

RECREATIONAL SPORTS

**UNT**<sup>®</sup>

**EST. 1890**

# **SPORT CLUB MANUAL**

**2017-2018**

Pohl Recreation Center  
(940) 565-2275  
[www.recsports.unt.edu](http://www.recsports.unt.edu)

# Sport Club Student Leader Manual

## Recreational Sports Staff

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Associate Director, Facility Operations.....	Chris Lawrence
Associate Director, Programs.....	Britton Sherry
Assistant Director, Intramurals & Sport Clubs .....	Billy Mathew
Assistant Director, Outdoor Pursuits .....	Kyle Tilton
Assistant Director, Fitness .....	Wendy Comfort
Assistant Director, Facilities.....	Ryan Comfort
Assistant Director, Aquatics .....	Jamie Jones
Assistant Director, Communications .....	Ben Hanisian
Coordinator, Facilities.....	Korey Stamp
Coordinator, Student Development & Special Events. ....	Angela De Los Santos
Coordinator, Sport Clubs.. ..	Hillary Wells
Coordinator, Intramurals .. ..	Cameron Milam
Facility Manager. ....	Richard Allen
Building Maintenance Technician.....	Lance Standifer
Building Maintenance Technician.....	Johnny McDaniel
Administrative Coordinator .....	Lori Duval
Administrative Assistant... ..	Ashly Henson
Administrative Assistant .. ..	Sarah Jones
Graduate Assistant, Sport Clubs.....	Michael O’Gorman
Graduate Assistant, Intramurals.....	Sean Washington
Graduate Assistant, Outdoor Pursuits.....	Jared Friz
Graduate Assistant, Aquatics.....	TBD
Graduate Assistant, Fitness.....	Veera Korjala

## Sport Clubs Emergency Contact List

1. Michael O’Gorman
2. Hillary Wells
3. Billy Mathew
4. Britton Sherry
5. Laurie Klein

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## **UNT Rec Sports Mission Statement**

We strive to provide the kind of recreational experiences that not only support the wellness of the UNT community, but inspire it.

## **UNT Rec Sports Core Values**

We believe these core values define who we are. Referencing this guide in everything we do maps our path to providing exceptional experiences for staff and patrons and keeps us accountable to our fundamental values.

**Walk it. Talk it. Live it.**

### **Wellness**

Mind, Body, and Spirit

- Do my interactions promote well-being?

### **Development**

Growth and Opportunity

- Am I a catalyst for progress and change?

### **Service**

Powerful, Personal, and Purposeful

- Can I proudly stand behind the service I am providing?

### **Success**

Inspire, Believe, and Achieve

- Am I a champion to our success?

### **Belonging**

Community and Family

- How am I fostering a sense of home?

### **Care**

Ownership, Integrity, and Pride

- Is my passion unmistakable?

# Student Leader Responsibilities

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## Qualifications

- Enrolled in at least six (6) credit hours for undergraduate students and three (3) credit hours for graduate students at UNT Denton Campus
- GPA Minimum requirement: 2.4
- Current first aid & adult CPR certification preferred.

## Duties

- Comply with all applicable UNT policies
- Submit Budget Requests
- Submit Facility Requests
- Submit Competition and Practice Schedules
- Submit Publicity Materials (Must be approved and include Recreational Sports “TagLine”)
- Submit Equipment Inventory **EACH semester**
- Submit Purchase Requests for New Equipment Purchases
- Submit a completed Travel Request Form at least 10 days prior to traveling, 3 weeks prior if requesting cash advance
- Submit a completed Participant List and a completed Travel Itinerary at least 2 days prior to the departure for **ALL trips**
- Submit Receipts from trip, complete with dates, a zero balance on the hotel receipts and a completed registration receipt form within 2 days after trip is complete
- Submit a completed Travel Voucher that is typed by Rec. Sports with the signature of the Faculty Sponsor within one week of returning from the trip for all funded trips
- Submit Accident Reports for **ALL** injuries
- Submit Fund Raising Project Requests and Event Requests
- Submit Constitution that have been approved by a majority of the club members
- Report sexual assault and retaliation

## Responsibilities

- Attend the Sport Club Leader Orientation
- Attend monthly Sport Club Council meetings
- Read and follow key university policies, including policies on nondiscrimination, sexual harassment, sexual assault and accommodating students with disabilities
- Attend Sport Club fairs and other sport club functions
- Maintain good communication with faculty sponsor and Sport Club staff
- Maintain club's university organizational status by completing registration on-line with the Student Activities Office each year
- Ensure all Sport Club participants meet eligibility requirements
- Ensure all non-university volunteers such as coaches have completed applications and have been

approved by the Assistant Director of Sport Clubs

- Communicate any potential issues or problems with coaches or instructors (the students are responsible for the actions of their coach)
- Submit all league information, financial information, competition and event information to the Assistant Director of Sport Clubs; this includes fundraisers, tournaments, service projects, etc.
- Notify office of all problems or changes in club, facility issues, league issues, practice schedules or competition schedules
- Submit all membership dues and any other club income to the Rec. Sports Office
- Notify office if communication with other departments or off-campus organizations is needed; All communication will be done through Sport Club Office
- Publicize club's activities such as articles in the NT Daily, flyers and banners
- Recruit new members on a continual basis

## Introduction to Sport Clubs

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### What is a Sport Club?

A Sport Club is a recognized student organization, approved by the Director of Recreational Sports, Assistant Director of Sport Clubs, and the Sport Club Council.

A Sport Club provides instructional, recreational and competitive programming in sporting related activities for students. Activities for the club include practice sessions on campus and competitions against similar groups from other institutions and agencies in the Texas area. Competitive activities are the main emphasis of the clubs, however, meetings and social functions are also held for members.

### Role of the Recreational Sports Office

The Recreational Sports Office provides administrative support for the clubs and assists in scheduling areas and facilities for club meetings, practices and games. Partial funding for travel, competition and equipment purchases is also provided. The Recreational Sports Office provides encouragement, guidance and supervision of existing clubs and those interested in organizing a sport club. The concept of an extensive formal Sport Club Program at the University of North Texas was developed out of need for coordinated efforts in serving the clubs on campus.

The Sport Club Program is designed to serve individual interests in different sports and is student-oriented in every respect. The program is literally for the student; providing competitive sports without detracting from academic pursuits under the supervision of the Assistant Director of Sport Clubs and Intramurals and the Coordinator of Sport Clubs and Intramurals. This supervision helps ensure an effective program in all phases of operation such as central planning, implementing, supervising and evaluating of an extensive Sport Club Program.

The Assistant Director of Sport Clubs and Intramurals, the Coordinator of Sport Clubs and Intramurals, and the Graduate Assistant provide encouragement, guidance and supervision, but with the recognition that the individual clubs will grow primarily by means of active student involvement and participation.

## Philosophy and Definition

1. Sport Clubs are voluntary in nature.
2. Sport Clubs are non-profit in nature.
3. UNT does not unlawfully discriminate on the basis of race, color, national or ethnic origin, religion, sex, sexual orientation, gender identity or expression, age, political affiliation, disability, marital status, ancestry, genetic information, citizenship, or veteran status in its application and admission process, educational programs and activities, university facilities, or employment policies.
4. Sport Clubs adhere to all applicable University of North Texas policies, including those related to sexual assault prevention and reporting, and travel and budget practices.
5. Sport Clubs offer members a chance to develop their knowledge and skill to greater degrees by organizing special programs and are directed by students on a voluntary basis.
6. Most Sport Club members have a chance to exhibit their skills in competitive situations by traveling off campus or to other colleges and universities. Some clubs are not interested in competitive aspects of sport, but would rather combine efforts with other college clubs for activities of a social, educational, special event or informal recreation nature.
7. Sport Clubs do not emphasize strict training rules, recruiting practices, restricting participation, financial aids, scholarships, letters of intent, profits or extensive road trips.
8. Emphasis is placed on student leadership and the most successful clubs are the ones with outstanding student leaders. A faculty sponsor is required to give continuity year to year to the club and to offer advice when needed.

