
UTC Campus
Recreation

CLUB SPORTS

Handbook

CLUB SPORTS

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Campus
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CLUB SPORTS

UTC does not provide any health insurance of any kind. Players must provide their own health insurance.

UTC Campus Recreation

SECTION 1. INTRODUCTION

1.1 UTC CAMPUS RECREATION MISSION STATEMENT

As a department within the Division for Student Development, UTC Campus Recreation provides holistic experiences that educate and empower members of the university community and Chattanooga community. By offering a wide variety of recreational opportunities, UTC Campus Recreation seeks to enhance the experiences of those we serve by promoting a healthy and active lifestyle.

Campus Recreation will provide experiences for students, staff, faculty, guests and community members to engage in programming in aquatics, fitness, intramural and club sports, informal recreation, special events, cheer and dance, and outdoor adventures.

1.2 Sport Club Defined

The Club Sport Program is designed of Students who have a desire to compete or participate in a sport throughout their college career. These interests can be competitive, recreational or instructional in nature, as clubs may represent the University in intercollegiate competition or conduct intraclub activities such as practice, instruction, social and tournament play. Each club's level of activity is unique and ranges from local to national intercollegiate and/or open competition, which is likely governed by a National Governing Body.

Club Sports continues to grow primarily due to strong student leadership. Membership in the clubs is open to all student, faculty and staff members that are members of Campus Recreation. Each club is organized and run by students under the supervision of the Campus Recreation Department and Coordinator of Club Sports. Emphasis is placed on student leadership and involvement. The clubs that are successful and flourish are the ones with strong leaders and active participants.

All clubs must participate in three competitions and/or exhibitions to be recognized as a sport club of UTC. The Department of Campus Recreation reserves the right to refuse recognition to any club which does not properly represent University of Tennessee at Chattanooga and its student body. Campus Recreation reserves the right to refuse or revoke recognition to any club misusing facilities, misusing funding, and using the UTC community for personal monetary gain and/or promotion of private enterprise.

It is our desire to extend to each person at University of Tennessee at Chattanooga the opportunity to participate with a team in a sport club.

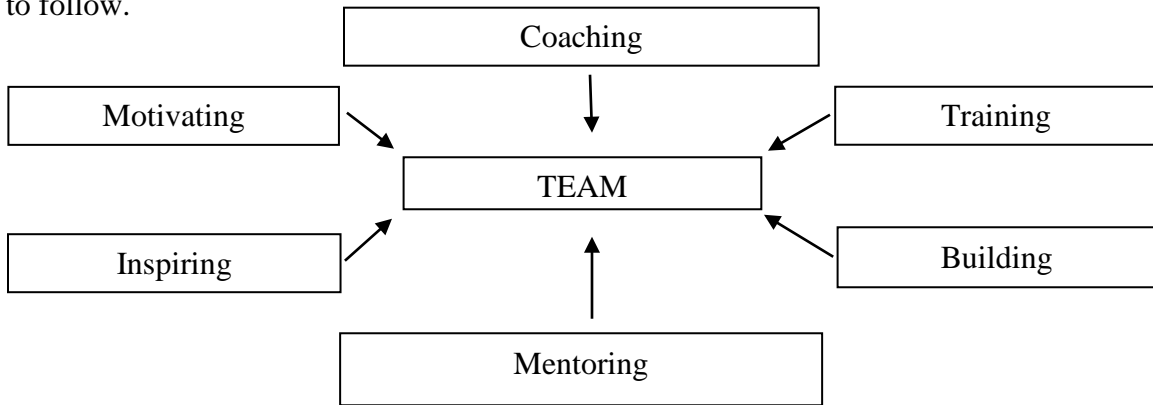
1.3 Relationship to the University

Registered Club Sports may use the name of University of Tennessee at Chattanooga (UTC) in their organization title. "Club" must also be used in the title (example UTC Club Kickball, Kickball club of UTC). However, when using the University's name, Club Sports can speak only for their clubs and DO NOT officially represent the University or Campus Recreation.

The Campus Recreation Department and Coordinator of Club Sports, shall be the final authority on questions that may arise concerning schedules, contracts, equipment, facility usage, field usage, disciplinary action etc.

1.4 The Club Sport Model

Each club sport has its own industry, standard, and complexities. The Club Sport program at the University of Tennessee at Chattanooga has identified a model for each club sport to follow.



