The Sport Club Manual will serve as a reference for all Sport Club Officers. This manual is intended to outline the procedures for creating sports clubs, outline the responsibilities of the University and of participants in the Sports Club Program, provide certain advice and recommendations to participants in the Sports Club Program and outline the services available from Campus Recreation Services.

The goal is to provide officers with the tools to effectively manage their respective Sport Club and ensure adherence to the policies and procedures of the University of Utah.

Any policy not covered in the Manual should be referred to the Sport Clubs Manager.

All club officers are expected to review and follow the policies outlined in the Manual.
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**Sport Clubs Contact Info**

Location: 214 HPER East

Hours: Monday-Friday 8am-5pm

Phone: (801) 581-3797

Fax: (801) 585-6872

Email: matt.mccarthy@crs.utah.edu

Mailing Address: 260 South 1850 East Room 214 Salt Lake City, UT 84112

Web Site: [www.utah.edu/campusrec](http://www.utah.edu/campusrec)

**2014-2015 Sport Clubs**
Introduction

Sports Club Definition

Sport Clubs (SC) are voluntarily registered student organizations established by students to engage or participate in a sport or activity in pursuit of the development, skills, and interests of its members. Each club is a sponsored student organization under the administration of the Campus Recreation Services (CRS). Participation in the SC is not a right and privilege may be revoked at any time.

Sport Club Goals

Sport Clubs are first and foremost student organizations. Therefore, it is important that the management and decision making of the club be made by participating student members. Participation in the SC program allows individuals to engage the University at a unique level. Participation and management is an educational experience which will develop a set of skills, such as leadership, organization, responsibility, time management, teamwork, and decision making. Sport Clubs are meant to enhance the individual learning experiences through involvement, commitment, and working in a team setting.

Sport Club Benefits

- Use of the University of Utah name in connection with extramural competition apart from the intercollegiate athletics program in both formal and informal sport settings
- Use of University of Utah facilities
- Assistance with practice and game management
- Administrative services such as a phone, fax, mail service, and promotion

The following are not provided as benefits for sport clubs:

- A club may not use the University name to book travel
- A club may not use the University name for contract services
- A club may not use the University of Utah Tax Identification number

Failure to follow the above guidelines will result in immediate suspension or expulsion from program.

The Role of Campus Recreation Services

Campus Recreation Services receives minimal funding from the University of Utah, which results in limited fiscal resources applied to program management. Therefore, survival of the Sports Club Program is dependent upon several key factors, including:

- Sport Clubs and their members must comply with basic minimal requirements for the formation and operation of the sports clubs
- Sports club participants must recognize and accept responsibility for organization and self-governance of their particular club and its activities
- Sports Clubs and their members must recognize and accept responsibility for funding of their sports club and sports club activities
- Sports Clubs and their members must recognize and accept the risks inherent in the various sporting activities
- Sports Clubs members must release the University of Utah from all responsibility for harm that may result from their participation in the Sports Club Program
**OrgSync**

Orgsync is an online platform that all student organizations on the University of Utah campus will be encouraged to use. The platform will be rolled out fall of 2014 and will assist club members in the administration and organization of their club. All forms that a club needs to access will on this site. Clubs will also be able to host their public website using this platform. More information will come at the Officers meeting. If you have questions about OrgSync please contact the Sport Clubs Manager.

**Club Formation & Organization**

The University of Utah imposes certain minimum requirements regarding the formation and operation of sports clubs. These requirements are as follows:

1. Provide CRS with contact and other basic information about the Sports Club.
2. Assure that the Sports Club is formed and operated in a manner that reflects the basic philosophy and function of the University as an educational institution.

Beyond the following requirements, the CRS makes additional recommendations for organization and operation that will assist in creating and maintaining a successful club.

**Membership**

Membership in a Sport Club is limited to:

1. Current students who are registered for at least one credit hour, including all registered graduate and undergraduate students of the University of Utah.
2. Associate Members, including any member of the University of Utah community holding a valid CRS Membership.

Associate Members cannot make up more than 10% of a Sports Club. Some Sport Clubs may have different requirements for membership due to their League Affiliation (See “League Affiliation” section of this handbook).

**New Clubs**

Sport Clubs are formed by groups of students who show interest and commitment to the particular activity. Campus Recreation Service will consider new sports clubs that satisfy the following criteria:

- The club’s purpose and activity must be consistent with the purpose and philosophy of Campus Recreation Services and the University of Utah.
- The potential club must have at least six (6) interested participants.
- The club must have the potential to generate the revenue necessary for club operation.
- Suitable facilities must be available for practice and competition.
- Adequate competition must be available within a reasonable geographic area.

**Paperwork Required for Annual Activation**

For both recognition and liability purposes, CRS requires certain paperwork from each club. It is very important that the paperwork be submitted before the club can operate. All Clubs, either new or established, must complete the following. Failure to provide the required paperwork by required date will result in automatic suspension of the Sports Club. Sample forms are included in the Forms section in the back of this manual.
The following is a list and description of the paperwork.

**Registration/Recognition Application**
This form must be completed by each Sport Club annually (prior to the Fall season) in order to be registered in the Sport Club Program.

**Constitution**
To assure that Sport Clubs reflect the basic philosophy and function of the University, each Club is required to prepare and submit to a Club Constitution CRS. The Club Constitution is a useful self-governance document. The constitution should, among other things:

- define the requirements, goals and expectations of the club for its members
- set forth the procedures by which the club leaders, advisors, coaches, and affiliates are chosen
- define the responsibilities of club leaders, council, advisors, coaches, and affiliates
- set forth the rules by which a club is governed and operated
- create grievance procedures for club members.

**Assumption of Risk & Release of Liability Form**
This form must be completed by every participant in a Sport Club (including coaches and/or advisors) and be on file with the Sport Clubs Manager prior to the start of any club activity. *No individual may participate in any club activity without completion of this form.* The club president is responsible for collecting the Assumption of Risk & Release of Liability Form from every member and submitting them to the Sport Clubs Manager.

**Proof of Insurance Form**
This form must be completed by every participant in Sport Clubs (including coaches and/or advisors) and be on file with the Sport Clubs Manager prior to the start of any club activity. *No individual may participate in any club activity without completion of this form.* The club president is responsible for collecting the Proof of Insurance Form from every member and submitting them to the Sport Clubs Manager.

**Roster**
Each season, prior to the start of club activities, Clubs must submit to the Sport Clubs Manager a list of all officers, advisors, coaches and participants in the club, including their names, student number, phone number, and email address. Any changes during the season in the roster of officers, advisors, coaches or affiliates must be reported to the Sport Clubs Manager.