## Management of Sport Club Program

### SPORT CLUB COUNCIL

Each sport club shall have a Sport Club Council Representative as a member of the Sport Club Council. Each representative must be a currently enrolled student member of a recognized sport club. The Sport Club Council shall advise the Sport Club Staff in administering the Sport Club Program. Its three main functions are to:

1. Promote participation in the Sport Club Program



2. Provide a medium for the exchange of information regarding Sport Club policies and procedures contained in the Sport Club Manual.
3. Listen to all new Sport Club Recognition Requests and vote on a recommendation to the Sport Club Staff on the approval of a new club.

## EXECUTIVE BOARD

The Sport Club Council will have an Executive Board, which shall consist of five student members. Each year four Sport Club Council Representatives will be elected from among their peers at the last Sport Club Council Meeting in the spring semester. The fifth member of the Executive Board shall be a past board member from the previous year. All board members shall serve a term, which runs from August through July. Executive Board members can also represent their club at each Sport Club Council meeting as the Sport Club Representative.

The Executive Board shall have the following responsibilities:

1. One member will serve on the Recreation Advisory Board
2. Attend all Sport Club Budget meetings and recommend allocations to the Sport Club Staff.
3. Serve as a liaison between the Sport Club Council and the Sport Club Staff and Recreation Advisory Board.
4. Serve as a consultant to the Sport Club Staff on information gathered from the Sport Club Council and/or Recreation Advisory Board concerning amendments or additions to Sport Club policies and procedures contained in the Sport Club Manual.
5. Serve as a consultant to the Sport Club Staff on constructing an agenda for each Sport Club Council Meeting.
6. Serve as a consultant to the Sport Club Staff on all fiscal allocations associated with the Sport Club portion of the Student Service Fee.

## SPORT CLUB COUNCIL MEETINGS

Each Sport Club Council meeting serves several purposes. First and foremost, it is a forum where information can be conveyed and obtained about the Sport Club Program. Regularly, the Sport Club Staff will convey information about policies and procedures, upcoming important dates, and an update on each club's budget. In addition, these meetings give the Sport Club Council Representatives the opportunity to discuss items concerning the Sport Club Program. Also, Sport Club Council Meetings are the forum where New Sport Club Recognition Requests are heard. Each Sport Club shall have their Sport Club Council Representative attend each Sport Club Council Meeting. Sport Club Representatives should report all the information discussed at these meetings back to their club members. A Sport Club Council Representative must be the President,

Vice-President, or Treasurer of a particular club. The same individual shall attend all the meetings as the lone representative of his/her club. If this individual cannot be present, he/she must notify the Sport Club Staff, with advance notice, as to who will attend in their place. The replacement must be a student club member. Failure to make notification will result in the loss of voting privileges. Other members of a club are encouraged to attend Council meetings as a guest, but they shall not have voting privileges.

### Sport Club Faculty/Staff Sponsor

1. Each Sport Club will have one sponsor who is full time staff or faculty at UNT. In some cases, the sponsor may also be the coach or manager of the club. (See Faculty/Staff Sponsor Application for specific information regarding this position.)
2. Faculty/Staff Sponsors are associated with the sports only in the function as a liaison and do not function as a supervisor or monitor of the sport or its safety.
3. The sponsor can assist in the day-to-day operations of the club. The purpose of the sponsor is to be available during the development of plans, budgets and programs for the club; to provide expertise and mature judgment; and help ensure that the activities and undertakings of the club are sound and reflect favorably on UNT. At no time will the club expect the sponsor to be solely responsible for its operations. The sponsor is there to lend assistance and advice, not carry the load for the club.
4. All travel requests for an advance or out of state travel require that a Request to Travel form (RTT) must be signed by the faculty sponsor. The sponsor is required to sign the Travel Voucher after the trip. The travel advance and reimbursement checks are made payable to the faculty sponsor. The sponsor must also sign any sponsorship or fundraising forms.
5. The sponsor is responsible to advise and ensure the club is following University policies and to attend Student Activities meetings.

### Sport Club Coaches/Instructors

The purpose of Sport Clubs is to provide leadership opportunities for UNT students. As a volunteer for the University, coaches are expected to be responsible and ethical. If a coach at any time has a question about Sport Club policies or procedures or if he or she has any questions it is the coach's responsibility to contact our department and make an inquiry.

1. All Sport Club coaches are volunteers and cannot receive any kind of monetary benefit for their services.
2. All coaches must complete a coach's application each year and submit it to the Recreational Sports Office. New coaches are required to meet with the Assistant Director of Sport Clubs and Intramurals or the Coordinator of Sport Clubs and Intramurals and the Student Leader to review the Coach's Role and Responsibilities. Renewal of coaching status is not automatic; all

coaches must re-apply each year.

3. Coaches must comply with all Sport Club and University policies including the policies outlined in the Coach's Role and Responsibilities form. If a coach is found to be in violation of any of the University or UNT Sport Club policies or procedures outlined in the coach's role and responsibilities form, the sport club manual or outlined by the university the individual may be dismissed from their voluntary duties with the UNT sport club.

## Sport Club Policies - Club Requirements

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### General Policies

1. Each club must register with the Student Activities Office through Org Sync each year or whenever a new student leader is elected to be a Sport Club at the University of North Texas. Each club must complete a Sport Club Application Form each fall and spring semester.
2. Recreational Sports reserves the right to reject an application of a sport club if they feel the risk of the activity is too high to the participants' health and safety.
3. All Sport Club participants must sign up with their respective club on IM Leagues. A minimum of 10 members need to be registered with the club to be considered as an active club.
4. Constitution or operating guidelines: Clubs must write a constitution or operating guidelines. The items and guidelines should be discussed with the club membership and put to a vote. Some items which should be included in the constitution are: a list of officers and their responsibilities, voting procedures, whether or not the club collects dues, and any rules (i.e., membership dues, practice guidelines, etc.). Examples of club constitutions are available. The implementation of a constitution should benefit the club by making it a stronger organization. Monthly meetings are encouraged to be held to discuss upcoming events and any concerns or problems.
5. Any policy, regarding the internal operation of a club, may be implemented providing that the majority of club members agree on the policy and the Recreational Sports Office is notified.
6. Any selection process that is held to establish a 'competing' or 'traveling' team must be administered in a democratic fashion and included in each club's constitution. The selection criteria must be documented and presented to all participants and the Recreational Sports office prior to implementation for approval. If there are any problems or issues that arise, the Recreational Sports Office will be notified immediately and reserves the right to intervene if necessary. All Sport Club practices must be publicized and available to any UNT student who wishes to participate. Any student that desires to participate in any Sport Club should be able to do so.
7. Any club representing UNT must maintain high standards in moral and ethical behavior. Failure to comply due to adverse attitudes or complaints from sources within or outside the University could result in the withdrawal of the club's authorization as a University sponsored organization by the Director of Recreational Sports and the Assistant Director of Sport Club

and Intramurals.

8. Sport Club activities will be guided by the club officers and its members, but the Assistant Director of Sport Clubs and Intramurals and Coordinator of Sport Clubs and Intramurals will assume administrative responsibilities pertaining to the funding of club activities, equipment purchases, facility reservations, contractual agreements, and other duties outlined in the job description of the Assistant Director and Coordinator. If there is any confusion about the scope of the student leader's duties, the Assistant Director or Coordinator should be notified.
9. At any time the Assistant Director of Sport Clubs and Intramurals may alleviate a student leader, an officer, or a coach from their duties if he or she feels it is in the best interest of the University, the students, or the staff.
10. All correspondence, other than routine will be submitted through the Assistant Director of Sport Clubs for coordination. The following items will require the sanction of the Assistant Director:
  - a. Scheduling of events (practices, competitions and fundraisers)
  - b. All off-campus trips
  - c. All expenditures
  - d. Equipment purchases
  - e. Extending invitations to guest lecturers or outstanding personalities who may be of interest to other students outside the particular sport club.