UTC Campus
Recreation

CLUB SPORTS

CLUB SPORTS	YEAR ESTABLISHED
Cycling.....	1998
Fencing.....	2002
Inline Hockey.....	2005
Lacrosse (Men).....	2005
Paddling.....	2000
Rowing (men).....	1985
Rowing (women).....	1985
Rugby (Men).....	1999
Rugby (Women).....	2000
Scuba.....	1983
Soccer (Men).....	1987
Soccer (Women).....	2001
Tennis.....	2005
Ultimate Frisbee (coed).....	1999
Ultimate Frisbee (men).....	2001
Ultimate Frisbee (women).....	2001
Raquetball.....	2006
Bowling.....	2006
Paintball.....	2007

Section 2. Registration

2.1 Membership Eligibility

1. All undergraduate and graduate students who have paid the Student Activity Fee SAF associated with the recreation funding model will have access to the recreational facilities by swiping their ID Card.
2. All faculty and staff are eligible to join any club sport. **However, they may be restricted from competition by league or association regulations, and facility use policies.** Competing clubs should agree on eligibility requirements in advance of a scheduled match.
3. Normal intercollegiate eligibility rules will apply only when previously agreed to by the respective coaches and stated in the club constitution.
4. **No club may restrict its membership on the basis of race, sex, sexual orientation, religion, color, national or ethnic origin, age, disability, or military service.**
5. A Hold Harmless Agreement must be filled out by all club members before practicing and/or competing. Form located on Orgsync.

2.2 Join UTC MocSync

1. All Students Must Login & Register with *UTC credentials* at www.utc.edu/mocsync to join a Club Sport.
2. All Students May Then Search & Join any Respective Club Sport.
3. **All Members Must Then Complete Hold Harmless Agreement in their respective Club portal for eligibility to participate. Select Forms > Hold Harmless Agreement 2017-18 > Complete Form & Submit.**

2.3 Register A New Club Sport

1. **Identify a National Governing Body of the respective Sport.**
2. Consult with the Coordinator of Club Sports to discuss the club's scope and purpose, financial status, membership status, constitution, faculty/staff advisor, coach and officers.
3. Become familiar with the information in both the Student Handbook <http://www.utc.edu/dean-students/student-handbook.php> pertaining to student organizations and the Club Sports Handbook.
4. Properly construct Constitution and by-laws. (See Administrative Forms on page 22)
5. Register New Organization (Club Sport) at UTC MocSync www.utc.edu/mocsync.
6. Upload completed Constitution and by-laws to finish creating Club Sport.
7. Approvals may take 2-weeks or more! Approvals do not guarantee Allocations.
8. See Coordinator for assistance registering a New Organization in MocSync if necessary.

2.4 Probation Period for New & Reestablished Club Sports

1. Probation periods for new and reestablished Club Sports as follows:
 - a. A one year (two semesters, not including summer) probation period is required for each new club sport and reestablished club sport. The first semester of probation is to ensure that each new club sport or reestablished club sports has the characteristics of a true organized organization. Each club must show that the leadership is in place, organized and has strong membership base. The second semester of probation is to reinsure that the new or reestablished club has the leadership for financial responsibility. At any point during the probation period the Coordinator of club sports can terminate benefits and privileges of any new or reestablished club sport.

2.5 Probation Periods for existing Club Sports

1. Existing Clubs will enter probationary periods for unsatisfactory participation, such as:
 - a. Probation periods for missed Weekly Reports
 - b. Probation periods for missed Monthly Meetings
 - c. Behavior issues
 - d. Misuse of funds
 - e. Not properly represent University Tennessee at Chattanooga and its student body.
 - f. Misusing facilities, misusing funding, and using the UTC community for personal monetary gain and/or promotion of private enterprise.

2. Probationary Consequences:
 - a. Temporary freezing of remaining allocations; time period will be established by the Club Sports Executive committee proportional to the offence. Reimbursements and funding will not be approved during probationary period.
 - b. Permanent freezing of allocations will be based on semester or yearly; redistributed to other Clubs Sports, established by Executive Committee.
 - c. Facility usage will be suspended during probationary period as recommended by Executive Committee.

