All club officers are expected to review and follow the policies outlined in this Manual.

This manual is intended to:

- Outline the services available from Campus Recreation Services
- Outline the procedures for creating a sports club
- Outline the responsibilities of the University and of participants in the Sports Club Program
- Provide advice and recommendations to participants in the Sports Club Program

This is a tool to assist in effectively managing a sports club. Adherence to the policies and procedures in this manual are required by The University of Utah.

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

Program Manager: Matt McCarthy

Location: George S. Eccles Student Life Center (Office 3610)

Hours: Monday-Friday
       8am-5pm

Phone: Office: (801) 585-8732
       Cell: (303) 902-7194

Email: matt.mccarthy@crs.utah.edu

Mailing Address: 1836 Student Life Way
                 Salt Lake City, UT  84112

Web Site: http://campusrec.utah.edu/programs/sports-clubs/
**Introduction**

**Sports Club Definition:**
Sport clubs (SC) are voluntarily registered student organizations established by students to participate and compete 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 Sport Clubs Program is not a right; the 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 its student members. Participation in the Sport Clubs 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 Campus Recreation Services facilities and non-monetary resources
- Assistance with practice scheduling and game management
- Administrative services such as a phone, fax, mail service, and marketing/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 regarding formation and operation which are laid out in the pages to follow
- Sport club participants must recognize and accept responsibility for the organization and self-governance of their particular club and its activities
- Sport clubs and their members must recognize and accept responsibility for funding their clubs and its activities
- Sports clubs and their members must recognize and accept the risks inherent in the various sporting activities they participate in
- Sport club members must release the University of Utah from all responsibility for harm, injury, property damage, etc… that may result from their participation in the Sport Clubs Program

**Statement of Inclusion and Non-Discrimination:**
The University of Utah and Campus Recreation Services are committed to providing an inclusive environment for all students. As such, sport clubs are prohibited from discriminating based on race, gender, sexual orientation, age, or any other factor. It is strongly recommended that individual clubs work with the Sport Club Program Manager to ensure they are providing an inclusive and inviting environment to all individuals interested in participation in their sport/activity.
Any member or perspective member of a sport club that feels their rights have been infringed upon is encouraged to contact the Sport Clubs Program Manager or the University of Utah’s Office of Equal Opportunity (http://www.oeo.utah.edu).

Any Club found to be discriminating against any person for any reason will cease to be recognized by CRS as part of the Sport Clubs Program and may face other University consequences.

**OrgSync**

OrgSync is an online platform that all student organizations on the University of Utah campus are required to use. The platform will assist club leadership in the administration and organization of their club. Clubs will also be able to host their public website using this platform.

- Each form that a club member needs to access is on this site
- Clubs must maintain their roster online and it must be current and up-to-date at all times
- Each club is required to keep its “events” calendar up-to-date with home and away games/competitions

Each club member is required to appear on the OrgSync Roster, have completed an Assumption of Risk and Release of Liability Form and a Proof of Insurance Form in order to practice or compete with the team.

If you have questions about the functionality of OrgSync please contact Nick Berg, at ASUU nick.berg@asuu.utah.edu.

If you have questions about the content or what a club must complete in order to be in good standing with CRS please contact the Sport Clubs Program Manager.

**Club Formation**

**Becoming a Sport Club:**

Sport clubs are formed by groups of students who show interest and commitment to the particular activity. Campus Recreation Services will consider new Sport 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 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 either on campus or within a reasonable distance
- Adequate competition against other collegiate teams must be available within a reasonable geographic area (special arrangements for appropriate competition may be discussed with the Sport Clubs Program Manager)

**Club Organization**

The University of Utah requires certain minimum requirements be met regarding the operation of sport clubs. These requirements are as follows:

1. Provide CRS with contact and other basic information about the sport club
2. Assure that the sport 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, 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 (matriculated), 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 sport club

Some sport clubs may have different requirements for membership due to their league or governing body affiliation (See “League Affiliation” section of this handbook).