### General Procedures and Information

1. Scholarships: Athletic scholarships are not awarded to Sport Club participants. Individual scholarship awards, which are won at tournaments, which are funded by UNT, will not be awarded to the individual, but used for club expenses such as travel and equipment. The scholarship funds must be deposited in the Club's University account.
2. Dues: Any club leader who wishes to charge members club dues must meet with and receive approval from the Assistant Director or Coordinator. The amount to be collected should also be listed in the club constitution. The Assistant Director or Coordinator will meet with the student leader to review the University policies concerning funds collected. Club members will make all dues payment in the Rec Sports Office directly. *Periodically* the club leader should also meet with the Assistant Director or Coordinator to review club account balances.
3. Insurance: *Club members are responsible for obtaining their own personal health insurance. The University does not provide health or accident insurance for students. However, UNT has an insurance policy with a private health insurance company that student can purchase themselves. For more details go to [www.uhcsr.com](http://www.uhcsr.com) or contact the Health Center Billing Department at 940-369-8543.*
4. University Holiday Schedule and Inclement Weather Policy: When the University closes for scheduled holidays or due to bad weather, Club competitions, meetings, or practices will be postponed to another date. The general days or weeks on which the University closes are the

following:

- a. Labor Day September 4, 2017
- b. Thanksgiving November 23 & 24, 2017
- c. Winter Holiday December 23, 2017 – January 2, 2018
- d. Martin Luther King, Jr. Day January 15, 2018
- e. Spring Break March 12-16, 2018
- f. Memorial Day May 28, 2018
- g. Independence Day July 4, 2018

In the event that the University closes due to bad weather, the Sport Club Program procedure governing club travel is to cancel the events during that time also. For example, if snow and ice closes the University on Friday, any trips planned for travel on Friday through Sunday would be canceled. The funding for travel and the use of University vehicles would not be approved. There are other closings during the year. For more information, please contact the Recreational Sports Office at 565-2275 or the Recreational Sports web page ([www.recsports.unt.edu](http://www.recsports.unt.edu)).

**According to the UNT policy and Student Development Guidelines no events or practices can be scheduled during Pre-Finals, Reading Day, and Finals weeks. \*\* See List of Important Dates for Last Day of Practice**

5. **Flyers:** The Assistant Director of Sport Clubs & Intramurals, the Coordinator of Sport Clubs & Intramurals and the Assistant Director of Marketing must approve flyers, publicity and correspondence. All fliers must have the Recreational Sports “Tag Line”. Please submit a rough draft of the flyer and the staff will assist in finalizing the finished copy.
6. **Student Code of Conduct:** It is your responsibility to review and read and understand the UNT Student Code of Conduct. You can read the code at [www.unt.edu/csrr](http://www.unt.edu/csrr). Your position as a student leader with the Sport Club Program and with Recreational Sports is dependent on you remaining in good standing with the University at all times. If at any point you are not in good standing with the University, you may be removed from Sport Club leadership. Should you have any questions regarding the Student Code of Conduct you may contact the Dean of Students office at 565-2648.

### Violation of Sport Club Policies

When a club is reprimanded for the actions of its members, the student leader will be contacted to discuss the decision made by the Assistant Director of Sport Clubs & Intramurals. The Assistant Director will email and call the student leader to set up a meeting

*Once the club has been informed of the decision, the club will have 5 business days to appeal the decision made by the Assistant Director of Sport Clubs & Intramurals. The 5 business day window begins when the letter was emailed to the student leader. The letter will be followed by a phone call to the student leader. The club then has 5 business days to submit an appeal in writing.*

Note: The Dean of Students Office may take action against an individual club member whose violation of the sport club policies also violates the UNT Student Code of Conduct.

## Disciplinary Procedures

All Sport Club leaders are encouraged to follow the Sport Club procedures and policies. Any policies or procedures that are not followed may result in disciplinary action against the club, including:

- 1) Probation
- 2) Suspension of facility privileges
- 3) Suspension of funding
- 4) Suspension of Sport Club Status

## Appeal Process for Sport Clubs

The appeal process exists to ensure that all disciplinary actions taken against UNT Sport Clubs are fair and equitable. Disciplinary decisions that are appealed will be reviewed and ruled on its appropriateness given the infraction(s) committed. To file an appeal, follow the steps listed below:

A. Decisions made by the Assistant Director of Sport Clubs & Intramurals can be appealed by:

1. Written notification including the justification for the appeal and any related circumstances to the infraction(s) must be submitted from the club student leader to the Associate Director of Programs within **5 business days** of when the club is informed of the Assistant Director's decision.
2. After receiving the request for an appeal, the Associate Director of Programs will set up a meeting with the Sport Club Executive Board
3. At this meeting, the individual(s) involved in the situation will present their concerns to the Sport Club Executive Board
4. After deliberation, the Sport Club Executive Board will make a recommendation to the Associate Director, who will make a decision on the appeal.
5. After fully investigating the situation, the Associate Director will notify the club of the ruling on the appeal. This may include upholding, rejecting, or modifying the action taken by the Assistant Director.

## Sport Club Eligibility

1. Currently enrolled UNT Denton students with at least one (1) hour of course are eligible to participate and compete in UNT Sport Club practices and competitions and are able to check out Sport Club equipment. Participants practicing at the Rec Center must have a current Rec Center membership or purchase a guest pass. This requirement includes participation in the Fall, Spring, Maymester and Summer semesters.
2. Should a club qualify for a national competition at the end of a semester and the national competition is held at the beginning of the following semester, a non-enrolled student may receive an exception from the Associate Director to participate. The non-enrolled student must have been on the team and competed as an enrolled student during the qualifying season. The national competition must be a qualifying competition, not an open playoff competition.
3. Specific clubs may have additional criteria regulating the types of membership; however, Recreational Sports must approve the criteria.
4. A student cannot be a member of a sport club if he/she has been a professional in the sport.

## Sport Club Funding

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### **General Policies**

Sport Clubs are allocated funds from **student service fees and student recreation fees**. All University funds must be monitored and spent according to the policies outlined by the University and the Office of Recreational Sports. The following policies apply when using allocated funds:

1. Recommended funding allocation to each club by the Executive Board and approved by the Assistant Director of Sport Club & Intramurals are based upon such criteria as need, student involvement, number of members, projected expenditures versus actual expenditures for the previous year/semester and projected versus actual competitions.
2. The Sport Club Point System will be used in allocating funding. Refer to the Point System guidelines for specifics on accumulation of points.
3. The maximum allocation for all new Sport Clubs is \$500.00.
4. All expenditures including equipment, travel, etc. of the club must be approved by the Assistant Director.
5. Clubs may purchase uniforms with only their rollover account i.e. sponsorships, money from fundraisers, donations or money won at tournaments
6. Allocated money can be used for wages, travel (gas, lodging and entry fees) and sport club league fees.

