

UNLV CAMPUS RECREATION SERVICES

Sport Clubs Manual

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Sport Clubs Offices

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ALL SPORT CLUBS WILL HAVE ACCESS TO THE SPORT CLUBS OFFICE ON THE 1ST FLOOR OF THE SRWC. TO GAIN ACCESS TO THIS OFFICE THE CLUB PRESIDENT MUST CHECK OUT THE KEY CARD AT THE EQUIPMENT DESK. EACH CLUB WILL BE ASSIGNED A WORKSTATION, HOWEVER, COMPUTER ACCESS WILL BE SHARED. THE OFFICE WILL BE SUPPLIED WITH OFFICE SUPPLIES AND HAVE A WORKING PRINTER, SCANNER, COPIER, POTENTIALLY A FAX MACHINE. EACH CLUB WILL BE ABLE TO COME IN AND PREPARE DOCUMENTS, REPORTS, SCHEDULE EVENTS, AND CONDUCT CLUB BUSINESS FROM THIS LOCATION.....

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Chapter 1: Introduction

Welcome to the Sport Clubs Program at the University of Nevada Las Vegas. UNLV Sport Clubs offer a diverse spectrum of activities for individuals and various groups on campus. The Sport Club Program complements the University's intercollegiate, intramural, and physical education activity programs, while providing the student's opportunities to develop skills that will assist them beyond the years spent at UNLV. The Sport Club Program is housed in the Department of Campus Recreation and the Division of Student Affairs, which reports to the Vice President for Student Affairs, Dr. Juanita Fain.

Each club is formed, developed, governed, and administered by the membership of that particular club while working with the Department of Campus Recreation for funding, recognition, and administration. Sport Clubs receive dedicated administrative assistance through the Program Coordinator for Sport Clubs. The key to the success of each club is leadership, interest, and involvement of the student members.

1.1 Purpose of the Policies and Procedures

This handbook has been prepared to assist clubs in the administration of their programs and is designed to serve as a supplement to the Registered Student Organization Manual distributed by the Office of Civic Engagement and Diversity. Sport clubs are governed by the rules and regulations established for all registered student organizations on the UNLV campus and by those established by Campus Recreation. All officers, members, coaches, advisors, and volunteers of each Sport Club are expected to become familiar with all policies and procedures that will pertain to the club. Situations involving sport club business or any activities that are not covered in of these handbooks should be referred to and discussed with the Sport Club Office. Information in the Sport Club Handbook is subject to change at any time. New policies, procedures, or changes/additions to existing policies or procedures made due to unforeseen circumstances during the 2010-2011 academic year shall be deemed official even though not printed in this publication.

UNLV Student Organization Website (<http://unlv.orgsync.com/home>)

UNLV Student Organization Manual can be found under general files (<http://unlv.orgsync.com/FormsandFiles>)

Sport Club Manual (<http://srwc.unlv.edu/sportClubs.html>)

1.2 Mission Statements

Division of Student Affairs Mission

We inspire, educate, and support students in their efforts to excel personally and academically, demonstrate high levels of integrity, and exhibit a strong commitment to building a just and equitable world for all people. We encourage our students to write, speak, and think critically, and to become skilled and knowledgeable in their academic disciplines. We help our students develop a healthy sense of identity as individuals and as members of a community, placing high value on the ability to thrive both independently and interdependently. At the University of Nevada, Las Vegas (hereinafter "UNLV"), we place particular emphasis on cross-cultural appreciation and literacy, ethical leadership, and a commitment to civic engagement and social justice.

Division of Student Affairs Diversity Commitment Statement

The Division of Student Affairs is committed to fostering a community that nurtures and celebrates diversity.

We design strategies to continue the evolution of our learning community. We encourage personal growth and advocate deliberate conversations to confront all forms of prejudice and oppression. In order to advocate better on behalf of our diverse community, it is imperative that members of student Affairs increase their awareness of the many forms of intolerance. Each individual shares responsibility for challenging all forms of oppression.

We institute policies and practices to provide a civil, welcoming environment for self-expression and safety. All members of the Division of Student Affairs agree to respect, support, and accept differences in

race, religion, gender, age, ability, sexual orientation, disability, class, occupation, national origin, socioeconomic status, education, and any individually defined identities.

We acknowledge that our activities, programs, services, and everyday interactions are enriched by our acceptance of one another. We further acknowledge that each individual enriches the environment and the overall experience of its members. Learning from community members is best achieved in an atmosphere of mutual respect and understanding.

The divisional commitment to value diversity must be embodied by all members of Student Affairs in order to achieve the desired civil, just, and inclusive community.

Campus Recreational Services Mission

The mission of Campus Recreational Services is to educate and provide safe, comprehensive recreational sports and activities that are accessible and responsive to the articulated needs of all members of the UNLV community. The CRS team develops and provides holistic opportunities to enhance personal development, academic productivity and satisfaction, increase physical and mental health, and encourage social interaction for a lifelong affinity for learning and intellectual development.

In support of this mission, the CRS team has established these goals:

- To establish, provide and effectively manage quality programs including Intramural Sports, Club Sports, Fitness, Wellness, Outdoor Adventures and the Student Recreation and Wellness Center (SRWC).
- To educate participants on lifelong behaviors associated with physical, mental, social, spiritual, occupational, and emotional wellness that supports making responsible choices, which contribute to their overall well-being.
- To provide diverse programs and services designed to be inclusive to the needs of students, faculty, staff, and surrounding community.
- To provide professional development opportunities, educational experiences, and civic engagement that fosters lifelong learning.
- To participate and collaborate in campus wide programs that provide involvement opportunities and assist in the recruitment and retention of students, faculty and staff.

Sport Clubs Mission

The UNLV Sport Clubs Program provides students, faculty, and staff the opportunity to participate, educate, and compete in recreational activities as a means to enhance their collegiate experience and provide a vehicle for a well-rounded education through physical, social, and leadership development.

The Club Sports Program provides participants with the opportunity to:

- Develop a feeling of belonging and understanding among individuals and groups
- Develop and maintain physical fitness
- Practice and refine existing sports skills and learn new sports skills
- Develop and practice good sportsmanship
- Develop leadership skills and capabilities
- Develop knowledge and skills to participate in lifelong recreational activities
- Develop organization and administrative skills including program planning, delegation of responsibility and authority, group dynamics, fundraising, financial management and public relations
- Engage in structured intercollegiate competition

1.3 What is a Sport Club

The Sport Club program at the University of Nevada Las Vegas is comprised of approximately 16 sport clubs. A Sport Club is defined as a registered student organization (RSO) that exists to promote and develop interest in a particular sport, physical activity, or recreational based activity. A Club may be instructional, recreational, competitive, or may involve any combination. Involvement in a Sport Club enhances the student's collegiate experience and contributes to the student's overall education and personal development. Sport Clubs are officially sponsored by the university through the Department of Campus Recreation. Sponsorship requires supervision and assumption of responsibility for all Club actions and activities. **A RSO choosing to accept or seek the classification of being a Sport Club agrees to abide by all federal, state, and local laws, Board of Regents policies, University policies, RSO policies and procedures, Campus Recreation policies, UNLV Student Code of Conduct, Sport Club Manual policies and procedures, and their national governing organization.**

1.4 How do Sport Clubs differ from Varsity Sport programs?

Sport Clubs differ from varsity athletics in that sport clubs are not scholarship-based. Sport Clubs are responsible for their own administration and for many of their own expenses. Unlike varsity sports, students themselves manage sport clubs. Sport Clubs are required to have a faculty/staff advisor and may or may not have a coach. The Program Coordinator for Sport Clubs (Sport Club Staff) oversees the administration of the UNLV Sport Club program.

1.5 How do Sport Clubs differ from the Intramural Sports programs?

The intramural sports program provides an opportunity for students, faculty, staff, and other members of the university community to participate in team and individual sports against other UNLV teams or opponents. The purpose of intramurals is to provide exercise, recreation, and fun for all participants. The intramural sports program is different from sport clubs in that sport clubs travel to other college and university campuses/cities to compete, and schedule their own practices, games, and tournaments. For more information on UNLV Sport Clubs website at <http://srwc.unlv.edu/sportClubs.html> or contact Erin Farrar at erin.farrar@unlv.edu.

1.6 Sport Club Membership Eligibility

All guidelines, policies, and procedures governing the Sport Club Program were written to protect the rights and safety of each participant and are designed to provide fair and equal opportunity for all persons eligible to participate in Club activities.

1.6.1 All currently enrolled UNLV students must be given the opportunity each semester to try out for or join a Sport Club. Only student members of a Club may hold an office in the Club, vote on Club matters, and conduct Club business.

1.6.2 UNLV faculty/staff may apply for affiliate Club membership. To apply to be an affiliate member of a Sport Club, a faculty/staff member must submit a request via email to the appropriate club and Sport Club staff. Faculty/Staff Club Affiliate members may not hold an office within the Club, vote on Club matters or elections, or conduct business on behalf of the club.

1.6.2.1 The exception to this rule being if the club is in danger of ceasing to exist. A request may be submitted via email to Sport Club Staff. If approved specific terms will be discussed and set during a meeting with Club President, Faculty/Staff member, and Sport Club Staff.

1.6.3 Each member, affiliate members, and coach(s) of a Sport Club must complete a Membership Packet, submit a copy of their current medical insurance card, pay club dues (if required), and be listed on the Club's membership roster before he/she is recognized as an official member of the Sport Club. Club's that utilize equipment that may be considered weapons, must also complete the Transportation and Weapons Agreement.

1.6.4 Spouses of club members or UNLV faculty/staff, Student Recreation and Wellness Center (SRWC) Community members, and UNLV Alumni, are not eligible for Club membership.

1.6.5 Scholarships (regardless the type) are not awarded by UNLV and may not be paid for out of funds acquired by UNLV. Scholarships must be fully funded by clubs ability to raise funds from non-UNLV sources and approved by majority vote of club members.

1.6.6 Intercollegiate athletes are eligible for membership in a Sport Club without restrictions due to team affiliation. It is strongly encouraged that intercollegiate athletes obtain written permission from their coach prior to joining club.

1.6.7 Clubs involved with water activities are strongly suggested to have all members pass a swimming test prior to membership. To obtain testing Sport Club Staff should be contacted to help work out a testing plan.

1.6.8 Along with the guidelines for membership outlined in the Sport Club Manual, Clubs are encouraged to comply with membership guidelines of national organizing bodies.

1.6.9 Clubs members and coaches participating in Club activities utilizing the SRWC are required to obtain a membership to use the facility in any capacity. If Club members or coaches violate SRWC usage policy, the Club and its members may face sanctions according to SRWC policies.

1.6.10 A club may decide on its membership selection, provided the club does not violate UNLV's commitment to diversity while maintaining the club's objective (see the UNLV Non-Discrimination Policy). No organization may discriminate in policy or action on the grounds of race, religion, color, sexual orientation, national origin, or gender. A club's membership roster may not have a cap, thereby allowing open membership. However, each club that chooses to compete in nationally recognized leagues may choose to cap their active competition team and hold tryouts to meet national organization competition requirements. Clubs that do not manage their roster size will not receive special consideration for resources or assistance.

Current Registered Sport Clubs:

- Bowling Club
- Boxing Club
- Club Baseball
- Cycling Club
- Equestrian Club
- Golf Club
- Men's Lacrosse Club
- Men's Rugby
- Men's Volleyball Club
- Paintball
- Rebel Dance Sport
- Rebel Ice Hockey
- Rebels Running Club
- Roller Hockey
- Sky Walkers (Slack Line)
- Table Tennis
- Tennis
- Triathlon
- Women's Lacrosse
- Women's Rugby

1.7 Education:

The Department of Campus Recreation believes that education should always remain top priority while attending UNLV but we also recognize the importance of success on the field of play. With our strong commitment to education and providing experiences that will last a lifetime, we remain committed to promoting an atmosphere that allows all club members to grow, discover, and advance in both arenas.

Campus Recreation in their support of the academic mission of UNLV will be monitoring Grade Point Averages for the Fall 2010 and Spring 2011 semesters. It has already shown that students that participate in recreational based activities have higher grade point averages than university averages.

1.7.1 The GPA policy for involvement in any area of the Campus Life Cluster requires that you maintain a 2.00 Semester and 2.25 Cumulative GPA at all times. The Sport Club Staff at the end of each semester will check the GPA results of all club members and provide a print out for the Presidents and Advisor of each organization.

1.7.2 The Sport Club Staff and Advisers retain the right to meet with and discuss any students whose GPA fall below the GPA policy. During the Fall 2010 semester club members will be strongly encouraged to increase their GPA's.

