, and advertisements associated with clubs must be approved by the Sports Club Coordinator and the SAO office before anything is printed or distributed. Clubs may not distribute fliers to any on or off campus locations without prior approval. This includes the placement of fliers on cars, telephone poles, etc.

SOCIAL MEDIA

Clubs are encouraged to utilize social media sites, including Facebook and Twitter, to promote and market their club to members and fans. Any club who wishes to have a social media site

must first be approved by the Sport Club Council prior to the creation on the site. The site must have the disclaimer on the site: *“These materials are not endorsed, approved, sponsored, or provided by or on behalf of the University of Arkansas - Fort Smith.”*

Site administrators are also responsible for all material on the site, including the comments/posts of those who may or may not be affiliated with the club. It is the responsibility of the club’s site administrators to constantly monitor sites and edit any material necessary so as to positively reflect the club, the Sport Club Program, the Department of Campus Recreation and Wellness, and the University of Arkansas - Fort Smith. Sites will be monitored on a regular basis to ensure compliance. Clubs who are not in compliance may be asked to remove their social media site.

RISK MANAGEMENT

The Department of Campus Recreation and Wellness is not responsible for injuries sustained during Sport Club participation and will not pay for such injuries or related medical expenses. All club members are urged to obtain some form of adequate health insurance prior to participation. Insurance may be required for higher risk clubs. It is highly recommended that each member have a complete physical exam prior to club participation.

All members of the Sport Club Program are advised that participation in club activities can result in bodily injury and/or death. Participation in the Program is entirely voluntary. The University of Arkansas - Fort Smith and the Department of Campus Recreation and Wellness do not assume any liability for such injuries, deaths and/or medical expenses.

Safety of participants is of the utmost importance. There are inherent risks involved in all sport programs. Each club shall develop, implement, and practice the following safety policies:

1. Officers, members, and volunteers should always emphasize safety during all club activities.
2. Inspect fields, facilities, and equipment prior to every practice session, game, or special event. Report unsafe conditions to the Sport Club Coordinator immediately. If at an off-campus site, report the condition to the proper managing authority, including the opposing team. Do not use field, facilities, or equipment if they are unsafe.
3. Develop and practice safety guidelines relevant to your sport.
4. Each club must have at least two members of the club become certified in CPR and First Aid, if required. The Department of Campus Recreation and Wellness will provide CPR and First Aid certification for club officers.
5. Any accident/injury or incident that occurs during an event (practice or competition) must be documented using an INJURY REPORT FORM and submitted to the Sport Club Coordinator within one business day. It is the responsibility of the officers to complete these forms and report any accident/injury/incident.

EMERGENCY PROCEDURES

In emergency situations, the role of the officers is to assist in the evacuation of the facility. Officers are to be knowledgeable of the evacuation plan for the facility being used. Campus Recreation and Wellness personnel may communicate instructions to the officers. Personal safety is the most important aspect of an evacuation. Use your own judgment when assisting others during the evacuation process. Please keep participants and spectators with disabilities in mind. Each club will be presented with a copy of the UAFS Emergency Action Plan.

FIRST AID KITS

The Department of Campus Recreation and Wellness will supply each team with a First Aid Kit. The team will be responsible for maintaining the kit. Additional supplies will be distributed at the beginning of each semester

While the Program provides minimal first aid supplies, it is the responsibility of the individual club to ensure that the kit has the necessary medical equipment needed to tend to an injury based on the nature of the sport. It is also the responsibility of the club to replace any supplies that are used, submit an INJURY REPORT FORM.

INCLEMENT WEATHER

All thunderstorms produce lightning with the potential for injury and death. When thunderstorms approach and show a threat of lightening or raise safety concerns, practices and competitions may be postponed or canceled. If a Campus Recreation and Wellness employee is on duty during a thunderstorm, it will ultimately be up to them whether or not to postpone or cancel an event. Officers are to assist the Campus Recreation and Wellness employee(s) with the evacuation of a facility if it is deemed necessary and should support the decision of the employee(s).

During heavy rain and snow/ice the fields will retain water causing potentially dangerous playing conditions as well as damaging the field. If heavy rain/snow/ice occurs during an event, the Campus Recreation and Wellness employee will determine at what point to cancel the event. If heavy rain/snow/ice occurs prior to an event, the Sport Club Coordinator will determine the condition of the fields and inform affected club(s) if an event(s) will be canceled. The Sport Club Coordinator will make every effort possible to never cancel events, especially if the event involves a competition with a team who travels a great distance.

HAZING

No student or member of a Sport Club shall intentionally haze or conspire to haze any member, potential member of the group or organization, as a condition or precondition of attaining membership in the group or organization or of attaining any office or status therein. Hazing could include but not limited to the following actions:

1. Total or substantial nudity on the part of the person
2. Compelling ingestion of any substance by the person

3. Wearing or carrying of any obscene or physically burdensome article by the person
4. Physical assaults upon or offensive physical contact with the person
5. Participation by the person in boxing matches, excessive number of calisthenics, or other physical contests
6. Transportation and abandonment of the person
7. Confinement of the person to unreasonably small, unventilated, unsanitary or unlighted areas
8. Sleep deprivation
9. Assignment of pranks to be performed by the person

ALCOHOL POLICY

Student possession and use of alcohol in University facilities, including residential housing, and at official University functions is prohibited. It is the policy of the University that the illegal or abusive use of drugs or alcohol by employees and students is prohibited on University property or as a part of any university activity whether on or off campus. Irresponsible behavior while under the influence of intoxicants is not to be condoned and may be subject to review and/or action by the appropriate judicial body.

DRUG POLICY

Possession, use, or manufacture of illicit drugs is strictly prohibited at UAFS. Students are subject to disciplinary action for violation of federal or state laws regarding the possession, purchase, manufacture, use, sale or distribution (by either sale or gift) of any quantity of any prescription drug or controlled substance, except for the use of any over-the-counter medication or for the prescribed use of medication in accordance with the instructions of a licensed physician. Possession of paraphernalia associated with the use, possession or manufacture of a prescription drug or controlled substance is also prohibited.

TOBACCO FREE CAMPUS

The use of any tobacco product is prohibited on the grounds of UAFS In order to establish a healthier and more beautiful learning environment. The tobacco-free environment includes all University property, which according to State Statute 25-17-301, ".....shall Includes all highways, streets, alleys, and rights-of-way that are contiguous or adjacent to property owned or controlled by the institution."

IMPORTANT CONTACT INFORMATION