7. Allocated funds are restricted to the following guidelines:
  - a. Clubs may be funded \$.20 per mile per car for gas when traveling to or from a sport club event not located in the Denton/Dallas/Ft. Worth area (within 60 miles).
  - b. Clubs may be funded \$120 per room, per night for lodging when participating in a sport club event not located in the Denton/Dallas/Ft. Worth area (within 60 miles)
  - c. Clubs may be funded for individual and team entry fees when participating in a sport club event even if this event is located within the Denton/Dallas/Ft. Worth area.
  - d. Sport Club funds may only be used for currently enrolled UNT students who are paying the student recreation fee.
  - e. **Clubs will not be funded for travel during finals week.**
  - f. All equipment that is purchased must be able to be passed down to future participants and be used by other members of the club. Individual equipment will not be purchased with allocated club funds.
  - g. Any use of sport club funds must be pre-approved by the Assistant Director of Sport Club.
8. No more than 10% of the allocated budget can be spent on equipment without the approval of the Assistant Director.
9. Clubs will not be funded for tournaments that award scholarships to an individual club member, unless the award can be used to benefit the entire club.
10. The deadline for clubs to apply for funding is **September 7, 2017** for the Fall Semester and **January 26, 2018** for the Spring Semester.
11. Each club must submit an official request for funding in the form of a proposed budget each fall semester to the Recreational Sports Office. A budget request for the academic year (fall and spring) is required by the second week of school. The club leader presents the budget to the Sport Club Executive Board to receive funding.
12. A proposed budget for the following academic year is also required during the fall semester. This budget is used to request funding for the following year.
13. Funds allocated for the fiscal year do not roll over into the following year.
14. Any club revenue (donated, fundraised, dues, etc.) will be placed in a roll-over account that can be used from year to year.
15. A supplemental fund may be available for new clubs. If no new clubs request any funding, this amount is available for the existing clubs. The supplemental funds would be allocated in the spring. Please consult with the Assistant Director or Coordinator if you have any questions or concerns regarding these funds.
16. **Approved Allocated Account Expenditures:** Travel, lodging, equipment and maintenance, scheduling expenses, registration & entry fees, officiating fees, publicity



and printing, home games/practice related expenses (maintenance of facility).

- a. No uniforms, t-shirts, trophies, or personal equipment may be purchased using allocated funds.

17. Approved Revenue Account Expenditures: Uniforms, t-shirts, trophies for tournaments, food for club banquets held on campus, rental vans, and personal equipment.

- a. Clubs may use fundraising and donation money to purchase individual items for club members to keep.
- b. All items paid with by club dues may be kept by club members.
- c. It is encouraged for clubs to include all of these expenses in their club dues. Should a club decide to make these purchases after dues have been set, the student leader may collect funds from club members. The student leader will receive a pre numbered receipt book. The club leader/treasurer will then write the receipt to the person giving the funds, listing the amount. The receipt book allows for a copy to be given to the person who gives the funds. The club leader/treasurer then would need to bring the funds to the Rec Sports Office between the hours of 8:00am-4:30pm Monday-Friday. The cash or checks must be submitted before 5 business days, as required by the University.

18. Non-Approved Expenditures: Salaries of coaches, managers, instruction, meals and mileage for coaches or faculty advisor, telephone calls made with personal phone.

## Fund Raising/Sponsorship/Donation Restrictions and University Policy

There are several policies governing fundraising which must be followed:

1. All fundraising and sponsorship projects must be discussed with the club membership and voted on. The Faculty Sponsor, Director of Recreational Sports and the Assistant Director of Sport Clubs & Intramurals must approve all fundraising and sponsorship projects, except dues.
2. At least two weeks prior to the start of the project, the fundraising/sponsorship form must be completed and submitted to the Assistant Director of Sport Clubs.
3. Prior to the start of the project, a meeting between the Coordinator of Sport Clubs & Intramurals and all club members involved in the project must be set to discuss policies and procedures. There are certain University policies, which are outlined in the student organization handbook. A positive and professional sport club image must be maintained at all times.
4. A receipt book must be used to collect the funds. All monies collected must be receipted and given to the Recreational Sports Office to be deposited into the Club's university account. All

monies collected during a club sponsored fund raising project becomes University money (this includes dues, donations, etc.)

5. If at any time the Assistant Director is concerned with the organization or the functions of the fundraiser, a meeting will be held with all parties involved. If some or all of the parties do not attend the meeting, or if the issues are not resolved, the fundraiser/sponsorship will be cancelled and the club members will be fully responsible for any money lost.
6. The University has some exclusive contracts that may interfere with current sponsorships; for this reason, clubs must submit a request for sponsorship and include:
  - a. The company the club is considering contacting (include the person you will communicate with, their title, relationship and their phone and e-mail address)
  - b. The nature of the sponsorship (equipment, funding, etc.)
  - c. What responsibilities the club has by accepting the donation
  - d. The length and terms of the sponsorship
  - e. Any other information we may need
7. Donations: Clubs should submit a list of any business with any contact information including name of business, name of contact and the title of the contact, prior to soliciting and accepting any donations. These donations must be submitted to the Assistant Director and approved by Recreational Sports. Any donations must be submitted to the Recreational Sports Office and will be deposited into the University club account via the Development Office. A donation form must be completed and submitted to the Assistant Director with the donation. Checks should be written out to: UNT Rec Sports. Clubs are encouraged to send a separate thank you letter.
8. Any equipment donated to the club is property of the University and must be recorded as such. All donated equipment must be turned into Recreational Sports. This equipment will be added to the club inventory and checked out accordingly.
9. **It is against Sport Club policies to deposit any fund raising money in a personal bank account or withhold money (keeping money at home).** Do not deposit the money in the University account without going through the Recreational Sports Office. Clubs are not allowed to maintain an outside bank account. Any club that violates this policy will be reprimanded and could be suspended or terminated from the Sport Club Program.

## Travel

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### Statement of Policy Regarding Off-Campus Activities

UNT policies concerning off-campus Sport Club activities are as follows:

1. UNT, its employees, volunteers and agents assume no liability for off-campus sport club activities.

2. The participants in the activities are solely responsible for their health, safety, and welfare. All participants shall be aware of the particular risks involved in the activities and are voluntary participants thereof.
3. Should an accident occur during a sport club event, practice or traveling to or from a practice or event, it is possible that individual student participants may be individually liable for their negligence, if any. For this, and other reasons, purchase of liability insurance is strongly encouraged. Anytime a Sport Club member receives or seeks medical assistance an accident report must be completed immediately and turned into the Recreational Sports Office the first business day after the trip. (At home events, an accident report must be filled out for an injury of all participants regardless if they are a UNT student or if they are from another institution.)
4. The financial support of the University for Sport Clubs is derived from the student dues and student service fees, both of which are derived from the students themselves. This funding in no way indicates that the University, its employees or agents are supervising the activity. The supervision of the activity is solely left up to the participants, unless the Department of Recreational Sports deems otherwise. The university may, however, regulate funding.
5. The use of the UNT name in relation to the Sport Club in no way indicates responsibility for any debts, obligations, injuries or other damages that occur due to the activity.
6. All participants are encouraged to purchase health, accident and liability insurance, and a blanket policy covering liability is also strongly encouraged.

## **STUDENT TRAVEL POLICY (18.4.5)**

### **UNIVERSITY OF NORTH TEXAS STUDENTS, FACULTY AND STAFF**

**Purpose:** To promote the health and safety of students by regulating travel that is taken in conjunction with enrollment at the University of North Texas.

**Policy:** It is the policy of the university to promote safety and to encourage students to engage in safe conduct when traveling to and from university activities or events. Accordingly, in addition to encouraging students to use good judgment, the university has adopted this policy and authorized the university Office of Risk Management to approve rules designed to encourage safe behavior on the part of students presently enrolled at the university.

**Application:** This policy applies to all students enrolled in the university who travel to an activity or event that is organized and sponsored by the university when:

1. the activity or event is located more than 25 miles from the campus from which travel originates; and
2. the travel is:
  - (a) required by a student organization properly registered at the university; or
  - (b) funded by and requires use of a vehicle owned or leased by the university.

For purposes of this policy, an activity or event is organized and sponsored by the university when it has been planned, funded and properly approved by the appropriate university official.

This policy generally does not apply to travel to and from field trips, internships and service-learning activities. However, students are encouraged to follow the guidelines set out in this policy and the safe travel rules established by the university Office of Risk Management whenever travel is university-related.