Required Paperwork:
For both recognition and liability purposes, CRS requires a club’s OrgSync to be up-to-date at all times. All clubs, either new or established, must complete the following. Failure to provide the required information/complete the update by the required date will result in automatic suspension of the sport club.

The following is a list and description of the forms that each MEMBER must submit via OrgSync:

Assumption of Risk & Release of Liability Form
This form must be submitted by every participant in a sport club (including coaches and/or advisors) prior to the start of any club activity. **No individual may participate in any club activity without completing this form.** The club president is responsible for tracking the completion of the Assumption of Risk & Release of Liability Form on OrgSync for every member.

Proof of Insurance Form
This form must be submitted by every participant in a sport club (including coaches and/or advisors) prior to the start of any club activity. **No individual may participate in any club activity without completing this form.** The club president is responsible for tracking the completion of the Proof of Insurance Form on OrgSync for every member.

The following is a list and description of the information that each TEAM must submit via OrgSync:

Registration Renewal
Once a team has been established in the Sport Clubs Program it must renew its OrgSync portal annually. The date for renewal is set by ASUU and is generally the beginning of April; clubs must renew at this time regardless of their competition season. The renewal process will ensure that the description, contact information for the club officers and other team information is correct. A team’s OrgSync Portal should be listed as “good” in the Student Life Umbrella at all times.

Constitution
To assure that sport clubs reflect the basic philosophy and function of the University, each club is required to prepare and submit a Club Constitution to CRS via OrgSync (part of the Renewal process). 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

Roster
Team rosters must be maintained on OrgSync. All participating members, officers, advisors, and coaches must appear on the OrgSync Roster. Anyone on the online roster is assumed to be a participating member, and is expected to have all necessary forms and documentation submitted. A
separate document will also be kept to assist club presidents with tracking the completion of forms and documents. Club Officers must remain diligent with keeping the Roster up-to-date. Campus Recreation will perform random spot checks of practices to ensure that Rosters are up-to-date and all participants have completed the required forms.

Schedule
At the start of each semester, clubs should develop a club calendar on OrgSync identifying the dates of all practices and competitions, including times and locations. Practices should be on the calendar as “Private” events so that the public cannot see them, however, club games/competitions should be listed as “Public” so anyone can see them.

Additional Paperwork:
Tryout Rubric
Each club that holds tryouts for their club is strongly encouraged to work with the Sport Club Program Manager to establish a Tryout Rubric. The rubric will ensure that clubs are fair and impartial when conducting tryouts.

Annual Report
At the conclusion of each spring semester, each club must submit a Year-End Report. Prior to the Year-End Meetings the Sport Clubs Program Manager will send an email to each club President containing the required information for the Year-End Report. That report must be completed and submitted to the Sport Clubs Program Manager prior to a clubs Year-End Meeting.

Sport Club Officers and Personnel

Sport Club Officers:
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 be 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 made up 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 should be responsible for making club decisions such as, but not limited to: financial planning, scheduling of contests or events, personnel selection (coaches etc.), 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 Program Manager is the sole contact for any and all decisions made by the Council.

Officer Responsibilities:
Responsibilities of the club president and other officers must be outlined in each clubs’ constitution. Below are required responsibilities for club presidents and/or other officers. This is by no means meant to be a complete list of responsibilities; it is only intended to be a starting point.

- 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 forms in a timely manner
• If applicable, submit the required information for advisors or affiliates in order to create a UNID
• If applicable, ensure that Advisors Agreement and/or Coaches Agreement are completed before the start of the season and/or once individuals have been identified
• Submit an end-of-semester report to the Sport Clubs Program 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 1 club meeting each semester to review schedule, policies, safety practices, budget updates, etc. with the Sport Clubs Program Manager
• Schedule a semester-end meeting with the Sport Club Program 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 Sport Club Program Manager to discuss any activities or issues of the club

