

# CLUB SPORTS COALITION

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ASUN Center for Student Engagement | 3rd Floor Joe Crowley Student Union  
775-784-6589

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# Table of Contents

WELCOME .....	2
CONTACT INFORMATION.....	1
CLUB SPORTS .....	2
RENEWAL AND RECOGNITION PROCESS .....	2
Annual Renewal .....	2
Probationary Period.....	3
CLUB SPORTS TIERS.....	3
Competitive Tier .....	5
Non-Competitive Tier .....	<b>Error! Bookmark not defined.</b> 5
CLUB SPORT COUNCIL.....	4
CLUB RESPONSIBILITIES .....	7
ADVISORS, COACHES, AND INSTRUCTORS.....	8
CODE OF CONDUCT .....	9
RISK MANAGEMENT .....	8
Safety Protocol.....	8
Safety Binder.....	10
Trainers .....	12
TRAVEL.....	10
INSURANCE .....	13
STUDENT EVENTS ADVISORY BOARD .....	13
LOGOS.....	14
APPENDICES.....	16
Hazing Policy .....	16
Guidelines for Safe Travel .....	19
Membership Dues.....	20
ACKNOWLEDGEMENT OF CLUB SPORTS MANUAL.....	21



Club Sports Council,

The purpose of the University of Nevada Club Sports Council is to provide opportunities for students to engage in club sports. Through the Club Sports Council, we hope to create a forum where information and ideas can be shared among the entirety of the Club Sports Coalition and to provide a platform 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 engagement. The success of each club sport depends and thrives on the engagement of its members. Student leadership is essential to the University of Nevada Club Sports Coalition. 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 for Club Sport Participants. Please note the listed policies and procedures were selected based on their immediate concern for members.

Sincerely,

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Student Events Advisory Board Chair

Taylor Pittman  
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## **University Police Department**

Non-Emergency 775-334-2677  
Emergency 911

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# CLUB SPORTS

A Club Sport organization is comprised of University of Nevada students with the primary purpose of engaging in club sport activities. 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 Fitness & Recreational Sports.
- 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 Center for Student Engagement, the club must annually renew its status by meeting the following requirements each academic year:

- Elect a minimum of 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 completed 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 coach, who is not an employee of the University (Competitive clubs only)
- 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 of 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
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After ASUN Club Sport Recognition, Sports Club Officers must attend a Club Sports Council meeting.

## Probationary Period

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

- Demonstrate administrative prowess: Elect officers and schedule regular meetings and practices.
- Attend Club Sports Council meetings.
- 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.

**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**

## CLUB SPORTS TIERS

The purpose of the tier system is to attempt to meet the needs of all of the Club Sports that are recognized by the University. While many clubs 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 Center for Student Engagement will assign or reassign a tier to each organization.

### Competitive Tier

<b>Status</b>	Compete at a competitive level
<b>Facilities</b>	Opportunity to request 1.5 hours, two days a week for practice on the intramural fields. Opportunity to request an unlimited number of home games during regular season (all practice games are pending space availability).
<b>Requirements</b>	Must be registered/affiliated with a national association Must be competing for a national championship or equivalent on the Club Sports level. Must have a coach, as well as an advisor. Must have at least 2 members CPR and First Aid Certified (Coach and Safety Officer preferred) Must have a trainer present at all home games
<b>Renewal Forms</b>	Coach and Officer Form Club Roster Liability Waivers Concussion Trainings CPR/First Aid Certificate Coach Volunteer Form Coach Concussion Form

## Non-Competitive Tier

<b>Status</b>	Does not compete or competition is not common. Recreational or Instructional components are built in to core of the club.
<b>Facilities</b>	Receive tertiary priority for Intramural fields
<b>Requirements</b>	Must be an ASUN recognized club
<b>Renewal Forms</b>	Coach and Officer Form Club Roster Liability Waivers

# CLUB SPORT COUNCIL

## 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.

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 Center for Student Engagement staff, to promote Club Sports throughout the University and address matters that impact the coalition.

## 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 Sports Coalition and to provide a meeting to conduct official Club Sport Council business. These meetings shall also serve as an opportunity for Fitness & Recreational Sports, 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

- 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 Coalition

**ASUN Commissioner** Serves as the liaison between the Clubs Sports and ASUN.

The Council is also joined by the Assistant Director, Student Engagement, the Club Sports Assistant, and the Fitness & Recreational Sports Services Coordinator for sound advisement, leadership development, and advocacy. All club members are encouraged to attend Club Sports Council meetings.