**General:** Students traveling to and from university organized and sponsored activities or events may be required to use various modes of travel and travel under different conditions. Each form of travel requires the student to follow common and mode-specific safety precautions. In addition to following federal and state laws that encourage safe travel, using sound judgment, and following this policy, students traveling to and from events covered under this policy must follow the safe travel rules approved by the university Office of Risk Management. At a minimum, these rules must include provisions concerning:

- a. Use of Seat Belts and Other Safety Devices: Seat belts and other safety devices must be used at all times.
- b. Passenger Capacity: Travel in vans with a capacity to hold 15 passengers must be approved by the university Office of Risk Management. Passenger capacity in 15- passenger vans is strictly restricted to no more than ten (10) individuals, including the driver.
- c. Required Qualifications and Training: All students who operate vehicles owned or leased by the university must be over eighteen (18) years of age, possess a valid driver's license, have current automobile liability insurance, and have a good motor vehicle driver history, as determined by the Office of Risk Management. Additionally, these students must satisfy other qualifications and training requirements as established by the Office of Risk Management.
- d. Fatigue and Time of Travel: Students traveling to and from activities or events covered under this policy should obtain a minimum of six (6) hours sleep before traveling and drive no more than five hundred (500) miles in a twenty-four (24) hour period. Students may not drive between the hours of 10:00 p.m. and 6:00 a.m. unless authorized by the organization advisor or department head.
- e. Privately Owned Vehicles: Students who travel to and from events and activities covered under this policy using privately owned vehicles or any vehicles other than those owned or leased by the university are required to follow the safe travel rules approved by the Office of Risk Management and applicable state law.
- f. Air and Other Modes Commercial Transportation: Students traveling by air and other modes of commercial transportation must comply with all federal laws regulating the specific mode of travel and the rules of the specific commercial carrier.
- g. International Travel: Students traveling to locations outside the United States are responsible for satisfying all international travel requirements, including obtaining a valid passport, obtaining health and other insurance, establishing safe points of contact in the host country and following travel

advisories issued by the United States Department of State, the host country or other recognized international organizations. Students can find information about international travel at the university Study Abroad Center.

h. Alcohol, Illegal Drugs and Weapons Prohibited: Possession or consumption of alcohol or illegal drugs, and possession or transportation of a weapon is prohibited during all travel covered under this policy.

i. Travel Authorization: Registered student organizations that require their members to travel to events and activities covered under this policy must obtain written approval for the travel from its faculty or staff advisor or the department head responsible for funding or organizing the travel before the date of the event or activity. When the university provides transportation, students traveling to events must return in the university provided vehicles unless authorized to do otherwise by the appropriate university official. Students under eighteen (18) years of age are not authorized to return in a vehicle other than one provided by the university.

Compliance and Enforcement: Departments that encourage or require one or more students to travel to events and activities covered under this policy are responsible for verifying that students are aware of this policy and the safe travel rules approved by the Office of Risk Management. Departments that permit students to drive any vehicle owned or leased by the university are responsible for ensuring the student meets the driving requirements established by the Office of Risk Management. Departments must report violations of this policy and safe travel rules to the Office of Risk Management.

University employees who authorize students to drive vehicles rented for any university-related business or activities are responsible for ensuring the student meets driving requirements established by state law and the Office of Risk Management. Faculty and staff employees who fail to comply with this policy are subject to disciplinary action in accordance with applicable provisions of the faculty handbook and university policy.

Individual students and student organizations who violate this policy and the safe travel rules approved by the Office of Risk Management are subject to disciplinary action, in accordance with the applicable provisions of the Student Code of Conduct which may include disciplinary action and loss of funding.

*In addition, Recreational Sports requires the driver(s), if too fatigued or unable to drive safely to or from competition, they are to stay until they can drive safely.*

### **C. Driver Qualifications and Training.**

1. Driver Qualifications: All students who operate a vehicle owned or leased by the university or who use a privately or commercially owned vehicle when traveling to or from activities and events organized and sponsored by the university must possess a valid state driver's license and maintain motor vehicle insurance as required by state law. Students who use privately or commercially owned vehicles also must have a current vehicle inspection.

2. Driver Training: As of January 1, 2002, all employees and students who operate vans owned or leased by the university must successfully complete mandatory van operator training provided by the Risk Management Office and the College of Education. Departments that authorize students to operate vans are responsible for ensuring compliance with this requirement.

### *Travel Funding Procedures*

#### **Travel Receipts**

Required items for all receipts on all advances and reimbursements are listed below.

All lodging (hotel) receipts must be an original receipt and include the following information:

- Name and Address and Phone number of the establishment
- All dates stayed there
- The single room rate (i.e. May not say manager's special or any other special)
- Daily itemization of the lodging charges (ex. Room, tax, phone, movie).  
The University will not pay for movies, phone, etc.
- Must show a zero balance
- Have the name of the individual to be reimbursed across the top

Hotel reservations must be made directly with the hotel when requesting for lodging advance or reimbursement. Third party reservation receipts will not be accepted for reimbursement.

All entry fee receipts must have the date, the signature of the person(s) hosting the event and collecting the money, and the location of the event.

If an advance is not done, please allow a minimum of 3 weeks for a reimbursement. Gas may only be reimbursed after a trip.

### **Funded Travel Procedures**

#### 1. Before the trip:

- a. A Travel Request Form must be completed. Recreational Sports procedure requires that all travel expenses must be requested before the trip, whether the funds are to be received before or after the trip, however exceptions will be made at the discretion of the Director of Recreational Sports. **DEADLINE:** 10 days before the trip for a reimbursement. Three (3) weeks prior to the trip to receive an advance.
- b. A travel packet will be given to the Student Leader before the trip with the following forms: A copy of the Travel Request Form, Participant List, Travel Itinerary, a Hotel Tax Exemption Certificate, an Entry Fee Receipt form, a Reimbursement Form; a Travel Request Form, Participant List, & Travel Itinerary are due prior to the trip.

#### 2. After the trip:

The travel packet must be returned to the Recreational Sports Office no later than **TWO (2) DAYS AFTER THE TRIP WAS TAKEN**, (exceptions will be made at the discretion of the

Assistant Director of Sport Clubs & Intramurals). The packet should include the following items:

- a. Travel Voucher - This form will be filled out by either the Assistant Director, Coordinator, Administrative Assistant, or the Sport Club Graduate Assistant. The Faculty/Staff Sponsor will sign the travel voucher and request to travel form.
- b. Number of Cars - This will be revisited with the Assistant Director, Coordinator or Sport Club Graduate Assistant to reflect actual number of cars taken on the trip.
- c. Receipts - All receipts are submitted to the travel office by the Rec. Sports Office. This includes receipts for gasoline, lodging, entry fees, etc. Receipts are only acceptable if they meet the following requirements:
  - i. The receipts must have a heading identifying the name of the business or institution.
  - ii. The receipts must be dated for the period of the trip. Those dated before or after the trip was taken are not acceptable. (The receipt dates **MUST** correlate with the dates submitted on the Travel Request Form.)
  - iii. Hotel receipts must show a **ZERO BALANCE** which means that the payment was made in full. If lodging in a hotel in Texas, please use the Hotel Tax Exemption Certificate; clubs will not be reimbursed for **STATE TAX**.
  - iv. Entry Fees must be documented with the Entry Fee Receipt Form (Please make sure this form is completed with signatures).
  - v. The University does not allow advances for gas. The expense for gas can only be reimbursed after the trip. (Please keep in mind that you are only allowed a certain amount for gas from your allocated account. You should keep a budget during your trip to make sure you are not overspending.)
  - vi. Airline receipts must be turned in with the flight stubs to ensure the trip was taken.
- d. Cash - If a travel advance was received before the trip, receipts must be shown for the amount expended or the remaining cash must be returned. Cash must be spent according to the specific allocations on the request. If an advance was not available, a reimbursement can be done. The reimbursement may take at least three weeks after all receipts have been submitted.
- e. Reimbursement Form - If there was no advance received for the trip and you are requesting a reimbursement, a reimbursement form must be completed. Each person who pays money for the trip that you will be reimbursing must be listed on the form and the amount of money he/she contributed to the trip and for what (i.e. lodging, gas, entry fees).

