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Club Sports Council,

The purpose of the University of Nevada Club Sports Program is to provide Club Sports opportunities to University of Nevada students. Through the Club Sports Program, we hope to create a forum where information and ideas can be shared among the entirety of the Club Sport Program and to provide a meeting to conduct official Club Sport Council business.

The level of competition varies. Club Sport teams compete against schools from the Western region along with universities across the country. There are a variety of traditional and nontraditional sports. Emphasis is placed upon student leadership, development, and involvement. The success of each club sport depends and thrives on the involvement of its members. Student leadership is essential to the University of Nevada Sports Club Program. Participation in any club sport requires hard work, dedication, and a sincere desire to better oneself and their team.

We encourage Club Sports to use this document as a guide for success. This document serves to assist teams in the administration of their organizations and outlines the standards, policies, and procedures that they should follow. These guidelines are written to ensure fair and equal opportunity Club Sport Participants. Please note that listed policies and procedures are not inclusive and were selected based on their immediate concern for members.

Sincerely,

Rocio Ayard-Ochoa, M.A.
Assistant Director, Student Engagement
Student Events Advisory Board Chair

Jarrett Damato
Clubs Sports Assistant
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A Club Sports is comprised by student organizations with the primary purpose of increasing interest and competition in some form of physical activity or sport. The officers of these clubs are responsible to complete all administrative duties that are required for the successful organization and implementation of Club Sports activities. These duties include but are not limited to:

- Maintenance of ASUN recognition and all processes concerned with student governance
- Maintenance of proper financial structure
- Compliance with the use of John Sala Fields and ensured proper communication with Campus Recreation & Wellness.
- Understanding that each Club Sports member is a representative of the University of Nevada and should hold themselves to good academic and disciplinary standing with the University.
- Ensure proper inter-club governance and foster intra-club communication.

**RENEWAL AND RECOGNITION PROCESS**

**Annual Renewal**

Once a Club Sport has been granted full status with the Club Sports Program, the club must annually renew its status by meeting the following requirements each academic year:

- Elect a minimum required officers for respective Competition Tier (President, Treasurer, and Safety Officer)
- Designate Club Sports Council Representative
- Must have previously been a recognized ASUN Club or Organization
- Must have 10 undergraduate students enrolled in 7+ credits
- Must have a President & Treasurer and both have attended the Mandatory Central Station Training
- Must have an Advisor, who is an employee of the University as an Administrative Faculty, Academic Faculty, or Classified Staff
- Must have a constitution with the Statement of Non-Discrimination and an Officer Removal process.

In addition to the renewal above, the following must also be maintained for retention of council status:

- Elect a minimum required officers for respective Competition Tier (President, Treasurer, and Safety Officer)
- Designate Club Sports Council Representative
- Club membership must be open to the entire undergraduate University community
- One club member must be certified in CPR and First Aid and be present at all club practices, games, competitions (for Competitive Clubs only). Proof of certification must be submitted.
- Adherence to all University policies and procedures
- All club members are strongly encouraged to have medical insurance
- The club must continue to demonstrate unique services that cannot be provided by another club

New Recognition
After ASUN Club Sport Recognition, ASUN Club Sports must attend a Club Sports Council meeting. The Club Sports Council will vote on whether or not to approve the new club. Though this vote serves as a recommendation, ASUN Department of Clubs & Orgs holds veto power on this decision.

**Probationary Period**

Each newly approved Club Sports will undergo a probationary period of one year. During this time the club must undergo the following:

- Demonstrate administrative prowess: Must elect officers and schedule weekly meetings and practices.
- Attend Club Sports Council meetings: Representatives are allowed to contribute to discussion but have no voting power.
- Maintain membership: Clubs must maintain a minimum of 10 members in conjunction with ASUN policies.
- Demonstrate financial stability: Must show the ability to effectively raise the necessary funds required to club function.
- Follow all policies and procedures: As set by the club sports manual as well as the University Student Code of Conduct.

At the end of the probationary period, the Club Sports Council will review the club's standing and vote on whether or not to grant full membership.

*Clubs may not regain membership if the club demonstrated ineffective student leadership or blatant club mismanagement. Club status is not permanent and can be revoked at any time.

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**CLUB SPORTS TIERS**

The purpose of the tier system is to attempt to meet the needs of all the Club Sports that are recognized by the University. While many programs are well organized and competitive in nature, others are organized more informally and gather around the shared enjoyment of a sport.

During the renewal process, each club is asked to complete a renewal packet. In this packet, you include your desired tier and why you feel you fall under this category. The Club Sports Council will vote and assign or reassign a tier to each organization.