Safety Officer:
The Safety Officer is an individual elected by the club that will be charged with maintaining safe practices during club events (practice, games/competitions) and travel. The Safety Officer will need to:
• Ensure that any club member driving a vehicle with passengers while on a club trip has the University Defensive Driving Certification
• Maintain emergency contact information for each club member and all coaches/affiliates
• Fill out the Incident Report Form anytime there is an injury during a club activity
• Pick-up the Travel Binder prior to each trip out of town
• Work with the Athletic Trainers to bring a first aid bag to away games with supplies for injuries if no trainer is accompanying the team on the trip
• Be CPR/AED Certified (CRS can certify individuals that are not already certified)

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. The agreement can be found on OrgSync in the Forms section. 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. The Coaches/Instructors Agreement can be found on OrgSync in the Forms section. 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 in 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. The Affiliate Agreement can be found on OrgSync in the Forms section.

University ID Number:

Each Year the club president must request an affiliate UNID for any individual (coach or affiliate) that does not already have one so he/she may have access to OrgSync and the required forms on it. The Sport Clubs Program Manager needs the first and last name and date of birth of each individual needing a UNID in order to create it.

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.

Sport Club Executive Council:

The Sport Club Executive Council (SCEC) is a voluntary group of club members who assist in the promotion and advancement of the Sport Clubs Program. These students meet to discuss program policies as well as give input into program operation. The group is intended to be a think tank for the entire program and be a tool for change and expansion of the program. Only one member per club may serve on the council at a time.

The mission statement of this group is: The Sport Club Executive Council is committed to facilitating a positive university experience for sport club student athletes by building a unified sport club community steeped in competition, tradition, leadership, diversity, pride, and the love of the sport. We are dedicated to developing individuals academically, athletically, and professionally to build a foundation for future life successes.

The membership standards for the group are 100% attendance at all meetings, which happen the first Monday of each month.

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 by the Dean of Students Office (http://deanofstudents.utah.edu/conduct/index.php).

**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 the requirements, rules, and regulations set forth in this manual may result in a written warning, probation, suspension, or expulsion from the program depending on 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 Program Manager to discuss the incident, the disciplinary action, and any further issues. Club members 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:
  - Registration Form
  - Constitution
  - Roster
- The use of logos not approved by the University of Utah Auxiliary Business Development Office
- Using University facilities without prior authorization
- Failure to cancel a facility reservation at least 24 hours prior to the event
- Letting an athlete participate without proper forms submitted
- Failure to pay bills on time (league, apparel etc...)

**Probation:**

The list of warnings is not all-inclusive and the Sport Clubs Program 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 Program Manager. During probation, a club’s activities and privileges will be frozen until the club’s officers have met with the Sport Clubs Program Manager. Any further infractions by the club, during its probationary period will result in suspension.

**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 Program Manager. The following conduct may result in suspension of a club’s activities and privileges:

- Failure to submit a Travel Information Report prior to traveling
- Any conduct during a club activity that constitutes a violation of the University’s Student Code of Conduct
- 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 attend the Officers’ Meeting at the beginning of the semester
- Failure to schedule a Semester-End Meeting prior to Winter Break
- Failure to schedule a Year-End Meeting prior to the end of Spring Semester
Expulsion:
The following infractions will result in the immediate loss of club recognition and privileges by Campus Recreation Services for a minimum of 1 year:
- Hazing
- Violence or threat of violence against any participant, coach, official, or spectator at any sport club activity
- Submitting false or misleading information to Campus Recreation Services
- Failure to abide by the University non-discrimination policy
- Contracting in the name of the University of Utah
- Use of alcoholic beverages or any illegal drugs during club activities or sanctioned travel
- Competition by a club during a period of suspension

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

Risk Management & Insurance
All Sport Clubs and their members must act responsibly and assume all 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 and Release of Liability 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 ensuring that all club athletes have completed the form. The Assumption of Risk Form is good for 1 year and must be filled out each August.

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 a minimum amount of $30,000 in coverage. The University of Utah recommends that participants obtain significantly higher limits to cover potential catastrophic injuries. The club president is responsible for ensuring that all club athletes have completed the form. Any participant who does not have the Proof of Insurance Form on file is not permitted to participate in any club related activities.