- f. **Participant List** - This must be updated with the names of those students who actually competed in the event.
- g. **Competition Result Form** - This must be completed and submitted after the trip. Make sure you include the score, highlights, and names.

## Non-Funded Travel Procedures

1. A participant list must be submitted 3 days prior to travel. The deadline for any changes is 3:00pm on the last business day of the week prior to departure for the trip. It is important we know where the club is going and who is attending in the event of an emergency.
2. A Travel Itinerary must be submitted if the club is planning on staying overnight with the Participant List. This form must also be submitted 3 days prior to the trip.
3. A Competition Result Form must be submitted within 5 business days after the trip is completed (this assists us with our reports and publicizing for the clubs).

## Verification of Travel Form

Process to get a letter from Dean of Students for sport club participants:

Clubs may request a verification of travel letter for all travel. This form is only to verify the trip but does not excuse the absence. It is the responsibility of the student to cover the absence with the instructor. Club leaders must submit the required information to Recreational Sports at least one (1) week prior to the trip in the form of a letter, to include the list of participants with student ID numbers, date and time of departure and expected return and the name and location of the tournament. Club leaders must indicate if they would like club members to pick up the letter from the Dean of Students prior to the trip or after the trip. In order to pick up the letters prior to the trip, the request must be turned in one week prior to the trip. Any requests made less than a week participants will have to pick up the letters after the trip.

## Sport Club Equipment

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### Purchasing Equipment

Clubs may purchase equipment to use for practice and competition. Any equipment that is purchased must be able to be used by all club members. Individual equipment cannot be purchased with allocated funds. Some examples of individual equipment include but are not limited to: shoes, mouth guards, athletic supporters, and bowling balls. Before attempting to make a purchase, consult the Coordinator of Sport Clubs & Intramurals.



1. All equipment purchased by the Sport Club Program becomes the property of the University of North Texas (this includes equipment donated to UNT Sport Clubs). All equipment must be properly marked and identified in the Recreational Sports Inventory.
2. All equipment purchases must be approved by the Coordinator before ordering any equipment. There are no reimbursements possible for equipment ordered without a purchase order completed prior to the purchase. A student leader must call the vendor and submit a quote containing the price quote including shipping but cannot place an order.

Procedures for the purchase of equipment: The following information is needed to complete the purchase order:

- a. A detailed quote must be provided on which equipment must be explained - name brand, colors, sizes, weight, models, catalogue numbers or any other identifying numbers. Also quantity cost of each item and delivery date requested if needed. The billing and shipping address must be included on the quote.
  - a. Billing:  
University of North Texas  
1112 Dallas Dr.  
Suite 4000  
Denton, TX 76205
  - b. Shipping:  
University of North Texas  
Pohl Rec Center  
Attn: *Name of Club*  
2310 N. *I35E*  
Denton, TX 76205
- b. The purchased equipment must be shipped to the UNT Rec Center or picked up by club leaders.
- c. All logo's and designs must be submitted for approval by the University Relations, Communications & Marketing department.
- d. Add the total cost of the items the club wishes to purchase, identify any discount the club will receive on the equipment purchase (identify the nature of the discount and include any membership information) and finally add the total cost of shipping for the items.
- e. If the total amount is over \$5000.00 you must attain three bids from different vendors; including complete address, and telephone number, full name of the person who quoted the bid.
  - a. Total the equipment costs then designate which one of the three vendors the merchandise should be purchased from (only if total amount is over \$5000.00).

3. When new equipment arrives, the student leader will be notified.

## Equipment Inventory

1. New items will be inventoried and then the student leader is allowed to check them out using the Inventory Database Form.
2. Inventory of Equipment: All club equipment must be inventoried with the Sport Club Graduate Assistant at the beginning and end of each semester. The club members are responsible for any costs associated with the repair or replacement of any Sport Club equipment purchased by UNT.
3. A deadline date should be set by the club leader so that club members may know when to return their uniform and equipment to the leader. This date should be the last day of practice or no later than the last day of classes.
4. Any equipment or uniforms that are not checked in by the deadline date at the end of the spring Semester, the Recreational Sports office may take further action to obtain the State property.
5. The club may be charged the replacement cost of any equipment not returned by the inventory deadline date each semester.

## Facility Reservation Information

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### On Campus Facilities

To reserve a facility or field on campus, clubs must meet all club requirements and turn in a completed Facility Request Form to the Recreational Sports Office. If at any time a club fails to meet Sport Club requirements or fails to comply with policies or procedures set by the University or Recreational Sports, that club may lose this privilege.

If clubs wish to reserve space on campus, we request the reservation be done through our department so we are informed of the club's activities. There may be unforeseen issues that may need to be addressed prior to the event. We also receive many calls requesting practice information, contact information, days and times of practices and other information; we cannot answer questions without this information.

To reserve a facility on campus:

1. Turn in a completed Facility Request Form to the Coordinator at least **3 weeks in advance** (keep in mind that large events may require more preparation time, the sooner the better). When turning in this form be sure to meet with the Coordinator.
2. Provide information including:
  - a. the nature of the event

- b. the date(s) and times of the event
  - c. any equipment or staff needs
  - d. the duration of the event
  - e. who will be in attendance (other institutions, organizations, etc.)
  - f. needs for set up and take down
  - g. any costs, fees, entry fees or revenue associated with the event
  - h. any other information that may be useful to us
3. Allow at least **one week** for approval. Events may not be publicized prior to approval; all publicity materials for the event must also be approved by Recreational Sports before distribution or posting.
  4. Depending on the nature of the event, a meeting may be required prior to and after the event.

## Off Campus Facilities

Prior to reserving space off campus, a meeting with the Assistant Director and Coordinator is required. If UNT Sport Clubs have not had a prior relationship with that entity, approval is **required after a thorough investigation of this proposed partnership**. Recreational Sports needs the following information:

1. Any contractual obligations the club or the University will have
2. What the terms of the agreement will be
3. Who to contact with the facility in the event of a problem
4. Emergency procedures of the facility
5. Who will be supervising the club at the facility
6. Any rental fees or costs associated with the club using the facility
7. A meeting is required with the Assistant Director, Coordinator, the Student Leader, and the Manager of the facility prior to the first practice.

## Sport Club Emergency Procedures

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- All clubs are encouraged to obtain a First Aid kit and should take this with the club at all times (i.e. games, practice, and traveling to and from events).
- When to fill out an accident report:
  1. *When any injury occurs that prevents a participant from participating in practice or competition*
  2. *Any injury that requires medical attention (bandages other than a band-aid, tape, ice)*
  3. *When medical assistance is called*
  4. *Any injury involving a head, neck, or spinal injury (EMS must be called in this case)*
  5. *Anytime a participant loses consciousness (EMS must be called in this case)*
- Sport Club Calling Tree should be used any time a participant seeks medical attention or EMS is called.

- All accident reports must be submitted to the Sport Club Graduate Assistant on the first business day following the accident.
- The Assistant Director, Coordinator, or the Sport Club Graduate Assistant reviews the report and calls the involved individuals for follow-up.
- Student leaders and club members are encouraged to maintain CPR and First Aid certification.
- There will be periodic CPR and First Aid classes offered for student leaders and club officers.
- Every Sport Club participant is required to register on IM Leagues

In case of an emergency, follow the emergency procedures. Call UNT police at 911 (9-911 on campus) for emergency. UNT police will then dispatch an ambulance if necessary. If the accident is not an emergency encourage the injured student to go to the Student Health Center or to a local hospital. You must utilize the Sport Club Calling Tree if medical assistance is called.