**Competitive Club Sports**

- **Status**: Compete at a highly competitive level
- **Facilities**: Receive primary priority for scheduling John Sala Intramural fields. Opportunity to request 1.5 hours, two days a week for practice. Opportunity to request an unlimited number of home games during regular season (all practice and games are pending space availability).
- **Travel**: Face no additional restrictions on travel
- **Athletic Trainers**: Highly recommended at ALL home games
- **Voting**: May vote on all Club Sport Council matters
Requirements
Must have existed for a minimum of 2 consecutive year.
Must be registered/affiliated with a national association.
Must be competing for a national championship or equivalent on the Club Sports level.
Must have the minimum number of members required to field a team
Must have at least 2 members CPR and First Aid certified (Coach and Safety Officer preferred)

Recreational Club

Status
Compete on a competitive level and may have additional recreational or instructional components to their activities

Facilities
Receive secondary priority for John Sala Intramural fields. Opportunity to request 1.5 hours, two days a week. Can request up to 3 home games.

Travel
Restricted to regional travel no more than 300 miles (from the Greater Reno area) and are allowed one out-of-region trip per year. Clubs may request additional out-of-region travel, but must demonstrate the necessity of travel to the Student Events Advisory Board (SEAB).

Athletic Trainers
Highly recommended at ALL home games

Voting
May vote on all Club Sports Council matters

Requirements
Must have a minimum of 10 competing members
Must compete against other Club Sport colleges in either league play or tournaments
Must have been in Tier 3 (Recreational Club) for a minimum of one year
Must have at least 1 members CPR and First Aid certified (Safety Officer preferred)

Instructional Club

Status
Primarily instructional in nature. Teams that are undergoing their probationary period will be preliminary placed under this tier.

Facilities
Receive tertiary priority for John Sala Intramural fields

Travel
Restricted to regional travel. Permitted to travel out of the region if they can demonstrate the necessity for travel to the SEAB.

Voting
May vote on all Club Sports Council matters

Requirements
Must have a minimum of 10 competing members
Overview

The Club Sports Council was established at the University of Nevada, Reno in order to enhance cooperation, create leadership opportunities, and establish a sense of community for Club Sports. The Club Sport Council is comprised of one representative from each club, and the Board.

Each team is required to have one regular representative at the monthly Club Sports Council meeting. The information discussed at these meetings will then be relayed to the club members not present at the meeting.

Mission

The mission of the Club Sports Council is to provide avenues for clubs to learn from each other, to act as a liaison between the clubs and the Club Sports Program staff, to promote the Club Sports program throughout the University and address matters that impact the program.

Purpose

The primary purpose of these meetings is to create a forum where information and ideas can be shared among the entirety of the Club Sport Program and to provide a meeting to conduct official Club Sport Council business. These meetings shall also serve as an opportunity for Campus Recreation and Wellness, the Associate Students of the University of Nevada and the Center for Student Engagement to convey information about new policies or to notify clubs of any important deadlines.

Functions

- Makes recommendations to the Center for Student Engagement dealing with discipline, fundraising, promotions and policies
- Serves as a partnership between all teams to address common needs and concerns
- The Club Sports Council acts as a forum for sharing ideas and expressing concerns regarding the Club Sports Program

Board

The board will serve as the non-voting governing body of the Club Sports Council. This body will also serve as the official representation of the Club Sports Program to the University. The student board members will be elected from the body of Club Sports Representatives. Each team is entitled to one voting member. The board will provide feedback regarding new policies and procedures, assist with the planning of Club Sport Special Events, among other initiatives.

President

Serves as the chairperson for all meetings
Must remain impartial during all club business and will serve as tie breaker

Treasurer

Charged with ensuring that fines assessed by the Club Sports Program are paid on time
Will oversee the dispersal of funds raised through coalition wide fundraisers
Secretary
Responsible for agendizing all meetings
Will keep a record of action taken on all business closely with Club Sports Assistant

ASUN Commissioner
Serves as the liason between the Clubs Sports and ASUN.

The Board is also joined by the Assistant Director, Student Engagement, the Club Sports Assistant, and the Campus Recreation & Wellness Services Coordinator for sound advisement, leadership development and advocacy. All club members are encouraged to attend Club Sports Council meetings. Comments from members-at-large will only be heard under the public comment section of the meeting.

