

The University of Memphis

CLUB SPORTS MANUAL

Campus Recreation Intramural Services

WHAT ARE CLUB SPORTS?

Club Sports at the University of Memphis are Student Organizations that are Student-initiated and student-led. Club Sports are governed by The University of Memphis (UofM) Code of Student's Rights and Responsibilities and shall abide by those guidelines. Clubs may be instructional, recreational, and/or competitive. Some Club Sports compete with other universities and clubs throughout the country; others may participate in local demonstrations or contests. Club sports are open to the beginner as well as the advanced athlete.

Definitions:

SPORT - An activity involving physical exertion and skill that is governed by a set of rules or customs and often undertaken competitively

GAME - An activity providing entertainment or amusement; a pastime

The above definition will be used as a guide in determining what activities are eligible to become Club Sports. Activities falling under the definition of a game OR failing to meet the criterion to be considered a sport shall not be eligible to become a Club Sport at the UofM.

What are the differences between Varsity, Club Sports and Intramurals?

Varsity teams must follow NCAA and CUSA rules and regulations. Practices and games are mandatory and travel is required to play other universities. Some teams allow walk-on tryouts, others purely recruit. Varsity sports usually require a full year commitment. Club Sports play other colleges and universities, but are NOT part of the NCAA or CUSA, they are funded through their own fund raising initiative, and practices and games are determined by club officers. Club Sports may or may not require a full year commitment. Intramural Sports are competitive sports played at the UofM among other UofM students with seasons usually lasting 3-6 weeks.

CLUB SPORTS COORDINATOR

The Club Sports Coordinator acts in an advisory capacity and assists clubs with the total club sport programming system.

REGISTRATION

Every club is responsible for maintaining their registration status with the University. A club sport at the UofM shall be considered registered and in good standing when the following documents and forms have been filed and kept up to date with the appropriate UofM office.

Required Forms For Teams:

- UofM Student Organization Registration / Re-registration form (**Online**)
 - o To be completed annually
 - o Submitted copy approved by Club Sports Director as UNIVERSITY ADVISOR, if needed.
- Risk Management Plan
 - o To be approved by Club Sports Director
- Budget Proposal
- Agreement to Participate and Release from for all members

- Safety officer CPR/FA Certification (For all clubs wishing to reserve facilities)
- Instructor Credentials (For martial arts/ wrestling/and boxing clubs etc.)

Every Club Sport Participant shall sign the Agreement to Participate and Release BEFORE participating in ANY Club activity. It is the responsibility of the individual clubs to ensure that their paperwork is filed with the Club Sports Office and kept up to date.

CREATION OF NEW CLUB SPORTS

The link refers to the steps to becoming a student organization.

http://www.memphis.edu/student_leadership/organizations.php

In addition to the steps outlined at the link above, prospective club sports will need the Club Sports Coordinator's signature as their University Advisor, if needed. To gain said signature, the prospective club will need to present before the Club Sports Coordinator and Campus Recreation Staff. The presentation should include plans for the long term viability and growth of the club, the planned source of income for the club, the facilities the club intends to use, what league (if any) the club plans to affiliate with, who would be doing the instruction, a copy of the instructor's credentials and a plan for risk management.

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). Also, no person, group or organization may use the seal or any symbol of the institution or school without the prior written approval of the president of the institution or the director of the department, or his or her designee."

MEMBERSHIP

All students, undergraduate and graduate, officially enrolled (6 hours or more) 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 student, must meet with the Club Sports Coordinator.

Associate members may practice with team and also compete in non-competitive games.

Associate members are required to pay the required students activities fee in order to participate in a club sport. Payment must be made in the Student Recreation and Fitness Center at the Front Desk.

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.