1.7.3 If after examining GPA's during the Fall 2010 and Spring 2011 semesters Campus Recreational Services determines that the overall Sport Clubs Program GPA is not meeting sufficient levels, Campus Recreational Services will institute a GPA review program.

Important Dates for Fall 2010

Date	Event	Location & Time
Thurs. Sept 9	MANDATORY Fall Training/Workshop	5:00 - 7:00 pm SRWC Wet Classroom
Tues. Sept 14 & Wed Sept 15	Student Involvement Fair	11:00 am - 3:00 pm SU
Fri. Sept 17	OrgSync Compliant, Officer List Due	Due by 5:00 pm
Mon. Sept 20	Advisor/Coach Training Session	5:30 - 6:30 pm SRWC Wet Classroom
Mon. Sept 20	Club Constitutions Due and uploaded to OrgSync	Due by 5:00 pm
Thurs. Sept 23	Sport Club Council Meeting	5:00 - 7:00 pm SRWC Wet Classroom
Fri. Sept 24	Roster must be submitted along with membership packets	Due by 5:00 pm
Fri. Sept 17	CPR/First Aid/AED Training	10:00 am - 2:00 pm SRWC Wet Classroom
Wed. Sept 22	CPR/First Aid/AED Training	5:00 - 9:00 pm SRWC Wet Classroom
Wed. Sept 29	Organization Registration Session (for new clubs started after Sport Club Training/Workshop)	Due by 5:00 pm
Fri. Oct 1	Fall game schedule due unless games prior to Oct 1, then schedule must be submitted 2 weeks prior	Due by 5:00 pm
Fri. Oct 1	Team Pictures Due (if team does not have anyone to take picture schedule appointment with Sport Club Staff 2 weeks prior to date of picture to be taken)	Due by 5:00 pm
Mon. Oct 25	CPR/First Aid Certifications Must be turned in and copies made	Due by 5:00 pm
10 business days prior to departure	Pre-Competition Packet must be turned in	Due by 5:00 pm
Wednesday AFTER EVERY Competition	Post-Competition Reports must be turned in	Due by 5:00 pm
Last Wednesday of every month	Monthly participation report due	Due by 5:00 pm

Important Dates for Spring 2011:

Date	Event	Location & Time
TBA	CPR/First Aid/AED Training	TBD
Thurs. Jan. 27	MANDATORY Spring Training/Workshop	5:00 - 7:00 pm SRWC Wet Classroom
Tues. Feb 1 & Wed Feb 2	Student Involvement Fair	11:00 am - 3:00 pm SU
Fri. Feb 4	OrgSync Compliant, Officer List Due	Due by 5:00 pm
Fri. Feb 4	Spring Schedule Due (unless previously submitted or games start before this date)	Due by 5:00 pm
Fri. Feb 4	Roster must be submitted along with membership packets	Due by 5:00 pm
Mon. Feb 7	Club Constitutions Due and uploaded to OrgSync	Due by 5:00 pm
Fri. Feb 11	Final Day to register club for Spring semester	Due by 5:00 pm
Fri. Feb 11	CPR/First Aid Certifications Must be turned in and copies made	Due by 5:00 pm
Fri. Feb 11	Team Pictures Due (if not submitted in the fall)	Due by 5:00 pm
Fri. March 18	2011-2012 Budget Materials Due	Due by 5:00 pm
Fri. Apr 15	Club Officer Elections for 2011-2012 must be completed and list submitted	Due by 5:00 pm
Fri. May 13	Annual Report Due	Due by 5:00 pm
10 business days prior to departure	Pre-Competition Packet must be turned in	Due by 5:00 pm
Wednesday AFTER EVERY Competition	Post-Competition Reports must be turned in	Due by 5:00 pm
Last Wednesday of every month	Monthly participation report due	Due by 5:00 pm

Chapter 2: Registering as a Student Organization and Sport Club

The Office of Civic Engagement and Diversity (OCED) has simplified the registration process to become a registered student organization at UNLV. The following is designed to outline the registration process for all wanting to become a registered student organization and Sport Clubs. If these processes are not followed then student organizations will not be considered officially recognized nor eligible for Sport Club status.

2.1 Becoming a Registered Student Organization

Getting Started

All members of student organizations need to create and maintain an individual Involvement Portal hosted by Orgsync. Within each Individual Portal each student will also have access to all Registered Student Organization Group Portals in which they have membership, enabling students to manage multiple involvement memberships. Within the Group Portals, students are able to efficiently manage the administrative and communicative aspects of their organization.

To create a portal for an individual:

1. Click on Join in the upper right of this website.
2. Create a personal profile for your portal by completing the personal information requested. You can determine privacy settings after the portal is created.

Joining or Creating a Registered Student Organization Group Portal:

1. Log in to your personal portal (see directions above to create a portal).
2. Click on My Orgs and scroll down to Join and Org
3. Click on Organizations next to University of Nevada, Las Vegas
4. Search for organizations of interest by using keywords or organization names.
 - o If you are creating a new student organization, click on Registering a New Student Organization and complete the organization profile.
5. All organizations initially have the default password of: rebels
 - o If this password has been changed, type a message to the group in the box on the right as a membership request. An officer from the organization should contact you via the portals or email.

Registration Deadlines

Fall: Friday, October 1, 2010 by 5pm

Spring: Friday, February 11, 2011 by 5pm

Registration Requirements

Both requirements listed below must be completed both Fall AND Spring semesters.

1. Update or Create the on-line organization profile

- Existing organizations: will simply update their Organization Profile within Group portal under the Settings tab.
- New organizations: must create an Organization Profile by completing the steps previously explained.

2. Attend the Mandatory Organization Registration sessions each semester.

- Fall 2010: Wednesday, September 29th 6:00 PM-7:00 PM Student Union Theater
- Spring 2011: Tuesday, February 8th 6:00 PM- 7:00 PM Student Union Theater

More details can be found at (<http://unlv.orgsync.com/registration>) or by visiting the Source Room on the 3rd Floor of the Student Union

Special Note:

The Sport Clubs staff will host a Mandatory Sport Clubs training/workshop at the beginning of each semester that will serve to replace the Mandatory Organization Registration sessions that OCED holds each semester. All clubs are required to have one (1) member at this meeting. If prior approval is granted from Sport Clubs staff for a club to miss the meeting, they must still attend the Mandatory Organization Registration.

2.2 Becoming a Sport Club

While completing registration process for becoming a registered student organization, organizations are encouraged to contact the Sport Club Staff in the SRWC prior to making the designation on organization registration portal. While filling out the form "Register New Organization" organizations will have the opportunity to designate themselves as a Sport Club (Club Sports). After receiving confirmation that the organization has been official accepted as a registered student organization, the organizers must come meet with the Sport Club staff.

2.3 Criteria Used to be recognized/accepted as a Sport Club

Campus Recreation realizes that there are potentially limitless sport/recreational-related clubs that might wish to seek recognition in the Sport Club program. Due to limited facilities and resources, it may not be feasible to add new clubs or Campus Recreation may have to place certain restrictions on clubs. Student organizations must meet the following minimum criteria before applying for full Sport Club status.

- Must be a registered student organization through the office of Civic Engagement and Diversity
- Must be a competitive or recreational activity based organization
- Must have a minimum of 10 active members in the club
- Must compete or host a minimum of 4 local or regional events
 - Events are defined as practices, games, matches, etc...

2.4 Renewal of Registered Student Organization Status and Sport Club Status

Each semester registered student organizations are required to attend a mandatory informational/training session and renew their status as being an active and registered student organization. Because of the nature of Sport Clubs, we have worked with OCED to offer a minimum of one informational/training session that will eliminate the necessity to attend two separate sessions.

2.4.1 These meetings are mandatory and clubs must have a minimum of one (1) student member attend these sessions.

2.4.2 The Sports Club staff will attempt to offer two of these sessions each semester but attendance is mandatory at only one of them.

2.4.3 If clubs fail to send a minimum of one (1) student member to one of the required sessions the club will automatically put on probation (see definition of probation in Chapter 7).

2.4.4 Dates will be published in the Sport Club Manual, notification to Club Presidents will be sent out one month prior to meeting dates via email. Sport Club Staff will utilize emails listed in OrgSync.

2.4.5 Dates are subject to change. Sport Club staff will notify Club Presidents of any changes 6 hours prior to the scheduled meetings (unless circumstances prevent staff from doing so).

2.5 Benefits of being a Sport Club

All organizations receive the benefits of certain campus resources for more information please visit (<http://unlv.orgsync.com/home>). Not all resources are outlined on the website but staff members will be able to help guide you in the right direction. There are several advantages and privileges granted to organizations that register as a Sport Club and remain in good standing with the program. The following includes some but not all benefits/privileges of being a Sport Club (a detailed list of benefits is located in Chapter 5).

- Marketing
- Facility Space
- Funding
- Storage Space
- Fundraising Opportunities
- Copies, Faxes, Printing, Scanning

- Secured Mailboxes
- Sport Club Office
- Trainings
- 1 on 1 club advising with Sport Club staff
- Logo usage (authorization required)

Chapter 3: Organization and Requirements of Sport Clubs

Clubs are self-administered and the daily operations of each club are the responsibility of its officers and members. The contribution of each member is vital to the club's success. However, a club's president is ultimately responsible for ensuring that the club maintains operations, upholds its commitments, and works towards the will of the club's members. Each club president should delegate responsibilities among officers and club members as necessary.

Each club must have a minimum of two (2) officers, of which one must be the club's president. For clubs with larger membership, a recommended ratio of one (1) officer for every five (5) members should be considered. Typical club officers include president, vice-president, treasurer, equipment manager, publicity manager, etc. **At no time will a club enable its officers to gain financial compensation solely for their involvement as an officer of the club, unless otherwise voted on by a majority of club members.**

Responsibilities of the club officers include, but are not limited to:

- Provide leadership and direction to the club;
- Work for the club's membership while maintaining the club's best interests;
- Follow regulations as stipulated by UNLV Student Conduct Code, Campus Recreation Services, and the Sports Club Manual;
- Serve as liaison between the club and the Club Sports Staff, or Club Sports Council, concerning all club activities;
- Inform club members and coaches of all responsibilities, obligations, policies, procedures, and crucial deadlines;
- Fulfill all national governing body and/or league obligations.

3.1 Requirements of Active Sport Club Members

As members of a Sport Club you will be held to the following expectations:

- Must be a currently enrolled student at the University of Nevada Las Vegas or meet other membership requirements, unless special provisions have been made by the Sport Club staff
- Abide by all policies, rules and procedures established by the University of Nevada Las Vegas, Student Code of Conduct, Campus Recreation and the Sport Club Program;
- When entering facilities coordinated by Campus Recreation, all sport club members must present their student IDs and enter through the designated access points;
- Be respectful of Campus Recreation staff, sport club participants, opponents, fans, and members;
- Advocate role modeling and sportsmanship for other teams and institutions.

3.2 Sport Club Officers Roles and Expectations

3.2.1 President (mandatory position): The Club President will be responsible for completing the most important elements of running a successful organization. The President is ultimately responsible for making sure that the Club, its officers, and its members are fully compliant with all policies and procedures. These duties will include but are not limited to:

- Provide the overall vision and direction for the club
- Serve as the liaison between the club members, the Sport Club Staff and Campus Recreation
- Attend all club meetings
- Schedule and lead team meetings
- Serve as a representative to the national governing body

- Monitor the activities of the club to ensure compliance to the policies and procedures of the University of Nevada Las Vegas, Campus Recreation, and the Student Code of Conduct
- Work with other club members to promote the club (can be delegated to another officer or member)
- Report results of competitions by Wednesday following competition to the Sport Clubs Office (can be delegated to another officer or member)
- Notify the Sport Clubs Office immediately of any schedule changes
- Assure members are up-to-date on policies and procedures from handbook
- Train the future president on duties and procedures
- Maintain inventory of club equipment and supplies (can be delegated to another officer or member)
- Submit necessary paperwork (ensure all members complete all required paperwork), forms, and reports by the indicated deadlines (all paper, forms, and reports will be detailed in the Appendix)
- Delegate responsibility to involve other club members to promote development among club members
- Submit a facility request to the Sport Clubs Office by the designated date/time each semester (can be delegated to another officer or member)
- Adjudication of Disciplinary Problems: The Club President will work with the Sport Club staff and Sport Club Council to resolve:
 - Any conflicts, disciplinary matters or complaints regarding the Club's behavior
 - Report any violation in policies
- Mailbox: The Club President will be responsible for checking the club mailbox regularly.
- Email: The president is responsible for checking any club email address regularly and ensuring prompt replies to requested information.
- Sport Club Meetings: The President is responsible for attending all meetings scheduled with the Sport Club staff, and ensures the presence of other required members. If the President cannot make a scheduled meeting, Vice President or Treasurer must attend the scheduled meeting and 24-hour advance notice is required via email to Sport Club staff.