Meetings
Club Sport Council meetings will take place a minimum of once a month during the academic year and as needed during the summer. If for some reason the Sports Council Rep. is unable to attend, a proxy must be present at meetings. Consequences for missing meetings are as followed:

- 1st absence: Warning (Council notifies team of consequences for missing a meeting).
- 2nd absence: Suspension (team will not be allowed to practice until such a time as they attend a Club Sports Council meeting)
- 3rd absence: Dismissal (club is no longer recognized and must reapply for recognition)

Offending team has the opportunity to justify their absence to the Club Sports Council at the next meeting.

Voting Members
Consists of one representative from each team. Each team is allowed only one proxy per semester

Non-Voting Members
Non-voting members may speak at all meetings, provided they are recognized by the chair, but may not vote on club matters.

CLUB RESPONSIBILITIES

Student Leaders are responsible for all of the day-to-day administration of the club. This includes all administrative responsibilities imposed by the Club Sports Program, the University of Nevada, and the Associated Students of the University of Nevada, or the respective league. These responsibilities also extend to any financial obligations of the club or travel arrangements needed for competition. This is essential to the long-term goal of the Club Sports Program in order to foster student responsibility and leadership. Each team must elect a President, Treasurer, and Sports Council Representative; however, additional officers can be elected to share the responsibilities of any officer.

It is also the role of student leaders to promote good sportsmanship and appropriate behavior in line with the policies set forth by the Club Sports Manual.
President

- Read and understand the Club Sports Manual
- Enforce the Club Sports policies
- Maintain updated information on file with the ASUN Center for Student Engagement
- Assist and supervise fundraising projects
- Ensure that safety procedures are followed at all practice and games
- Submit facility requests for practices and games
- Make travel arrangements
- Coordinate fundraising events
- Keep record of all club activities
- Lead the club through the charter/renewal process

Treasurer

- Ensure club funds are processed through the university accounting systems
- Ensure club money is used properly
- Ensure club members have paid membership dues
- Track club finances
- Create and submit budget proposal for review
- Assist with club fundraising projects
- Turn in all financial paperwork
- Ensure no money is located in off-campus bank accounts

Club Safety Officer (for competitive clubs only)

- Currently certified in CPR and First Aid
- Inform and train team members on safety plan.
- Train one other team member in the case of their absence
- Report injuries and incidents to Club Sports Council, ASUN Center for Student Engagement, & Campus Rec. & Wellness
- Inspect equipment and maintain equipment
- Report safety hazards to Member Services Director, Campus Recreation and Wellness (775) 682-7173
- Obtaining and maintaining a First Aid kit which is to be brought to all events and kept fully stocked
- Ensuring that every event has someone present that is CPR/First Aid certified

Club Sports Council Representative

- Must be primary member of the club (captain, officer, etc.)
- Must be able to attend all meetings held throughout the year
- Must act as a liaison between the University of Nevada, ASUN and his/her club members
• Inform club members on the content of the Club Sports operation manual as well as decisions made at the Club Sports Council meeting
• Meet the deadlines set for the completion of forms and paperwork

Non-Student Players

While members of a ASUN Recognized Club Sport team are required to be enrolled students of the University of Nevada, Reno – it is understood that if any non-University persons participate in any practices, scrimmages, games, and/or social functions they will not be covered by any University Catastrophe Insurance, liability, or insurance of any nature. Any injuries and/or damage incurred as a result of participation are the responsibility of the injured.

ADVISORS AND COACHES

Advisor Description and Responsibilities

• Provide continuity with the history and tradition of past years
• Be the liaison between University policy and procedure and the success and actions of the Club – advising them in an appropriate manner via the University Administrative Manual and Student Code of Conduct
• Arbitrating disputes
• Keeping the group focused on its purpose

Coach Description and Responsibilities

It is to be understood that Club Sport Coaches are not to be paid by or considered an employee of the University. Coaches operate and participate at their own risk; and must be in full compliance of the University Volunteer Agreement. Further Coaches must:

• Must be CPR certified
• Responsible for teaching and instructing all Club Sports members
• Student club members should make all decisions regarding club organization and activity. This is critical to maintain the program’s emphasis on student leadership and development
• Coach’s must sign the University Volunteer Agreement
• Any prospective instructor/coach must arrange an interview and be approved by the Assistant Director Student Engagement
• Ensure practices and competitions are held in a safe manner
• Promote good sportsmanship on and off the field
• Assist club officers in scheduling games
• Coordinate practices with Club President or Club Representatives
• Attend and supervise games and practices
The behavior of a Club Sports team, or individual, reflects on the entire Club Sports Program and the University. Team officers and coaches are responsible for creating a club culture that is aligned with our Code of Conduct and University mission.

The conduct guidelines were developed to ensure that everyone involved with the Club Sports Program is working towards the goals and philosophies of the program. These guidelines also ensure that all activities take place in a safe and sportsmanlike manner. Any violation of these policies may result in disciplinary measures by either the Associated Students of the University of Nevada, Campus Recreation and Wellness, or the University.

