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## **DEFINITION AND PHILOSOPHY**

The University of Memphis Club Sports program provides opportunities for students to form a cohesive group together to pursue a particular sport or leisure time activity. Each club may emphasize a spectrum of activity from recreational in nature to highly organized competition. All Clubs are student-initiated and students-orientated in nature, and all members participate voluntarily. Club sports allow students the opportunity to increase their skill in a specific sport through repeated participation or in some cases inter-club coaching.

## **RELATIONSHIP TO THE UNIVERSITY**

Each registered Club Sport may use the name The University of Memphis in their organization's title; however, when using the University's name, Club Sports speak only for their club and do not officially represent the University or the Office of Campus Recreation and Intramural Services. When advertising material is distributed, the Club Sport name is stated first then the University. (Ex. Men's Handball at The University of Memphis)

## **MEMBERSHIP**

All students, undergraduate and graduate, officially enrolled in The University of Memphis are eligible to join any club.

No club may restrict their membership on the basis of race, color, national origin, age or disability. Normal intercollegiate eligibility rules will apply only when previously agreed to by perspective coaches. Staff and faculty members may participate in club activities on an associate member, non-voting and non-office holding basis, as approved by the Club Sports Coordinator.

## **ASSOCIATE CLUB SPORT MEMBERS**

Any club wishing to have participants, who are not currently enrolled as The University of Memphis students, must meet with the Club Sports Coordinator.

Associate members are required to pay the required students activities fee in order to participate in a club sport.

Associate members may neither vote nor hold office in a student organization.

## **ADVISOR**

Each Club Sport is required to have at least 1 advisor who is full-time member of the University faculty or staff.

The purpose of the advisor is to be available during the development of plans and programs for the Club, to provide expertise and mature judgment, and help insure that the activities and undertaking of the Club are sound and reflect favorably on the University.

The advisor should have some basic knowledge about, and a sincere interest in, the activities of the Club. He/she should be able to devote time and energy to the success of the organization.

The advisor should be familiar with the University policies as related to Student Organization, and assist the club in adhering to these policies.

The advisor regularly attends Club meetings and activities. If unable to attend, officers should contact the advisor to inform him/her of any actions taken or plans made.

The advisor should be aware of the finances and budget of the organization. The advisor will be considered the first point of approval for all measures (other than routine) of the Club and for all fund expenditures of over \$10.00. Final approval for these major measures and fund expenditures will rest with the Coordinator of Club Sports.

The advisor should oversee the files and record keeping of the Club. He/she should encourage the officers to maintain current and accurate files.

## **INSURANCE**

Club Sport teams and members are NOT covered by insurance through the University.

It is recommended that all club members obtain a physical examination by a qualified physician prior to participating in club sport related activities.

The University of Memphis will not be held responsible for injuries incurred during participation or travel involved with this voluntary activity.

Every member of the Club Sport team should sign a Release of Liability Form. It is recommended that all participants obtain adequate health and accident insurance to cover any expenses incurred as a result of personal injury. Club Sport members who are registered as full-time students at The University of Memphis may receive some medical care at the University Health Center.

## **REGISTERING AND MAINTAINING CLUB SPORT**

To register a new Club Sport, you must go to the Office of Student Organizations in Room 405 of the University Center.

Pick up registration form and MODEL-CONSTITUTION/BY-LAWS. Fill out forms, and upon approval by the University, the Club will be eligible for membership in Club Sports at The University of Memphis.

Meet with the Club Sports Coordinator in the Student Recreation and Fitness Center, Room 126 to receive further information concerning membership as a Club Sport.

Recognized Clubs seeking to renew their registration must obtain approval from the Club Sports Coordinator at the beginning of each academic year.

Clubs that receive approval must update their registration forms at the Office of Student Organizations as well as the forms distributed through the Club Sports Office.

If a Club fails to renew their registration, it shall forfeit all privileges as a Club Sport.

Each member of the Club must sign an Acknowledgement of Participation Statement and Release Form and it must be on file in the Club Sports Office before a member participates in any club activity, practice, competition, etc.

## **CLUB SPORTS BOARD**

The board is the governing body of the Club Sports Program.