**Schedule**
At the start of each semester, Clubs should develop a club calendar identifying the dates of all practices and competitions, including times and locations. This calendar must be submitted to the Sport Clubs Manager at the beginning of each semester.

**Annual Report**
At the conclusion of the season, each club must submit a report listing the club accomplishments for the season to the Sport Clubs Manager. This should include all tournament results, and team/individual awards and achievements.
Sport Club Officers and Personnel

Sport Club Officers & Leadership Council

The executive leadership of each club is a pivotal element in the successful functioning of the club. Each club should have several individuals with defined roles and responsibilities in order to ensure the proper leadership, and distribution of club administration and operations. A Sport Club cannot be run by a single person. Each Sport Club is required to have a President and Vice President who will serve as the principal contacts and liaisons with CRS. Beyond these officers, the University recommends that each club have a Treasurer and a Secretary. The University recommends that officers’ roles are defined in the Club Constitution and that club participants hold elections for those positions annually. All officers and members of the Leadership Council must be on the active player roster.

Leadership Council

Since the organizational and decision-making duties are the responsibility of the club members and its officers, it is recommended that each club create an internal Leadership Council of officers and members. This group should have a minimum of 3 and maximum of 7 individuals from the active Club Roster (including officers) and be elected by club members. The Leadership Council will be responsible for club decision making, such as, but not limited to: financial planning, scheduling of contests or events, personnel selection, fundraising, membership dues, authorization and confirmation for club travel plans, and ensuring that the club represents the University of Utah in the best possible manner at all times. The Sport Clubs Manager is the sole contact for any and all decisions made by the Council.

President

Responsibilities of the Club President are as follows:

- Serve as liaison between the club and Campus Recreation Services professional staff
- Ensure that all policies and procedures are implemented and enforced
- Inform club members of the policies and procedures outlined in the SC Manual
- Furnish copies of facility requests for all games, meetings, and practices to the SC Office
- Submit required travel forms in a timely manner (see Travel Information Form)
- Submit all Risk and Insurance Management forms in a timely manner (see Risk and Insurance Management)
- If applicable, submit Advisors Agreement and/or Coaches Agreement to the CRS Office before the start of the season and/or once individuals have been identified
- Submit an end-of-semester report to the Sport Clubs Manager
- Transfer all applicable club material to the president-elect
- Respond to all communications from the CRS Staff in a timely manner
- Submit the results of contests to the within 3 business days
- Schedule and lead at least one (1) club meeting each semester to review schedule, policies, safety practices, budget updates, etc.
- Schedule a semester-end meeting with the SC Manager to evaluate the previous season and review goals for the next season
- Ensure that elections are conducted in accordance with the Club Constitution
- Ensure responsibilities, as outlined in the Club Constitution, are being accomplished
- The President and other leadership team members are expected to meet at least monthly with the SC Manager to discuss any activities or issues of the club

Faculty/Staff Advisors

Clubs are strongly encouraged, but not required, to seek the assistance of a faculty/staff advisor to provide direction and help maintain continuity in club programming. The faculty/staff advisor should
be a full-time faculty or staff member at the University of Utah and be highly interested and experienced in the club activity. Clubs are encouraged to sign an Agreement with their faculty/staff advisors setting forth the club’s expectations for the advisor. A sample Agreement is included in the forms appended to this manual. Faculty/Staff Advisors who agree to assist a Sport Club must sign and provide to CRS Release of Liability and Proof of Insurance Forms. It is the expectation of CRS that the advisor will assume the following responsibilities:

- Be familiar with history of the club.
- Assist the club in ensuring compliance with the SC Manual and University Policies and Procedures.
- Assist the club in setting realistic goals, while promoting opportunities for educational and personal development of club members.
- Discourage domination of the group by any individual or group of members.
- Encourage club members to accept responsibility for all program management.

**Coaches/Instructors**

Clubs are strongly encouraged, but not required, to secure the services of a coach or instructor for the team. The University recommends that the coach or instructor be certified by the governing body for the particular sport. Please note that clubs are first and foremost student organizations, therefore, it is important that management of the club, including personnel selection, be left to club members. Clubs are encouraged to sign an Agreement with their coaches/instructors setting forth the clubs and the coach’s roles, responsibilities, and expectations. A sample Agreement is included in the forms appended to this manual. Coaches and Instructors who agree to assist a Sport Club must sign and provide to CRS Release of Liability and Proof of Insurance forms. Coaches’ responsibilities include, but are not limited to:

- Understand and comply with all University policies and procedures
- Assist members in the coordination of practices and contests
- Promote positive sporting behavior, both on and off the field
- Assist club members is using good judgment when representing the University

**Affiliates**

Clubs may seek advice from non-University community members, who will be considered Affiliates. The Affiliates may form an advisory board and make recommendations to the club and/or Leadership Council, but will make no decisions regarding management or organization of the club. Because Clubs are first and foremost student organizations, it is important that management of the Club be a function of club members.

**League Affiliation**

Sport Clubs are encouraged to join local, regional, and national associations to promote competition and interaction with other sport-related organizations. Each club should seek affiliation with the recognized governing body of its individual sport. Each club is responsible to ensure that its members comply with the rules and policies and procedures defined by their respective league or governing body.

**Financial Guidelines**

Self-support is an essential principle of the Sport Club Program. The responsible collection and management of funds from dues, donations, sponsorships, and revenue-generating events is critical to the successful operation of the club. All such funds must be maintained in a commercial bank account under the name of the club. Club members are responsible for the ethical management of club finances, as well as for maintaining all supporting documentation for purchases and revenues. Finally, clubs are NOT permitted to enter into any type of contract relationship, such as vehicle or facility rental,
in the name of the University of Utah. All such contracts must be secured in the name of the club President or other club representative.

**ASUU FUNDING**

Funding for Sport Clubs can be requested through the Associated Students of the University of Utah (ASUU). There are two sources of funding available to Student Groups

- **Budget Process**
- **Assembly Legislative Process**

Please refer to the ASUU web site: [www.asuu.utah.edu](http://www.asuu.utah.edu) for specific information on applying for funding.

**Budget Process**

ASUU holds several workshops during which you can learn more about the funding process. Members of the Finance Board will be available to help you complete your packet and address any questions or concerns you may have, as well as offer budgeting advice. Each workshop will be held in two-hour blocks, during which you may stop by at any time. All of the workshops will be hosted in the ASUU office, Room 234 of the Union. The following timeline includes the dates and times of all the budget workshops, along with other important dates for the fall 2014 budget request process.