**Conduct Guidelines**

- Maintain **communication** with the Club Sports Program and ASUN
- Demonstrate **respect** towards teammates, coaches, advisors and others within the Club Sports Program
- **Comply** with all university and Club Sports regulations
- Team members are **responsible** for their own behavior at all times, especially while traveling
- Club Sports participants are required to be **drug and alcohol free** when involved with a Club Sport team practice, competition, or event

**Consequences**

These consequences serve as a basis or determining disciplinary action. However, serious infractions may warrant action that is not specified within these guidelines. The Club Sports Program reserves the right to enforce any disciplinary action that they deem necessary. The Commissioner of Sports & Recreation shall oversee the progress of consequence(s). Actions that may result in disciplinary action:

- Formal written or verbal complaints about individual or team behavior
- Damage to university property
- Participants practicing or competing without approval from the Club Sports Program, or allowing ineligible members to participate in club events
- Hazing

**Warning Period**

- Eligible for practice and games. Behavior is observed and reviewed at the end of the a 4 month period

**Probationary Period**

- A behavioral contract is developed and signed
- Teams cannot apply for ASUN funding or sports contingency funds
- Participation in games and practices is determined based on severity
- Behavior is observed and reviewed at the end of the a 4 month period

**Elimination from Recognition**
- Team is removed from recognition
- Status cannot be reviewed for 1 year

**RISK MANAGEMENT**

In order to provide a safe and fun athletic environment for Club Sport participants, it becomes imperative that the appropriate measures are taken in order to ensure success. Therefore we highly encourage the below points to be considered whenever engaging in recreational or competitive play:

**Injury Prevention**

- Club officers, club members, volunteer coaches and advisors must emphasize safety during all club related activities.
- It is recommended that you have someone certified in First Aid/CPR in attendance at all practices and games. Clubs are encouraged to check out first aid kits to have available at all club activities. CPR and First Aid classes can be found at [http://www.nevada.redcross.org](http://www.nevada.redcross.org) or by calling the Northern Nevada Chapter of the American Red Cross at 775-856-1000.
- Develop and practice safety guidelines relevant to your sport.
- Obtain accident/medical and liability insurance through your National Association and/or governing body as appropriate for your organization and individual members.
- Inspect fields, facilities and equipment prior to every practice session, league game and special event. Report unsafe conditions to the staff at Campus Recreation & Wellness 775-682-7172 immediately. Do not use facilities, fields or equipment if they are unsafe.
- It is strongly recommended that all members of Club Sports have a physical exam prior to participation in club activities. The University Student Health Center can provide this service for a fee.

**Safety Protocol**

It is important to remember that care must only be given by personnel certified to render such care. Gloves must be worn at all times and care must be taken to avoid contact with any bodily fluids. **Note:** All major and minor injuries that occur during club sport engagements must be reported to the University Risk Management Office.

**Non-threatening injuries (Minor Injuries)**

This includes abrasions, lacerations (minor cuts), contusions (minor bruising), sprains, strains, and other minor injuries

- Ask permission to help the individual
- If given permission:
  - Assess the nature of injury and condition of the patient, provide appropriate first aid
  - Be sure to provide care at the site of injury—never move the patient unless the location becomes unsafe
  - Never leave the patient under any circumstances until emergency care arrives (if needed) or you determine it is safe for them to leave on their own
- If you are unsure as to the extent of the injury, call 911
- If the patient seems disoriented, call 911
- If the patient refuse medical attention, note this on the injury report and make sure that the victim signs it
- Advise them to seek further medical attention
Complete the Accident/Incident report form and turn in to Campus Recreation & Wellness AND ASUN/Student Activities.

**Life-threatening injuries (Major Injuries)**

This includes cardio-respiratory arrest (no pulse, no breathing), severe bleeding, fractures, concussions-dizziness, severe pain or any symptoms that indicate a severe injury.