3.2.2 Vice President/Risk Management and Safety (mandatory): The Vice President/Risk Management and Safety main responsibility will be to assist the President to ensure that all Club requirements are met. In addition, the Vice President will also be responsible for the Risk Management/Safety aspects of all Club activities. If the Club is large enough this position may be divided among multiple officers. These duties will include (but are not limited to):

- Preside over club meetings and business during the president's absence
- Attend mandatory meetings with or in the absence of the president
- Assist the president as needed
- Learn the role of the president (typically, this position will later become the club president)
- Club members are expected to place the highest priority on safety and risk management. All clubs must have a Risk Management Officer. The Risk Management Officer duties include (but not limited to):
 - Ensure that two (2) members of the Club will be CPR/First Aid certified and at least one (1) member will be present at all Club activities. All records must be submitted to Sport Club staff.

- Attending meetings and ensuring that the club has and adheres to a comprehensive risk management plan.
- Inspecting all equipment and facilities utilized by the club and report all maintenance and repair needs to the facility management.
- Ensuring that club members are thoroughly familiar with the evacuation plan for relevant facilities and the emergency action plan for events.
- Ensuring that no individuals participate in practices or competition unless they are approved members of the Sport Clubs, are on the updated roster, and have a signed/turned in the Liability Waiver to the Sport Clubs Office.
- Ensuring that a copy of all Liability Waiver forms and emergency procedures are present during any club travel.
- Reporting all safety concerns, issues and incidents to the Sport Clubs staff in a timely manner; Fill out team accident/incident reports when necessary and turn them in to the Sport Clubs Office by the Wednesday following the competition

3.2.3 Secretary (optional):

- Attend all club meetings and record minutes and submit meeting minutes to Sport Club staff by the Wednesday following the meeting
- Conduct correspondence for the club and update the club roster and submit any changes to the Sport Clubs Office
- President may assign additional duties to aide in collecting paper work, forms, and reports

3.2.4 Treasurer (mandatory): This position must remain separate from all other offices of the Club. The reason for the separation between this position and other officers is to promote checks and balances within each club and to ensure that all monies are handled properly. The duties are as followed (but not limited to):

- Collect dues (if applicable)
- Keep an accurate financial record; including all receipts to document expenditures.
- Work with the President in budget preparation
- Work with Sport Club staff to develop budgets, budget requests, and to ensure efficient use of funds.
- At no time may a Club run a deficit. If this occurs and club cannot meet financial obligations, the Treasurer is to notify the Sport Club staff and Club members within five (5) business days.
 - President and Treasurer will be required to schedule a meeting with Sport Club staff and discuss potential solutions and ways to avoid in the future
 - If financial obligations cannot be met and a solution obtained, Club will be immediately placed on probation (see Chapter X for clarification) and will be put up for Sport Club Council review

3.2.5 Web Site Manager (optional position):

- Develop and/or maintain a club website (OrgSync is acceptable)
- Update all schedules, rosters, upcoming events, and news on web
- Take pictures to put on the website
- Assure all items on the website are appropriate by UNLV standards
- Make sure the web site link is communicated to Sport Clubs staff

3.3 Affiliate (Faculty/Staff) Members Wishing to Become Officers

- Club officers may be a UNLV Affiliate (Faculty/Staff) member, provided the student membership of the organization outnumber Affiliate (Faculty/Staff) members at least 2:1.

- An Affiliate (Faculty/Staff) member running for a Club's officer position may hold office for no more than one calendar year or the club's defined officer tenure, whichever is shortest.
- That Affiliate (Faculty/Staff) member may not be reelected for any club officer role any time thereafter.
- Affiliate (Faculty/Staff) members running for an organization's officer position may not work for the same department/school as the Club's On-Campus Advisor in any capacity.
- The Club's On-Campus Advisor may not be listed as a club officer at any time.
- Affiliate members are not eligible to vote, even if holding an officer position. They may provide thoughts and opinions.

3.4 Club Constitution

All clubs are required to have a set of operational guidelines or rules, in the form of a constitution. Each Sport Club should develop a constitution that is suited to their organization. The constitution must be easily interpreted so that the club can operate consistently from year to year. All Sport Clubs will be expected to update their constitution annually and submit a current copy to the Sport Club Office. A constitution is the organizational framework of a club, and expresses the fundamentals of the Club's structure and purpose. The constitution should be updated periodically as policies and officers change. Bylaws and standing rules are easier to amend than the constitution. Bylaws govern the internal operations of a club. Standing rules are those adopted by a majority vote at a club meeting. The following is a suggested format for constitutions:

- Article I: Name
- Article II: Purpose / Mission Statement
- Article III: Membership
- Article IV: Finance
- Article V: Organization
- Article VI: Advisor / Coach
- Article VII: Elections
- Article VIII: Meetings
- Article IX: Removal from Office
- Article X: Referendum
- Article XI: Amendments
- Article XII: Bylaws
- Article XIII: Ratification
- Article XIV: Disciplinary Action and Member Conduct
- Bylaw I: Duties of the Executive Committee
- Bylaw II: Duties of the Officers
- Bylaw III: Conditions for a Club Sponsor
- Bylaw IV: Nominations and Elections
- Bylaw V: Club Courses
- Bylaw VI: Adoption of the Bylaws
- Bylaw VII: Amendments to the Bylaws

More examples can be found by doing searches online for Sport Club Constitutions or by request from the Sport Club staff.

3.4.1 All Clubs must submit to Sport Club Office and upload to OrgSync their current and up-to-date constitutions by date listed under Important Dates section.

3.4.2 Each constitution must contain a dissolution clause, in the instance a Club fails to retain member numbers to meet the needs of each club. If this instance occurs, the Sport Club staff must be notified by the Club President within five (5) business days to ensure all Club business is completed.

3.5 Faculty/Staff Advisor for each Sport Club

All clubs are required to find a member of the UNLV Faculty or Professional Staff to act as the club's On-Campus Advisor, graduate assistants are not eligible for this role (The exception being if no staff member can be found to take on the role. This must be discussed and approved by the Sport Club staff). The club advisor serves as a valuable resource for academic success as well as a resource to navigate the university system. In addition to the following expectations, it is important for the Club President and Club Advisor to discuss the expectations for the club and the advisor prior to signing the Club On-Campus Advisor Agreement.

The official terminology from UNLV Human Resources indicates a professional employee as any person whose employment designation is either Faculty (Academic or Administrative) or Administration. This can be verified by using the searchable directory on the UNLV website (<https://sysapps.unlv.edu/eel/search.aspx>).

3.5.1 Role of the Club Advisor: The Sport Club Staff Advisors serve as the primary advisors and resources to the sport club leadership and their student members. It is the responsibility of the Sport Club Advisors to monitor club activities to assure that the participants are performing in a safe environment, and to ensure that the clubs are operating under University policies and procedures. As advisors and facilitators, these individuals will not make choices for the club leaders or tell the leaders how to lead their clubs. Instead, they will provide options and manage the parameters under which choices are made. The students are responsible for making decisions and must accept all outcomes associated with decisions made.

3.5.2 Responsibilities of the Club Advisor: Club Advisors are responsible for the following (but are not limited to):

- Attending important club meetings.
- Attending practices and competitions on a periodic basis.
- Providing club continuity from year to year by assisting with officer transitions.
- Providing valuable feedback for decision-making.
- Oversee or assist (not do) with scheduling, budgeting, and financial transactions.
- Relay policies and expectations to the club, as coordinated with the Sport Club staff
- Act as a mediator if conflicts should arise internally to the club.
- Under no circumstances is the Club Advisor allowed to conduct Club business, enter into agreements/contracts, force their views and opinions on to Club members.

3.5.3 How to best utilize the clubs advisor

- Keep you advisor informed of the club's activities and plans.
- Meet with your advisor prior to club meetings to discuss the agenda and topics to be covered.
- Be open to suggestions and criticism from your advisor. His/Her knowledge and experience will help when faced with difficult issues.
- If your advisor cannot attend club meetings, meet with him/her after the meeting to discuss what happened.
- Advisors can be a great resource for your clubs...take advantage of their insight and experience!
- While you should try to use your advisor to your advantage, please remember they are volunteering for this position and should not be taken advantage of. In other words, do not rely on your advisor to accomplish the Club's responsibilities.

3.6 Coaches and Instructors

Coaches/Instructors are not a requirement for Sport Clubs', however, it is important to know the guidelines of your national governing body because some do require that clubs have coaches with certain certification levels. The Sport Club staff does not have the expertise to determine the technical skills of a coach/instructor and, therefore, rely on the judgment of the Sport Club members to evaluate those qualities and skills. If a club feels the expertise of a coach or instructor would be an asset, it is the club's responsibility to secure the services of an instructor or coach for their team.

3.6.1 Persons who serve in the coach or instructor role will not be considered an employee of the University of Nevada Las Vegas or Campus Recreation, and cannot be paid with university funds. In order for compensation to be considered for coaching or instruction the Club members must vote to approve any compensation with the following restrictions:

3.6.1.1 Sport Club must be able to meet all financial obligations prior to payment of compensation is disbursed

3.6.1.2 A majority vote to approve compensation must be secured by Club members before compensation is disbursed

3.6.1.3 Should a coach/instructor/advisor make an authorized purchase (must be pre-approved by Club members) for the Club, receipts must be submitted to club and payment can be made.

3.6.2 Coach and Instructor Roles, Responsibilities, and Guidelines

Coaches and instructors must abide by the following guidelines:

- All coaches must have a completed Coach/Instructor Agreement Form and membership information on file with the Sport Club Office to be eligible to assume the duties of the coach; this must be submitted each year.
- The coach/instructor shall be aware of and follow all University and Department procedures relative to the sport club program. The officers should schedule an appointment with the Sport Club Staff and coach to cover these procedures.
- In addition to taking certain steps to reduce the risk of injury to the students, coaches should be concerned with the risk of their own liability as a result of serious injury. It is recommended that all coaches purchase their own personal medical and liability insurance.
- **The coach/instructor should restrict his/her contributions to coaching and should refrain from activities involved in the club's management.** A sport club is first and foremost a student organization. The philosophy, and key, to the success of the Sport Club Program has been the continued emphasis placed on student leadership and participation. Therefore, matters involving the management of the club must be left to the student members. **The student leaders, not the coach, must serve as the liaison between the sport club and the Sport Club Staff.**
- Club business matters (i.e. hosting tournaments, submitting forms, and requesting facilities and equipment) must be coordinated by the club members, with the coach/instructor serving in an advisory capacity. Club activities and events should not be left solely to the coach or single student leader.
- Participation in the sport club program is completely voluntary. Monetary rewards or scholarships shall not be promised or given to any player or prospective player by the coach. Where club scholarship funds have been established, a committee of club members shall decide who will receive these rewards according to the written guidelines for that account.
- Coaches and instructors should help ensure good sportsmanship at all times. Sport Club members are representatives of the University of Nevada Las Vegas

and should conduct themselves in a manner that does not detract from the reputation of the University. This includes competitive situations on and off-campus, contact with other teams and institutions, and interactions with event staff.

- Campus Recreation has an obligation to protect the student members of the Sport Club Program. If, in the Sport Club Staff's opinion, the students are being neglected or misled by the coach/instructor, or if the coach/instructor is not working in the best interest of the club, he/she will be released from their position within the club.
- Coaching is not only an obligation to develop skills, condition, and motivate players, but also to protect their safety.
- The Sport Club staff has the right and obligation to protect the Club, and if, in the staff's opinion, the coach is not working in the best interests of the Club, the coach will be relieved of his/her coaching duties.

Chapter 4: Risk Management and Safety

Risk management and safety does not have to be neither costly nor burdensome. With Sport Clubs traveling thousands of miles each year and participating in activities that have some inherent risks several precautions can be taken to limit the amount of risk and liability clubs will face. Good risk management plans will assist you in coordinating events and travel. They will also increase the level safety for participants and spectators. Campus Recreation expects clubs to operate in a manner that reflects this philosophy, and will attempt to provide clubs with the resources needed to implement a comprehensive risk management plan.

4.1 Elements of Risk Management

All activities involve some elements of risk regardless how much physical contact is involved. To help reduce the amount of risk a club will face, each club is required to have an officer that serves as the Risk Management/Safety officer. This position, as covered earlier in Chapter 3.2.2 can be combined with the Vice President or broken out among other members. This person will work directly with the Sport Club staff and Club to assess the risks and safety aspects involved with each club.