*To be announced...*

**Assembly Legislative Process**

An Assembly Representative will help write legislative bills on behalf of student groups to request funds from the legislative body. The student group must have a precise breakdown of expenses before contacting an Assembly Representative. The representative will then work with the student group on creating the bill. Student Group Representatives must attend Subcommittee Meeting (3rd Tuesday of every month) and General Assembly (4th Tuesday of every month). Please attach all **ORIGINAL** receipts to expenditure request form and turn it in to ASUU office. If a club qualifies for a National competition after the ASUU General Assembly has been dismissed, the club can request funding through an ASUU/Campus Recreation Services contingency fund. Please contact the Sport Clubs Manager for additional information.

**ADDITIONAL FUNDING OPTIONS**

- **Membership Dues:** Dues may generate revenue by charging participants club dues.
- **Sponsorships:** A sponsorship is a monetary gift that results in compensation, via advertisement or acknowledgement, for the donor. Clubs are encouraged to approach off-campus organizations or companies as prospective sponsors of club activities. Currently, there are prohibitions in place regarding alcohol and tobacco sponsors of University organizations. Clubs are not allowed to solicit sponsorships with companies that are in direct competition with a University exclusive sponsor. **All sponsorships must be reviewed and approved by the Sport Clubs Manager.**
- **Fundraising.** Clubs are encouraged to generate funds through other fundraising efforts, such as merchandise sales, car wash, selling other goods, etc.

**SCHOLARSHIPS**

Participation in Sport Clubs is voluntary. As such, monetary scholarships shall not be promised nor given by the Coach, Affiliate, or Advisor. If a club has established financial resources to provide scholarships, all requests and application of these scholarship MUST be approved and managed by the Sport Clubs Manager.
Facility Use

Each Sport Club that remains in good standing has the privilege of using University facilities for club practices, competitions, meetings, and revenue-generating events. Indoor gymnasiums, racquetball courts, outdoor fields, pools, weight rooms, and meeting rooms are all available to Sport Clubs. To utilize these facilities, the club must work directly with the Sport Clubs Manager to reserve facilities well in advance. While the Sport Clubs Manager will try to meet the needs of each club, please note that facilities are limited. Advanced planning is imperative in ensuring usage of University facilities.

Scheduling and Usage

- All facility reservations and related issues must be submitted to and/or reviewed with the Sport Clubs Manager before approval is given
- Due to limited facility space, it is most effective to secure space before planning a practice time
- When scheduling home competitions, consult the Sport Clubs Manager for space reservation PRIOR to completing the competition schedule
- For all game, practice, and meeting space reservations, the Facility Reservation Form must be completed and submitted to the Sport Clubs Manager
  - For both competitions and practices, the form must be turned in two weeks prior to the end of the semester prior to the upcoming season
  - For meetings or other approved events, the form must be turned in two weeks prior to the event
- During Finals, Break weeks, and other holidays, facility hours are different and a new Reservation Form must be submitted if the club wishes to practice or compete during such times. Regularly scheduled practice time does not apply to Finals, Break, or Holiday hours
  - Clubs are not permitted to practice unless special arrangements are made with the Sport Clubs Manager
- Weather Conditions: At the discretion of the Sport Clubs Manager, club practices or competitions may be cancelled due to inclement weather conditions, wet play surfaces, or unsuitable conditions
  - Every effort will be made to make a decision about canceling due to weather 24 to 48 hours before a club competition is to take place so that the club can notify the visiting team(s) however cancellations may be made the day of the event
  - In regard to practice during inclement weather, the Sport Clubs Manager will notify the club as late as the day of scheduled practice. Decisions about closing the fields will be made by Noon each day. Clubs are encouraged to have an inclement weather back-up site available
- Clubs are responsible for set-up and clean-up of all facility sites
- Club members are required to wear proper dress and footwear
- Facility availability may be withheld when improper usage is reported or when clubs fail to adhere to University and CRS policies and procedures. All facility users are expected to use proper conduct
- Sport Clubs requiring special facilities located off-campus must make arrangements with the owner of the off campus facility
- Each club will be financially responsible for damages that occur or if the facility has not been left in clean and suitable condition during use of any facility
McCarthey Family Track and Field

Specific Use Guidelines

- All MFTF policies and procedures must be followed by participants and spectators
- A club representative must meet with the Sport Clubs Manager for a field tour and training session prior to usage
- The sponsoring Sport Club shall assume full responsibility for the conduct of any participant, guest, or spectator who attends an event it is sponsoring
- All individuals participating at the MFTF must wear appropriate footwear. Only 1/8” pyramid spikes are allowed on the track.
- NO: wheeled objects, golf, private instruction, glass bottles, food, alcoholic beverages, drinks (other than water), tobacco products, gum, sunflower seeds, painting lines, or pets (exception: service animals only)
- Any Sport Club using the MFTF assumes responsibility for maintaining the condition of facility during its use. The club will be responsible for all damage, or misuse of University facilities or equipment. The club will be held liable for reimbursement to the University for any such damage or loss
- Those using the MFTF must adhere to all applicable parking regulations
- Facility access is through the North Gate adjacent to the parking lot north of the complex
- Campus Recreation Services is not responsible for items that are lost or stolen
- Campus Recreation Services reserves the right to assign or restrict the use of the MFTF
- All clubs must comply with University policies, MFTF policies and/or the Student Code of Conduct
- Children must be with a parent at all times and must remain in the spectator area
- Playing on artificial turf is considerably different than playing on natural surfaces. More caution must be taken when playing on artificial turf. Additional conditioning and warm-up exercises may be required to minimize the possibility of injury to knees or other parts of the body while participating on artificial turf
- In many instances, events should allow informal recreation to occur simultaneously with the event. This would include the use of the track for runners/walkers during a field event
  - Exception: All Sport Club games and Lacrosse practices
- Individuals are encouraged to have a physical examination and obtain adequate health and accident insurance prior to using the McCarthey Family Track and Field. Individuals use the facility at their own risk

Revocation of Facility Usage

The following behaviors will result in the revocation of club facility usage privileges, as well as additional disciplinary action as described in the Club Conduct section of this manual.