Physical Examination:
The University strongly recommends that each athlete that participates in a sport club obtain a medical examination prior to participation in the activity. Physicals will be offered at a low cost to students at the beginning of each Fall Semester. Athletes can either utilize this service or may use any other physician to complete the physical. The physical form (if completed) must be on file with the Sport Club Athletic Trainers. 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 and equipment 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 Program Manager on an *Incident Report Form*. The club president or safety officer 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 the club safety officer.

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**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 (801) 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 Program Manager (801-585-8732) or the CRS Director (581-3852) immediately after contacting the emergency personnel listed above. If it is outside of business hours call the Sport Clubs Program 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 (safety officer) 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 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
- Cell - (303) 902-7194
- Work - (801) 581-3797

University Police
- (801) 581-COPS (2677)

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**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 contractual 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** (in February for next year)
- **Assembly Legislative Process** (during semester money is requested)

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. The dates for the Workshops this Fall are:

- Tuesday, September 8 - Union Saltair Room (2pm-3:30pm)
- Wednesday, November 11 - Union Panorama East (2pm-3:30pm)

**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. A club representative must attend a Subcommittee Meeting (3rd Tuesday of every month) and General Assembly (4th Tuesday of every month) to deliver the bill.

For a club to receive its funding it must attach all **ORIGINAL** receipts to expenditure request form and turn it in to the 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. The total amount (budget/assembly process and contingency fund) that a club may receive cannot exceed $5000 annually. Please contact the Sport Clubs Program Manager for additional information.

**Additional Funding Options:**

- **Membership Dues**: Dues may generate revenue by charging participants to participate
- **Sponsorships**: A sponsorship is a monetary or physical 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
  - Clubs are also not allowed to solicit sponsorships from certain companies that currently have ties to the University. For a complete list of companies/entities that are off limits please contact the Sport Clubs Program Manager
  - **All sponsorships must be reviewed and approved by the Sport Clubs Program Manager**
- **Fundraising**: Clubs are encouraged to generate funds through other fundraising efforts, such as merchandise sales, car wash, selling other goods, etc.
- **Crowd Funding**: Many clubs across the nation are turning to crowd funding for their clubs

**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 Program Manager.
Facility Use

Each sport club that remains in good standing has the privilege of using CRS facilities for club practices, competitions, meetings, and revenue-generating events. Indoor gymnasiums, racquetball courts, outdoor fields, pools, and meeting rooms are all available to sport clubs. To utilize these facilities, the club must work directly with the Sport Clubs Program Manager to reserve facilities well in advance (at least 2 weeks). While the Sport Clubs Program Manager will try to meet the needs of each club, please note that facilities are limited.

Scheduling and Usage:

- Requesting practice times:
  - Prior to each semester, (usually 3-4 weeks) the president of a club needing CRS facility space for practice must submit a Facility Request Form via OrgSync for their desired times. Practice times for the semester will be scheduled equitably for clubs based on times requested and times available. It is imperative that a club submit their request by the designated deadline; practice times are not assigned on a first come first serve basis, however a request must be submitted to be included in the consideration for space
  - When scheduling home competitions, you must contact the Sport Clubs Program Manager for your reservation PRIOR to completing the competition schedule
    - Facility Requests for games and scrimmages may be submitted via email or OrgSync but must be submitted at least 2 weeks before the event
  - Campus Recreation staff must be scheduled for each event on campus (practices excluded) therefore game/competition requests are subject to field/court availability as well as CRS staff availability
    - The CRS employee supervising the event is the sole decision maker in regards to weather, proper facility use etc...
    - If a club fails to inform the Sport Clubs Program Manager of a cancelation at least 12 hours prior to the scheduled event the club will be fined the following amount:
      - $40 – 1st offense
      - $60 – 2nd offense
      - $100 – 3rd offense
    - If a club fails to inform the Sport Clubs Program Manager 3 times within the same academic year it will be placed on probation
- During finals week, breaks, and other holidays, facility hours are subject to change. If previously scheduled practices fall during a time that the building is open a new Facility Request Form is not required. If previously scheduled practice times fall outside of adjusted business hours different arrangements must be made. Please contact the Sport Clubs Program Manager if your club would like to practice during adjusted hours
- Weather Conditions: At the discretion of the Sport Clubs Program 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 Program Manager will notify the club as late as the day of the scheduled practice. Decisions about closing the fields will be made by 1:00 PM each day. Clubs are encouraged to have an inclement weather back-up site available
- 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
  - Clubs practicing in the morning are expected to turn off field lights as soon as the sun has risen and it is safe to practice without them
Clubs who are practicing after normal CRS business hours are expected to properly lock/secure the facility (McCarthey/UFCUP)