2.6 Semester Registration

1. Previously recognized sport clubs seeking to renew their registration must obtain approval from the Coordinator of Club Sports at the beginning of each semester.
2. **If a club fails to renew registration before a new Academic school year, it shall forfeit privileges based on the evaluation of the coordinator of club sports or the Club Sport executive committee.**
3. Recognize and establish leadership roles include: President, Vice President, Treasurer, Secretary.
4. Renew MocSync annually.
5. Develop and submit a semester budget request under the allocation criteria.

SECTION 3. CLUB ORGANIZATIONAL CHART

3.1 Student Leadership Opportunities

1. Students have unlimited opportunities to become directly involved in the administration and supervision of their respective clubs.
2. Students should assist in writing their club's constitution. The constitution should consist of the club's name, statement of purpose, membership requirements, advisor and coach selection, election procedures, financial arrangements, officer's duties, frequency of meetings, organization affiliations, amendments and ratification procedures.
3. Students should be active in club activities and aspire to hold officer positions.
4. **Club officers must not be on academic or disciplinary probation.**
5. **The Coordinator of Club Sports must be notified of the names of the newly elected officers by the first of each semester and as leadership roles change.**

3.2 Club President / Vice President

1. The club presidents work directly with the Coordinator of Club Sports regarding club activities. Must be a current student at UTC.
2. The Club President is responsible for the following:
 - a. Be responsible for the guidance, leadership, conduct and eligibility of club members.
 - b. Attend all Club Sport President Meetings.
 - i. Exception select another Officer to attend.
 - c. Know the contents of the Club Sports Handbook.
 - d. **Submit WEEKLY reports of Club activities.**
 - e. Know your Officers and Members.
 - f. Know the location of your entire Club's equipment.
 - g. Know your financial status (University account).
 - h. Make sure that your Club has an up to date constitution.
 - i. Know what services the Campus Recreation Office offers your club.
 - j. Give your copy of the Sport Club Handbook to the incoming president and explain the contents of the handbook.
 - k. See that one of the club officers comes by the Office of Campus Recreation each week and checks for mail/e-mail/mocsync for related matters concerning the club.
 - l. Submit budget requests by the date established by the Coordinator and/or club sport executive committee.
 - m. Recommend award recipients.
 - n. Assist in scheduling games for the following season.

3.3 Secretary-Treasurer

1. This individual is responsible for keeping records of all the club's activities. Must be a current UTC student.
2. The secretary-treasurer, in conjunction with the other club officers, is responsible for the following duties:
 - a. Arrange competition schedules.
 - b. Arrange for practice and game facilities. Any on or off campus facility must be approved by the Coordinator of Club Sports, to insure that there will be no scheduling conflicts in the use of the facilities.
 - c. Schedule transportation. (car pool or otherwise)
 - d. Arrange lodging and food when necessary.
 - e. Arrange for officials when necessary.
 - f. Prepare appropriate publicity material for distribution by the Campus Recreation Office. All publicity must be approved by the Coordinator of Club Sports.
 - g. Submit club roster to the Coordinator of Club Sports prior to start of season. (see enclosure)
 - h. Order all new equipment through the Coordinator of Club Sports by presenting all new information such as model number, size, color, company ordering form and addresses.
 - i. See that all club members have paid their dues, if required.
3. The secretary-treasurer is responsible for all travel expenses. (See travel)

3.4 Safety Officers (Recommended)

1. Must be CPR and 1st aid Trained.
2. File all accident report with the Club Sport Coordinator either on or off campus activities.
3. Obtain a Release of Liability/Hold Harmless Agreement (HHA) form for each club member. If under 18 years of age, parents must also sign a release of liability form. HHA found online at www.utc.com/mocsync under the respective Club Sport forms.
4. Weather related decision making for practices and competition.

3.5 Coaches

1. It is considered to be the responsibility of each sport club to secure the services of their coach. All coaches selected by the club must be approved by the Coordinator of Club Sports before assuming duties. The Office of Campus Recreation supports the philosophy that coaches should *NOT be* paid for their contributions to the Sport Club program.
2. The recommended duties of the coach are as follows:
 - a. Be present at all games and practices when possible. This is essential for all out-of-town tournaments.
 - b. Help ensure good sportsmanship on and off the field.