The board consists of:

- Club Sports Coordinator and acts as chairperson.

- Club Sports Graduate Supervisor.

- An appointed representative of each Club.

The board will follow all University policies and guidelines.

Board meetings will be held at the beginning and end of each Fall and Spring semester.

The Club Sports Coordinator may call special meetings as necessary with 48 hours notice.

The Club Sports Coordinator will have final authority on matters concerning schedules, contracts, equipment, facilities, and disciplinary actions, etc.

## **COACHING DUTIES**

Each Club Sport will be responsible for selecting their own coach who must then be approved by the Club Sports Coordinator.

Coaches should:

Be present at all games and practices.

Develop and employ safety procedures; it is recommended that they be certified in first-aid and CPR.

Develop and improve skills.

Help promote good sportsmanship

Coordinate all practices and home games with the Scheduling Office.

Coordinate equipment and supply usage.

Keep accurate record of all injuries and fill out injury report forms and return them to the Club Sports Coordinator.

Assist Club President with filing of all required forms.

Any additional duties outlined by the Club Sports Coordinator.

## **CLUB OFFICERS AND DUTIES**

It will be the responsibility of each Club to elect officers to handle all business for their respective club.

The president is the liaison between the Club and the Club Sports Coordinator and is responsible for:

- Registering the Club with the Office of Student Organizations.

- Completing all required forms and returning them to the Club Sports Coordinator.

- Insure Club abides by University policies and procedures.

- Publicize Club activities and keeping the Club Sports Office up to date on competition results and activities.

Overseeing any funds and developing a University account for the Club.  
Any other duties as outlined by the Coordinator of Club Sports.  
Any other offices held will be at the discretion of the Club.

## **TRANSPORTATION**

Transportation to and from any Club Sport related event or competition is the responsibility of the Club and its individual members.

The University will not be held accountable for any accident or injury incurred while traveling to or from a Club event.

## **EQUIPMENT**

Any equipment needed for a Club Sport that the University couldn't supply, must be purchased or rented by the Club itself.

This equipment should be well maintained in order to insure proper safety precautions.

The University of Memphis is not responsible for providing equipment, nor is it responsible if the Club's equipment is lost or stolen.

Any equipment purchased with allocated money from Campus Recreation remains the property of The University of Memphis.

The University is not responsible for the upkeep of a Club's equipment and therefore is not responsible for any injuries resulting from lack of care of the equipment.

Equipment request forms may be picked up in the Student Recreation and Fitness Center (SRFC), Room 126

## **SAFETY AND LIABILITY**

At least 2 members from each club should be designated Safety Officers.

Safety Officers must have the following certifications:

Cardio Pulmonary Resuscitation (CPR) and Emergency First-Aid

It is recommended that at least one of the Safety Officers attends all Club related activities, practices, and competitions.

Any water related sports are required to have a certified lifeguard at any pool events.

## **FACILITIES**

Club sports may use on campus facilities (FH, SRFC, fields); the following is the list of procedures used in order to reserve space for activities and competitions.

Charges for these facilities may vary, please check with the Scheduling Office in Room 100G.

Any off-campus facility use is the responsibility of the Club.

Campus Recreation-Intramural Services (CRIS)/ Club Sports Department Procedure for Reservation and Use of Space:

All requests for extended use of CRIS facilities for Club activities, including games, must be filed with the Scheduling Office. Requests should be submitted at the earliest possible date to insure availability of space and supervision. All activities must be placed on the Scheduling Office master calendar for final confirmation. NOTE: Extended use of CRIS space is not permitted without written authorization from the Club Sports Office.

Space assignments are made according to a priority list. This list places the scheduling of Club Sport activities within the third priority, the Club Sports Program will be scheduled as the third priority after the open recreation and intramural sports activities. The time allotted to each Club activity will be limited based on demand.

Sports Clubs requiring facilities not available in the CRIS facility will have to make arrangements on their own.

Visiting teams may dress and shower in the locker room in adjacent CRIS facility. Arrangements must be made in advance with the Scheduling Office.

For outdoor fields, courts, etc., the following Cancellation Policy is in effect. In the case of sudden inclement weather it is the Club's responsibility to remain off the field or court. The Club should try to have an alternative playing area in case of such weather.

