## New Mexico Tech
Department of Physical Recreation

**SPORTS CLUB MANUAL**

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Important phone Numbers – all area code 575
Gymnasium/Physical Recreation ------------------------ 835-5131
Melissa Begay, Director ------------------------------- 835-5120
Dave Wheelock, Sport Club Coordinator --------------- 835-5854
Annine Gabaldon, Recreation Specialist --------------- 835-5852
Gym Office Fax ---------------------------------------- 835-5853
Student Health Center-------------------------------- 835-5094

Physical Recreation Hours of Operation
Front office - 8:00 a.m. to 5:00 p.m. Monday through Friday
Recreation facilities (Gymnasium) - Hours vary with day of week, holidays, and term breaks. Extended hours in effect during the week, more limited hours Saturday and Sunday. Call gym office for current open hours.

Introduction

New Mexico Tech’s sports club program provides opportunities for developing skills and/or participating at a higher level of competition in a variety of sporting and recreational activities. Sports clubs serve as avenues for meeting and working with people toward mutual goals in a sanctioned setting, while developing leadership within each club. Participants find participation in a sports club a refreshing break from the rigors of the curricula at New Mexico Tech.

NMT sports clubs are formed, developed, directed, and controlled by members within University guidelines. Clubs are registered with, and operate through, the auspices of the Department of Physical Recreation, hereafter referred to as the PR Department, a division of the Department of Student and University Relations.

Definition

A New Mexico Tech Sport Club shall be defined as a group of at least ten individuals formed with the purpose of pursuing a particular sport or physical activity. A sport club is characterized by regular meetings or practices in which members actively engage in the development of skills and teamwork necessary to engage in competition.

A sport club also meets on a regular or semi-regular basis to address issues related to its organization and maintenance as well as planning for future activities. By virtue of prior sustained membership (and dependent upon continuation of same) in the NMT sport club program, the caving and whitewater clubs shall be maintained as members of the NMT sport club program.
New Mexico Tech sport clubs shall adopt and practice a club constitution that includes a policy precluding discrimination on the basis of race, national origin, creed, religion, sex, age, disability, gender identity, sexual orientation, associational preference, or any other classification which would deprive the person of consideration as an individual.
Sports Club Status

Sport clubs fall under one of three Categories of Status in relation to the Physical Recreation Department and the Sports Club Program:

1 – **Good Standing** fulfilling all guidelines of sports club operation as outlined herein, including those for membership, budget, activity, and acceptable representation of the program and the University.

2 – **Probationary status** for clubs in their first year of operation, those not yet granted Good Standing status, or clubs returning from a period of suspension.

3 – **Suspension status** suspends the usual rights and privileges of a club or club member for a period of not more than one year, whereupon the suspension will be reviewed by the sports club council and the sport club coordinator.

**NMT Right of Dissolution** – Consistent with the guidelines of participation for sports clubs (see *Responsibilities*, page 5), the University and the Department retain the right to reprimand, suspend, or remove any member or members of a sporting club found in violation. In addition, suspension of these rights and privileges may extend to entire clubs when deemed appropriate by agents of the University or the Department of Physical Recreation.

**Guidelines for member and/or club dissolution** – Members or clubs believed guilty of infractions will be notified in writing of the problem. Serious infractions may result in a meeting with the Sport Club Coordinator to discuss the seriousness of the offense and any disciplinary actions that may be warranted. Lack of agreement for satisfactory solutions in the course of said meeting may result in probation or suspension of members or clubs.
Registration and Funding

Application procedures. Prospective and returning sporting clubs must submit at the beginning of each fall semester:

1. **Membership roster** –
   a. Must be submitted with autumn funding request.
   b. Non-full time student members (registered for less than 12 hours) - officers will determine and collect a membership fee to be placed in the club’s physical recreation account.

2. **Completed budget request form** –
   The autumn funding cycle will be for fall and spring semesters. Club accounts expire and are “zeroed out” with the fiscal year’s end, June 30, WITH THE EXCEPTION OF FUNDS RAISED BY CLUBS’ MEMBERSHIPS FOR THE PURPOSE OF CLUB BUSINESS. **Note:** Food provided to club members may be deducted from this "carryover".

3. **Sport Club Advisor Contract** –
   conditions are listed on the contract, available from gymnasium office during regular business hours.

4. **Individual member liability waivers** – provides insurance policy information and acknowledgement of risks.

**Club Constitutions.** Within the first semester following acceptance into the sport club program, a club will be required to adopt by membership vote a club constitution to establish bylaws aimed at smooth operation. Contact the sport club coordinator for assistance.
Privileges of Sports Club Status

1. Qualified to apply for Physical Recreation Department funds.
2. Opportunity to engage in club practices, activities, and events.
3. Reservation of facilities as available and appropriate.
4. Use of sport club equipment and funding allocated for organized club activities.
5. Reduced rental rate for PR Department transportation.

Responsibilities

1. Attend ALL sports club council meetings.
2. Satisfy all deadlines for registration, such as funding requests, membership rosters, individual waivers, and club advisor contracts.
3. Provide, and update as necessary, effective contact phone numbers and e-mail addresses.
4. Advise sport club coordinator’s office of significant changes and developments within the club.
5. Plan in advance with the club coordinator in scheduling events and activities, especially those requiring use of gym office resources, facilities, or transportation.
6. Approve club purchases and arrange details with PR Department as early as practical.
7. Maintain mature and considerate behavior consistent with maintaining a positive image for the club, the PR Department, and the University.
8. Obey all municipal, state, and federal laws while engaged in club activities or en route to or from same.
9. Clubs are strongly encouraged to engage in fundraising campaigns to augment their activities. Funds generated through these activities must be deposited into the club’s account at the Physical Recreation Office within TWO BUSINESS DAYS of their procurement.
Sports Club Council

The sports club council consists of one or two members from each recognized sport club and usually meets once a month September through May to outline club activities, share experiences relevant to effective operation of club affairs, discuss problems, and ensure club activity. Club officers may rotate representatives to ensure participation and continuity of communication. Each sport club will field one vote in council business.