HAZING

The UofM Student Code of Rights and Responsibilities prohibits hazing in Student Organizations. Hazing is defined by the University as: Hazing means any intentional or reckless act in Tennessee on or off the property of any higher education institution by one (1) student acting alone or with others which is directed against any other student, that endangers the mental or physical health or safety of that student, or which induces or coerces a student to endanger such student's mental or physical health or safety. Hazing does not include customary athletic events or similar contests or competitions, and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.

All reports of hazing will be forwarded to the Dean of Students and/or Judicial Affairs office. Clubs that engage in hazing or have individual members who participate in hazing may be subject to suspension, the loss of funds, and facility use, in addition to penalties assigned by the Dean of Students Office and/or Judicial Affairs. Individuals seeking additional information about this policy or reporting possible violations should contact the Club Sports Office at (901) 678-2812.

RISK MANAGEMENT

To encourage a safe practice and competition environment for UofM Club Sports and in order to promote student leadership and learning; the Club Sports department will require each Club Sports team to develop a written risk management plan.

This plan should address the following concerns:

1. Who provides instruction for the club?
 - a. Qualifications for a coach / instructor
2. What steps will the clubs take to provide a safe practice and competition environment (i.e. pre-activity checklists).

3. How will the club address special risks associated with their sport?
4. What is the club emergency action plan for practice, game, travel, and severe weather emergencies?
5. What type of medical supervision will the club have for practice and games?
6. What will constitute an appropriate first aid kit and who will be responsible for its upkeep and availability.
7. What will be the clubs travel policy.

Understanding that this is an important and potentially overwhelming task the Club Sports office will provide the following resources:

1. A risk management plan outline
2. Best practice travel guidelines
3. Opportunities for CPR/FA/AED training for safety officers at no cost to the club.
4. A stocked First Aid kit at the beginning of each semester.

The steps for compliance on the part of the club will be as follows:

1. Generate a written risk management plan following the provided outline.
 2. Meet with the UofM Director of Club Sports to submit the plan.
 - a. The meeting should at least be attended by the President and the Safety officer; other officers may attend as well.
 - b. All plans will be reviewed for completeness and further recommendations may be made.
 3. At the conclusion of the meeting with the club sports director, a copy of the final agreed upon plan will be kept on file in the club sports office.
 4. Club leadership will implement the plan.
 5. Clubs will pick up their stocked First Aid Kit from the Club Sports Office.
 6. Failure to abide by the agreed upon plan may result in the loss of matching funds, facility use, and club suspension.
- In addition to promoting a safer operating environment for each club this plan has the added benefit of allowing each club to tailor their plan to address specific club needs. It is Campus Recreation's hope that student involvement in the creation of the plan will improve compliance.

SAFETY OFFICERS

Each Club shall maintain at least two club members serving in the role of a SAFETY OFFICER. This member will be responsible for providing CPR / FA care in the event of an emergency. The Safety officer will be responsible for notifying in writing the Club Sports Office of any emergency or safety related issue.

Safety officers must maintain a current Red Cross or American Heart CPR/First Aid and AED certification on file with the Club Sports Office.

The Club Sports Office will provide a Red Cross CPR/First Aid and AED class twice per semester at no charge to the club. If the two class offerings are missed the Clubs will be responsible for sending their safety officers to a class at the Red Cross.

FUNDING

Funding for all club sports is intended to come primarily from the individual club's own fundraising initiative. Club Sports Team budgets may be supplemented by Campus Recreation Department up to \$1000 with matching funds up to \$1000.

To be eligible for a matching fund grants, Club Sports Teams must be involved in inter-collegiate competition.

To be eligible for a matching funds grants, Club Sports Teams must be registered and in good standing for one calendar year prior to requesting the grant.

Clubs wishing to receive matching fund grants must present a formal request to the Club Sports Office along with a summary of the upcoming budget and plan for fundraising. Matching fund meetings for the upcoming academic year will be held the first full week of school. To participate in Matching fund meetings, club presidents and/or treasurers should introduce the officers for the upcoming academic year and have all of their re-registration documents on file with the RSO and the Club Sports Office.