**Cancellation Policy:**

It is the Club's responsibility to insure that: Outdoor activity is not permitted in the case of observed or possible lightning, excess wind, or other inclement conditions that may result in possible harm to the participants or the facility.

Outdoor activity is not permitted in the case of excess moisture due to rain, recent watering, snow, etc. This is to prevent damage to the playing area.

*It is the Club's responsibility to insure the following:*

All department and University procedures, rules and regulations are observed. Contact the Club Sports Office for references to specific policies and/or expected penalty assessments. These include: University Operations Procedures, CRIS Facility Rules and Regulations (Space/Equipment Requests, Scheduling, etc.), Student Handbook, Alcoholic Beverage Policy, Codes of Conduct, Representation of The University of Memphis, all Club Sports forms, etc

If the playing area is within in the CRIS complex, a Club representative should notify a supervisor to check for damages to the area before and after before and after play has occurred.

The facility should be checked for safety hazards before and after use. Action should be immediately taken (prior to play) in order to correct the hazardous situation or the area must be closed. Notify the Club Sports Office in writing, of all incidents within 24 hours.

Assigned equipment is properly is properly set up/taken down and returned to proper storage.

The activity area is cleaned, outdoor lights turned off, and gates locked; or indoor lights/fans/etc. turned off and doors locked upon exit. NOTE: If no other activity is in progress, the Club is responsible for notifying security to insure that the area is properly secured.

*Scheduling and use of CRIS facilities, regulations include the following:*

Hours: Indoor activities may be scheduled during posted or approved supervised recreation hours only. Outdoors activities may be scheduled during non-academic/athletic time periods, which vary each semester. Scheduling requests must be processed for approval through the Club Sports Office and the Scheduling Office prior to final confirmation.

Club sports have priority in an area for practice or matches only during times reserved through the Club Sport Office and Scheduling Office. At all other times, the space is available on a first come, first serve basis. If more than one group wishes to use the space, users should share the space equally, or the Club Sport should release space with preference given for open recreational play.

The following numbers of players may be used as a guide for reserving space:

Gymnasium or field: team sport- ½ =15 or more; whole=25 or more  
Individual sport- ½ =10 or more; whole=25 or more  
Tennis/Racquetball/Handball Courts: =6 per court

NOTE: Area use may be limited based on type of activity requested. For example, tennis practice is not permitted in the racquetball courts.

**DISCIPLINE**

*Statement of Alcoholic Beverage Policy:*

No alcoholic beverages or any kind of glass containers are permitted on or around intramural, athletic, and recreational facilities (fields, courts, pool).

OFFENDER (S) – players, spectators and others will be instructed to remove alcoholic beverages from the

area. Play will stop and games may be canceled.

**ENFORCEMENT** – will follow the guidelines of The University of Memphis. Safety and security are of utmost importance to our students. Individual violations will be directed to the Judicial Affairs Office.

When the Club is traveling to play other schools or in other cities, no drinking is allowed by anyone under the legal drinking age of 21. As well, players of legal drinking age shall conduct themselves appropriately. Public intoxication will not be tolerated. The coach/manager and the Club Sports Coordinator will determine the extent of the penalty that the person(s) will be handed.

Drinking while in a vehicle will result in immediate suspension of the individual(s) involved.

A violation of any of the previously mentioned policies may result in the loss of club sport privileges.

## **FUNDING AND EXPENSES**

### Budgets

Each Club will submit a copy of their budget for the current, as well as the upcoming year, including any funds requested for the Campus Recreation Fund.

Budgets should be accurate numerical summaries of all club's expenses vs. all its revenues, together with their balance.

Revenue may range from dues and game receipts to gifts and projects

Expenses can be broken down generally into travel (entry/fees only), equipment (club use only), office expenses, and advertising.

Budgets should be itemized to the extent that the nature of all income and expenditures is clear.

### Fundraising

\* All clubs receiving allocated funds from The University of Memphis will be expected to generate additional revenue during the fiscal year to help support the club.

\* In order to ensure all fundraising follows University policies, a solicitation of funds statement must be filled out. This statement can be picked up in the University Center Room 405 between 8:00am – 4:30pm. A copy must return to the Club Sports Office upon approval by the University.