Accident Report: A detailed accident report must be completed in case of any injury during a Sport Club practice or competition. Be certain to include a description of the accident and any statements by witnesses. Detail the first aid that was administered and by whom. In no instance should you diagnose an injury, either verbally or in writing on the form. This form must be submitted to the Sport Club Graduate Assistant on the first working day following the accident.

## Facility Information

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Recreational Sports Complex, Intramural Fields, Traditions Fields, Bahnsen Gym, P.E.B. and Eagle Point Fields

When using these facilities, the following conditions must be met:

1. The Student Leader (or in the absence of the Student Leader, a representative from the club) is responsible to check in with the facility supervisor (if one is provided) prior to the practice or competition and address any issues, questions or concerns pertaining to the facility, any equipment needs, the playing surface or any other issues that may need to be addressed.
2. The activity must conclude at the scheduled times due to programs which may take place after the event.
3. There must be Recreational Sports personnel on duty when clubs host events and visiting schools and participants are present. Clubs will be responsible for the payment of Recreational Sports staff when the club collects an entry fee.

4. All damage incurred to the fields during the event is the responsibility of the club. If damage occurs the sponsoring organization will assume all repair costs.
5. The club will be responsible for leaving the fields or buildings in the condition they were found when they arrived. The club will be responsible for clean up at the conclusion of the event in order to provide usage of these areas following the event. Custodial and/or trash clean-up charges will be assigned to the club for clean up if necessary.
6. The club will be responsible for the actions of guests participating and spectators present at the event. Spectators are prohibited from activity areas.
7. The Recreational Sports Staff and the sport club participants will enforce the procedures and field policies listed below. Recreational Sports reserves the right to deny access to any person(s) who violates facility policies and procedures. Also, any person appearing to be under the influence of drugs or alcohol may be denied access to the fields.
  - **These fields are the property of the University of North Texas and may only be used by UNT Students and Coaches that have applied for the position**
  - **No glass containers are allowed**
  - **No pets allowed**
  - **UNT is a smoke free campus**
8. In the event of an emergency the Recreational Sports Supervisor or Sport Club Student Leader (or in the absence of the Student Leader, a representative from the club) will notify the UNT Police
9. Any equipment needs must be requested one week in advance of the scheduled activity. This will be done through the Sport Club Graduate Assistant.

### Mack Park

Clubs are instructed to go to the nearest phone and call for emergency assistance.

### Pohl Recreation Center, Bahnsen & Physical Education Building Gym

If club members need assistance during practices, they may contact the membership services desk at 940-369-8347.

**In the event of inclement weather, the following policy will be followed:**

In the event or threat of inclement weather, a decision will be made by 4:00 pm by Recreational Sports whether scheduled activities will be permitted. Factors concerning this decision include safety, possible damage to the fields, and potential risks. Our office will attempt to contact the student leader, but it is the responsibility of the Student Leader to contact the Recreational Sports Office at 940.565-2275. It is also the responsibility of the Student Leader to contact the club members to inform them that practice has been cancelled. In addition, if it is safe for the Student Leader to do so, he or she must show up to the regular scheduled practice time to ensure no club members are practicing.

If unforeseen inclement weather occurs during practice or an event, all Sport Club members need to cooperate with UNT Rec Sports Staff if the activity is postponed or cancelled. They are trained for these emergencies and know the appropriate steps to ensure the safety for the participants and spectators. If UNT Rec Sports does not contact the club during unforeseen inclement weather, the club leader shall make the decision to cancel practice or vacate the fields and have the club members go to a secure and safe location.

## **Emergency Evacuation Procedures**

### **Severe Weather**

#### **Pohl Rec Center**

If Recreational Sports hears the outdoor sirens, the announcement will be made to move to the locker rooms for shelter.

In the event of severe weather, all building occupants should immediately seek shelter in the designated shelter-in-place area in the building. If unable to safely move to the designated shelter-in-place area, seek shelter in a windowless interior room or hallway on the lowest floor of the building.

**First Floor: All participants and others shall immediately proceed to the locker rooms**

**Second Floor: All participants and others shall immediately proceed to the interior rest rooms**

**PEB** - Assembly area will be the Men's and Women's Locker rooms, racquetball court hallway, and gymnasium.

**Bahnsen Gym** - Assembly area will be the Men's and Women's locker rooms, the long hallway on the northeast side, the hallway in front of the weight room, and classroom 110.

#### **UNT Fields -**

Seek shelter in the nearest building if able

or

Lie flat in a nearby ditch or depression and cover your head with your hands. Be aware of the potential for flooding.

Do not get under an overpass or bridge. You are safer in a low, flat location.

Never try to outrun a tornado in urban or congested areas in a car or truck. Instead, leave the vehicle immediately for safe shelter.

Watch out for flying debris. Flying debris from tornadoes causes most fatalities and injuries.

(Taken from: [http://www.fema.gov/hazard/tornado/to\\_during.shtm](http://www.fema.gov/hazard/tornado/to_during.shtm))

### **Bomb Threat/Fire**

In the event of a bomb threat or fire in the building, all building occupants should immediately evacuate the building using the nearest exit. Once outside, proceed to the designated assembly area. If unable to safely move to the designated assembly area, contact one or more members of your department or unit to let them know you are safe and inform them of your whereabouts.

**Pohl Rec Center: All faculty, staff and others shall immediately proceed to parking lot 7 northeast of the Pohl Recreation Center.**

**PEB:** Assembly area will be parking lot 4 east of the PEB, near Chilton Hall.

**Bahnsen Gym:** Assembly area will be east of the Coliseum, parking lot # 27.

All off campus sites emergency procedures will be discussed at a meeting with the Building manager, the Sport Club Staff, and the student leader.

### **Accident / Injury Response**

All supervisors are required to be certified in CPR and Standard First Aid. When Supervisors are working Sport Club events, an AED will be present. Additionally, all Student Leaders are encouraged to get certified in CPR and Standard First Aid. Other club members are encouraged to be trained in CPR and First Aid as well. In case of an accident resulting in injury, the supervisor or student leader will be in charge of the situation with the club members assisting in rendering care.

1. Ask the participant if they would like you to call for emergency medical services. Make them aware that they are responsible for payment for all costs incurred. If the participant is unconscious, implied consent is granted.
2. NEVER transport an injured participant in an employee's personal car.
3. Make no statements to anyone other than the proper authorities. Do not discuss the incident with bystanders. In no way admit to cause or lay blame upon UNT personnel or facilities including yourselves or co-workers. Make no statements to the press. Refer anyone asking questions to the Assistant Director of Sport Clubs & Intramurals.
4. Injured persons not wishing emergency medical services should be directed to seek additional medical assistance on their own.

1. Complete a detailed accident report form. Be certain to include a description of the accident and statements by eyewitnesses. Detail the first aid that was provided and by whom. In no instance should you diagnose an injury, either verbally to the patron or in writing on the accident report form. Forward the completed accident/injury report form to the Assistant Director of Sport Clubs & Intramurals.

## Sport Club First Aid Procedures

Minor injuries such as sprains, abrasions, and small cuts will be left up to the discretion of the person injured. It will be up to the injured person to decide whether he/she requires emergency first aid to be administered by a professional. If a club member with first aid training recommends that some action be taken, the injured person should be encouraged to follow such action.

Major injuries such as being unconscious, broken bones, and puncture wounds, etc. are to be taken care of under the following procedures:

1. The injured person is to be immobilized and attended to by a club member with first aid training.
2. Someone is to be sent to a telephone to call for an ambulance.
3. Upon arrival of the ambulance, the injured person should be taken to the nearest hospital.
4. Immediately Sport Club Calling Tree and the injured person's emergency contact.