- Call UNRPD and 911
- When calling 911 or UNRPD remember:
  - Identify yourself by name and what sport you are involved with
  - Tell them your location
  - Give an assessment of the injury
  - Describe what is being done to help them
  - Give the telephone number which you are using
  - Do not hang up first
  - If possible, wait by the phone in case there are further instructions
  - Be sure that someone meets the ambulance and leads them to the injured person
- After calling emergency services, Certified First Aid person can help
  - If the patient is conscious, ask their permission to help them
  - Assess the nature of the injury and provide appropriate care
  - Remain with the patient
  - Give a brief but complete account to the Emergency Medical personnel
  - Once the EMT arrives stay in the area to control the crowd
  - Ask others to leave the area
  - Once the patient is properly cared for contact Campus Recreation and Wellness and fill out an accident report

**First Aid Kit**

It is the responsibility of the Safety Officer to ensure that the First Aid Kit is available at all club events and that the kit is properly stocked. The following are recommendations for your First Aid Kit Inventory:

- 40 (20 sets) of latex & non-latex gloves
- 10 towelettes
- 2 rolls of tape
- 1 tweezer
- 4 rolls of gauze wraps
- 4 triangular bandages
- Band aids
- 1 pair of scissors
- 10 sterile dressing pads
- Facial barrier (i.e. pocket mask)
- 10 non-sterile gauze pads
- 5 instant ice packs
No ointments, medicines, or possible allergic substances can be contained within a club’s first aid box. Prohibited items include any over-the-counter drugs, any pain killers.

ASUN will provide First Aid Kits that Club Sports can check out prior to their events/games. However, if a club so wishes to supply their own, it is recommended that the above items are retained.

**Safety Binder**

A safety binder is the responsibility of the club's Safety officer and is to be present at all club events and practices. Safety binders should include but are not limited to the following:

- Accident Reports
- Emergency protocols
- Copy of club’s roster with emergency contact information for each participant
- Copy of insurance card for each participating member
- University contact list
- Emergency action plans

**Trainers**

Trainers are highly recommended to be present at all Club Sports home games. Trainers must provide their own equipment and all certifications must be on file with the Club Sports Council in order for a trainer to be approved. Trainers can be contacted from local medical facilities and asked to volunteer their time; another good contact would be the pre-physical therapy club.

**TRAVEL**

All Club Sport members, coaches, and advisors are permitted to travel in association with the business of their club. As representatives and ambassadors for the University of Nevada, all individuals associated with the club are expected to behave in an appropriate manner at all times. Drivers and passengers are expected to follow University policy and federal, state, and local laws. Club Sports travel recommendations and requirements are designed to promote the safety of all club members while traveling to and from Club Sports events and tournaments.

**Travel Paperwork**

All club sport travel requires that a UNR travel request form, travel waiver, roster, and itinerary form must be submitted to the Assistant Director of Student Engagement, Clubs and Organizations no later than 15 days prior to date of departure. Each traveling member must submit a Club Sports Liability Waiver form and Drivers must submit a driver’s waiver form to the Assistant Director of Student Engagement, Clubs and Orgs prior to travel. All forms are located on the Center for Student Engagement website under Club sports.

All clubs upon return from travel must submit travel forms within 5 days.
## Mileage Regulations

A majority of the club’s competitions/games must be **within 400 miles** of the Greater Reno area. Club Sport teams will be allowed to compete **outside a 500 miles on one occasion** during the academic year.

<table>
<thead>
<tr>
<th>Travel Distance</th>
<th>Requirements</th>
<th>Mileage Stipulation</th>
</tr>
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</table>
| **50 - 400 miles** | - Fill out and turn in University Travel Request  
- Fill out and turn in Travel Information Report  
- Fill out and turn in Personal Vehicle Travel checklist (if PVT option chosen)  
- Fill out and turn in Team Travel Roster  
- Photocopy of ALL Driver’s valid driver’s license and automobile insurance card (if PVT option chosen)  | **1-250 Mileage Stipulation**  
For travel within 250 miles from the Greater Reno area clubs may travel via personal vehicle.  
Personal Transportation is defined as non-commercial or rental vehicles.  
**251-400 Mileage Stipulation**  
For travel between 251-400 miles personal vehicle use is permitted insofar as all traveling members stay overnight and return the following day – **OR** – for travel within this mileage, clubs can hire third-party transportation for out-and-back service |
| **401+ miles** | - Fill out and turn in University Travel Request  
- Fill out and turn in Travel Information Report  
- Fill out and turn in Team Travel Roster  | **401+ Mileage Stipulation**  
For travel 401 miles or more clubs must utilize commercial transportation or a third party is required. |
| **Outside of 500 miles** | - Competitive Clubs may travel outside of 500 miles at the discretion of the Dean of Students  | **500+ Mileage**  
For travel 500 miles or more clubs must utilize commercial transportation or a third party is required. **All out-of-region travel must be approved by the University before any commitments or travel arrangements can be made by or for the Club.** The Assistant Director of Student Engagement will |

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Clubs are required to travel as a Club. In the event that a member of the Club is unable to travel with the Club, the Assistant Director, Student Engagement may authorize that member to use his/her personal vehicle to travel separate from the club.