Risk management is the process of in, which we work towards becoming aware of and advising organizations of the potential and perceived risks involved in their activities. It also includes monitoring organization activities and taking corrective actions and proactive steps to minimize accidental injury and/or loss. There are four elements of risk management that clubs should acknowledge:

4.1.1 Identification of possible threat(s): Prior to hosting an event, traveling to a competition, or competing in any other activity clubs should work to identify the risks associated with that activity. Risks do not include only those things that can lead to injury, but also include risks to the club's finances, image, etc. This handbook has been developed to include outlines and suggestions for identifying risks associated with your club business.

4.1.2 Evaluation of threat(s): Once you have identified the risks associated with the club's activities, these risks should be evaluated to determine their severity and probability. A proper evaluation of these risks will assist the club in determining the best way to handle each risk.

4.1.3 Develop plan to eliminate, limit, or accept the risks of the threat(s): Once the risks have been evaluated, clubs must determine the most effective method for managing each risk. Clubs may choose to do one of three things after evaluation: eliminate, limit, or accept the risks. All sport clubs, by their nature involve risk. Therefore, the answer should not always be to eliminate the activity simply because the risk exists. Instead, clubs should work to determine how to best manage and minimize the risks.

4.1.3 Implementation of plan: Once the most effective method(s) for managing the risk has been identified, clubs should implement the risk management plan. This could include physical modifications, proper signage, extensive advertising, etc. The implementation possibilities are endless and should be discussed with the Sport Club staff.

In addition to the risk management guidelines already presented throughout this handbook, Campus Recreation has developed the following protocols to improve the safety of the students involved with the Sport Club Program.

4.2 CPR and First Aid

As stated in Chapter 3.2.2, each Club is required to maintain two (2) members that are CPR and First Aid certified. Of those two (2) certified, one (1) is required to be present at all Club events (practices, scrimmages, games, matches, demonstrations, etc...). The Sport Club staff will reserve the right to spot check those certified during practices to ensure that club members are promoting a safe environment.

4.2.1 CPR and First Aid Certification: Campus Recreation has agreed to provide one (1) CPR/First Aid Certification class each semester for Sport Club members. The dates will be scheduled in advance and notification will be sent out via email. See important dates section for dates and times of scheduled class.

4.2.1.1 Campus Recreation will pay for each club to have two (2) members certified in CPR/First Aid providing that they are able to attend the class scheduled and provided by Campus Recreation.

4.2.1.2 If a club fails to attend or cannot attend the scheduled training, the club must provide email notification to the Sport Club staff two (2) business days prior to scheduled date. The club will be responsible for having members certified and the full cost of the certifications will be the responsibility of the club.

4.3 Certified Athletic Trainers

Clubs are strongly encouraged to schedule a Certified Athletic Trainer (CAT) to attend all practices and events. Please note that some national governing bodies require that a CAT be in attendance at matches/games, it is the Clubs responsibility to comply with these rules. If a club is in need of scheduling a CAT contact:

Mack D. Rubley, PhD, LAT, ATC, CSCS*D
Director, Athletic Training Education Program
Department of Kinesiology and Nutrition Sciences
University of Nevada Las Vegas
School of Allied Health Sciences
4505 Maryland Parkway, Campus Box 3034
Las Vegas, NV 89154
702-895-2457 voice
702-895-1500 fax
mack.rubley@unlv.edu
<http://www.unlv.edu/athletics/training/>

4.3.1 If a club chooses to enlist the services of a Certified Athletic Trainer, the club will be responsible for covering the costs of the services provided. Please be aware that scheduling a CAT requires advanced notification, so plan accordingly.

4.4 Concussions

Campus Recreation takes concussions very seriously as more studies indicate extensive brain damage can occur from concussions, participating in activities with a concussion, or ignoring signs of a concussion. All clubs should be aware that concussions may have impacts that last a lifetime and if a member suspects a concussion has occurred on themselves, teammates, or opponents, proper precautions should be taken. For more information, regarding concussions please visit (<http://www.webmd.com/brain/concussion-traumatic-brain-injury-symptoms-causes-treatments>).

4.4.1 If a club member is determined to have a concussion an injury report must be filled out and submitted to the Sport Club staff according to the deadlines mentioned in the important dates section pertaining to the post competition report. Members determined to have a concussion must provide a written doctor's note clearing them to participate prior to continuation of team activities.

4.4.2 Common signs of concussions: Confusion or feeling dazed, clumsiness, slurred speech, nausea or vomiting, headache, balance problems or dizziness, blurred

vision, sensitivity to light, sensitivity to noise, sluggishness, ringing in ears, behavior or personality changes, concentration difficulties, and memory loss

4.5 Emergency/Injury Procedures

When an injury (no matter how big or small) occurs during any organized club activity, an injury report must be filled out by a club member. All information on the form must be fully filled out. This form must be submitted with post-competition report by the Wednesday following the competition. The following are guidelines to help when emergencies or injuries occur:

Emergency Procedures: Should an emergency occur, follow the below guidelines based on the location. First and foremost ensure the safety of all club participants. If emergency services are needed please follow event procedures or call 911. Following the contacting of emergency services the Club President must contact the Sport Clubs Staff at the information provided below. Please utilize work phone numbers first (labeled with (W)) and if no answer call cell phone number (labeled with (C)). If the Sport Clubs Staff does not answer or return your phone call within 1 hour, please contact Asst. Director of Programs, if that call is not returned within 1 hour please contact Dir. of Campus Recreation.

UNLV Emergency Contacts: (All Area Code 702, unless otherwise specified.)

Erin Farrar, Asst. Director of Programs	774-7124 (W), 702-328-3480 (C)
Jeff Wells, Dir. of Campus Recreation	774-7120 (W), 702-498-8892 (C)
UNLV Police:	895-3668
Clark County Sheriff:	828-3271
Las Vegas Metropolitan Police Department: Command)	828-3206 (Southeast Area
LVMPD Search and Rescue:	828-3567
Nevada Highway Patrol:	486-4100

4.5.1 Life Threatening Injuries on UNLV Campus: Immediately call 911, but notify that you are located on campus at UNLV. You must notify the Sport Club staff immediately after hanging up with the emergency dispatcher – regardless of the time of day. If emergency services are notified a club member must notify Erin Farrar at 702-328-3480, no-exceptions.

4.5.2 Non-Life Threatening Injuries occurring at the SRWC: To contact a Building Manager go to the Service Desk. You may also walk them to the Student Health Center located within the building (if during Student Health Center business hours).

4.5.3 Non-life threatening injuries occurring outside of the SRWC, not requiring an ambulance: If an ambulance is not required have a club member or friend, take the injured person to the Student Health Center. Club advisors, coaches, or volunteers should not transport an injured participant if the injury is non-life threatening. If there is no one to transport the person, call the University Police at 311 (from on campus landline) or (702) 895 - 3668.

4.5.4 Non-life threatening injuries occurring outside of the SRWC, if an ambulance is needed: Call 911, but notify that you are located on campus at UNLV. If the person is conscious and able to use reasonable judgment, you must have his/her permission before transporting the person by ambulance because he/she will be responsible for payment. Distinctly follow the dispatcher's orders and answer his/her questions clearly. You must notify the Sport Club staff immediately after hanging up with the emergency dispatcher– regardless of the time of day.

4.5.5 Accident/Incident Report: The club Vice-President/Risk Management officer must ensure that an accident/incident report is filed with the UNLV Sport Club Office with the post-competition report.

4.5.6 Injuries to Individuals from Visiting Clubs/Teams: UNLV, nor the NSHE, does not provide any insurance or implied insurance to individuals from visiting clubs/teams. These individuals are responsible for their own medical bills.

4.5.6 Fire Alarm: If the fire alarm sounds in any UNLV building in which a club is present, the club's Executive Committee will be responsible for ensuring the club's evacuation.

4.6 Guidelines for using water jugs

Hydration is very important and all clubs must be aware the when practicing or playing in games or matches one can become dehydrated quickly in the desert climates. Campus Recreation strongly encourages all clubs to have a water supply at all events on or off campus. The SRWC has a collection of water jugs that are available for check out (free of charge) to clubs. To arrange the check out of a jug contact the Sport Club staff via email five (5) business days prior to when you need it.

4.6.1 Clubs utilizing water jugs from Campus Recreation must return jugs in condition they were checked out in. This means that they must be fully cleaned.

4.6.2 Jugs will only be issued for use at practices or games. Jugs are not available for personal usage.

4.7 Insurance

UNLV, an entity of the Nevada System of Higher Education (hereinafter "NSHE"), does not carry any insurance coverage for any club member, volunteer, or coach. No department of UNLV or the NSHE will be responsible for any injury or property loss incurred by any participant, local or visiting, in the Club Sports Program. It is strongly recommended that all club members maintain their own private health insurance. The injured party is responsible for all financial obligations incurred in any treatment necessitated by an injury.

All financial responsibility rests with the participant. Club officers should notify their members of this fact.

4.7.1 Each membership packet will contain a Sport Club Medical Information and Authorization for Emergency Medical Treatment form and all club members (including coaches and advisors) are required to fill this form out completely. If the form is not completed the Club's Risk Management officer will be notified.

4.7.2 Each club will be provided a binder to store important club information in. The officer in charge of risk management must ensure that this binder is with the club at all activities on or off the UNLV campus.

4.7.3 UNLV and Campus Recreational Services may request that clubs provide proof of insurance at any point in the clubs existence. If a club fails to provide proper documentation, they will be subject to disciplinary procedures (see Chapter 7). Clubs not providing insurance may also not be allowed to reserve spaces.

Chapter 5: Travel

Chapter 5 on Travel was developed because annually Sport Clubs travel thousands of miles for games, tournaments, and other competitions. One of UNLV's main goals is to provide a heavy emphasis on safety and managing risks, in order to effectively and efficiently help Clubs to reduce risks the following policies have been developed, adopted, and closely monitored.

5.1 What is Authorized Travel?

Travel is "Authorized" if it is necessary as a part of the mission of the institution. Sport Clubs could not fulfill their mission as competitive clubs if they were not allowed to travel. As the Department that oversees Sport Club activities, Campus Recreation is the body that authorizes sport club travel. Sport Club travel is defined as any club that travels outside of the Las Vegas/Henderson/North Las Vegas Metro Area.

5.2 How do Clubs receive travel authorization?

All clubs wishing to travel for purposes of club business (meeting, competitions, etc...) are required complete the Travel Authorization Packet (details listed below) to be turned in no less than ten (10) business days prior to departure. After packet is received by Sport Club staff, it will be reviewed and email notification will be sent within five (5) business days. Once approval is received, it is the responsibility of the President or charged officer to update the Sport Club staff of any changes prior to departure.

5.3 What if travel authorization denied?

If a clubs travel authorization is denied notification will be emailed notification will be send within five (5)-business day, with stated reasons. Any late submissions will automatically be denied, no exceptions. Typical reasons for denial of travel authorization can be (but not limited to): incomplete Travel Authorization Packet, Club is not in good standing, Club is suspended or on probation, late submission of Travel Authorization Packet, or poor weather conditions.

5.3.1 Appeal of denial: If a Clubs travel authorization is denied, the Club is responsible for correcting issues (if they can be controlled) before an appeal can take place. In order to appeal the decision, an email must be submitted to Sport Club staff by no later than 2:00 pm on the Monday before departure. The email must contain corrections; detail why they are appealing the decision, and what they will do to prevent future denial. Sport Club staff will notify Club President by 5:00 pm that day if request has been approved or denied via email.

5.3.2 If appeal is denied for second time: The Club may appeal to the Assistant Director for Recreational Programs (AD) via an email. The AD will the assess the appeal and determine if authorization will be approved or denied. All corrections must be made or addressed in order to complete appeal to AD.

5.3.3 If Club is denied travel authorization; the Club will not be allowed to travel. The Sport Club staff will reserve the right to contact opposing team or tournament staff and report that the Club is not allowed to travel and will forfeit competition.

5.4 Transportation:

The choice of transportation to any club destination will remain the sole decision of the club. The Sport Club staff will not assist in the making or financing of transportation. It is recommended to contact a travel agent to assist with any travel details.

5.4.1 Clubs are strictly prohibited from renting or for being directly responsible for 15-passenger vans for driving to or from events. Use of a professionally licensed charter company who uses and provides a professional driver does not violate this policy.

5.4.2 If clubs are using personal vehicles or renting vehicles all persons must be a licensed driver. All drivers must complete the Driver's Form before they will be approved by the Sport Club staff to drive.