Once the grant has been awarded by the Coordinator, the club must present proof of fundraising to the Club Sports Office. The Club Sports mailbox is in the Student Recreation and Fitness Center, open Monday – Friday from 7:00 AM – 6:00 PM. Upon receipt of proof of fundraising, the Club Sports Office will allocate the appropriate funds to that respective club team.

The term "Matching Fund" does not indicate that the Club Sports Office will match all of the funds raised by a club but rather a portion of the funds raised.

FACILITIES

Club Sports are eligible to reserve the following facilities for regular practice and games:

Student Recreation and Fitness Center Gymnasium

Campus Recreation Echles Field

Campus Recreation Tennis Courts

Campus Recreation Sand Volleyball

Club Sports as Student Organizations may have access to many other University Facilities that are not within the purview of the Campus Recreation Department.

RESERVATIONS

To reserve any UofM facility a Club Sport must be registered and in good standing.

Reservations for practice and event times using Campus Recreation Facilities must fill out a Form D.

The Student Recreation and Fitness Center Gymnasium, Echles Field, Tennis Courts and Sand Volleyball require a reservation form that can be obtained via the Department's website. This form must be submitted at least 10 days in advance of the event. A confirmation email will be sent denoting that the reservation is official. Extended use of CRIS space is not permitted without written authorization from the CRIS Scheduling Office.

For special event reservations requiring Campus Recreation Staff supervision there will be a fee of time and half for each staff member present.

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.

TRAVEL

Club Sports handle travel at the discretion of their club officers. ***Clubs should submit a copy of the University of Memphis Club Sports Travel Form one week prior to traveling.***

All Club Sports are encouraged to use best practices when traveling. The Following is a list of common best practices.

1. Conduct a team pre-trip meeting to discuss
 - a. Review travel and game emergency action plans
 - b. Behavior guidelines
 - c. Trip itinerary
 - d. Finalize participant list
2. All passengers should wear seatbelts when vehicle is in motion
3. Obey all traffic laws and posted warnings
4. Plan for 2 or more drivers per vehicle
5. Drivers should take a 30 minute break every 4 hours
6. Each driver should drive no more than 10 hours during any 24 hour period
7. Clubs should avoid auto travel between the hours of 11PM and 6AM
8. A printed copy of each passengers emergency contact information should be in vehicle
9. A printed copy of each clubs travel policy and emergency action plan should be in each vehicle
10. A copy of the trip itinerary should be onboard each car
11. Vehicle, tires, breaks, wipers, and lights in good condition consistent with a routine maintenance schedule
12. All drivers should be in possession of a valid license, insurance, and vehicle registration

Things to know before you go (off campus):

- a. Location of competition and contact phone numbers.
- b. Availability of trainer or medical emergency personnel.
- c. Visiting school's emergency procedures and campus health center.
- d. Nearest hospital or emergency room.

INSURANCE

Individuals are encouraged to have a physical examination and obtain adequate health and accident insurance prior to participation in club sports activities. Individuals participate in club sports at their own risk. The University of Memphis is not responsible for any injury that may occur through participation in club sport activities and as such, does not provide insurance for individual participants. 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.

WEB SITE

Clubs should assist the Club Sport office in keeping the Club Sport contact page up to date. Please notify the Club Sports Office via email of any club contact changes. Please include the name, phone number and email of the new contact person.