All travel must be approved in advance. If the travel request is denied, the club may NOT travel on their own. The event/tournament host will be notified that the University of Nevada club is not approved to participate. If clubs choose to travel without permission, their ASUN recognition status will be jeopardized.

NOTE: Alcohol and or illegal drug use is NEVER permitted while participating in Club Sport activities. Club Sport activities include, but are not limited to, club practices, games, travel to and from games/practices, training sessions, recruitment events, and social functions. Abuse of this policy will lead to disciplinary action up to and including suspension of the club and/or members, after appropriate due process by Campus Rec. & Wellness, ASUN/Student Activities, and/or the University Office of Student Code of Conduct.

Driver Responsibilities

Drivers are responsible for the safety of all passengers and are expected to use extreme care when transporting club members to an event/tournament. Drivers must be capable of operating a vehicle (rested, alert, etc.) and comfortable operating the type and size vehicle being used. Additionally, the driver is expected to:

- Inspect the tires and adjust the seat and mirrors before starting the vehicle.
- Ensure that the vehicle is not driven if there is a mechanical problem.
- Make sure that you are comfortable with the size of the vehicle.
- Ensure that all passengers are in their seat belts prior to departure.
- Focus on driving. Do not change the radio station, adjust the temperature, talk on cell phones, etc. The front seat passenger is responsible for those items.

consider the following before approving any out-of-region travel requests:

Quality of the event – potential for valued experience

- Location of the event
- Options for safe travel to the event
- Cost to the Club
- Number of club members who will participate in the event
- Number of opportunities for participation at the event (example: number of competitions)
- Trip duration (round-trip from the University of Nevada) and time away from the University
- Impact on academic mission of the University
• Obey all traffic, parking, and safety laws, including the **speed limit**. Drivers assume responsibility for all traffic and parking tickets.
• Keep a safe following distance.
• Drive defensively - be prepared for the unexpected.
• Use caution when traveling or stopping on unpaved surfaces to avoid getting stuck.
• Reduce speed in rain, fog, snow, or ice. Change drivers often. Pull over if conditions are too hazardous for safe driving.
• Report all traffic violations to the Assistant Director of Student Engagement, Clubs and Organizations within 24 hours of your return to campus.
• Cell phone use laws will be abided by, including NO TEXTING while operating the vehicle.

**Personal Vehicles**

It is the responsibility of the club officers and advisor to make sure that the owner of any vehicle used for club purposes has adequate automobile insurance coverage. The University of Nevada assumes no responsibility for the use of private vehicles. Only approved travelers may ride in the vehicle.

**NOTE:** The owner of the vehicle assumes liability for everything that happens to and in that vehicle.

**INSURANCE**

The University of Nevada, Reno does not provide accident/medical or health insurance for club members, and is not responsible for paying medical costs associated with injuries incurred through participation in voluntary club activities. It is strongly recommended that all club members (for his/her own protection) have an accident/medical plan in effect prior to participating in club activities such as:

• A private medical plan – Blue Cross, PEBP, etc.
• The University offers a Health Insurance Plan for students that may be purchased

Some clubs may be required to secure accident/medical or liability insurance coverage for their members.

“Some student organization events/activities, both on and off campus, may involve potential for risk. A review of current case law suggests that in addition to the student organization as a group, individual members and officers may incur some liability in the event of a claim. Registered student organizations, particularly those involved in potentially hazardous activities, are encouraged to investigate the purchase of liability insurance for their club’s activities” (as taken from the “Student Organization Handbook”, Seattle: University Printing, Revised September, 2010).

Taken November 22, 2010, from the University of Washington, Department of Recreational Sports Program “Club Sports 2010-2011” manual.
Planning an event, scrimmage or game can give your Club Sport an opportunity to become more involved in campus life at the University of Nevada. Whether the event involves gaining new members for a club, hanging out with members of only your club, or holding an event that the entire campus can enjoy, events help to celebrate all that campus life is about.

The Student Events Advisory Board (SEAB) serves as a clearinghouse for all student events on campus. The board is housed in the ASUN Center for Student Engagement and is comprised by various departments including Lombardi Recreation. For any type of Club Sport Engagement, a SEAB form will need to be submitted prior to reservation of space on campus.