5.4.2.1 All drivers must submit copies of a current valid driver's license and auto insurance. If driver's license or auto insurance expires during the school year a new copy must be submitted to the Sport Club office.

5.4.2.2 All drivers' and drivers' personal auto insurance will be responsible in the event of an accident to pay for costs.

5.4.2.3 If a driver receives a driving citation, the driver is responsible for any payments or actions required.

5.4.3 Drivers from professional driving services are exempt from this policy, provided the service was contracted with the club, not an individual member, and the contract is available to the club for review.

5.4.4 For any club travel outside of the continental United States, the club's president must discuss the purposes of the travel with the Sport Club staff. The Sport Club staff will present the required documentation processes to the club at that time. All travel outside the continental United States must submit details of travel prior to making plans.

5.5 Travel Authorization Packet:

The Travel Authorization Pack will be located in the Sport Clubs workspace, in the packet, you receive that the beginning of the year, or online at (<http://srwc.unlv.edu/sportClubs.html>). The packet will include

5.5.1 Travel Authorization Form, which includes (1) the authorization, (2) a Manifest of traveling students, coaches, advisors, volunteers, and any other individuals traveling with club, and (3) a trip itinerary.

5.5.2 Assumption of Risk: All student travelers must have a completed Assumption of Risk on file with the Sport Club staff. Students under the age of 18 must have a release signed by their parents or legal guardian. While reviewing Travel Authorization Packet if the Sport Club staff does not have an Assumption of Risk form on file, Club President will be notified and it will be required prior to departure.

5.5.3 Driver's Form: All students who drive vehicles during club travel, whether privately owned vehicles or commercially rented vehicles must complete the Driver's Form.

5.6 Class Excuse Letters:

Occasionally, club members will need to be absent from classes in order to attend scheduled sport club competitions. At such times, club members can prevent misunderstandings and academic difficulty by obtaining a letter from the Sport Club Staff verifying the club's plans to travel and compete. Sport Club travel is not a university excused absence; therefore, trip confirmation letters do not mandate that professors excuse the absence. To avoid a negative situation, club members are highly encouraged to discuss class absences as a result of sport club participation with their professors in advance. Club members are responsible for all work missed during their absence and are required to comply with their instructor's demands for rescheduled or make-up exams and assignments. The Travel Confirmation letters will be typed on Campus Recreation letterhead and signed by the Sport Club staff. Copies for each student can be picked up in the Sport Club Office in the SRWC not less than five (5) business days after submitting the travel authorization request.

5.7 Travel Arrangements:

Clubs are responsible for making and paying for costs associated with all travel arrangements. If a Club cannot cover the costs prior to departure, it is highly recommended that the Club does not travel.

5.8 Representing UNLV:

While traveling on Club business all participants (advisors, coaches, players, assistants, and fans) are representing the University. All participants are subject to UNLV policies and procedures including the Student Code of Conduct. If any member is found in violation of any

policy or procedure, they will be subject to disciplinary action from the Sport Club Council, Sport Club Office, and UNLV Student Conduct.

5.8.1 All Club activities will be alcohol and controlled substance free. As stated in Chapter 8.4 this pertains to all participants on club trips. Alcohol and controlled substances are not permitted the entire duration of the club trip or home activity. Therefore, consumption of alcohol is prohibited in hotel rooms occupied by club members or coaches. Please refer to this manual's Alcohol Policy as referenced in Chapter 6.2.

Chapter 6: Student Code of Conduct

The behavior of a single UNLV Sport Club or individual member(s) from a club reflects on the entire UNLV Sport Clubs Program and the University of Nevada, Las Vegas. Club Officers are responsible for the behavior of all club members, coaches, and volunteers. All club members must conform to these behavioral guidelines and to the UNLV Student Conduct Code. All club members, officers, and coaches are responsible for understanding and upholding the policies and procedures put forth in this Operations Manual and the UNLV Student Code of Conduct. Not all policies for the UNLV Student Code of Conduct are listed in this manual but all policies must be adhered to. Ignorance is not an excuse and any club member's failure to abide may result in disciplinary sanctions. A full pdf of the UNLV Student Code of Conduct is located at (<http://studentconduct.unlv.edu/conduct/pdf/student-conduct-code.pdf>).

6.1 Behavioral Guidelines:

Club members, coaches, or volunteers must not:

- Use alcohol and/or federally controlled substances before/during/after any traveling, practicing, observing, or competing at/to/from any recognized UNLV Club Sports activity as it is strictly prohibited
- Use physician prescribed medications without appropriate documentation while traveling, practicing, observing, or competing in any recognized UNLV Sport Club function.
- Use club funds to purchase alcohol even if all club members are above the legal drinking age.
- Encourage underage consumption of alcohol.
- Violate any federal, state, or local laws or UNLV Student Conduct Code or regulations.
- Cause, attempt to cause, or threaten to cause personal injury to another participant, official, spectator, administrator, University or hotel employee or coach.
- Verbally abuse another participant, official, spectator, administrator, University or hotel employee or coach.
- Cause damage to facilities or equipment.
- Intentionally engage in or incite participants and/or spectators to engage in abusive or violent actions.
- Use obscene gestures, profanity, or disrespectful language.
- **Engage in or promote the hazing of any other club member, student, or individual.**

The UNLV Student Conduct Code, Section II-3-R states:

Hazing or otherwise subjecting any person to any mental or physical requirement, request, or obligation that could cause discomfort, pain, fright, disgrace, injury, that is personally degrading or that violates any federal, state, or local statute, or University policy. The willingness of an individual to participate in such activity is not withstanding.

Hazing is strictly prohibited. Even if alcohol is not involved and all participants are willing, many actions may still qualify as an act of hazing. If questions arise, you can contact the Club Sports Staff for further information or resources regarding hazing. To report violations of this policy, please contact the Sport Club Staff, the Division of Student Affairs, or the Office of Student Conduct.

Club members, coaches, or volunteers must:

- Follow all UNLV Sport Clubs behavioral guidelines and the UNLV Student Conduct Code.
- Be cooperative and honest when asked for assistance in identifying individuals who may be involved in incidents. Failure to do so may result in an individual and/or club penalty.
- Abide by all rules and regulations set forth by the UNLV Sport Clubs Program regarding facility use.

6.2 Alcohol:

The UNLV Student Conduct Code, Section II-3-O states that

Using, selling, possessing, distributing, or being under the influence of an alcoholic beverage, except as permitted by law and University policy, is prohibited and may result in any conduct sanctions listed in Section Three: Student Conduct Code Administration, Article XI. Members of the University community are accountable for their decisions regarding their use of alcohol, as well as their behavior, which occurs as a result of those decisions. See the Alcohol Response Policy and Guidelines for UNLV Students at: http://provost.unlv.edu/downloads/060518_Alcohol_Response_Policy_Student.pdf

UNLV Sport Clubs are expected to obey this mandate. Please see the UNLV Student Conduct Code for the complete UNLV Alcohol policy.

6.3 Intramural Participation:

All Sport Club athletes are encouraged to utilize the various services that Campus Recreation Services has to offer. Aquatics, intramurals, fitness classes, and open recreation are just a few of the areas in which you can become involved. However, please note that club members cannot constitute more than 20% of an Intramural Sports team roster in a sport similar to their sport club. For example, for a 10-player Intramural Sports Soccer Roster, club soccer players could fill only two roster spots.

6.4 Non-Discrimination Policy:

All Sport Club coaches are required to attend mandatory discrimination training within the first semester from their hire date. UNLV's policy on discrimination and harassment prohibits discrimination and harassment based on race, color, national origin, sex, age, disability, religion, sexual orientation or veteran status. In order to comply with this policy, coaches must set competitive team performance standards for attitude and/or ability and any other category in writing prior to competitive team try-outs, making cuts, or prohibiting any student from becoming a member of the club's competitive team. Sport Club coaches must also document the inability of a student to meet the written standards prior to removal from the competitive team. A student can remain a member of a club without having made a competitive team roster.

6.5 Disciplinary Actions:

If Sport Clubs, Sport Club members, Advisors, or Coaches do not follow policies outlined in this manual, Student Code of Conduct, and by the University, they will be subject to appropriate disciplinary actions. Disciplinary guidelines are detailed in Chapter 7.

Chapter 7: Disciplinary Guidelines

The basic concept underlying this Operations Manual is that students, by enrolling at UNLV, assume a duty to conduct themselves and their club in a manner compatible with the University's purpose as an educational institution. Club members will act in a mature and responsible manner both on and off-campus, when participating in club-related activities. When involved in off-campus events or when traveling, each club – and its members – continues to represent the University. Reports from other universities, or other agencies, regarding activities that reflect negatively upon the University will be investigated and may result in disciplinary action. Further, all clubs must comply with the rules and regulations set forth by the University, UNLV Campus Recreation Services, the UNLV Student Conduct Code, their national governing organization, and their league.

7.1 Process Overview :

In the event a club, its members, advisor, or coach are found in violation of, or in non-compliance with, a policy outlined in this Operations Manual, the Sport Clubs Council will address the violation at its next meeting. Explicit violations of the UNLV Student Conduct Code will be reported directly to the Office of Student Conduct, potentially without involvement by the Sport Clubs Council. Any violation of the UNLV Student Conduct Code may also be a violation of this Operations Manual and sanctions may come from both the UNLV Office of Student Conduct and the Sport Clubs Council. If any sport club is found to be in violation with the eligibility requirements outlined in this Operations Manual, the club will lose full Sport Club member status immediately.

Any sanction imposed by the Sport Clubs Council or the Sport Club Staff will be independent of any sanctions imposed by the UNLV Office of Student Conduct. The Sport Clubs Council will provide recommendations for sanctions to the Sport Club Staff, who will have final discretion on any imposed sanction. Sanctions for violations of this Operations Manual will range in severity, with the severity of the sanction imposed to be equal to the severity of the violation. Sanctions may range from probation, suspension of Sport Club Office privileges, to forced forfeiture of next match or event, to a club's suspension from the Sport Club Program, or other penalties as deemed necessary by the Sport Club Staff. All decisions made by the Sport Clubs Council, Sport Clubs Executive Committee, or the Sport Club Staff will be passed along to the UNLV Office of Student Conduct, when warranted.

7.2 Hearing Procedures:

All violations of this Operations Manual will be forwarded to the Sport Clubs Council. The Council will use the established Sport Clubs Disciplinary Guidelines to assist in determining a sanction. At the next possible Council meeting, the Council members will vote to approve or deny the recommended disciplinary action. The Committee's decision will be held provisionally until ratified by the full Club Sports Council.

7.2.1 If a major infraction is reported and no Council meeting is scheduled for three (3) weeks after the violation submission, the Executive Committee will call an emergency meeting to vote on any necessary sanction.

7.2.2 If infraction is severe and requires immediate action or involves sensitive information, the Sport Club staff may choose to handle the situation without involvement of the Sport Clubs Council.

7.3 Appeals:

If a club wishes to appeal a decision made regarding a Sport Clubs Program violation, the appeal must be submitted in writing to the President of the Sport Clubs Council, via email to the Sport Club Office, within five (5) business days of the original decision. The written appeal should include the purpose of the appeal, the desired outcome, and any supporting evidence or documents. The Council President, with guidance by the Sport Club Staff, will then decide on

whether or not to forward the appeal to the Executive Committee within fifteen (15) business days of the appeal's submission. The Council President will not rule on issues pertaining to his/her own club. The Sport Club Staff will appoint a provisional Executive Committee position for the purposes of the appeal.

7.3.1 If the Council President denies the appeal, the appealing club can present their appeal to the Sport Club Staff within two (2) business days of the denial. The club's appeal must be delivered to the Sport Club Staff by 5pm of the 2nd business day.

7.3.2 The Sport Club Staff will then review the revised appeal, and will call an emergency Executive Committee meeting to hear the appeal. If the appeal is rejected at any point in this stage of the process, the appealing club will not be able to appeal the decision any further.

7.4 Process of Probation and Termination of Delinquent Clubs:

The Sport Clubs Council or Sport Club staff may recommend placing a delinquent club on probation at any time, with just cause. Clubs may be placed on probation for failing to meet any of the standards set forth in this Operations Manual, and the probation may last for any duration to not exceed one year (365 days).

7.4.1 Once the decision is made to place a club on probation, a letter of probation will be issued to the club's mailbox. The letter will state the reasons for probation, the definition of probation, and suggestions to improve the club's participation in the program and prevent the club from losing its position as a part of the UNLV Sport Clubs Program.