- Failure to obey all posted regulations and comply with decisions made by Facility Supervisors and CRS Staff (including identifying oneself when requested)
- Infliction or threat of infliction of bodily or emotional harm, whether done intentionally or with reckless disregard, including threat or action in retaliation for making allegations of misconduct
- Use of abusive language at any University facility
- Dunking or hanging on basketball rims
- Using roller skates, skateboards, or use of any wheeled-devices (except wheelchairs) indoors
- Smoking, eating, and drinking in work-out and recreation areas
- Using Alcoholic beverages or illegal drugs at any University events and facilities

The University and Campus Recreation Services are not responsible for personal injury or loss of personal property as a result of facility usage.
Uniforms & Other Printed Materials

NEW THIS YEAR (14-15) – Each club must follow the University’s policy in regards to licensing and the use of recognizable characters when associating themselves with The University of Utah. To ensure that each club is within these guidelines a review of all digital media will take place annually at the beginning of each fall semester. This will include the team web site, Facebook, Twitter, Instagram, and any other digital property intended to represent the club. All digital property must be disclosed on the Registration/Recognition Form. In addition, the University Licensing Office must review all uniforms, team apparel, or anything else that will be associated with the Sport Club team prior to each order being placed.

Clubs will have access to is Kollege Town, an Under Armour dealer who can assist teams in ordering uniforms and other UA gear. Teams will also have the ability to set up an online “store” for fundraising and team clothing options. For more information please contact the Sport Clubs Manager. Any logo printed on merchandise from this source must be reviewed and approved prior to the order being placed.

If you have any questions regarding Licensing and the use of logos please contact one or both of the following:

Brett Eden - brett.eden@aux.utah.edu - (801) 581-8298

Richard Fairchild - richard.fairchild@utah.edu - (801) 585-7784

Risk Management & Insurance

The only way the University can offer a viable Sport Clubs Program to students is if Sports Clubs and their members act responsibly and specifically assume responsibility for the risks inherent in a sport club program.

Assumption of Risk and Release of Liability

Prior to participation in any club-related activity, all participants MUST sign the Assumption of Risk Form acknowledging the risks inherent in sporting activities, personally assuming that risk, and releasing the University from any liability associated with participation in the program. The club president is responsible for collecting this form from each participant and providing the form to the Sport Clubs Manager where it will be kept on file. The Assumption of Risk Form is good for one (1) year.

Insurance

Because of the risk of injury inherent in sports activities, participants in the Sport Clubs Program are required to carry, and provide proof of, personal health care coverage. Participants must carry coverage in the minimum amount of $30,000. The University of Utah recommends that participants obtain significantly higher limits to cover potential catastrophic injuries. The Club President is responsible for collecting a Proof of Insurance form from each participant and providing the form to the Sport Clubs Manager where it will be kept on file. Any participant who does not have the Proof of Insurance Form on file with the Sport Clubs Manager is not permitted to participate in any club related activities. The form is located in the Sport Club Manual Forms section.
Physical Examination
The University does not require but strongly recommends that all students, faculty, and staff who participate in a sport club obtain a medical examination prior to participation in the activity. The University of Utah assumes no responsibility for any club member with an existing health condition that makes it advisable for him/her not to participate in Sport Club activities.

Safety
It is the responsibility of the Club President and each club participant to continuously maintain an environment conducive to safe practice and competition during Sport Club activities. The University strongly recommends that all participants use necessary precautions for personal safety and the prevention and recovery from personal injury (e.g., use of a mouthpiece, protective eyewear, etc.). If CRS learns that any sport club or participant(s) is/are conducting their activities in an unsafe or irresponsible manner, the University reserves the right to terminate any club or participant’s participation in the Sport Clubs Program.

Injuries
Financial responsibility for any injuries suffered by a Sport Club participant will be borne by the club and/or the individual participant. The University will have no responsibility for such injuries. However, the facts of such injuries should be reported to the Sport Clubs Manager on an Injury Report Form. The injury report form is located in the Forms section of this manual. The club president should keep several copies of this form with them during all club-related activities. The form should be completed by the individual who rendered care to the injured person or by a club officer. If the club or the injured party desires to have a copy of the injury report, contact the University Risk Manager, 408 Park Building, at 581-5590.

Emergencies & Injuries

Emergency/Injury: Recommended Procedures
In the case of an emergency involving club participants during on or off campus practice, competition, or recreation, CRS recommends the following procedures:

1. Determine the nature and extent of the injury
2. For injuries/accidents occurring on the University of Utah campus, call the Campus Police at 585-2677 (COPS) (not 911). From any campus telephone, dial 5-COPS
3. For injuries/accidents occurring off campus, dial the 911 dispatcher
4. For both on and off campus emergencies, contact the Sport Clubs Manager (581-3797) or the CRS Director (581-8898) immediately after contacting the emergency personnel listed above. If it is outside of business hours call the Sport Clubs Manager at (303) 902-7194
5. Once emergency personnel have been contacted and are on their way to the scene, remember to have one club member remain near a phone in case the emergency medical personnel require additional information or instruction. If possible, a club member should wait by the entrance, or in an obvious location, to help direct emergency personnel to the site
6. Designate one (1) club member to accompany the injury victim to the hospital
7. Prepare and submit an Injury Report Form

Non-emergencies: Recommended Procedures
In the event of an injury that does not require immediate emergency medical personnel, these procedures are recommended:

1. Determine the nature and extent of the injury
2. Obtain first aid on the spot as needed
3. If the injury requires further medical attention, designate someone to take the individual to a health care facility. Under no circumstances should the injured person go unescorted.

Accidents and Injuries
Clubs are encouraged to contact one of the following individuals in case of an emergency:

Matt McCarthy (801) 581-3797 W
(303) 902-7194 C

University Police (801) 581-COPS (2677)

Club Conduct

Participants in the Sport Clubs Program receive certain benefits and privileges, including limited use of the University of Utah name and use of the University of Utah facilities. To retain these benefits, participants have an obligation to conduct themselves and their organization in accordance with the University's philosophy and function as an educational institution. Club members should exhibit the highest standards of sportsmanship and act in a mature and responsible manner both on and off the field. When visiting another campus, club members are expected to respect local regulations and authority. The same standard holds true for teams visiting the University of Utah campus. It is the responsibility of the club officers to monitor and control situations to avoid potential misconduct. Sport Clubs and their members must adhere to the standard of conduct as outlined in the Student Code of Conduct (http://www.saff.utah.edu/code.html).

Loss of Privileges and Discipline

If a club and its members fail to conduct themselves in a manner consistent with the University’s philosophy and function as an educational institution, they may lose the privileges provided by the Sport Clubs Program. Failure to comply with requirements, rules, and regulations set forth in this manual may result in a written warning, probation, suspension, or expulsion from the program depending of severity of the infraction.

If Campus Recreation Services learns of conduct requiring disciplinary action, the club and/or individual involved in the incident, along with the Club President, must meet with the Sport Clubs Manager to discuss the incident, the disciplinary action, and any further issues. Club participants may also be referred to the Dean of Students for further action under the University’s Student Code of Conduct.