- 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
- Clubs are responsible for setting-up and cleaning-up of all facility sites
- Club members are required to wear proper dress and footwear
- For specific rules and guidelines for our facilities please see Appendix 1

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
- 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
- Using roller skates, skateboards, or use of any wheeled-devices (except wheelchairs) indoors
- Using alcoholic beverages or illegal drugs at any University events and facilities

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 sport 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 (see below), acquiring adequate automobile liability insurance, and adherence to vehicle operation laws and recommended safety tips. The University requires sport clubs to agree to follow certain precautionary measures during travel on the Travel Information Form. 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 Binder:
Each time a club travels it must pick up its travel binder from the Sport Clubs Program Manager’s office. The binder will contain vital information in case of an emergency and must be with the club at all times when traveling.

University Driver Training Certification:
Campus Recreation requires that a driver, that is transporting another individual(s) to or from an official club event, has completed the University’s Defensive Driving Training which can be found here http://web.utah.edu/risk_management/vehicle/auto_insurance_provisions/driver_training/driver_training.htm#ddc. It is recommended that each vehicle that travels to an event have at least 2 certified
drivers with it to make sure that this policy is followed. If a club travels in a privately chartered vehicle this policy is waived.

**Travel Information Form:**
The president or vice president for a sport club must sign and submit a *Travel Information Form* at least 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 as outlined in the form, 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.

**University of Utah Name and Logo Usage**
As a student club recognized by Campus Recreation Services, a sports 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 reflect 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/or other related printed materials, it is important to observe the following guidelines:

- Sports clubs are encouraged to develop a logo specific to their club for use on apparel and/or other printed material. Use of the University name must be in good taste. When the club’s name is accompanied by the Block U, the Block U is used alone, or the word Utah is used, it must show the registered trademark (TM or ® as appropriate)
- The University of Utah Circle & Feather logo belongs strictly to the University of Utah and its usage is limited to the Athletics Department and cannot be used in any way to represent a sports club on any apparel, printed material, or any related materials created after July 1, 2015
- If current sports club logos use the athletic Circle & Feather, immediate phase-out of such logos must begin to take effect. When ordering new apparel or materials, clubs must incorporate usage of the Block U trademarked logo, another University approved logo, or the approved team logo they have created
- Sports club teams have until June 30, 2019, to replace all Circle & Feather logos with the Block U trademarked logo or an approved logo created by the club; however, all efforts should be made to make the change immediately
- Use of the name “Utes” is allowable, but may not be accompanied by the Circle & Feather
- Design on all apparel and/or other related materials, including schedules, posters, and programs, must be approved by the Sport Clubs Program Manager prior to placing an order. In addition, the Auxiliary Business Development Office (formerly the Trademarks & Licensing Office) must approve apparel that uses the University of Utah name and logo. The Sport Clubs Program Manager can assist with the University approval process. Please allow ample time for this approval process
- For more information on approved University marks please see the Appendix 2
- The University or Campus Recreation Services will provide no contract services
• The uses of University official forms of payment (such as LO, PO, and CO) are strictly prohibited

**Privileges & Services Available To Sport Clubs**

**Facility Use:**
Each sport club that remains in good standing has the privilege of using CRS facilities for club practices, competitions, meetings, and revenue-generating events. For more information about facility use, refer to the *Club Organization* 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. It is the responsibility of each club to provide information to be displayed in the CRS web page. Such information includes:
- Club information
- Upcoming events including, games, tournaments, meetings, and fundraisers
- Schedule of season practices and competitions
- List of officers and their contact information
- Other announcements or pertinent information

Each club is highly encouraged to maintain a web page using OrgSync in addition to the CRS page. If the club chooses to use an off-campus hosting service, the web page and services must be pre-approved by the Sport Clubs Program Manager and University Auxiliary Business Development Office.