7.4.2 Clubs currently on probation may be terminated at any time if there are no reasons to believe the club intends on correcting the causes of their probation. At the end of the probationary period, the Sport Clubs Council will vote on whether to expel the club from the Sport Clubs Program or renew its status as a full Sport Club. If significant improvement in the club's participation in the program has not been observed, the club will be terminated from the Sport Clubs Program.

7.4.3 If a club is placed on probation for a period of time less than 365 days, the club may petition the Executive Committee for a probation extension for a period of time not to exceed a probationary total of 365 days. The conditions of the extension must include adequate proof of the club's progress toward resolution of the original violation while describing why the resolution has not been completed.

7.5 The Suspension or Expulsion of Individual Club Members:

Individual members may be suspended from a specific club for any violation of UNLV's Student Conduct Code, the UNLV Sport Clubs Behavioral Guidelines, or any other guideline as set forth in this Operations Manual. Members may be suspended for any period of time up to club expulsion.

7.5.1 The Sport Clubs Council, or the specific club, may present articles of suspension to an individual club member. The Sport Clubs Council will not initially conduct disciplinary actions for a specific club toward its own members, but the Sport Clubs Council will complete all appeals of such actions.

7.6 Overview of Internal Club Disciplinary Procedures:

A club may develop its own disciplinary procedures for the purposes of settling violations of club policies by individual members. These procedures must be clearly outlined and understood by each club member, as well as provided as part of the Club's constitution.

7.6.1 If the membership of a club wishes to precede with disciplinary action against a club member, each club officer, the club's On-Campus Advisor, and a quorum of the club membership must witness the process. A report of the proceedings must be filed with the Sport Club Office within two (2) business days of the club's decision regarding the violation. This report must include a summary of the violation, a summary of any evidence to support the disciplinary action, and a summary of the club's resulting decision.

7.7 Communication & Notice Delivery Guidelines

All communications sent by the Executive Committee or Sport Club staff will be considered received when sent provided:

1. Three (3) additional calendar days shall be added to notices sent off-campus by U.S. Mail;
2. One (1) additional calendar day shall be added to notices sent to campus housing mailboxes;
3. One (1) additional calendar day shall be added to notices sent by UNLV official electronic mail; or
4. Immediately, when hand-delivered and signed for by the addressee or by any person other than the addressee who is over 18 years of age.

After a player's suspension period has ended, an additional violation of the UNLV Student Conduct Code, the UNLV Sport Clubs Behavioral Guidelines or any other guideline as outlined in this Operations Manual may result in the permanent expulsion of the player from the Sport Clubs Program. These Communication & Notice Deliver Guidelines coincide with those guidelines as set forth by the Office of Student Conduct.

Chapter 8: Funding and Fund-raising

8.1 Overview:

Each club will be responsible for all financing and monetary transactions. Club Officers assume the responsibility that expenses support the club's mission and goals, and that expenses do not exceed income. The club must raise funds to cover all expenses, and not maintain any operations that require the club to operate in a deficit. The members will be solely responsible for all debts incurred by the club; at no time will the University offset any club debt. It is recommended that the club explore all possible financing avenues, from club dues to donations and fundraising events.

8.2 Bank Accounts:

If a club is collecting funds of any kind (member fees/dues, sponsorship, advertising, donations, etc...), clubs must maintain an active bank account. Almost any bank will be willing to set up an account and if you are interested in a UNLV please contact the Sport Club Staff to arrange a meeting.

8.2.1 Student organizations are encouraged to apply for their own tax identification number and open an account at a Credit Union or Bank. Once obtained, you should ensure that the number remain in your organization's permanent file kept with your advisors and in officer manuals. To verify if your organization has a tax ID number, call the IRS at 1-800-829-4933.

To apply:

EIN Operation

Philadelphia, PA 19255

Business and Specialty Tax Line

(Obtain an EIN from 7:00AM to 10:00 PM local time only) - (800) 829-

4933

Website:

About EIN: www.irs.gov/businesses/small/article/0,,id=102767,00.html

Online Directions: www.irs.gov/businesses/small/article/0,,id=102765,00.html

Online Application: https://sa.www4.irs.gov/sa_vign/newFormSS4.do

PLAN AHEAD! Processing may take 2-4 weeks. When your organization has received the Federal Tax ID Number, provide it to the employer/agency

8.3 Tax Exempt

Sport Clubs are not automatically granted exempt status from paying sales tax or receiving charitable donations or gifts. If clubs wish to obtain this status they must apply for 501(c)(3).

The following link will provide you with information and details on how to start this process.

<http://www.irs.gov/charities/charitable/article/0,,id=96099,00.html>

8.4 Third Party Fund-raising

Any fundraising event that may potentially involve a third party considered to be located 'off campus', must be discussed with the Sport Club Staff at least ten (10) business days prior to the execution of the event.

8.5 General Guidelines

There are multiple opportunities for a club to raise funds, and it is encouraged that the club research and examine these opportunities as they arise. General guidelines regarding a club's ability to raise funds are as follows:

8.5.1 Any offered amount of \$1000 or less should be considered by the club without any immediate need of approval from the Sport Club Staff, provided the club feels the amount of funding is congruent with the mission of the club, the Sport Clubs Program, and the University.

8.5.2 Any offered amount more than \$1000 but less than \$3000 should be discussed with the Sport Club Staff. Under usual and customary conditions, approval can be attained, but it is required to have programmatic approval.

8.5.3 Any offered or solicited funding amount \$3000 or more must be approved by the UNLV Foundation and the Sport Club Staff

8.5.4 When receiving funding that is being provided with conditions. Club Officers are responsible for ensuring that those conditions are all adequately met.

8.5.5 Solicitation for funding, donations, gifts, or space: Any club wishing to solicit persons or companies for funding, donations, gifts, or space, must submit via email a Solicitation form that is located on the Sport Clubs website. This process will take approximately 10-14 business days for approval. Clubs found in violation of this policy are subject to discipline from the Sport Clubs Office and UNLV Foundation and may end with the club being dissolved.

8.6 Carrying Debt

Clubs may not use allocations for future years to clear debts for the current year. All account and other club activity (including allocations) may be frozen until a debt is cleared.

8.7 Sanctions for Carrying Debt

Clubs that over expend their budget and do not clear it up by the end of the fiscal year could lose funding for the following year, be placed on probation, or lose club privileges.

8.8 Donations

Donations can be made to a specific Sport Club and may be considered tax-deductible (if the club has filed for and received Non-Profit 501c3 status). The Sport Club Staff, before payment finalization, must review donations or sponsorships resulting in payments to the club of \$1000 or more. Checks can be made payable directly to the club (i.e. Club Name at UNLV). Any funds received by the club should be deposited immediately.

8.8.1 The UNLV Foundation has agreed to work with Clubs regarding large donations. To take advantage of being able to offer a tax deductible donation the money will first have to be discussed with the Sport Club Staff and then the Sport Club Staff will notify the UNLV Foundation via the Development Officer assigned to Student Affairs. Not all donations will be approved and clubs are required to discuss prior to making final arrangements for the transfer of monies. If this processes are not followed donations may not be able to be considered tax deductible. This process will take time so plan accordingly.

8.9 Advertising Sales:

There is the potential for the sale of advertising space at a club event. At no time should a club enter into an agreement for any permanent fixture. Additionally, an agreement for any advertising sales should not be entered into without the approval of the Sport Club Staff.

8.10 Fundraising Opportunities:

The individual club should investigate all possibilities to raise funds for the club. Events that have the potential of raising more than \$1000 should be discussed with the Sport Club Staff no less than ten (10) business days prior to the event. The club should also notify the Sport Club Staff should a fundraising event request the use of the club's name or the University's partial or full name. This notice, when possible, should be provided at least ten (10) business days prior to the event. A report summarizing the fundraising event's achievements must be submitted within ten (10) business days.

8.11 Membership Dues:

All clubs are allowed to collect membership dues providing the following:

8.11.1 Dues must be established in advance by the membership of the respective clubs, approved by the Sports Clubs Staff, and written in the club's constitution.

8.11.2 Clubs are encouraged to use good judgment when establishing dues. It should be understood that dues are supplementary funds to be established at a moderate rate.

8.11.3 Funds received from dues should be deposited directly in the club's account and may be spent, as the club deems necessary.

8.12 Sport Club Council fundraising opportunities

The Sport Club Council will investigate the possibility of developing fundraising events for a Sport Club National Travel Fund. Other opportunities to utilize each club combined as a larger organization will also be considered to generate greater awareness for the Sport Clubs Program and the individual clubs while generating funds for the participating clubs.

8.13 University funding:

Should funds become available all clubs will be notified of how funds will be disbursed and the manual will be updated to reflect such changes.

Chapter 9: Public Relations

9.1 Competition Results/Post Competition Report:

Upon the completion of any competition, the club must submit a Post Competition Report by 5:00 pm the Wednesday following the competition (if injuries occur follow timelines indicated in Chapter 4). These results, along with any other provided press release, will be provided for posting on the Campus Recreation Services website.

9.2 Publicity:

Each club should have someone assigned to track data/statistics on a regular basis while working with the UNLV Sport Club Staff to record this information. The UNLV Sport Club Staff will then be able to pass on accurate statistics and highlight information. The Sport Club Staff should be promptly informed of any schedule changes so the most up to date schedule can be published. The following information should be provided after a competition:

- Name and date of event/opponent
- Contact person and phone number
- Contest Results
- Location where the event was held
- Player and game highlights
- Number of UNLV participants
- Number of spectators
- In the notes section list any players that ejected, fights, injuries, etc...

9.3 Media Requests:

Any request by the media for comment regarding a recently completed contest can be answered with the approval of the club President. The Sport Club Staff must approve, prior to printing, any media request for comment regarding other club business. Any request for comment regarding any university business, directly or indirectly affecting the club, should be directed to the Sport Club Staff, and followed by a statement of "No further comment." Failure to comply with these guidelines will represent a violation of the procedures outlined in the Manual, and will result in a disciplinary hearing against the club. All media requests will be addressed with UNLV Public Relations office.

9.3.1 Frequently, media outlets contact the Sports Club Office to do stories on the Sports Clubs. The Sport Club Staff reserves the right to assess the purpose of the story and choose whether or not to provide reasonable information.

9.3.2 Should media outlets request club contact information, the Sport Club Staff will ask the purpose and if acceptable will provide the Clubs Presidents email address (no phone numbers will be released unless explicitly stated via email).

9.4 Using the Trademark:

The UNLV Office of Licensing Programs and UNLV Athletics regulates, promotes, and protects the use of the University's foreign, federal, state and common law trademarks, trade names, service marks, trade dress, designs, symbols, logos, names and other insignia pertaining to the University (collectively, the "Intellectual Property"). All use of Intellectual Property must comply with the regulations set forth by the Office of Licensing Programs, and a club shall not use any Intellectual Property without obtaining prior, written approval. In addition, a club shall comply with the information and guidelines contained in the UNLV Graphics Standards Manual distributed by the UNLV Reprographics and Design Services Unit for "Official UNLV Logos".

9.4.1 Clubs wishing to utilize trademarks, trade names, service marks, trade dress, designs, symbols, logos, names and other insignia pertaining to the University (collectively, the "Intellectual Property") must first seek authorization from the Sport Club Staff. To receive permission all ideas must be submitted via email and discussed with the Sport Club Staff.

9.4.2 All products and services bearing the University's name and/or logos must be purchased or contracted from licensed companies and may be assessed a royalty fee.

9.5 Using the University's Name:

An independent student group may use the University name in its title, publications or letterhead with approval, but may not use the name in a manner that in any way would constitute an endorsement, approval or underwriting of any organization, product, activity, service, or contract by UNLV. For this reason, it is recommended that all clubs form their name under the template of Club Name at UNLV.

9.6 Promotion:

There are numerous resources available from the Sport Club Staff to assist clubs in creating professional printed material. Campus Recreational Services has a marketing team capable of developing any design or layout, and OCED has the SORCE room for use by club members.

9.6.1 Any promotion/marketing design request must be submitted no shorter than 30 days prior to the date needed. In most cases, the marketing team will be able to design a product in this time frame but there may be instances where more time is needed. Plan accordingly. All requests must be submitted via the marketing request form through the Sport Club Staff.

9.6.2 Posting policy for SORCE: Give the SORCE room five copies as well (same standards as in Chapter 9.7)

9.6.3 Campus Residential Services will accept about 40 copies.

9.7 Flyers/Posters:

Requirements for posting flyers/posters in the SRWC or Student Union:

- May not be handwritten
- May not have items scratched out (unless done intentionally for graphic effect)
- Must say UNLV Campus Recreational Services
- Must be the standard size of 8.5 x 11 inches. Posters created for other purposes may be designed in a larger format, but must be approved by the Sport Club Staff prior to print.