Warnings

Conduct that results in a written warning is considered minor in nature. Some examples of conduct that will result in a written warning include:

- Failure to submit the following forms by the given deadline:
  1. Registration Application
  2. Constitution
  3. Roster
- The use of logos not approved by the University of Utah Licensing Department.
- Using University facilities without prior authorization
Probation
The list of warnings is not all inclusive and the Sport Clubs Manager reserves the right to rule on any issue not covered in this manual. Receipt of two written (hard copy or electronic) warnings will result in probation for a period specified by the Sport Clubs Manager. During probation, a club’s activities and privileges will be frozen until specified requirements are met.

Suspension
Conduct resulting in a suspension is considered major in nature or an accumulation of minor infractions. Club activities and privileges may be suspended for any period specified by the Sport Clubs Manager. The following conduct may result in suspension of a club’s activities and privileges:
- Any conduct during a club activity that constitutes a violation of the University’s Student Code of Conduct, PPM 8-10
- Any conduct during a club activity that constitutes a violation of city, state, or federal law
- Any fighting, harassment, or other conduct during club competitions and activities that reflects poorly on the image and reputation of the University of Utah
- Failure to abide by Risk Allocation and Travel policies as outlined in this Manual
- Failure to submit a Travel Information Report prior to traveling
- Failure to submit Assumption of Risk and Release of Liability and Proof of Insurance Forms

Expulsion
The following infractions will result in the immediate loss of club recognition and privileges by Campus Recreation Services for a minimum of one (1) year:
- Submitting false or misleading information to Campus Recreation Services
- Failure to abide by the University non-discrimination policy
- Violence or threat of violence against any participant, coach, official, or spectator at any sport club activity
- Use of alcoholic beverages or any illegal drugs during club activities or sanctioned travel
- Competition by a club during a period of probation or suspension
- Contracting in the name of the University of Utah

Appeal Process
Decision of the Sport Clubs Manager may be appealed to the Director of Campus Recreation Services. The decision of the Director of Campus Recreation Services is final.

Travel
Participation in the Sport Club Program may include travel to competitions and other sporting events.

Coordination and Expenses
Sport Clubs and their participants are solely responsible for coordinating club travel including transportation, lodging, registration for, and participation in competitive events. Sport clubs and their participants are also solely responsible for costs and expenses associated with travel and participation in these events. CRS will not provide assistance to sports clubs relating to coordination and expenses of travel. University vehicles will not be available for rental by sport clubs.

Safety
Through precautionary measures certain inherent risks associated with traveling can be minimized, but not eliminated. These precautionary measures include but are not limited to appropriate training and selection of drivers for travel, acquiring adequate automobile liability insurance, and adherence to vehicle operation laws and recommended safety tips. The University
requires sport clubs to agree in the *Travel Information Form* to follow certain precautionary measures during travel. Failure to follow safety precautions specified in the *Travel Information Form* may result in loss of Sport Clubs privileges. The University cannot and will not assume responsibility for accidents and injuries that occur during club travel.

**Travel Information Form**

The President or Vice President for a sport club must sign and submit a *Travel Information Form* at least five (5) business days before the sport club plans to leave for an event that is outside Salt Lake County. The *Travel Information Form* provides the University with contact and other information concerning the planned trip, assures that all participants going on the trip have submitted a current *Assumption of Risk and Proof of Insurance Form*, and provides the University with assurances from the club that they will implement certain safety precautions during the trip. Failure to timely submit a *Travel Information Form* before a scheduled trip will result in immediate and automatic suspension of a sport club’s privileges including, in particular, the privilege of competing under the University of Utah name.

**Conduct**

Club participants are expected to adhere to the same principles of conduct during travel as they are required to follow while at the University, including the avoidance of alcoholic beverages and non-prescribed drugs during off-campus sporting events. Each club officer and each club participant is responsible for the conduct of club participants during club travel. Information received by the University indicating that a sport club and/or its members have failed to follow proper rules of conduct during traveling events will result in loss of privileges and discipline as provided in this manual.

**Selective Travel Insurance**

The University will bear no responsibility for accidents and injuries to club members during club travel. CRS encourages club members to purchase selective travel insurance to supplement their primary insurance coverage. The selective travel insurance policy provides some limited additional accidental death and dismemberment coverage in addition to medical expense benefits. Information concerning Selective Travel Insurance may be obtained from the Cashier’s Window in the Student Services Building (581-7344).

**Accidents and Injuries**

Clubs are encouraged to contact the Sport Clubs Manager in case of an emergency or accident during travel:

Matt McCarthy (801) 581-3797 W
(303) 902-7194 C

**Privileges & Services Available To Sport Clubs**

**University of Utah name and logo usage**

As a student club recognized by Campus Recreation Services, a Sport Club which is in good standing has the privilege of using the name of the University of Utah in extramural competition. With this privilege comes the responsibility of conducting activities in a manner that reflects the basic philosophy and function of the University as an educational institution.

The use of the University name and logo on printed material is highly protected and regulated. When designing team apparel and other printed materials, please keep the following guidelines in mind:
Clubs are encouraged to develop a logo specific to their club for use on apparel and other printed material. Use of the University name and logo must be in good taste.

- Design on all apparel and other printed material, including schedules, posters, and programs, must be approved by the Sport Clubs Manager prior to placing an order. In addition, apparel that uses the University of Utah name and logo must be approved by the University Bookstore. The Sport Clubs Manager can assist with the University Bookstore approval. Allow ample time for this approval process.

- The University of Utah “drum and feather” logo belongs strictly to the University Athletic department and cannot be used in any way to represent a sport club on any printed material unless specifically approved by the University’s Licensing Department.

- No contract services will be provided by the University or CRS.

- The use of official university forms of payment (LO, PO, CO) are strictly prohibited.

**Facility Use**

Each Sport Club that remains in good standing has the privilege of using University facilities for club practices, competitions, meetings, and revenue-generating events. For more information about facility use, refer the Club Formation and Operation section of this manual.

**Web Page**

Campus Recreation Services maintains a web site for the Sport Clubs Program at campusrec.utah.edu/programs/sports-clubs. This web site has been developed to provide information about the Sport Clubs Program and to allow Sport Clubs to promote themselves to the University community and the public and to provide easy access to administrative forms and policies for club officers.

Each Club is highly encouraged to maintain a web page link to the CRS home page. The Sport Clubs Manager can assist in developing each link, but it is the responsibility of each club to provide information to be displayed in the web page. Such information includes:

- Upcoming events including, games, tournaments, meetings, and fundraisers
- Schedule of season practices and competitions
- List of officers and their contact information
- Club information, including club constitution, coach/advisor information, dues information
- Pictures and player bios
- Other announcements or pertinent information

If the Club chooses to use an off-campus hosting services, the web page and services must be pre-approved by the Sport Clubs Manager. In addition, the Sport Clubs Manager must be given access to any off-campus web pages.