## Meetings

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Club Sport Council meetings will take place regularly 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:

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

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

## 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 Commission, 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 Coalition 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
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### 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, Fitness & Recreational Sports (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 a member of the club
- 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, COACHES, AND INSTRUCTORS

### Advisor Description and Responsibilities

It is required that each club must have a faculty advisor that is a full-time employee of the University of Nevada, Reno as an Administrative Faculty, Academic Faculty, or Classified Staff. Their role in the organization is to:

- 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
- Arbitrate disputes
- Keep 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:

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- 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 coalition's emphasis on student leadership and development
- Coach's must sign the University Volunteer Agreement
- 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

## Instructor Description and Responsibilities

It is possible that your club sport might wish to bring in a specialized instructor to train your club or teach your club a specific skill (i.e. CPR certification, targeted strength conditioning, specialized plays within your sport, etc.). In this instance, an instructor may be paid because they do not operate within your organization. They are simply instructors being brought on to train your club for an abbreviated amount of time.

- The instructor cannot be affiliated with your club or organization
- The instructor should be in no more than 6 trainings in an academic year
- Instructors should only be involved with practices or events centered on them (i.e. CPR training course, three day strength conditioning, etc.)

They must be paid through your club account, but you are able to request ASUN Club Support Funding for assistance in payment. However, they must sign the Guest Speaker contract and your club must turn it in to Central Station prior to any payments made.

## CODE OF CONDUCT

The behavior of a Club Sports team, or individual, reflects on the entire Coalition 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 Club Sports is working towards the goals and philosophies of the coalition. 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 ASUN and the Center for Student Engagement
- Demonstrate **respect** towards teammates, coaches, advisors and others within the Club Sports Coalition
- **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

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These consequences serve as a basis for determining disciplinary action. However, serious infractions may warrant action that is not specified within these guidelines. The Club Commission reserves the right to enforce any disciplinary action that they deem necessary. The Director of Clubs and Organizations 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 Center for Student Engagement, or allowing ineligible members to participate in club events
- Hazing

### Probationary Period – See Clubs and Orgs Department Procedural Manual

- 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 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 [Nevada Red Cross](#) 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.

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## 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:
  - Asses 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 refuses 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
  - Be sure injured person's belongings are taken care of
- 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
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- 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 clubs 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, although they are required for competitive club sports. Trainers must provide their own equipment and all certifications must be on file with the Center for Student Engagement 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 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.

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All clubs upon return from travel must submit travel forms within 10 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 only be allowed to compete **outside a 400 mile radius** with the approval of the Associate Vice-President of Student Life.

Travel Distance	Requirements	Mileage Stipulation
<p><b>50 - 400 miles</b></p>	<ul style="list-style-type: none"> <li>• Fill out and turn in University Travel Request</li> <li>• Fill out and turn in Travel Information Report</li> <li>• Fill out and turn in Personal Vehicle Travel checklist (if PVT option chosen)</li> <li>• Fill out and turn in Team Travel Roster</li> <li>• Photocopy of ALL Driver's valid driver's license and automobile insurance card (if PVT option chosen)</li> <li>• Turn in Google Maps Route if driving or Plane Tickets/Quote if flying</li> <li>• Turn in agenda of trip</li> </ul>	<p><b>1-250 Mileage Stipulation</b></p> <p>For travel within 250 miles from the Greater Reno area clubs may travel via personal vehicle.</p> <p>Personal Transportation is defined as non-commercial or rental vehicles.</p> <p><b>251-400 Mileage Stipulation</b></p> <p>For travel between 251-400 miles personal vehicle use is permitted insofar as all traveling members stay overnight and return the following day – <b>OR</b> – for travel within this mileage, clubs can hire third-party transportation for out-and-back service</p>
<p><b>401+ miles</b></p>	<ul style="list-style-type: none"> <li>• Fill out and turn in Extended Travel Proposal</li> <li>• Fill out and turn in University Travel Request</li> <li>• Fill out and turn in Travel Information Report</li> <li>• Fill out and turn in Team Travel Roster</li> <li>• Turn in Google Maps Route if driving or Plane Tickets/Quote if flying</li> <li>• Turn in agenda of trip</li> </ul>	<p><b>401+ Mileage Stipulation</b></p> <p>For travel 401 miles or more clubs must utilize commercial transportation or a third party is required.</p>
<p><b>Outside of 500 miles</b></p>	<ul style="list-style-type: none"> <li>• Competitive Clubs may travel outside of 500 miles at the discretion of the Dean of Students</li> </ul>	<p><b>500+ Mileage</b></p> <p>For travel 500 miles or more clubs must utilize commercial transportation, or a third party is required. <b>All out-of-region travel must be approved by the University before any commitments or travel arrangements can be made by or</b></p>