**Mailboxes:**
A mailbox for each sport club is located at the George S. Eccles Student Life Center Membership Desk. All sport club mail including: letters, campus mail, telephone messages, checks, and messages from the Sport Clubs Program Manager will be placed in the sport club mailbox. A list of individuals who have access to the box will be maintained at the Membership Desk. Anyone wishing to collect mail must show a photo ID and appear on the list. Club presidents are responsible for letting the Sport Clubs Program Manager know who is approved to pick up mail.

**Equipment:**
Special event equipment, including tables, chairs, scoreboards, etc. may be provided when inventory is available. Contact the Sport Clubs Program Manager for availability.

**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 CRS. All promotions must be reviewed and approved by the Sport Clubs Program Manager before being released.
- CRS has a Marketing Department that can assist clubs in producing marketing materials. Our full time staff member and the marketing team are here to help and collaborate on projects with clubs. The relationship between clubs and our Marketing Department will be:
  - Each club is able to utilize up to 30 man hours a year for free. Hours thereafter will be billed to the club at $9.00 per hour
    - CRS will create the material; clubs are responsible for printing cost
  - Clubs are not hiring our department to create material for them; it will be a partnership between the club and CRS to produce materials
  - CRS can assist in the creation and design of the following:
    - Team posters
    - Team photos/player photos
    - Team schedule cards
- Digital signage for use in the ESLC and other electronic mediums
- Video (commercials, highlights, player bios etc...)
- This is not meant to be an exhaustive list, if you have an idea for something please contact the Sport Clubs Program Manager for feasibility. If CRS cannot complete a project in house we will assist a club in finding the recourses needed to do so

- **Flyers and Posters:** Clubs may post signs and flyers to advertise their activities (subject to approval of the Sport Clubs Program Manager) on designated bulletin boards and kiosks around campus. *Posting material on 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 permission 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:**

- Youth camps are a great way for a club to fundraise
- The club will take sole ownership of the camp and be entirely responsible for the planning and administration of the camp. CRS is will only provide the space for the camp to occur
- Field and gym space can be reserved with the Sport Clubs Program Manager
- For clubs using CRS facilities a *Facility Use Agreement* must be completed and signed after the reservation has been made with the Sport Clubs Program Manager
- Clubs must notify the Sport Clubs Program Manager prior to scheduling and publicizing a camp to schedule a planning meeting
- Clubs must follow the Campus Recreation Sport Club Camp Guidelines available from the Sport Clubs Program Manager

**Uniforms & Other Printed Materials**

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 (refer to *University of Utah Name and Logo Usage*). 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’s OrgSync, website, Facebook, Twitter, Instagram, and any other digital property intended to represent the club. All digital property must be disclosed on OrgSync. In addition, the University Auxiliary Business Development 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. Failure to comply with the review process will result in 1 warning. The second infraction will result in suspension of the club.

As of July 1, 2015, Clubs can no longer, under any circumstances, print any material (physical or electronic) using the Drum and Feather Logo. Clubs with existing property containing the logo must phase it out over the next 4 years (possibly sooner).

Clubs will however be able to continue to represent the University as the Utes for the remainder of the University’s contract with the tribe (4 years remaining on the contract as of 2015).
Clubs will have access to 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 Program 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

Forms

All forms necessary to operate a sport club at The University of Utah can be found on OrgSync. Please contact Matt McCarthy matt.mccarthy@crs.utah.edu or (801) 585-8732 if you have questions.