The Sport Clubs web page also includes an administrative link on which all Sport Club forms and this Manual can be downloaded.

**Mailboxes**

Mailboxes for each sport club are located in the CRS Office, HPER East 214. All sport club mail, including letters, campus mail, telephone messages, checks, and messages from the Sport Clubs Manager will be placed in the Sport Club mailbox. It is the responsibility of the club president to check the mailbox weekly.
Equipment
Special event equipment, including tables, chairs, scoreboards, etc. may be provided when inventory is available. Contact the Sport Clubs Manager for more information.

Promotion/Marketing
- Publicity is important for all Sport Clubs as a means of attracting new members and informing the University community and the general public of club activities and accomplishments. There are many opportunities for Club promotion available through University programs. All promotions must be reviewed, approved, and processed by the Sport Clubs Manager before being released.
- **Flyers and Posters:** Clubs may post signs and flyers to advertise their activities (subject to approval of the Sport Clubs Manager) on designated bulletin boards and kiosks around campus. *Posting material in trees, buildings, walls, windows, or other University structures is strictly prohibited.* Boards in classroom, laboratory, and office buildings belong to the academic departments and may not be used without express permission obtained from the applicable department. All flyers and posters must be approved and stamped by the Student Involvement Center (270 Union) prior to posting.

The University of Utah and CRS abides by the following regulations for club advertising and publicity:
- Publicity must not contain language designed to undermine the goals of the University and the Sport Clubs Program, nor to infringe upon the rights of others
- No advertising matter may contain anything that may be construed as obscenity, defamation of individuals or groups, or in violation of the student code
- No publicity may contain advertisement of tobacco or alcoholic beverages
- Advertisements should note the University seeks to provide equal access to its programs, services, and activities for people with disabilities. Individual Sport Clubs may require reasonable prior notification to accommodate special needs of individuals.

Sport Camps
- Clubs may choose to have youth camps for their particular sport
- Field and gym space can be reserved with the Sport Clubs Manager
- All camp participants must fill out an *Assumption of Risk, Release & Liability Form, and a Proof of Insurance Form*
- A certificate of insurance listing the University of Utah as insured for at least 1 million dollars must be provided to the Sport Clubs Manager prior to the camp. This certificate must be obtained for any Club Camp regardless of whether it is held on or off campus.
- *A Facility Use Agreement* must be completed and signed after the reservation has been made with the Sport Clubs Manager.

Any action by Campus Recreation Services to grant exceptions, or failure of Campus Recreation Services to enforce any portion of this manual including the policies stated above shall not be construed as a waiver or limitation of the right by Campus Recreation Services to subsequently enforce and compel compliance with any other policy or obligation in this manual.

Forms
All forms necessary to operate a Sport Club at The University of Utah are in the following pages. Please contact Matt McCarthy (matt.mccarthy@crs.utah.edu or (801) 581-3797) if you have questions.
**The University of Utah Sport Clubs Program**

**REGISTRATION/RECOGNITION APPLICATION**

**Instructions:** This form must be completed annually by returning sport clubs to apply for recognition by the Sport Clubs Program. The purpose of the form is to provide the Sport Clubs staff with the general information of what your club hopes to accomplish and how you will plan and prepare for safety and the well-being of your participants this year. Please be as detailed as possible when filling out this application, and use additional paper if necessary.

Sport Club: ____________________________  Date: ____________________________
President's Name: ____________________________  Phone: ____________________________
Address: ____________________________  Email: ____________________________
Vice-President's Name: ____________________________  Phone: ____________________________
Address: ____________________________  Email: ____________________________
Club Web Site: ____________________________
Other Online Media: ____________________________

Is the club (check all that apply):  _____ Competitive  _____ Recreational  _____ Instructional

Number of Student's Currently Interested In Membership: ______

Why is the club seeking the recognition of the Sport Clubs Program?

List the available opportunities for in-state and regional competition:

What semesters is the club active?

What precautions will you take to insure that the health and safety of all club participants in club sponsored activities?

What skills will be taught to beginner and intermediate participants? How will you include advanced skilled participants?

Will the club travel to compete? ______  If so, list probable travel destinations:

What facilities do you need and how often?

**ATTACH A COPY OF YOUR CONSTITUTION AND BY-LAWS**

A majority of the members of this club have voted in favor of becoming a sport club under the administration of the Office of Campus Recreation Services (CRS). As a group, we agree to conduct our affairs in accordance with the rules and regulations of the University of Utah and CRS.

It is the responsibility of the Club President to inform all club members that any photos taken during club activities may be used to promote the club or the Sport Clubs Program. If any club member objects, they may contact CRS.

________________________________________________________  __________________________________________
Signature of Club President  Date

FOR OFFICE USE ONLY

Recognition Granted _____  Denied _____

Approved: ____________________________  Date: ____________________________
The University of Utah Sport Clubs Program

ASSUMPTION OF RISK AND RELEASE OF LIABILITY

As a condition of my participation in the University of Utah Sport Clubs Program, and in consideration for the privileges that come from participation in that program including the use of the University of Utah name and logo, use of University of Utah facilities, and other services provided by CRS, and understanding that the University of Utah’s CRS does not have the resources or manpower to monitor the activities of sports clubs, I hereby agree as follows:

1. I recognize and understand that there are certain risks of harm to me and others associated with my participation in the Sport Clubs Program, that there are dangers that cannot be fully foreseen, that there are risks and dangers that the University of Utah, CRS and their agents (hereinafter collectively the “University”) cannot control, and that such risks and dangers could result in property damage, bodily injury or death to me and/or to others.

2. I understand that some of the dangers and inherent risks to me in playing or practicing to play in any sport include, but are not limited to, death, serious neck and spinal injuries which may result in complete or partial paralysis, brain damage, serious injury related to the eye and/or head, serious injury to virtually all internal organs, serious injury to all bones, joints, ligaments, muscles, tendons, and other parts of the muscular/skeletal system, and serious injury or impairment to other aspects of my body and general health and well-being.

3. I acknowledge that the University has strongly recommended to me that I seek medical advice prior to engaging in any part of the various athletic endeavors, including but not limited to club games, events, meets, practice sessions, and conditioning sessions, and activities incidental thereto.

4. I understand that because of limited resources, the University is unable to monitor my and others activities relating to the Sports Club Program. For this reason the University cannot and will not assume responsibility for any claims by me or by others that may arise out of my participation in the Sports Club Program.