3.6 Faculty/Staff Advisor

1. The faculty/staff advisor is a faculty or full-time staff member chosen by the club members. See Student Handbook <http://www.utc.edu/dean-students/student-handbook.php> for information regarding advising requirements and recommendations.
2. The duties of the advisor are as follows, but not limited to:
 - a. Assist in the day to day operation of the club and serve as an intermediary between the club and the Coordinator of Club Sorts.
 - b. Be available during the development plans and programs for the club; provide expertise and mature judgment; and help insure that activities and undertakings of the club are sound and favorably reflect on the University.
 - c. Attend the regular meetings and the executive meetings of the club. When the advisor cannot be present at a meeting, it is the club president's responsibility to meet with the advisor to discuss minutes of the meeting.
 - d. It is recommended that the club's advisor attend each off campus trip.

3.7 Club Sport Executive Committee

The club sport executive committee is established to govern the club sport program. The committee is comprised of the following:

- I. Club Sport Coordinator
- II. Campus Recreation Leadership Staff Member
- III. SGA Representative
- IV. Club Officer
- V. Club Officer
- VI. Club Officer
- VII. Club Officer

1. Eligibility of Club Officer Positions
 - a. Must be an Officer of Good Standing with SGA, Campus Recreation, or Club Sports.
2. Selection of Committee Members
 - a. Club Sport Officer Positions: During last Officer meeting of spring semester, hold nominations and elections for open positions.
 - b. All other positions are appointed. SGA representative appointed by SGA President.
 - c. Term Dates – Yearly
3. Duties and responsibilities and authority
 - a. Review Budget Requests
 - b. Allocate Club Sport E-account Funding. Club Sports Executive Committee is responsible to meet & review all budget requests the first week of classes, then allocate appropriately.
 - c. Recommend disciplinary actions.
 - d. Disseminate important information.
 - e. Plan and develop Club Sport trainings and social events.
 - f. Plan and develop Monthly Officer Meetings.
 - g. Must attend all meetings related to Club Sports.

SECTION 4. FINANCIALS

4.1 Allocations

1. ALL Budget Request for the year must be submitted by Friday before the fall semester starts in August.
2. Budget requests should include the following:
 - a. Administrative costs, such as league or association or off campus rentals.
 - b. Equipment that is retained by the club and which is used only during club activities.
 - c. Competition expenses such as referees and facilities.
 - d. Hotel and travel expenses. (gas, hotel and hotel room tax only)
 - e. Entry fees.
3. Club Sports who do not submit a request prior to First Day of Classes will enter a mandatory probationary period.
4. An Allocation Criteria will be used to assist The Executive Committee in determining allocations.
 - a. Active Memberships (determined by hold harmless agreements)
 - b. Dues per memberships
 - c. Number of competitions
 - d. Total amount of entry fees
 - e. Total Travel Cost
 - f. Total Equipment and Supplies
 - g. Total official costs

4.2 Additional Funds N-Accounts

1. **OFF-CAMPUS CHECKING ACCOUNTS PROHIBITED.**
2. Please See Coordinator of Club Sports prior to pursuit of revenue sourcing.
3. The following revenue sources must be deposited into the N-account
 - a. Membership Dues
 - b. Donations and Gifts *
 - c. Fundraisers *
 - d. Tournament Income
 - e. Sponsorships *

***must be deposited through the development office.**
4. All expenses must be club related, no personal purchases or extravagant spending may occur.
5. University fiscal policy must be followed and adhered to.
6. Clubs may not purchase items or pay for expenses that are outside of the allocated operational budget.

4.3 Travel Reimbursements Policies and Procedures

Travel policy:

1. Transportation will be the responsibility of the individual club. The treasurer – secretary *must submit, direct, or on behalf of members, complete* Guest Traveler & Travel Request information forms a minimum of 2 weeks prior of departure to the Coordinator of Club Sports. **(Travel authorization form must be filled out prior to every trip. Tip: a single form will hold up to 5 travels)** If this form is not submitted at least 2 weeks prior to such travel, University authorization and reimbursement for travel expenses may be denied. A travel form must be filled out regardless of the number of participants taking a trip.
2. All reimbursements will be returned to the individual who filled out the original travel information form.
3. Cancellation procedure – If a club must cancel a trip, please notify the Coordinator of Club Sports. Failure to do so may result in billing against the individual club.
4. *Keep all receipts.* After returning from the designated trip, the treasurer – secretary is required, within the next 5 days, to complete the travel reimbursement form with all original receipts for expenses incurred and turn it in to the Club Sport Coordinator.
5. Clubs will be placed on immediate “probation”, funds frozen and all activity cancelled if travel information form *is not filled out.*
6. Clubs are responsible for providing original receipts for expenses.
7. **Club members taking their individual cars/vans are responsible for their own insurance coverage.**
8. The reimbursee’s name must appear on the original receipts. No other name can appear.
9. Hotel room and hotel room tax is the only items that can appear on hotel receipts/folios. Incidentals are not reimbursable (parking fee, room service, movies).
10. **Non-club members may accompany the team; however, the University assumes no responsibility for their health and safety and must be a UTC student, faculty or staff.**

Travel procedure:

1. Gas Reimbursements
 - a. Fill up all gas tanks in Chattanooga (receipt one), travel, fill tanks as needed during travel, fill up tanks upon arrival in Chattanooga. Turn in all receipts, but receipt one is NOT reimbursed.
2. Hotel reimbursement
 - a. Make reservation under the same name of who is paying. The person being reimbursed must have his or her name on the original hotel/ motel receipt/folio.
3. Entry fees
 - a. Receipt: A receipt must be under the hosting tournament's letterhead. Must have date of event, name of event, entry fee cost, location, paid amount and to whom it was paid.
4. Association fees
 - b. Invoice: An invoice can be paid directly to the host of the event, if the host is an established vender. An invoice must be under the hosting tournament's letterhead. Must have date of event, name of event, entry fee cost, to whom the check is made and an address to which the check be sent.

4.4 Equipment

1. The Coordinator of Club Sports must purchase and issue all equipment and supplies, if purchased via Club Allocations.
2. Each Club President must check out and return all equipment to the Coordinator of Club Sports at the end of each semester. Also, all clubs must turn in an inventory of all equipment at the end of the competitive year.
3. **All equipment purchased by The Campus Recreation Department with University Funds become the property of the University.**
4. All orders for new equipment must be made through by presenting detailed information such as model number, size, color, company ordering form, phone and address. Allow 3-4 weeks' minimum for delivery.
5. The Club Sport name will be printed on each inform purchased by the University.
6. All purchase must be shipped to:

University of Tennessee at Chattanooga
Campus Recreation - Dept. 7056
Aquatic and Recreation Center (ARC)
Attn. Club Sports
601 East 5th Street
Chattanooga, TN 37403-2598

SECTION 5. OPERATIONS

5.1 Facilities

1. All requests for recreational facilities must be filed with the Coordinator of Club Sports. Facilities request forms should be submitted at least 2-weeks prior to possible date to insure availability. All indoor/outdoor clubs will meet each semester to schedule facilities. All requests are subject to review and change at any time.
2. **Sport clubs requiring special facilities on or off campus may have to make arrangements on their own. Expenses for these facilities may be financed by allocated monies if there are no University facilities available. All facilities and contracts/licenses must be approved and signed by UTC officials.**
3. The “*Rain Policy*” is always in effect. It is your responsibility *NOT* to play on the fields when they are unplayable. It is your responsibility to use your good judgment on whether the field is in playable condition. In case of sudden inclement weather, it is the team’s responsibility to stay *off* the fields. Always have an alternative playing area should inclement weather arrive.
4. “*Emergency Blue Light and Phone*” – Use phone for emergency medical and campus police assistance.
5. An Automatic External Defibrillator (AED) is located inside each the MacClellan Gym and the Aquatic & Recreation Center Control Desks.

5.2 Field Policies

1. *Inclement Weather Policy* – clubs are not to play on the field(s) if the field is too wet. There are many conditions that may make the field unplayable: too much rain, problems with irrigation, poor field drainage. **Clubs using poor judgment may have their funds frozen and may be placed on probation for an undetermined length of time.**
2. Postpone or suspend activity if a thunderstorm appears imminent before or during an activity or contest, (irrespective of whether lightning is seen or thunder heard) until the hazard has passed. Signs of imminent thunderstorm activity are darkening clouds, high winds, and thunder or lightning activity:

Flash-to-Bang Method: It takes the sound of the bang of a thunderclap five seconds to travel one mile, lighting flash is seen instantaneously. Therefore, for every five seconds between the flash of lightning and the bang of thunder, lightning is one mile away. A thirty second Flash to Bang count means lightning is 6 miles away. The average length of a lightning bolt is 3-6 miles long. The average speed of a thunderstorm is 25 MPH. Lightning can strike from a clear blue sky.