Practice

1. Submit SEAB Form and attend SEAB meeting as instructed
2. Review and Sign Field Permit
3. Club Sport Officers should inspect fields and facilities prior to every practice or game
4. Fields must be cleaned and all equipment stored at the end of every use

Games

1. Submit SEAB Form and attend SEAB meeting as instructed
2. Review and Sign Field Permit
3. Reserve ESI security for the game or scrimmage
4. Recommended to hire an Athletic Trainer or EMT to cover home athletic game
5. Club Sport Officers should inspect fields and facilities prior to every practice or game
6. Fields must be cleaned and all equipment stored at the end of every use

To obtain a field permit club sport groups must have the following:

- Lombardi Facility Request form Completed and Approved
- SEAB Completed and Approved
- Security required and verification provided for games/scrimmages

FINES

The Club Sports Council will implement fines for all club sports. Fines will be paid into the Club Sports Council and are due at the Club Sports Council meeting held after fine issues. After this period, the team will be suspended from using facilities or traveling until such a time as the fine is paid.

Student Events Advisory Board

- $100 fine if the event is held without the approval of SEAB or form not submitted

Accident Report

- $25 fine if submitted within 7 days
- $50 fine if submitted within 14 days

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• $100 fine if not submitted
• Suspension of team for 1 game if fail to report 2 minor injuries or 1 major injury

**Campus Recreation & Wellness**

• $12 per day late fee for Lomabardi Fee staff.

**Other Fines**

• $100 Misuse of facilities or club property

**Appeal Process**

Each team will have the opportunity to appeal any decision made by the Club Sports Program at the next Club Sports Council meeting. The Club Sports Council Board will then make a recommendation as to whether or not the disciplinary action was warranted. All decisions after this process however are considered final.

**LOGOS**

The Logo Use Policy was developed to promote efficiency and orderly use of trademarked logos and to ensure that The Associated Students of the University of Nevada Recognized Clubs and Organizations do not violate copyright law. The general policy operates in conjunction with policies from ASUN, University Marketing & Communications and Wolf Pack Athletics.

**ASUN**

The Associated Students of the University of Nevada (ASUN) logo standards can be found online at: [http://www.nevadaasun.com/fb_files/ASUN-logo%20standards.pdf](http://www.nevadaasun.com/fb_files/ASUN-logo%20standards.pdf)

To seek permission to use the official ASUN logo or to get a .jpeg or .pdf version email amyk@unr.edu.

**University Block "N"**

The University encourages student clubs to use the Block "N" logo on materials. Standards of usage of the Block “N” logo can be found online at: [http://www.unr.edu/im/identity-guide/identity-system](http://www.unr.edu/im/identity-guide/identity-system)

1. The Block “N” logo must always appear in the square and if the square is on a dark background, in need to have a thin white outline around the square.
2. To seek permission to use the University "N" Logo on printed materials you must fill out a University Printing Release Form BEFORE you go to print [http://www.unr.edu/im/policies/print-release](http://www.unr.edu/im/policies/print-release)
3. Items produced using the University “N” Logo can be ordered through the Nevada Wolf Shop who will use an officially licensed vendor to produce the product. Your club can contact Corie Moe at coriem@unr.edu to get a quote for shirts or other merchandise.

**Wolf Pack Athletics**

Wolf Pack Athletics logo standards can be found online at: [http://www.unr.edu/im/identity-guide/identity-system/wolf-pack](http://www.unr.edu/im/identity-guide/identity-system/wolf-pack)

ASUN recognized Club Sports can use Wolf Pack Athletics logos on official club sport gear for club sport shirts, jersey's and other clothing as long as an approved licensed vendor is used and the word “Club” is present on the clothing item.

1. Any items produced using athletic logos must be ordered through the Nevada Wolf Shop who will use an officially licensed vendor to produce the product. Your club can contact Corie Moe at coriem@unr.edu to get a quote for shirts or other merchandise.
2. No other sponsor logos, besides the ASUN logo, may be used on any gear that uses the Athletics Logo.
3. No club sport can sell any merchandise with athletic logos on it to anyone this includes other club sport members on their teams. Players may reimburse the club for their personal logo items, but may not do so beyond the items to be specifically for themselves for club sport purposes.

If you would like to use any Wolf Pack Athletics logo on printed or online material please send Chad Hartley hartleyc@unr.edu a .jpg version of the poster/flyer to approve.
Hazing Policy

Hazing is against state law. All hazing allegations will be handles by the Department of Student Conduct.

University Policy:

“Hazing has no place within a community of scholars. The Board of Regents of the Nevada System of Higher Education (NSHE) affirms its opposition to any form of hazing. UCCSN institutions advocate civility in society and an adherence to the fundamental principles of honesty, integrity, respect, fairness, development of the individual character, and sensitivity to the dignity of all persons. These principles should be fostered and nurtured in a broad spectrum of activities that yield social, intellectual and physical benefits. Therefore hazing of any nature is unacceptable at any public institution of higher education in the State of Nevada.