Club Organization and Leadership

Responsibilities of Officers
1. Maintain compliance with all procedures outlined in this sport club manual (see page 4, Registration and Funding).
2. Inform club members of Department policies, procedures, and emergency procedures.
3. Oversee planning and organization of club functions.
4. Oversee and manage all club purchases, including reimbursements to members.
5. Responsible for club debts. Club officers listed on registration form must fulfill all financial obligations entered into on behalf of club members and shall be personally accountable for all club debts incurred. The University will not be liable for debts above and beyond the amount of the club’s budget.
6. Make timely reservations of facilities or transport vehicles for club activities. Ensure compliance with driver requirements (see Travel, page 8).
7. Determine whether to reimburse members for travel expenses from the club budget, at a rate not to exceed PR Department standards. Note travel reimbursement forms must be initiated 1 WEEK in advance of departure and should be completed within ONE BUSINESS DAY of return.
8. Submit and keep a current member contact list.
**Risk management**

Members in the Club Sports Program assume an element of risk, and are required to sign a “Club Sports Release and Indemnity Agreement” upon joining a club.

In order to guard against the negative consequences often associated with risk, the following procedures and guidelines have been implemented into the Club Sports Program.

Accident Reports – Club officers should have NMT accident report forms available at club functions. A completed report form should be filed with the Department within ONE WORKING DAY of the incident.

In order to prevent accidents and injuries it is strongly recommended that each sporting club develop, implement, and practice the following safety procedures:

A. Club officers, coaches, and instructors should review the risks inherent in their sport with the members and emphasize safety at all times.

B. Develop and review emergency procedures with members whenever relevant, for example when new members are present.

C. Inspect facilities and equipment prior to each practice, game, or event. Report unsafe conditions to the physical recreation office immediately, or if at an off-campus venue, report the problem to the proper managing authority.

D. Identify club members who have First Aid and/or CPR training. If none exist, encourage at least two members to receive training. Contact the PR Department for details.

E. Non-student/faculty/staff club members must provide proof of insurance and sign a sport club waiver.
Travel

Clubs may reserve PR Department transportation vehicles dependent on need, vehicle availability, and the availability of two (2) qualified Defensive Driving Course drivers per vehicle. Securing qualified drivers is the responsibility of clubs and they should include DDC registration costs ($40) at an appropriate level in their budget proposals. Contact the PR Department or Information Services Department (ISD, 835-5700) for details.

Note: It is expedient for DDC-qualified drivers to bring their driver’s license and DDC card into the PR Dept office at the earliest convenience so that copies can be made and kept on file.

All relevant Travel forms must be initiated ONE WEEK in advance of departure, and completed within ONE BUSINESS DAY of return.

A. Private Vehicle Travel
   - Drivers granted reimbursement privileges by a club officer must complete an NMT “Travel Request and Reimbursement Voucher” form 5 days prior to departure to club functions.
   - For travel where no compensation is requested, a "Travel Request at Zero Cost" form is required, to be initiated before departure and completed upon return.
   - Travel to club events in private vehicles also requires proof of insurance commensurate with New Mexico State Motor Vehicle requirements. Such proof of insurance must be presented to the office during business hours. Reimbursement of club members traveling in private vehicles is by approval of club officers within parameters of the club’s budget balance.
   - Also see "Registration Fees" under Purchases, page 10.

B. Department Vehicles
   - Reservations are on a first come, first served basis. Reservations should be made well in advance of use by visiting or calling the Department during office hours.
   - A completed "Travel Request for Gym Vans" form is required to confirm reservations.
   - A “Zero Cost” form is required for department vehicle use.
   - For safety reasons, van capacity is limited to 12 occupants, and speed limited to 70 mph.
   - Keys and completed forms must be returned by 10:00 a.m. the next business day following return. Vans must be returned clean to avoid a cleaning charge.
Van Safety

Campus groups should be aware that in recent years, numerous incidents of rollovers involving the type of vans the physical recreation department rents (12 capacity) have been reported in the U.S. Department vans do not handle the same as a passenger car. In order to address safety concerns for department van use, the following rules (r) and guidelines (g) are in effect:

♦ Two Defensive Driver Course certificate holders must be registered for the trip and be on board each van during operation (r). A 12-passenger upgrade course is now required and available from Information Services. Call 835-5700 for information.
♦ Neither driver shall have consumed any alcohol or narcotics previous to driving the van (r).
♦ Drivers should begin trips rested and alternate before the onset of fatigue (g).
♦ Speed shall not exceed 70 mph at any time (r). Gravitational instability has been shown to increase with a greater number of occupants.
♦ Capacity of the vans is now limited to 12 (r).
♦ It is always a good idea to check tire pressure before beginning a trip or when refueling (g).

Each van is equipped with a tool kit, found beneath the seat.
**Purchases**

- Department staff must be consulted as far in advance as possible of club purchases (requested minimum one week).
- Direct reimbursements are no longer possible.
- At least one club officer MUST approve all equipment orders before being placed.
- It is the responsibility of club purchasing agents to determine those online vendors willing to accept university purchase orders, and to provide full ordering information to the PR office.

**Registration Fees**

Club or individual registration fees, whether for an event or season, are to be arranged in coordination with the PR Department office. Often these may be included in the travel paperwork.