9.8 Approval Process:

Submit the sample flyer/poster to the Sport Club Staff, where it will either be approved or returned to the club for changes. The club must submit the final product to the Sport Club Staff before it will be approved for posting on-campus or off-campus. Posters will be placed in SRWC and Student Union, and will remain posted congruent to current posting timelines

9.8.1 Before posting anything in another campus building or location, it must be approved by the administrative office of that specific building. Posting is prohibited anywhere on campus except authorized kiosks, bulletin boards and other designated areas. If the promotion or posting guidelines are not followed, a club will be brought in front of the Sport Club Council for disciplinary action. Additionally, clubs may face other University sanctions for repeat offenses, flagrant offenses, and blatant disregard for regulations. These sanctions may include, but not limited to, fines against the club.

9.9 Summary of Promotion and Posting Regulations:

- All printed material must be pre-approved by the UNLV Sport Club Staff.
- All printed material must contain the words "UNLV Sport Clubs"
- Materials must be approved for posting by individual building proctors.
- Materials must be removed within 48 hours after the event has occurred.
- Your club's name and phone number or website must be clearly identified on any posted or distributed material.

Violations of these regulations may result in Sport Club Council issued sanctions, probation, suspension, or other disciplinary action towards the club or the individual. Violations may also result in University sanctions for repeat offenses, flagrant offenses, and blatant disregard for regulations. These sanctions may include, but are not limited to, fines against the club.

9.10 Creating a Club Sport Webpage/Email Address:

Each club is encouraged to create a website to inform current and prospective students of the club's activity. Resources such as Facebook, MySpace, Blogger or Wordpress.com are great places to start a website for little or no financial obligations. It is also possible for the organization to obtain free email services for the club – via Gmail, Hotmail/Live, or Yahoo.

These addresses provide the organization the opportunity to have a general information account without giving out an individual's personal email. However, please utilize discretion when using web services not provided by the university.

NOTE: All club members must be conscious of personal online profiles or club websites. Your content choices reflect upon UNLV, the club, and you. Evidence of illicit behavior violating this Operations Manual, brought to the attention of the Sport Club Staff, will result in disciplinary action.

Chapter 10: Sport Clubs Council

The UNLV Sport Clubs Council (hereinafter “Sport Clubs Council”) shall be the student governing body for all Sport Clubs recognized by the Sport Clubs Program and Campus Recreation Services. The Sport Clubs Council will be responsible for the preliminary oversight of all Sport Club activities.

10.1 General Responsibilities:

The Sport Clubs Council’s charge will be to assist the Sport Club Staff by recommending:

- policy changes,
- personal/club discipline,
- general development of the Sport Clubs Program for the enhancement of the Sport Clubs Program members and the University.

10.2 Sport Club Representation

Representation is a requirement for all Sport Clubs in good standing of the Sport Clubs Program and UNLV. Membership of the Sport Clubs Council shall be open for one (1) member from every Sport Club in good standing.

10.2.1 Shall a Sport Club fail to elect a representative for the semester; the Club President must accept the responsibilities of the position or delegate it to a member of the Club.

10.2.2 The representing Sport Club member is not required to be an officer of the Club, simply just a member in good standing. Take into consideration while appointing or electing a member to the Sport Clubs Council that they must be able to commit to every scheduled meeting, as substitutions for missing representatives will not be allowed.

10.2.2.1 The only exception to this rule is that if a Sport Club representative cannot make the meeting a 24-hour notice must be submitted via email to the Sport Club Staff notifying them of the reason and who the replacement shall be. If a 24-hour notice is not provided the Club will be subject to sanctions from the Sport Clubs Council. Those sanctions can include but are not limited to:

- Restricted practice space and time
- Restricted resources
- Club can be placed on probation

10.2.3 The representing Sport Club member is responsible for reporting all decisions, discussions, and relaying all pertinent information to Clubs following Sport Clubs Council meetings.

10.3 Conducting Business:

Each Sport Clubs Council member will have the opportunity to present measures or motions for any represented club’s business, or for the Sport Clubs Program as a whole.

10.3.1 In instances where a vote is to be held, each Sport Clubs Council member will be provided the opportunity to issue one vote – For, Against, or Abstain – towards the motion or measure presented.

10.3.2 Any measure or motion presented will be passed with a simple majority of a Quorum, as defined by Robert’s Rules of Order. If a quorum is not present, the measure will be held to the next Council meeting.

10.3.3 The Sport Club Staff will have opportunity to provide input before every vote and in all discussions.

10.3.4 The Sport Club Staff will not have voting privileges unless voting results in a tie. If voting results in a tie the Sport Club Staff will carefully review all information provided and make a decision regarding the best interests of the Sport Clubs Program and its Sport Clubs.

10.4 Quorum:

Quorum is defined as a simple majority of Sport Clubs Council members being present in a sanctioned Sport Clubs Council meeting.

10.5 Rules not covered in manual:

The Sport Clubs Sports Council will devise and recommend the publishing of any rules or policies not defined within this Operations Manual, and these amendments will be added to the Operations Manual.

10.6 Revisions:

The Sport Clubs Council will have the ability to recommend revisions to the Operations Manual, with the assistance of the Sport Club Staff.

10.7 Disciplinary Actions:

The Sport Clubs Council will also devise and publish possible disciplinary actions for violations of the Operations Manual committed by a club or individual club member, as well as the criteria for determining a violation and how to apply the disciplinary process toward a violating club or member.

10.8 Meetings:

The Sport Clubs Council will have a scheduled meeting at the beginning of each academic year (see Chapter 1 Important Dates on page 9 for information). The remainder of the Sport Clubs Council's meetings will be outlined for each academic semester during this first meeting, to be presented as the first order of business.

10.9 Sport Club Staff Reviewal of decisions:

All decisions, recommendations, and sanction recommendations will be reviewed by the Sport Club Staff and be subject to approval, denial, or revision.

10.10 Executive Committee:

The Sport Clubs Executive Committee ("Executive Committee") will be comprised of three (3) Sport Clubs Council Members, voted upon by the Sport Clubs Council members and the Sport Club Staff, who will act as the Executive Committee's advisor without voting privileges. Each member of the Executive Committee will serve for one (1) academic year term (August 1 to July 31), and must be a registered Undergraduate or Graduate Student during that period. The Executive Committee members will be:

10.10.1 President:

10.10.1.1 The Executive Committee President will preside over each Sport Clubs Council meeting and Executive Committee meeting and will act as the sole individual able to recognize an issue for discussion or vote.

10.10.1.1 The President will attempt to coordinate meetings under Robert's Rules of Order.

10.10.1.2 The President will hold the ability to break a deadlocked vote during a Club Sports Council meeting, unless the motion or measure voted upon will directly affect the President's club.

10.10.1.3 The President may not abstain from any voting process.

10.10.2 Vice-President:

10.10.2.1 The Executive Committee Vice President will act as a Sergeant at Arms during Council meetings.

10.10.2.2 The Vice-President will assume the role of the President, for purposes of appeals or other decisions, in the event the club involved in a deliberation coincides with the President's club.

10.10.2.3 The Vice-President will hold the ability to break a deadlocked vote in the event the motion or measure voted upon will directly affect the President's club.

10.10.3 Secretary:

10.10.3.1 The Executive Committee Secretary will be responsible for maintaining the minutes for each Council meeting and vote, and will provide these minutes to

the Sport Club Staff within four (4) days from the conclusion of the meeting or vote.

10.10.3.2 The Secretary will also maintain minutes for any Executive Committee meeting or vote held outside a full Sport Clubs Council meeting.

10.11 Executive Committee Voting:

Each member of the Executive Committee will not be granted an extra vote for their role on the Executive Committee (i.e. one vote for Executive Committee membership *and* one vote for representing a club on the Council).

10.12 Monetary Funds:

Should monetary funding become available for the Sport Clubs Program the Sport Club Staff will work with the Sport Clubs Council to develop guidelines in which funds will be handled and distributed to clubs. All Clubs will have an equal opportunity to apply for and present funding requests.

10.13 The Role of the Program Coordinator for Sport Clubs:

The Program Coordinator for Sport Clubs will act as the advisor to both the Sport Clubs Council and the Executive Committee. The role of the Coordinator will be to act as the University's advisor and provide University information or requirements to either the Committee or Council for any actions decided upon by the respective deciding bodies. The Program Coordinator's presence at each meeting presents the opportunity for a full disclosure of reasons, suggestions, and opinions regarding matters presented for final decision.

The Program Coordinator will have the final decision regarding any recommendation made by the respective deciding bodies, but in the event either deciding body feels the Program Coordinator is not working toward the best interests of the students or the University, the council may request the assistance of the Assistant Director of Recreation Programs, or other higher authority. However, no request may extend beyond the Vice President for Student Affairs.

Chapter 11: University Facilities

11.1 Facility Space:

A recognized Sport Club is not guaranteed the availability of University facilities for club use. Campus Recreation Services facilities must be shared among all Campus Recreation Services program areas (Intramurals, Fitness, Sport Clubs, and Open Recreation), other UNLV program areas, and among the different Sport Clubs of the program itself. However, the Sport Club Staff will work with campus entities to try to provide opportunities for practice and competition space.

11.2 Event Planning:

Clubs are responsible for planning all aspects of game management when hosting events, and cooperation with the Event Coordinator from UNLV Scheduling and Conferences is required. Each club hosting an event is responsible for making sure that visiting clubs/teams are aware of the facility rules.

- All facilities must be kept clean and returned to their original condition after each practice or game.
- Any misuse of a facility may result in loss of facility privileges.
- Any damage to facilities should be reported immediately to the Sport Club Staff.

11.3 Facility Scheduling Policies and Procedures:

The SRWC and the Intramural Fields are available for reservation through the Division of Student Affairs Scheduling and Conferences (hereinafter "Scheduling"). Conference rooms and other meeting space are also available for reservation in the Student Union, as well as the Campus Housing Conference Rooms and available Green Spaces. The classrooms, meeting rooms, and other areas of the SRWC and Intramural Fields are available to each Sport Club for reservation based upon the defined priorities as set forth by the Scheduling office. This priority is:

1. Intramural Sports and Fitness Programs
2. Open Recreation (for Student use)
3. Registered Student Organizations

All UNLV facility reservations must start with meeting with the Sport Club Staff. It is recommended that a reservation request be submitted for any needed facility space at a minimum of fourteen (14) business days prior to the commencement of the event. The Scheduling website houses all of the necessary policies, procedures, and forms necessary for the reservation of a facility.

11.4 Intramural Field Note:

The field will be divided into sections and clubs will be assigned a part of the field to practice on. Depending on the day, one to three clubs will practice at one time and clubs will have to be flexible with their scheduling request. If Intramural Sports games are scheduled, please do not disrupt games or practices on their scheduled field space. If the Intramural Fields need to be reserved for practices or other events, this reservation must be submitted to the Sport Club Staff the month before the required date. These reservations are due on the first of each month. For example, for an Intramural Field reservation for October 15, the reservation must be provided to the Sport Club Staff on September 1.

11.5 UNLV Athletic Fields:

Campus Recreational Services has collaborated with UNLV Athletics for the use of some facilities when not being used by UNLV Athletics.

11.5.1 Practice Football Fields: These fields are available for use almost year around. To reserve these fields please coordinate with the Sport Club Staff and do not approach Athletics.

11.5.2 Other Athletic Facilities: To reserve other Athletics venues, please coordinate with the Sport Club Staff. The Sport Club Staff will work with Athletics to determine if usage will be allowed.

11.6 Reservation Request Form:

For any reservation, the club must complete the required Reservation Request form, providing as much detail as possible, including but not limited to field lining, table and chair numbers, lighting requirements, audio/visual equipment, etc. The club should have no fees for facility space reserved within the Student Recreation and Wellness Center, unless special requests are made. There might be associated fees for reservations in other facilities on campus. Please check with the Sport Club Staff or the Scheduling office for further financial questions. The Sport Club Staff must have a member listed as the secondary contact for all Scheduling reservations.

The Student Affairs facilities should be considered as options for any club event, but it is not required for clubs to host all club activities on campus. Events potentially held on campus include but are not limited to:

- hosted competitions
- fundraising events
- club meetings
- banquets or other celebrations

11.7 Advanced Planning:

Please note that you must plan in advance to reserve any space on campus and requests that are submitted less than fourteen (14) days in advance may be automatically denied.

11.8 Financially Responsibility:

Each Sport Club will be held financially responsible (retail cost) for replacing any damaged or missing equipment.

11.9 Competition or Event Schedule:

Any Sport Club that wishes to host an event or competition, or series of competitions as in a sport season, must submit this schedule to the Sport Club Staff no later than dates indicated in the Important Dates section.