UNIVERSITY OF MEMPHIS CLUB SPORTS EMERGENCY PROCEDURES

On Campus Injuries

1. If a trainer is available, let the trainer or EMT handle the injury. DO NOT MOVE the injured person until it is determined by a trainer or EMT the extent of the injuries.
2. If a trainer or EMT is not available, call 911.
 - a. It is the safety officers responsibility to ensure access to a cell phone.
 - b. Give accurate information – your name, location of accident, condition of injured, name of injured and what is needed, etc.
 - c. DO NOT leave the injured alone unless you are the only one able to call for help.
3. Fill out an accident report immediately and submit it to the UofM Club Sports office as soon as practicable and/or the Club Sports Director (901) 678-2802 or (901)678-2801

Off Campus Injuries

1. Verify safety information upon arriving on campus (see “Things to Know”) It is the responsibility of the safety officer and team president to secure medical care at site.
2. If a trainer is available, let the trainer or EMT handle the injury.
3. If there is no trainer, medical emergency personnel or campus security – Call 911
4. Fill out an accident report immediately and submit it to the UOFM Club Sports office as soon as practicable.
5. If a team member is taken by ambulance or family/friend/team mate, be sure to obtain accurate information immediately
 - a. Name of injured and nature of the injury if known
 - b. Campus health center, emergency room or hospital – street address, city, and phone number
 - c. DO NOT leave the injured alone unless you are the only one able to call for help.

Emergency Contacts:

Immediately after calling for medical assistance, call the people on the Emergency Procedures list below **until you reach someone (not just a voice mail). Be sure to secure the essential phone number(s) BEFORE YOUR EVENT.**

Club Advisor Name: _____ Home _____ Cell _____

Club President Name: _____ Home _____ Cell _____

Campus Recreation Representative: _____ Home _____ Cell _____

Recommended First Aid Kit Contents**General Supplies (UofM will supply the general list but the Club is responsible for the rest)**

Athletic tape (1 1/2" white adhesive) – 1 roll

Adhesive bandages - assorted sizes

Germa Spray

Medi Stat Spray

Elastic wrap

Pre Tape Spray

Latex free gloves - 3 pairs

Sterile gauze pads (3" and 4" squares) - 1/2 dozen of each

Coolant Cold Spray and Instant Cold Pack

Pre Wrap Roll

Tape Remover Spray

Tube of Abrasion Ointment

Nasal Plugs

Packets of antibacterial ointment

Tape Cutter

Additional Supplies

Injury Report Form

Writing Pen

Ice

Nail clippers and tweezers

Supplies for Individual Athletes

Epi Pen (for allergic reactions)

Inhalers

Club Sports Travel Best Practices

13. Conduct a team pre-trip meeting to discuss
 - a. Review travel and game emergency action plans
 - b. Behavior guidelines
 - c. Trip itinerary
 - d. Finalize participant list
14. All passengers should wear seatbelts when vehicle is in motion
15. Obey all traffic laws and posted warnings
16. Plan for 2 or more drivers per vehicle
17. Drivers should take a 30 minute break every 4 hours
18. Each driver should drive no more than 10 hours during any 24 hour period
19. Clubs should avoid auto travel between the hours of 11PM and 6AM
20. A printed copy of each passengers emergency contact information should be in vehicle
21. A printed copy of each clubs travel policy and emergency action plan should be in each vehicle
22. A copy of the trip itinerary should be onboard each car
23. Vehicle, tires, breaks, wipers, and lights in good condition consistent with a routine maintenance schedule
24. All drivers should be in possession of a valid license, insurance, and vehicle registration

Things to know before you go (off campus):

- a. Location of competition and contact phone numbers.
- b. Availability of trainer or medical emergency personnel.
- c. Visiting school's emergency procedures and campus health center.
- d. Nearest hospital or emergency room.

Travel Form

Please return completed form five (5) days prior to departure. Forms must be signed/approved by club President or Safety officer. Consult the UOFM Club Sports manual for additional travel details.