5. I agree to assume all risks and responsibility for any and all claims for damages, including personal injury or death, medical expenses, disability, lost wages, loss of earning capacity and property damages which may be incurred by me while I engage in club games, events, meets, practice sessions, conditioning sessions, and travel. In the event of an injury to me, I understand that I will be responsible for all medical costs incurred from the accident.

6. I agree to indemnify and hold harmless the University from any loss liability, damage or costs, including court costs and attorney fees that the University may incur due to my participation in club-related activities, whether caused by my negligence, the negligence of others, and/or by the negligence of the University. However, such indemnification of the University does not apply where the loss is caused by the sole negligence of the University.

In signing this Release, I acknowledge and represent that I have carefully read the foregoing, understand it, and sign it voluntarily as my own free act and deed. No-one has made any oral representation, statements, or inducements in order to get me to sign this document. The University has given me the opportunity to consult legal counsel before signing this document. I am at least eighteen (18) years of age and fully competent. I execute this Release in order to receive the benefits provided by the Sport Clubs Program and fully intend to be bound by this document.

Print Name: __________________________________________ Date of Birth: __________________________

Student U I.D. Number: ___________________________ Phone: __________________________

Local Address: _____________________________________________________________________________

IN CASE OF EMERGENCY CONTACT:

Name (and relation): __________________________________ Phone: __________________________

Address: _____________________________________________________________________________________

____________________________________________________ Date Signed
Instructions: The University of Utah does not provide health or medical insurance for club members injured during club-related activities. CRS and the Sport Clubs Program require club members to demonstrate that they have an Accident Medical Insurance Plan with a minimum of $30,000 worth of coverage. The participant is encouraged to obtain higher levels of coverage than the minimum required. Affordable student health insurance is available through the University of Utah Student Insurance Policy provided by Blue Cross Blue Shield of Utah. Contact the Student Insurance Office at 585-6948 for more information.

Club Name: ______________________________________________
Participant Name: ______________________________           Phone: _____________________
Student U I.D. #: __________________________________________
Address: ______________________________________________________________________
Medical Insurance Company: ________________________________________________
Medical Insurance Policy #: _________________________________________________
Agent Name and Phone: _________________________________________________________
Name under Policy (if different from participant name):
______________________________________________________________________________
Amount of Coverage $_____________       Policy Expiration Date: _________________________

EMERGENCY CONTACT INFORMATION:
Name (and relation to participant): ________________________________________________
Phone (home, work, cell, etc.): ___________________________________________________
Address:
______________________________________________________________________________

I hereby certify that the foregoing information is true and correct to the best of my knowledge, and realize the penalties for supplying false or outdated information may include dismissal from the Sport Club Program and possible discipline under the Student Code of Conduct.

_______________________________________                          _________
Signature of Participant                      Date Signed
The University of Utah Sport Clubs Program

SPORT CLUB ROSTER

Instructions: This Roster should contain the names of all Sport Club Participants, including club officers, advisors, coaches, and participants. Each Sport Club participant must be eligible to participate. All students with a valid University of Utah ID card are eligible. Club membership must consist of at least 90% students. Members of the public and minors are not allowed to join Sport Clubs. Non-students eligible for a CRS membership can participate as long as they have a current membership. In addition, a completed Assumption of Risk and Release of Liability Waiver Form and Proof of Insurance Form must be submitted by each participant.

Club Name: ____________________________________________

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<tr>
<th>Printed Name</th>
<th>Position (i.e. Participant, Officer, Advisor, Coach)</th>
<th>U ID Number</th>
<th>Status *</th>
<th>Waiver Form</th>
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*Member Status: Student (1); Faculty (2); Staff (3); Alumni (4); AOCE (5)
The University of Utah Sport Clubs Program
TRAVEL INFORMATION REPORT

Instructions: This form must be completed and submitted by the club president or vice president a minimum of five (5) business days prior to traveling from the University of Utah campus.

Club Name: ______________________________ Date Submitted: __________
Prepared by: ______________________________ Phone: __________________
Purpose of Trip: ___________________________________________________________________________
Departure Date/Time: _____________________ Return Date/Time: _____________________
Location: __________________________________________________________________________________
Lodging: ______________________________ Phone: ________________
Emergency Contact at Site: ______________________________ Phone: ________________
Mode of Transportation (circle):
Air   Bus   Rented Vehicle(s)   Private Vehicle(s)

Traveling Team Roster: All club members must have a signed Assumption of Risk and Release of Liability form and a Proof of Insurance form on file with CRS. Include ALL members of the traveling team, including coaches, managers, advisor, and supervisors on the roster.

1.   2.   3.   4.   5.   6.   7.   8.   9.   10.   11.   12.   13.   14.   15.   16.   17.   18.   19.   20.   21.   22.   23.   24.   25.   26.   27.   28.   29.   30.
Directions: Please initial indicating your club’s understanding of, and agreement to, the following concerning this travel trip:

1) Each driver on the trip will have a valid driver’s license.  
2) For travel within the Salt Lake City metropolitan area, each driver will be at least 18 years old. For use outside the Salt Lake City metropolitan area, each driver will be at least 21 years old.  
3) Drivers will obey applicable speed limits and slow down in adverse weather conditions. Seat belts will be worn at all times by all occupants.  
4) Only individual holding current automobile liability insurance coverage will drive vehicles during the trip.  
5) No individuals convicted of driving under the influence of drugs or alcohol, convicted of reckless driving, or responsible for an accident during the past two years, will drive club participants during the trip.  
6) No person will be allowed to drive any vehicle larger than a 7-passenger minivan until he/she has attended a van operation orientation and received a certificate of completion from the University Motor Pool (ext. 1-8155). This certificate is good for one year.  
7) No more than nine occupants, including the driver, will travel in a large van.  
8) No operator will drive a large van for more than 6 hours at a time without a minimum break of at least 2 hours. Total driving time will not exceed 12 hours per day, regardless of the number of drivers.  
9) No large van will be operated between the hours of 11 pm and 5 am, unless the purpose of the trip is to return directly to a home base and the trip is less than 4 hours in duration.  
10) No vehicles have been, or will be, rented in the name of the University.  
11) The club will obtain supplemental insurance coverage from the rental agency on any rented vehicles.  
12) Club participants will not consume alcoholic beverages or non-prescription drugs during this trip.  
13) Our club has discussed and agreed upon each of the foregoing principles concerning travel.