11.9.1 This list of events must be submitted on the Schedule of Events Form. Any changes to a club's event schedule must be communicated to the Sport Club Staff, on a separate Schedule of Events form as soon as the changes have been confirmed.

11.9.2 At no time will this Schedule of Events form replace the reservation process required by the Scheduling office; the appropriate procedure must be completed through that office in addition to the completion of the Schedule of Events Form.

11.10 Hosting an Event:

If a Sport Club wishes to host an event on campus, or be considered a 'Home' competition or event, a preliminary discussion should be conducted between the club's Executive Committee and the Sport Club Staff, and the Event Coordinator from the Scheduling office. The purpose of this meeting would be to determine any possible needs for the events, potential sponsorship or financial assistance, or other opportunities to coordinate the event with another event on campus (inclusion into Welcome Week or Homecoming).

11.11 Events within the SRWC:

If the event is taking place in the SRWC, a roster of clubs/teams that will be entering the facility must be provided no later than 5 business days prior to the event so that arrangements may be made to allow them into the facility. All visiting club/team members entering and using the SRWC must sign and complete an Assumption of Risk and Liability Form (available from the Sport Club Staff).

11.11.1 If a roster of people entering the SRWC is not submitted in advance, entrance can and will be denied without an active SRWC membership.

Chapter 12: Benefits and Privileges of being a Sport Club

The Sport Clubs Office provides administrative assistance to all sport clubs. This chapter provides an overview of the assistance available. Not all resources are outlined.

12.1 Copies & Printing:

Clubs needing over 20 copies should make a request to the UNLV Sport Clubs Office. Copies could take up to 24 hours. The Sport Clubs Staff must approve printing orders with logos, such as brochures, posters, special orders, etc., to ensure the integrity of the university. All printed material must have the "UNLV" and "CRS" logos printed and it must meet the approval of the Sport Clubs Staff.

12.2 Mailings:

Both envelopes and University stationary are available in the UNLV Sport Clubs Office, but the Sport Clubs Staff must approve all mass mailings. Every envelope must either be a University envelope or include the University return address stamp. Mail pick up for both on and off campus is located on the first floor of the SRWC, across from the Service Desk. Mailing addresses should be typed and bundled/rubber banded together for large pick-ups.

12.3 Club Sports Mailboxes:

Each Sport Club will have a mailbox located in the Sport Clubs staff office. Because some clubs receive confidential, time sensitive, and financial mail, they will remain locked up and only accessible by Campus Recreation Staff. Club Presidents are responsible for checking this mailbox at least once per week. While the Sport Clubs staff will attempt to notify the Club President when there is mail, there may be times when notification may not be sent.

12.3.1 Mailing Address: Clubs can have mail sent to:

University of Nevada Las Vegas
Student Recreation and Wellness Center: Campus Recreation
Attn: CLUB NAME
4505 S. Maryland Parkway, Box 452012
Las Vegas, NV 89154-2012

12.4: Long Distance Phone Calls:

Long distance calls may be done from designated phones with the permission of the Club Sports Staff. A log of all long distance calls must be maintained. All calls must be directly related to club business.

12.5 Office Equipment and Supplies:

The use of office equipment and supplies is exclusively for clubs and may only be used with permission from the UNLV Sport Clubs Staff. Personal use is prohibited.

12.6 Sport Clubs Office Space:

All Sport Clubs will have access to the Sport Clubs office on the 1st Floor of the SRWC. To gain access to this office the Club President must check out the key card at the Equipment Desk. Each club will be assigned a workstation, however, computer access will be shared. The office will be supplied with office supplies and have a working printer, scanner, copier, potentially a fax machine. Each club will be able to come in and prepare documents, reports, schedule events, and conduct club business from this location.

12.6.1 Printer usage: The printer in the Sports Club Office will be limited to print club business only. If clubs are caught printing out personal or class materials, that club will lose access to the office. If a username and password is setup, those will be provided to Club Presidents.

Appendix – Commonly Used Forms

General Information

All forms to be used by the club for the Sport Clubs Program will be made available on the UNLV SRWC website (<http://srwc.unlv.edu/sportClubs.html>), as well as located on the Sport Clubs Office Computer Desktop, and provided in your binders at the beginning of the year. The electronic distribution of these forms will help ensure the most accurate and up-to-date forms are used at all times.

The following will help describe the individual forms in general, as well as provide any submission guidelines and due dates (all due dates are listed under Chapter 1 Important Dates section).

Club Governance

Constitution and Amendments

The club will submit a copy of the constitution, as provided to CSUN, with the recognition packet. Any updates or modifications to the constitution, or other amendments, must be provided 24 hours after ratification to the Sport Clubs Office as well as to CSUN. Fall Due Date: Monday, September 20, 2010 by 5:00 pm. Spring Due Date (for new clubs only or updates): Monday, February 7, 2011 by 5:00 pm.

Officer Contact List

A general information form providing the names and contact information for each club officer, regardless of the number of officers within the club. This list should include all elected officials as well as any non-elected committee members. A copy of the list is due each September, February, and June on the 20th day of the month, or 48 hours after any change in the information. Fall Due Date: Friday, September 24, 2010 by 5:00 pm. Spring Due Date (for new clubs only or updates): Friday, February 4, 2011 by 5:00 pm.

Meeting Minutes

Each official club meeting, as called by the club's officers, must have an official record of any club business discussed or club votes held. A copy of each meeting's minutes must be provided to the Sport Clubs Office each month. Due Date: Last Wednesday of every month.

Club Membership Packet: Includes the following forms:

Club Roster

A general listing of each club member, the roster must include all of the information requested as presented on the template provided. Additional information, as deemed important by the club officers, is welcome to be added to this roster. Fall: Friday, September 24, 2010 due by 5:00 pm, Spring: Friday, February 4, 2010 due by 5:00 pm.

Assumption of Risk, Release of Liability, Participant Conduct, Academic Records Release

This form represents each member's authorization to participate with a club recognized as a member of the Sport Clubs Program. Each must be signed, and completed in full, prior to any participation in any club event or activity. Copies will be kept in Clubs folder in Sport Club Office and a copy should always be kept by the club. This form must accompany clubs to each event (practices, scrimmages, matches). If a club is found not to have information with them, they will be subject to disciplinary actions. Fall: Friday, September 24, 2010 due by 5:00 pm, Spring: Friday, February 4, 2010 due by 5:00 pm.

Medical Information and Authorization for Emergency Medical Treatment

Club members must completely fill out this form! No exceptions! Because emergencies happen when you least expect them it is always good to be prepared. Clubs will submit a copy to the Sport Clubs Office and retain a copy in club files. This form must accompany clubs to each event (practices, scrimmages, matches). If a club is found not to have information with them, they will be subject to disciplinary actions. Fall: Friday, September 24, 2010 due by 5:00 pm, Spring: Friday, February 4, 2010 due by 5:00 pm.

CPR Certifications

As detailed in Chapter 4.2 Clubs are required to have two (2) members CPR certified. Copies of the CPR Certifications obtained by the designated club members must be provided to the Sport Clubs Office. Certificates must be obtained and turned in prior to Monday, October 25, 2010 at 5:00 pm for Fall 2010 and Friday, February 11, 2011 at 5:00 pm for Spring 2011.

Organization Affiliations

Member Disciplinary Reports

As outlined in Chapter 6, any internal disciplinary action taken by the club toward one of its members must be documented. A copy of this documentation must be provided to the Sport Clubs Office within two business days of the club's decision and completion of the internal disciplinary process.

Organization Membership Information

Copies of any application information required by a national or regional organization or competition body should be submitted to the Sport Clubs Office, with a copy also remaining with the club records. Contact information will also need to be included with this information.

Other Organization Communication

Copies of notices or letters from the organization should be provided at the end of the month received.

Accident/Injury Reports

Exact report forms are available from the Sport Clubs Forms Websites, and must be completed in full with no changes to the form. Due Date: Must be submitted with the Post-Competition Packet the Wednesday after every competition.

Coaches/Volunteers/Advisors

On-Campus Advisor Agreements

Each club must have an On-Campus Advisor, who works for the university in a professional role. This advisor must read, complete, and sign the Advisor Agreement. The original document must stay with the club records, with a copy being submitted to the Sport Clubs Office. This process must be completed for each change of Advisor. Due Date: Fall: Friday, September 24, 2010 due by 5:00 pm, Spring: Friday, February 4, 2010 due by 5:00 pm.

Coaches Agreements

Each coach, paid or unpaid, must read through and complete a coaching agreement. It is recommended that any team wishing to utilize the services of a coach for their competitive endeavors discuss the roles and responsibilities of the coach with the Sport Clubs Staff. An agreement will be developed for this specific purpose, which must be read, completed, and signed by the prospective coach. The original completed agreement must be kept with the club

records. The process must be completed for each new coach. Due Date: Fall: Friday, September 24, 2010 due by 5:00 pm, Spring: Friday, February 4, 2010 due by 5:00 pm.

Volunteer Agreements

Each volunteer must read through and complete a coaching agreement. This agreement will be required for any volunteer who wishes to travel with the team, or wishes to volunteer for two or more events/activities. A template agreement is available from the Sport Clubs Forms Websites, which must be read, completed, and signed by the prospective volunteer. The original completed agreement must be kept with the club records, with a copy being submitted to the Sport Clubs Office on the first Monday after being completed. The process must be completed for each new volunteer. Due Date: Fall: Friday, September 24, 2010 due by 5:00 pm, Spring: Friday, February 4, 2010 due by 5:00 pm.

Evaluations

Evaluations are required with each coach for which the team has an agreement. The club officers will be responsible for the development of this evaluation, but a template is available from the Sport Clubs Forms Websites. Copies of the evaluation summary, developed by the club officers, must be provided to the Sport Clubs Office. Due Date: Friday, May 13, 2011 due by 5:00 pm.

Financials

Statement of Club Finances & Projected Budget

A statement of the club's finances for the previous 12 months, as well as the club's projected budget for the next 12 months. Each club's finances are their own responsibility, but it is the club's responsibility to keep the University informed of their financial capability and proficiency. The format and information in these statements will be left to the club officers, but it is recommended that the club decide to utilize one of the many software programs available for their finances, and the reports available from those programs. Due Date: Friday, March 18, 2011 by 5:00 pm.

Fundraising Reports

All student organizations are eligible for funding from the Consolidated Student of the University of Nevada Las Vegas (CSUN). To apply for funds please visit: <http://www.unlvcsun.com/>

Travel

Travel Authorization (Pre-competition packet)

As outlined in Chapter 7 each club trip outside of Las Vegas, Henderson, or North Las Vegas will require the submission of a trip's itinerary. This form will be provided to you on the Sport Clubs website (<http://srtc.unlv.edu/sportClubs.html>), in your binder, and in the Sport Clubs Office. All clubs traveling must submit this information and if it is not properly submitted, the request will be denied and club will not be allowed to travel. See Chapter 7 for full details. Due Date: 10 business days prior to departure.

Private Driver Authorization (Pre-competition packet)

As outlined in Chapter 7, any private citizen or club member, who wishes to transport members of the club to an activity outside of Las Vegas, Henderson, or North Las Vegas, must submit a copy of their Driver's License and Insurance Card. A copy will be provided to the club, as well as a copy kept on file with the Sport Clubs Office. The private driver must also complete the Private Driver Authorization form, which will be kept by the club with a copy submitted to the Sport Clubs Office. Due Date: 10 business days prior to departure.

Events

Conferences & Scheduling Reservation Forms

Any time the club submits a reservation form to the Student Affairs Scheduling & Conferences Office, a copy of the original must also be submitted to the Club Sports Office. A member of the Sport Clubs Staff must also be the secondary contact for the event.

Schedule of Events

A copy of the club's schedule of events, either official or unofficial, must be provided to the Sport Clubs Office. If any portion of the schedule/calendar is not fully determined, or other changes occur during the schedule, the club must notify the Sport Club staff five (5) business days after change or prior departure (which ever comes first). Due Date: Fall 2010, Friday, October 1, 2010 by 5:00 pm and Spring 2011 Friday, February 4, 2011 by 5:00 pm.

Post-Competition Packet

In the spirit of assisting the club in publicity, as well as general awareness for the club's activities, the results of any competition should be submitted to the Sport Clubs Office. Due Date: Wednesday after every competition by 5:00 pm.

Participation Reports

For each club activity, regardless of the event's type, the club's officers must record the general participation information for the event. This includes, but is not limited to competitions, practices, or fund-raising events. Due Date: Last Wednesday of every month.

NOTES