- a. Avoid using shower facilities for a safe structure and do not use showers or plumbing facilities during a thunderstorm. Trees are not good options for shelter during a thunderstorm, especially lone or single trees. If caught outdoors with no shelter stay away from the tallest objects, crouch down with only the balls of your feet touching the ground. Try to minimize your body's surface area and minimize contact with the ground. DO NOT lie flat. Avoid using land line telephones except in emergency. Cellular or cordless phones are a safe option within a Safe Structure. A safe location is any substantial, frequently inhabited building. The building should have four solid walls electrical and telephone wiring, as well as plumbing, all of which aid in grounding a structure. The secondary choice for a safer location from the lightning hazard is a fully enclosed vehicle with a metal roof and the windows completely closed. It is important to not touch any part of the metal framework of the vehicle while inside it during ongoing thunderstorms.

3. Clubs must find other arrangements for practice if the fields are unplayable.
4. Report any field hazard: (i.e., holes in fields, irrigation head protruding, sharp wire on fence, etc.) immediately to the Office of Campus Recreation so it can be corrected.
5. *Alcohol Beverage Policy* – No alcoholic beverages nor any kind of glass containers are permitted on campus or around intramural, club, athletic, and recreational facilities (fields, courts, pool).
 - a. Offender(s) – players, spectators and others will be instructed to remove alcoholic beverages from the area. Play of the game will stop until rules are followed. Games may be cancelled.
 - b. Enforcement will follow the guidelines established by UTC for violation of a University regulation. Security and safety are of the utmost importance. Individual violations will be directed to the Judicial Affairs office.
6. **Clubs are responsible for picking up trash on or around fields.**

7. Games/tournaments/clinics will be reserved on both Challenger Field and Intramural Complex.
8. Fields are assigned by the Coordinator of Club Sports. Club sport presidents must apply for field assignment by the first week of each semester.
9. Once the club has been assigned to its respective fields and times it is their responsibility to not over schedule practice or games. **Club officers can not alter field assignments or times for any reason without permission from the Coordinator of Club Sports.**

5.3 Practices

1. Each club will be assigned field and practice times.
2. The clubs that use Intramural Complex must find alternative locations to practice during intramural seasons (Flag Football, Soccer etc.).
3. **A club may use their practice time for a game during the weekdays. The inclement weather policy applies on both fields regardless of what has been scheduled.**
4. Clubs may be limited to number of practices.
5. Lights may be manually turned on for each practice/game. Call Campus Police 425-4357(help) to access fields, if locked or need assistance with lights. Note: Lights automatically shut-off.
6. **Remove all equipment off the field after each practice and/or game.**
7. Clubs are responsible for picking up trash on the field.
8. Report all lighting and irrigation problems to the Coordinator of Club Sports as soon as possible so they can be corrected.
9. To access fields, please call Campus Police.
10. **Intramural Fields need to be locked after final practice of the night and/or on weekends after games.**

5.4 Scheduling

1. Make the tentative schedule a minimum of 3 to 6 months in advance. Attempt to schedule home tournaments, as much as possible.
2. If possible, schedule teams of equal ability that are also on a club basis. Also, try to schedule near home (100 miles) and combine matches in one geographical area into a single trip.
3. All schedules must be coordinated and approved by the Coordinator of Club Sports. A club must justify its schedule as a way of obtaining competition at its own ability level that is not available closer to home.
4. **When a club cannot honor its scheduled commitments, interclub competition will be discontinued immediately. Notify opposing coach and Coordinator of Club Sports *immediately* when contest has to be cancelled.**
5. **Clubs are not authorized to sign agreements/contracts. All agreements/contracts must be approved and signed by the Coordinator of Club Sports and Campus Recreation Department.**

SECTION 6. SAFETY & RISK

6.1 Emergency Action Plan

Note: In the event of a serious injury and/or emergency. First call 911 or 425-help (4357), second try the name and phone numbers listed. Start at the beginning of the list.