Signature: ..................................................... Date: _________
(Club President or Vice President)

The University of Utah Sport Clubs Program
This form is designed to memorialize the Sports Club’s agreement with its coach/instructor. All coaches and instructors must complete and submit Assumption of Risk and Release of Reliability and Proof of Insurance Forms to Campus Recreation Services (CRS) before they can participate in the University of Utah Sports Club Program. Please note that Clubs are first and foremost student organizations, therefore, it is important that management of the Club be left to Club members.

Club Name: ________________________________________________

COACH/INSTRUCTOR INFORMATION:
Name: ________________________________
Address: ________________________________
Phone: ________________________________
Email: ________________________________

DUTIES AND EXPECTATIONS:
As the coach/instructor for the above named Sport Club, you are expected to perform the following duties:
- Attend all club meetings, practices and competitions
- Assist all club participants in the development of their individual athletic skills
- Help the above named Sport Club develop their team skills
- Help develop team spirit and collegiality
- Help educate club participants in the rules of the sport
- Help educate club participants in safe techniques and practices relating to the sport
- Encourage club participants to engage in responsible and safe conduct in all club activities
- Abide by all policies of the Sport Clubs Program within CRS
- Be familiar with history of the Club
- Assist the Club in ensuring compliance with the SC Manual and University Policies and Procedures
- Assist the Club in setting realistic goals, while promoting opportunities for educational and personal development of Club members
- Discourage domination of the group by any individual or group of members
- Encourage Club members to accept responsibility for all program management
- Assist members in the coordination of practices and contests
- Promote positive sporting behavior, both on and off the field
- Assist Club members is using good judgment when representing the University

COMPENSATION:
The above named Sports Club will/will not pay the coach any compensation for his/her coaching services. Compensation will include: (Description of compensation).________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________

This agreement is made between the above named Sport Club and the Coach/Instructor. The University of Utah and CRS are not parties to this agreement and this agreement may not be construed as an agreement for employment by or with the University or CRS.

Signature of Coach/Assistant Coach/Instructor ________________________________ Date: _____________
Club President: ________________________________ Date: _____________
The University of Utah Sport Clubs Program
FACULTY/STAFF ADVISOR AGREEMENT

This form is designed to memorialize the Sport Club’s agreement with its faculty/staff advisor. All advisors must complete and submit Assumption of Risk and Release of Reliability and Proof of Insurance forms to Campus Recreation Services (CRS) before they can participate in the University of Utah Sport Clubs Program. Please note that Clubs are first and foremost student organizations, therefore, it is important that management of the Club be left to Club members.

Club Name: ________________________________

ADVISOR INFORMATION:
Name: ________________________________________
Department: ____________________________________
Campus Address: ________________________________
Campus Phone: _________________________________
Email: _________________________________________

DUTIES AND EXPECTATIONS:
As the faculty/staff advisor for the above named Sport Club, you are expected to perform the following duties:
• Serve as a point of reference and guidance for the club
• Be familiar with history of the club
• Assist in orienting new club officers and developing the leadership skills of all members
• Act as a liaison between the club officers, membership, coach/instructor and affiliates
• Attend club meetings, practices, and competitions when convenient
• Provide feedback into the recruitment, selection, hiring, evaluation, and termination process of any coach/instructor, as well as monitoring his/her effectiveness with the club
• Assist in coordination of the Executive Counsel, ensuring that students maintain primary management of the club
• Abide by all policies of the Sport Club Program within CRS
• Assist the club in ensuring compliance with the SC Manual and University Policies and Procedures
• Assist the club in setting realistic goals, while promoting opportunities for educational and personal development of Club members
• Discourage domination of the club by any individual or group of members, coach/instructor, or affiliate
• Encourage club members to accept responsibility for all program management
• Assist club members is using good judgment when representing the University

This agreement is made between the above named Sports Club and the Faculty/Staff Advisor. The University of Utah and CRS are not parties to this agreement and this agreement may not be construed as an agreement for employment by or with the University or CRS.

Advisor: ________________________________ Date: _____________
Club President: __________________________ Date: _____________
The University of Utah Sport Clubs Program

AFFILIATE AGREEMENT

This form is designed to memorialize the Sport Club’s agreement with its affiliates. All affiliates must complete and submit Assumption of Risk and Release of Reliability and Proof of Insurance forms to Campus Recreation Services (CRS) before they can participate in the University of Utah Sport Clubs Program. Please note that clubs are first and foremost student organizations, therefore, it is important that management of the club be left to club members.

Club Name: ________________________________________________

AFFILIATE INFORMATION:
Name: ________________________________________________
Address: ________________________________________________
Phone: ________________________________________________
Email: ________________________________________________

DUTIES AND EXPECTATIONS:
As an affiliate for the above named Sport Club, you are expected to perform the following duties:
• Serve as a member of the Executive Council (EC)
• The EC will be comprised of club members (student athletes) and affiliates. Club members will always have a majority of members on the EC
• Ensure that club members maintain primary management of the club and all related activities such as personnel decisions, travel, game schedule, budget, and fundraising
• Attend club meetings, practices, and competitions when convenient
• Provide feedback into the recruitment, selection, hiring, evaluation, and termination process of any coach/instructor, as well as monitoring his/her effectiveness with the club
• Abide by all policies of the Sport Clubs Program within CRS
• Assist the club in ensuring compliance with the SC Manual and University Policies and Procedures
• Assist the club in setting realistic goals, while promoting opportunities for educational and personal development of club members
• Discourage domination of the club by any individual or group of members, coach/instructor, or advisor
• Assist club members in using good judgment when representing the University

This agreement is made between the above named Sports Club and the Affiliate. The University of Utah and CRS are not parties to this agreement and this agreement may not be construed as an agreement for employment by or with the University or CRS.

Affiliate: ________________________________________________ Date: _____________
Club President: ___________________________________________ Date: _____________
The University of Utah Sport Clubs Program
FACILITY RESERVATION

Instructions: All sport clubs applying to reserve a sports facility at the University of Utah are required to submit this form at least two (2) weeks prior to the event. Requests for practice facilities should be submitted two (2) weeks before the semester begins.

Application Date: __________________________
Club Name: __________________________________________
Request made by: ___________________________ Phone #: ______________________
Estimated total number of people in attendance: _________________
Activity to be conducted: ______________________________________________________

<table>
<thead>
<tr>
<th>Day of Week</th>
<th>Date</th>
<th>Facility Request</th>
<th>Time Request</th>
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<tbody>
<tr>
<td>1</td>
<td>Sunday</td>
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<td>2</td>
<td>Monday</td>
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<td>7</td>
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</tbody>
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FOR OFFICE USE ONLY
Approved ________ Not Approved ________ Approved subject under the following conditions:

______________________________________________
Sport Clubs Manager Date