\* The club will be able to spend this generated income in whatever manner it wishes as long as it is consistent with University policy.

### Accounts

All affiliate and full member clubs must keep all of their funds on account with the University. Therefore, no club sport may maintain a commercial checking or savings account.

The most important reason for this requirement is to ensure that the Budget Committee has a full understating of each club's financial activities. This is essential for fair and equitable allocation of funds. These guidelines will also protect officers from being charged and possibly prosecuted for embezzlement under state statutes.

Department: Campus Recreation and Intramural

Procedure: Waiver and Release Form

Date: September 8, 1994

To Whom It May Concern:

In consideration of The University of Memphis sponsoring of the herein below named activity and its allowing me to participate in the same and other valuable consideration, I, \_\_\_\_\_, hereby, for myself, my heirs, assigns, executors and/or administrators, waive and release any and all rights and claims for damages I may against The University of Memphis, its respective agents, representatives, successors, or assigns for any and all injuries to my person or damages to my property which may be suffered by me in connection with my participation in said activity, or in transit to and from the same.

Further, I hereby certify that I am full aware of all possible dangers and risks, which may arise, in connection with my participation in said activity, and I hereby expressly assume all responsibility for any and all liabilities and expenses, which I may incur, relative thereto.

Additionally, I hereby acknowledge that The University of Memphis assumes no responsibility to carry health or accident (including death) insurance to cover my participation in said activity: provide however, if such insurance is provided, I hereby agree to assume and pay any and all deductible amounts which are provided thereby.

Activity: \_\_\_\_\_

Season of Activity: \_\_\_\_\_

Insurance deductible (if any):

Signed of my free act and deed, this \_\_\_\_\_ day of \_\_\_\_\_ 2 \_\_\_\_\_

\_\_\_\_\_  
Participant

\_\_\_\_\_  
Signature of Parent or Guardian (if Participant is under 18 years of age)

Witness:  
\_\_\_\_\_  
\_\_\_\_\_

**CLUB SPORTS  
GENERAL INFORMATION**

SPORT\_\_\_\_\_

NAME\_\_\_\_\_

SS#\_\_\_\_\_

AGE\_\_\_\_\_

BIRTHDATE\_\_\_\_\_

CURRENT  
ADDRESS\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TELEPHONE #\_\_\_\_\_

PERMANENT  
ADDRESS\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TELEPHONE #\_\_\_\_\_

EMERGENCY CONTACT\_\_\_\_\_

RELATIONSHIP\_\_\_\_\_

TELEPHONE\_\_\_\_\_

YEARS AS: Undergrad\_\_\_\_\_

Graduate\_\_\_\_\_

Faculty/Staff\_\_\_\_\_

## Release of Liability Sport Clubs

The University of Memphis offers recreational opportunities to and for the benefit of its students, staff, and faculty, including opportunities to participate on a voluntary basis in organized club sports.

I, the undersigned, desire to voluntary participate on the \_\_\_\_\_ team, club sport (herein after "activity"). I represent that I am knowledgeable of this activity and the inherent risks of personal injury or property damage to myself and to others which are associated with the activity. Notwithstanding the inherent risks, I which risks, I wish to assume them by voluntary participating in this sporting activity in this sporting activity and in any travel associated with that activity.

I understand and agree The University of Memphis accepts no responsibility for my acts or the acts of others while I am participating in or traveling in connection with activity.

In consideration of The University of Memphis offering this opportunity and allowing me to participate in this activity, the receipt and sufficiency of said consideration being hereby acknowledged. I hereby release relieve, discharged and hold harmless The University of Memphis, its officials, trustees, employees, and representatives, from any and all liability or claim of liability, whether for personal injury property damage, or otherwise, arising out of or in connection with my participation in this activity or any travel associated with this activity.

By signing below, I acknowledge that I have read and understand the Release of Liability.

IF THE PARTICIPANT IS NOT 18 YEARS OF AGE OR OLDER, THIS RELEASE MUST BE SIGNED BY A PARENT OR LEGAL GUARDIAN.

|                             |            |
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| Print <u>and</u> Sign _____ | Date _____ |
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