Eddrick Brooks, Coordinator of Club Sports O: 423.425.2203
Miles Ledford, Assistant Director of Campus Recreation O: 423.425.5701

Give as much information as possible. For instance: location of accident or emergency, names of individuals involved, name and phone # of hospital etc. All of this information will be helpful in providing you and your organization efficient and effective support.

All club members are required to submit an accident report for injuries which occur to club members during club related activities. These reports must be submitted to the Coordinator of Club Sports within 24 hours of the injury.

6.2 Non-Emergency Action Plan

On occasion there could be a non-emergency type situation occur while on a trip. It is your responsibility as a student leader to be prepared for these situations. Always have a backup plan should you and/or your club have car/van trouble. Should you have trouble, it is important that your club have alternative means of getting back to campus. Know what to do if there is an injury to a participant that does not need immediate emergency care. **It is recommended that all clubs have a certified first aid/CPR individual on every trip.** It is important that you immediately let Coordinator of Club Sports know of the situation and action taken as soon as possible upon returning to campus.

All club members are required to submit an accident report for injuries which occur to club members during club related activities. These reports must be submitted to the Coordinator of Club Sports within 24 hours of the injury.

6.3 Medical Care and Insurance

1. **UTC does not provide any health insurance of any kind. Players must provide their own health insurance.**
2. It is the responsibility of students who wish to participate in sport clubs to evaluate the conditions of their health in relation to the demands of the sport. If uncertain, consult a family physician or the student health center.
3. **If privately owned vehicles are a means of transportation for club teams, the owners of these automobiles are responsible for their own insurance coverage.**
4. Club Sport teams must make their own arrangements for training facilities and medical care when participating away from the UTC campus.
5. **All club members are required to submit an accident report for injuries which occur to club members during club related activities. These reports must be submitted to the Coordinator of Club Sports within 24 hours of the injury.**
6. "Emergency Blue Light & Phone".
7. An Automatic External Defibrillator (AED) is located inside the MacClellan Gym & Aquatic Recreation Center Control Desks. This AED is available for emergencies should the need arise. Please see Control Desk Student-Staff for assistance.

SECTION 7. STUDENT CONDUCT

7.1 Publicity

1. The Coordinator of Club Sports will, upon request, assist each club in publicizing their upcoming events. **The Coordinator of Club Sports must approve all publicity; this includes flyer information, T-shirts design and verbiage. The Coordinator of Club Sports and the Campus Recreation Department must approve all use of the UTC name and logo.**
2. **All publicity items must be approved by the Coordinator of Club Sports.**
3. If your club is doing something of particular interest for alumni, contact the Alumnus Magazine and the Alumni Development Office.
4. Be familiar with University policy on publicity, promotion, and advertising as is stated in the Student Handbook. No posting on trees and/or University buildings.

7.2 Club Meetings

1. It is recommended that club meetings be of two types, business and regular. A business meeting of the club will be held at least once a month. The business meeting may be of the full membership or may consist of the club's executive committee. Regular meetings are generally held once a week, but may also be held more often, as appropriate.
2. **Each club president is expected to appoint a club publicity officer who will work with the Campus Recreation office in developing publicity for all the club meetings.**
3. A club roster will be prepared as of the second meeting held by each club, each semester. This roster will be furnished to the Coordinator of Club Sports and the club's advisor.

7.3 Policies of Reprimand & Conduct

1. Clubs are expected to function in a mature and responsible manner, both on and off campus, in all club related activities in accordance with the club constitution and the Student Handbook.
2. **Sport clubs and/or individual members of clubs may face disciplinary action for inappropriate conduct on or off campus while participating in any club activity.**
3. Spectators are welcome at club related activities, but do not have use of facilities.
4. **No alcoholic beverages are permitted in or on sport club facilities. It is the club's responsibility to monitor these situations, including the spectators. Games will be delayed until the problem is corrected.**
5. The club may be subject to "probation", with all funds frozen and all activity postponed, if the proper University rules and regulations are not adhered to. The Coordinator of Club Sports will notify the club of this action.

7.4 Statement of Alcohol Beverage Policy

No alcoholic beverages nor any kind of glass containers are permitted on or around intramural, athletic, and recreational facilities (fields, courts, pool).