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.
Appendix 1: Field Policies

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 Program 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

University Federal Credit Union Play Field

To be released once the field is completed.
**Appendix 2: Approved University Logos**

**UNIVERSITY OF UTAH**

All marks should not be used in conjunction with blue, be it the color of marks or products.

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**COLOR INFORMATION**

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**ADDITIONAL PERTINENT INFORMATION**

1. UNIVERSITY OF UTAH is the owner of all rights, title and interest in and to the following Indicia, which includes trademarks, service marks, trade names, designs, logos, seals and symbols.
2. The marks of The University of Utah are controlled under a licensing program administered by The Collegiate Licensing Company. Any use of these marks will require written approval from The Collegiate Licensing Company.

In addition to the Indicia shown above, any Indicia adopted hereafter and used for UNIVERSITY OF UTAH shall be deemed to be additions to the Indicia as though shown above and shall be subject to the terms and conditions of the Agreement.
Appendix 2: Approved University Logos

UNIVERSITY OF UTAH is the owner of all rights, title and interest in and to the following Indicia, which includes trademarks, service marks, trade names, designs, logos, seals and symbols.

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<td>MADEIRA TBD POLYNEON TBD</td>
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### VERBIAGE

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<th>UNIVERSITY OF UTAH</th>
<th>UTah Colonist™</th>
<th>University of Utah®</th>
<th>Utah®</th>
<th>University of Utah® Salt Lake City, Utah®</th>
<th>University of Utah® logo Mark™</th>
<th>University of Utah® ®</th>
<th>University of Utah® ®®</th>
<th>University of Utah® ®®®</th>
<th>University of Utah® U™</th>
<th>University of Utah® U™ Rock™</th>
<th>University of Utah® Rock™️ &amp; Runnin’ Utah™️</th>
<th>University of Utah® Utes™️</th>
<th>University of Utah® U™️ Rocks™️</th>
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### GENERAL INFORMATION

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<tr>
<th>LOCATION</th>
<th>UNIVERSITY OF UTAH</th>
<th>MASCOT NICKNAME</th>
<th>ESTABLISHED DATE</th>
<th>CONFERENCE</th>
<th>PAC-12</th>
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<td>SALT LAKE CITY, UT</td>
<td>UNIVERSITY OF UTAH</td>
<td>SWOOP</td>
<td>1850</td>
<td>UNIVERSITY OF UTAH</td>
<td>SWOOP</td>
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### MASCOT MARKS

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<td>31</td>
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### X-LINE MARKS

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### ADDITIONAL PERTINENT INFORMATION

- University seal permitted on products for resale:
  - Yes: X
  - No: 

- Alterations to seal permitted:
  - Yes: X
  - No: 

- Overlaid or intersecting graphics permitted with seal:
  - Yes: X
  - No: 

- University licenses consumables:
  - Yes: X
  - No: 

- University licenses health & beauty products:
  - Yes: X
  - No: 

- University permits numbers on products for resale:
  - Yes: X
  - No: 

- Mascot caricatures permitted:
  - Yes: X
  - No: 

- Cross licensing with other marks permitted:
  - Yes: X
  - No: 

- NO USE of current player's name, image, or likeness is permitted on commercial products in violation of NCAA rules and regulations.
  - Yes: X
  - No: 

- NO REFERENCES to alcohol, drugs, or tobacco related products may be used in conjunction with University marks.
  - Yes: X
  - No: 

- The seal is reserved for presidential use, graduation items, or fine gifts. No other use is permitted. Use the Medallion mark for all other products for resale.
  - Yes: X
  - No: 

- No alterations to the University Health Sciences Marks are permitted
  - Yes: 
  - No: X

### NOTE:

The marks of The University of Utah are controlled under a licensing program administered by The Collegiate Licensing Company. Any use of these marks will require written approval from The Collegiate Licensing Company.

In addition to the Indicia shown above, any Indicia adopted hereafter and used or approved for use by UNIVERSITY OF UTAH shall be deemed to be additions to the Indicia as though shown above and shall be subject to the terms and conditions of the Agreement.