## Facility Procedures

Any time a building is opened for a club to use; there will be a supervisor there that is in charge of the facility and the participants and spectators. Club members are to follow the instructions of this supervisor and assist them when necessary. They have been trained and know what to do and when to respond in certain situations. They are ultimately responsible for anything that happens when they are supervising an activity.

## Evaluation of Clubs

Each student leader will be evaluated at the end of each semester based on performance throughout the semester.

1. Each club will be reviewed comparing their projected schedule of activities with their actual accomplished activities.
2. Each club will be reviewed comparing their projected expenditures of allocated funds with their actual expenditures of allocated funds.
3. Each club will be reviewed regarding demographic characteristics of their active membership.
4. The leadership of each club will be reviewed with regard to their effectiveness in attaining the stated goals and objectives of the club



5. Each club will be reviewed with regard to the quality of service and activity provided to the individual members of the club.
6. Each club will be reviewed regarding the membership's record in abiding with the rules, regulations, and guidelines of the Sport Club Office and the University of North Texas.
7. Each club leader and all club participants will be asked to complete the end of the semester survey.

## Accommodating Students with Disabilities

The Recreation Sports and Sports Club Programs are committed to providing recreational and sports club opportunities for all students that are free of discrimination based on a physical or mental disability in accordance with the University's disability accommodation policy. Students who believe they have not been allowed to participate in a Sports Club Program because of a disability should speak with the Director of Recreational Sports. Students also may contact or file a complaint with the UNT Office of Equal Opportunity.

## Reporting Sexual Assault and Retaliation

The Recreation Sports and Sports Club Programs are committed to maintaining a recreation and sports environment that is free from sexual assault and retaliation and will not tolerate conduct at any activity or event that is inconsistent with this commitment, including at off-campus locations.

Each student leader, advisor and coach associated with a sports club is expected to read and comply with the university's Prohibition of Sexual Assault and Retaliation policy (Policy 12.005), which can be found at <http://policy.unt.edu/policy/12-005>. Also, these individuals are required to immediately report suspected sexual assault or retaliation to the Sport Club Coordinator, Director of Recreation and to the UNT Office of Equal Opportunity.

Club member should call 911 or the local police to report sexual assault. A student or other individual affiliated with a sports club who has been sexually assaulted or retaliated against or who believes such conduct may occur, may contact the Title IX Coordinator at 940.565.2717 or in Office 175 in the Hurley Administration Building; or the Dean of Students at 940.565.2648 or in Office 409 in the Student Union.

## Sport Club Calling Tree

If there are any problems, please call:

Michael O’Gorman

Hillary Wells

Billy Mathew

Britton Sherry

Laurie Klein

## Sport Club Forms:

All Sport Club forms can be found on-line at:

<http://recsports.unt.edu/sportclubs/forms.html>

## Sport Clubs - Important Dates 2017-2018

Event	Date	DOW	Time	Location	Points
Rec Extravaganza - Tabling Opportunity	8/23/2017	Wednesday	6:30pm-9:00pm	Rec Center	10 pts
First Day of Classes - SC practices begin	8/28/2017	Monday			N/A
Sport Club Leader Orientation (Day 1) President Preferred or Other Officer	8/30/2017	Wednesday	5:00pm-7:00pm	Rec Center 205	10 pts attending, -10 pts for not attending
Sport Club Leader Orientation (Day 2) President or Risk Management Officer must attend	8/31/2017	Thursday	5:00pm-7:00pm	Rec Center 205	10 pts attending, -10 pts for not attending
Deadline: Sport Club Application	9/1/2017	Friday	11:59pm	Rec or Email	5 pts on time -5 pts late
Deadline: OrgSync Registration	7/28/2017 - 9/1/2017	Friday	11:59pm	Submit via OrgSync	5 pts ontime -10 pts late
Sport Club Fair	9/5/2017	Tuesday	6:00pm-8:00pm	Rec Center	10 pts
Sport Club Budget Workshop	9/6/2017	Wednesday	5:00pm-6:30pm	Rec Center 205	10 pts
Deadline: SC 17-18 Budget Request	9/7/2017	Thursday	11:59pm	Rec or Email	5 pts on time -5 pts late
Sport Club Travel Workshop	9/7/2017	Thursday	5:00pm-6:30pm	Rec Center 205	10 pts
Deadline: Sport Club Advisor Form	9/8/2017	Friday	11:59pm	Rec or Email	5 pts on time -5 pts late
Deadline: Sport Club Manual Form	9/8/2017	Friday	11:59pm	Rec or Email	5 pts on time -5 pts late
Sport Club Budget Presentations (Day 1)	9/17/2017	Sunday	5:00pm-7:00pm	Rec Center 205	N/A
Sport Club Budget Presentations (Day 2)	9/18/2017	Monday	5:00pm-7:00pm	Rec Center 205	N/A
Sport Club Photo Shoot	9/27/2017	Wednesday	4:30pm	Rec Basketball Court	N/A
Sport Club Council Meeting (Sept)	9/27/2017	Wednesday	5:00pm-6:30pm	Rec Center 205	10 pts attending, -10 pts for not attending
Deadline: Sport Club 18-19 Budget	10/20/2017	Friday	11:59pm	Rec or Email	5 pts on time -5 pts late
Sport Club Council Meeting (Oct)	10/25/2017	Wednesday	5:00pm-6:30pm	Rec Center 205	10 pts attending, -10 pts for not attending
Deadline: Spring 2018 Facility Requests	10/27/2017	Friday	11:59pm	Rec or Email	N/A
Sport Club Council Meeting (Nov)	11/15/2017	Wednesday	5:00-6:30pm	Rec Center 205	10 pts attending, -10 pts for not attending
No Sport Club practices/home events (Thanksgiving break)	11/23-26/2017	Thurs - Sun			
Last Day of Club Practices & Events	12/5/2017	Tuesday			
Deadline: Sport Club Inventory of Equipment	12/8/2017	Friday	5:00pm	Rec Center	N/A
Winter Break	12/23/17 - 1/15/18	Sat - Mon			

## Sport Clubs - Important Dates 2017-2018

Event	Date	DOW	Time	Location	Points
Sport Club Practices Begin	1/16/2018	Tuesday			
Sport Club Council Meeting (Jan)	1/17/2018	Wednesday	5:00pm-6:30pm	Rec Center 205	10 pts attending, -10 pts for not attending
New Sport Club Leader Orientation (Only New Club Leaders)	1/18/2018	Thursday	5:00pm-7:00pm	Rec Center 205	N/A
Sport Club Travel Workshop	1/23/2018	Tuesday	5:00pm-6:00pm	Rec Center 205	10pts
Sport Club Budget Workshop	1/23/2018	Tuesday	6:00pm-7:00pm	Rec Center 205	10pts
Sport Club Fair	1/24/2018	Wednesday	6:00pm-8:00pm	Rec Center	10pts
Deadline: Supplemental Funding Request	1/26/2018	Friday	11:59pm	Rec or Email	N/A
SC Supplemental Funding Presentations	2/12/2018	Monday	5:00pm-7:00pm	Rec Center 205	N/A
Sport Club Council Meeting (Feb)	2/28/2018	Wednesday	5:00pm-6:30pm	Rec Center 205	10 pts attending, -10 pts for not attending
Spring Break - No Club Home Practices	3/10-18/2018	Sat-Sun			
Sport Club Council Meeting (March)	3/28/2018	Wednesday	5:00pm-6:30pm	Rec Center 205	10 pts attending, -10 pts for not attending
Sport Club Council Meeting (April)	4/25/2018	Wednesday	5:00pm-6:30pm	Rec Center 205	10 pts attending, -10 pts for not attending
Last Day of Club Practices & Events	5/1/2018	Tuesday			
Deadline: Sport Club Inventory of Equipment	5/4/2018	Friday			
Deadline: Last day to spend 17-18 Allocated Funding	5/11/2018	Friday			