		<p><b>for the Club.</b> The Assistant Director of Student Engagement will consider the following before approving any out-of-region travel requests:</p> <p>Quality of the event – potential for valued experience</p> <ul style="list-style-type: none"> <li>• Location of the event</li> <li>• Options for safe travel to the event</li> <li>• Cost to the Club</li> <li>• Number of club members who will participate in the event</li> <li>• Number of opportunities for participation at the event (example: number of competitions)</li> <li>• Trip duration (round-trip from the University of Nevada) and time away from the University</li> <li>• Impact on academic mission of the University</li> </ul>
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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 members 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.



- 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.

## STUDENT EVENTS ADVISORY BOARD

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:

- Weigand Fitness Request form Completed and Approved
- SEAB Completed and Approved
- Security required and verification provided for games/scrimmages

# 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. To seek permission to use the official ASUN logo or to get a .jpeg or .pdf version email [Amy Koeckes](#).

## 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 the [University's website on Logo Usage](#).

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.
  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](#) to get a quote for shirts or other merchandise.

## Wolf Pack Athletics



[Wolf Pack Athletics logo standards](#) can be found online.

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](mailto: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](#) a .jpg version of the poster/flyer to approve.

# APPENDICES

## Hazing Policy

Hazing is against state law. All hazing allegations will be handled 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.
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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 Leader will contact the Center for Student Engagement Assistant, Director of Clubs and Organizations.
  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 Center for Student Engagement. After consulting, the Center for Student Engagement will determine if the club should continue on the planned or alternate route.
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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 10 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

## Membership Dues

Membership dues are fees club members must pay to the club to be considered an active member in the club. Club Sports are not required to have membership dues to be considered an ASUN recognized club, but they are not prohibited from having them.

If Club Sports choose to have membership dues, several requirements must be met:

- Dues must be the same amount for each member.
  - If there are multiple tiers, then each tier must have the same rate for each member of that tier.
- Any member who pays club dues must receive a receipt, proving a payment has been made.
- All dues **must** be deposited through Central Station before use elsewhere.

## ACKNOWLEDGEMENT OF CLUB SPORTS MANUAL

I \_\_\_\_\_ have read through the Club Sports Manual and agree/acknowledge the policies and guidelines listed in it. I am also aware of the penalties put in place for violating any of the policies and guidelines listed. Please initial below for each section, signifying you have read and acknowledge the policy.

- \_\_\_\_\_ I have read and agree to the Club Renewal and Recognition Section
- \_\_\_\_\_ I have read and agree to the Club Sports Council Section
- \_\_\_\_\_ I have read and agree to the Club Responsibilities Section
- \_\_\_\_\_ I have read and agree to the Advisors and Coaches Section
- \_\_\_\_\_ I have read and agree to the Code of Conduct Section
- \_\_\_\_\_ I have read and agree to the Risk Management Section
- \_\_\_\_\_ I have read and agree to the Travel Section
- \_\_\_\_\_ I have read and agree to the Insurance Section
- \_\_\_\_\_ I have read and agree to the Student Events Advisory Board Section
- \_\_\_\_\_ I have read and agree to the logos Section
- \_\_\_\_\_ I have read and agree to the Membership Dues Section
- \_\_\_\_\_ I agree that coaches will not receive any compensation for services rendered

By signing below, you are agreeing to the policies and guidelines set in place by the Club Sports Manual.

Print Name: \_\_\_\_\_

Club Name: \_\_\_\_\_

Sign Name: \_\_\_\_\_

Date: \_\_\_\_\_

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