1. Offender(s) – players, spectators and others will be instructed to remove alcoholic beverages from the area. Play of the game will stop until rules are followed. Games may be cancelled.
2. Enforcement will follow the guidelines established by UTC for violation of a University regulation. Security and safety are of the utmost importance to our students. Individual violations will be directed to the Judicial Affairs office.

SECTION 8. ADMINISTRATIVE FORMS

CONSTITUTION GUIDE FOR SPORT CLUBS

The format below has been developed to be used as a guide in the development of a Constitution for your organization. It is not necessary to follow this form exactly, but it is important to include all areas that apply.

CONSTITUTION OF _____
(club name)

ADOPTED _____
(date)

ARTICLE I – Name

State the official name of the Club Sport organization

ARTICLE II – Purpose

State the reasons for the formation of the club and the club's objectives.

ARTICLE III – Membership

- A. State which people are qualified for membership (assuring that no discrimination shall take place)
- B. State what a member must do to be recognized as a full member.
- C. State what rights and privileges a full member has.

ARTICLE IV – Meetings

- A. State how many meetings of the membership are to be held during the school year.
- B. State procedures for calling regular and/or special meetings

ARTICLE V - Executive Board

- A. State what officers will make up the club and what each officer's duties will be and when they are to be held.
- B. State procedures for handling vacancies within the Executive Board.

ARTICLE VI – Name

- State which officers will be selected by the membership, how long the terms of these officers will last, and how many times a person may hold the same office.

- State the nominating procedures and when they will take place.
- State how nominees will present their qualifications and how and when elections will be held.
- State procedures in case a runoff is necessary.

ARTICLE VII – Funds

State procedures for the allocation of club funds (revenue and expenses)

ARTICLE VIII - Committees/Divisions

State what standing and/or ad-hoc committees or what divisions will exist in the club and the function and composition of each.

ARTICLE IX – Affiliations

- A. State any affiliations with local, state, regional, or national organizations.
- B. State adherence of any rules by a sports governing body.

ARTICLE X – Advisor

State procedures for the qualifications and selection of a club Advisor and the function and duties of said person.

ARTICLE XI - Coach/Manager

State procedures for the qualifications and selection of a Coach/Manager and the function(s) and duties of said person(s).

ARTICLE XII – Ratification

State how the Constitution will be approved by the membership.

ARTICLE XIII – Amendments

State how an amendment will be presented, to whom it will be presented, and how it will be ratified.

ARTICLE XIV – Bylaws

State procedures for the inclusion of any rules or regulations specific to the club.

Hold Harmless Agreement and Waiver Release

I, the undersigned, hereby acknowledge my receipts of the permission and privilege to participate in the UTC Club Sports program of the University of Tennessee at Chattanooga.

In consideration of the permission and privilege allowed me thereunder, I do hereby specifically agree that I will indemnify, save and hold harmless all members, officers and advisors of the University of Tennessee and all of its full and part time employees and representatives and officers and trustees from any and all losses, claims, actions or proceedings of any kind which may be presented or initiated to recover money, property or damages for any injuries to persons, injurious results or any damages to property suffered during the conduct of activities of the program and arising directly or indirectly from my participation in this activity.

In accepting the permission and privilege to participate under this "Waiver, Release and Hold Harmless Agreement", I understand that this agreement extends and applies to any personal injuries, injurious results, damages or losses which I myself may experience or sustain directly or indirectly arising out of said activities organized or sponsored by this organization. I covenant for myself, my estate, executor, heirs and assigns not to file suit or initiate any claim procedures in respect to any personal injuries, property damages or losses I may experience or sustain arising directly or indirectly out of my activities thereunder.

I freely assume all risk, hazards and losses which shall apply to activities of the organization. I hereby declare and represent that I am 18 years of age or over or, if under the age of 18 years I am represented by my parent or legal guardian, and that in making, executing and tendering this voluntary consent, it is understood and I acknowledge that I am relying wholly upon my judgment, belief and knowledge of the circumstances involved in my participation in UTC Club Sports and that I have read this statement, understand its contents and execute it of my own free will and choice.

 Signature of participant

 Date

 Signature of witness

 Date

 Signature of parent (if minor)

 Date

Note: You are strongly advised to carry personal health insurance for the duration of your participation in UTC Club Sport activities. The

University is not responsible for any cost or care associated with any personal injury associated with these activities.

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