1. No member or alumnus of the NSHE community acting as an individual or part of a group shall conduct or condone hazing activities.

2. Hazing is defined as any method of initiation into or prerequisite to becoming a member of the community college or university community, or any group associated therewith, engaged in by an individual that intentionally or recklessly endangers another individual. Any activity upon which the initiation into or affiliation with an organization or group is directly or indirectly conditioned shall be presumed to be forced activity, the willingness of a individual to participate in such activity notwithstanding. Hazing may occur on or off the premises of the organization and/or educational institution. Hazing is most often seen as an initiation rite into a student organization or group, but may occur in other situations.

3. Hazing activities may include, but are not limited to:
   a. Any physical activity, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of food, liquor, drugs or other substance or any other brutal treatment or other forced physical activity that is likely to adversely affect the physical health of the person.
   b. Any situation which subjects the individual to extreme stress, such as sleep deprivation, forced exclusion from social contact, required participation in public stunts, or forced conduct which produces pain, physical discomfort, or adversely affects the mental health or dignity of an individual.
   c. Any expectations or commands that force individuals to engage in an illegal act and/or willful destruction or removal of public or private property.

4. Each institution within NSHE shall develop clear procedures for dealing with hazing, requirements for reporting hazing, clear reporting lines for infractions, investigation procedures, and potential discipline. Each institution shall apply a reasonable person standard, and the discipline shall be proportionate to the infraction. All disciplinary actions or sanctions shall be congruent with Chapter 6 of the code and appropriate bylaws. Both individuals and organizations committing an offense under this anti-hazing policy may be found in violation and be subject to
appropriate disciplinary sanctions.

5. An allegation of hazing, reporting of a suspicion that hazing may have occurred, or a request for an investigation of hazing may be initiated by anyone. Campus policies shall designate the appropriate place and method of reporting. Each campus is encouraged to develop an educational program about the serious danger and risk involved in any hazing activity and the subsequent harm that can occur to both the individual subjected to hazing and those engaged in hazing.

6. Each campus shall develop procedures and policies to report cases of hazing that fall under Nevada Revised Statutes.

To report an allegation of hazing, please contact the Office of Student Conduct, Clark Administration Building, Lake Level, 784-4388. All investigations of hazing and procedures for adjudication shall follow Section II of the University’s Student Code of Conduct.”

- Use of illegal drugs while traveling, practicing or competing
- Consuming alcohol at any club function
- Verbally abusing or threatening any participants, spectators, officials, employees or coaches
- Striking or attempting to strike participants, etc.
- Causing damage to facilities or equipment
- Use of obscene gestures or profanity
Guidelines for Safe Travel

1. Clubs must adhere to the travel itinerary submitted to and approved by the Assistant Director, Clubs and Organizations.

2. All passengers must be authorized to participate in Club Sports activities (members, coaches, advisors) and listed on the approved Team Travel Roster.

3. There may be only as many passengers in the vehicle as there are passenger seat belts.

4. All travelers must wear seat belts.

5. When using multiple vehicles, all vehicles must depart at the same time and travel together. All vehicles must follow the approved travel route and stop as scheduled.

6. Luggage must be packed so that the driver’s view is not obstructed.

7. The front seat passenger in each vehicle must take responsibility for reading maps, providing directions to the driver, changing the radio stations or temperature, assisting with vehicle maneuvering as needed (e.g. to park in a difficult spot), controlling the passengers, and staying awake, so the driver can concentrate on driving.

8. All other passengers must behave in a manner that does not distract the driver.

9. No single driver may drive for more than 6 ¼ hours without stopping. If the driver is fatigued prior to that time period, switch immediately.

10. No travel may occur between the hours of 11:59pm and 5:00am.

11. As stated within the University of Nevada administrative manual as well as the Student Code of Conduct, no alcohol will be consumed.

12. In cases of inclement weather (including, but not limited to, road closures or “no Unnecessary Travel” advisories) the Club Sports Council will consult with the trip leader to determine whether the club should travel.

13. In cases of inclement weather returning from competition (including, but not limited to, road closures or “no Unnecessary Travel” advisories) the Trip Leader shall notify the Club Sports Council of conditions. After consulting, the Club Sports Council and Trip Leader will determine if the club should continue on the planned or alternate route.

14. Before travel, a UNR travel request form, transportation waiver, roster, and travel itinerary must be submitted 15 days prior to departure.

15. Upon return, travel forms must be submitted within 5 days.

16. Each club has the option of turning in a travel request for each game prior to the season commencing.

17. A driver waiver must be submitted each time before travelling.