******PLEASE ATTACH TRIP ITINERARY TO THIS FORM (Include flight #'s and times, if applicable)******

Club Sport: _____
Today's Date: _____
Destination: _____
Method of Travel: _____
Purpose: _____

of members traveling: _____ (attach list)

of Drivers: _____ (attach list)

Departure

Day(s): _____ Date(s): _____ Time: _____

Return

Day(s): _____ Date(s): _____ Time: _____

Vehicle Description

Number: _____
Make(s): _____
Model(s): _____
License Plate(S): _____

Lodging Information:

Place: _____ Address: _____
Phone: _____

Emergency Contact Person for Trip:

Name: _____ E-Mail: _____
Phone: _____

Contact Information for the Team/Event you are Playing/Attending:

Name: _____ E-Mail: _____
Phone: _____

Signed/Approved: _____ Date: _____

Phone: _____
Club President

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 voluntarily 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 wish to assume them by voluntary participating 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 this 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.

Print and Sign _____ Date _____

Print and Sign _____ Date _____

Print and Sign _____ Date _____

Print and Sign _____ Date _____

Print and Sign _____ Date _____

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Print and Sign _____ Date _____

Print and Sign _____ Date _____

Print and Sign _____ Date _____

**CLUB SPORTS
GENERAL INFORMATION**

SPORT _____

NAME _____ UID# _____

AGE _____ BIRTHDATE _____

CURRENT
ADDRESS _____

TELEPHONE # _____

PERMANENT
ADDRESS _____

TELEPHONE # _____

EMERGENCY CONTACT _____

RELATIONSHIP _____

TELEPHONE _____

YEARS AS: Undergrad _____
Graduate _____
Faculty/Staff _____

Department: Campus Recreation and Intramural Services

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:

University of Memphis Club Sports Accident Report

Patron's Name: _____ Gender: M F Age: _____

Student / Faculty / Staff / Guest / Campus Recreation employee

Patron's Phone Number: () _____ Date: _____ Time: _____

Location of incident: _____
(Echles Field, Memorial Field, Student Rec Building, away game, etc.)

Body Part(s) Injured: _____

Possible Type of Injury (Circle all that apply):

- Abrasion Concussion Heat Related
- Amputation Cut Puncture
- Bruise Dislocation Sprain/Strain
- Burn Fracture Other: _____

Describe How the Accident Occurred: _____

First Aid Rendered by: _____

Describe First Aid/Care Provided: _____

Witness _____ Witness Phone _____

Was the injured party advised to seek further medical treatment? yes / no

Was 911 called? yes / no Time called: _____

Name of person completing report (print): _____

Signature of person completing report: _____

I have refused any and all care from the Campus Recreation staff, or club sport care providers.

Signature: _____ Supervisor: _____

(If injured party refuses to sign, supervisor should sign where indicated.)

Refusal of Advanced Medical Treatment

This will serve as certification that personnel employed by the University of Memphis Campus Recreation Department have advised me that the Emergency Medical System must be activated on my behalf. I am refusing such action. I have also been advised by said personnel that I should seek advanced medical attention on my own.

Signature: _____ Supervisor: _____

(If injured party refuses to sign, supervisor should sign where indicated.)

Risk Management Plan Outline

I. Name of Club and description of the Sport in question

- A. Identify all practice locations
- B. Identify all home competition locations
- C. Identify all away competition locations

II. Name of person(s) providing instruction for the club

- A. List the qualifications for a coach / instructor

III. Safe Practice and Games

- A. List all steps that will be followed prior to games and practice to ensure a safe playing environment

IV. Special Risks

- A. List all of the unique risks associated with the sport in question
- B. List all measures taken to address these risks

V. Medical Supervision

- A. List the type of medical supervision the club plans to maintain for practices
- B. List the type of medical supervision the club plans to maintain for competitions

VI. First Aid Kit

- A. Name of the designated person responsible for maintenance of the First aid kit
- B. Name of the designated person responsible for ensuring the First aid kit is present at all games and practices.
- C. List special items to be added to first aid kit

VII. Emergency Action Plans

- A. Injury (Home)
- B. Injury (Away)
- C. Travel Emergency
- D. Severe weather emergency

VIII. Travel Policy

- A. Name mode of travel
- B. List travel procedures