

**Club Sports
Manual
2023-2024**

Table of Contents

Campus Recreation Mission and Vision Statement	-2-
I. INTRODUCTION AND ORGANIZATION	-2-
Definition of a Club Sport	2
Purpose of the Club Sport Program	3
Personnel	3
Team Officers	4
II. STANDARDS OF CONDUCT	-4-
General	4
Representation	4
Sportsmanship	5
Hazing	5
Off-Campus Conduct	5
Individual Disciplinary Procedures	5
Team Disciplinary Procedures	6
III. TEAM MEMBERSHIP	-7-
Establishing a New Club Sport	7
Approval Process	7
National Affiliation	7
Benefits of Being Registered as a Club Sport	7-8
Retaining Club Sports Status	8-9
IV. TEAM RESPONSIBILITIES AND REQUIREMENTS	-9-
Recruitment	9
Participant Eligibility	9
GPA Review	10
DoSportsEAsy Registration	10
Coaches	10-11
Team Member Responsibilities	11-12
V. MARKETING AND TRADEMARK LICENSING POLICIES	-12-
Website and Social Media Policies	12
Use of Institutional Name	12-13
Apparel and Printing	13
Trademark Licensing: Visual Identity Guide	13
Club Sports Team Usage	13-14
VI. RISK MANAGEMENT	-14-
General	14
Medical Services	14-15
Injury Related Polices	15
Natural Weather Hazards	16
VII. TRAVEL PROCEDURES	-17-
General	17
Travel Policy & Authorization	17
Rental Vehicles/Driver Training Procedures	17
Rules and Regulations for University Drivers	18
Lodging/Flight Reservations	18
VIII. FINANCES	-18-
General	18
Revenue: Team Dues, Fundraising, Donations, Sponsorships, & Allocation Money	19
Expenses: Accessing Funds, Equipment, Cash Reimbursements, Team Meals, Paying Officials	20
IX. FACILITIES AND EQUIPMENT	-20-
Scheduling/Facility Policies	20-21
Hosting an Event/ Team Equipment Policies	21-22

The Mission of Campus Recreation

Campus Recreation provides opportunities for personal growth through play, wellness and adventure.

The Vision of Campus Recreation

Campus Recreation will provide diverse recreational programs and services to engage the campus community.

1. **Play:** *We strive to create spaces where recreation can be enjoyed as co-curricular experiences that strengthen and broaden student learning outside the classroom.*
2. **Wellness:** *We value a community that encourages a balanced life, healthy choices and an environment that facilitates a sense of belonging for every student.*
3. **Adventure:** *We create experiential learning opportunities for the development of each student and the USU community through a safe and supportive environment.*
4. **Community:** *We value opportunities in which every individual is welcomed and affirmed and where we seek to understand, respect, and celebrate our diversity.*
5. **Development:** *We expand the capacity of students to develop life-long skills to pursue a healthy and active lifestyle for the benefit of themselves and others.*

Campus Recreation's Commitment to Inclusion

Campus Recreation is dedicated to inclusive programs, services, and facilities through our commitment to education, outreach, and collaboration. We seek opportunities to create space where all people are welcome and gain a sense of belonging.

I. INTRODUCTION and ORGANIZATION

The Club Sports Program is an integral part of the Campus Recreation Program at Utah State. The Club Sport Program compliments the University's intercollegiate athletic programs, intramural activities, and physical education course offerings. The program is administered by the Campus Recreation Department, which offers professional guidance to the teams within the Club Sport Program. Each team is formed, developed, governed and administered by the student membership of that particular team working with the Campus Recreation Department. The key to the success of this program and each team is student leadership, interest, involvement, and participation.

While the Campus Recreation administrative staff will assist teams in every way possible, the responsibility for the team administration and organization lies with the team officers, coaches and members. All team affairs must be conducted in keeping with Utah State University and Campus Recreation policies and procedures.

The teams that are active during the 2023-2024 school year are as follow;

- Baseball, Climbing, Cycling, Esports, Figure Skating, Gymnastics, Men's Hockey, Jump Rope, Men's Lacrosse, Women's Lacrosse, Pickleball, Powerlifting, Racquetball, Rodeo, Men's Rugby, Women's Rugby, Shooting, Men's Soccer, Women's Soccer, Swim and Dive, Tennis, Men's Ultimate, Women's Ultimate, Men's Volleyball, Women's Volleyball, and Water Polo

The Club Sports Program is meant to be a learning experience for the members through their involvement in fundraising, public relations, organization, administration, budgeting and scheduling. Involvement in group and/or team situations helps enhance the student's overall education while participating in the University

setting. The leadership training and opportunities available through active participation in a Club Sport are intended to benefit the participant throughout their life on campus and after they leave the University.

Throughout this manual, the hope is to clarify the Club Sports Program for student officers, coaches, and team members. It is the responsibility of the team officers and coaches to accurately convey the information in this handbook to the team members.

Definition of a Club Sport

A Club Sport team is defined as a recognized student-ran organization that provides a program of competition in a specific sport activity involving a physical skill. Teams involved in the program are part of a collegiate league or association, which has organized constitutions and/or bylaws. Each Club Sport is considered a part of the entire Club Sport Program. Because of this recognized status, each participant is responsible to represent the University in a positive manner and will be responsible to adhere to all University and Campus Recreation policies while involved with the program. (These responsibilities are outlined throughout the remainder of this manual.)

Purpose of the Club Sports Program

The purpose of the Club Sports Program is to provide opportunities for students interested in a specific athletic activity to improve their sport skill and to participate in extramural competition. The Club Sport Program promotes student participation in a variety of physical and athletic activities, giving students opportunities to engage in the sport of their choice. Their involvement contributes to the development of student leadership, and provides a bond between the individual teams. While the Campus Recreation Department assists in the development and growth of the Club Sports Program, the emphasis of the program is on student leadership and involvement. The existence of each Club Sport and the success of the Club Sports Program at Utah State University are dependent upon student interest and involvement.

Personnel

Assistant Director of Healthy Lifestyle Programs & Community Engagement (HLPCE)- Serves as an advisor, mentor, and resource for team leaders and is available to assist student representatives concerning any team business.

Coordinator of Competitive Sports – It is their responsibility to monitor team activities, to ensure all University procedures are being followed, to assist teams in implementing sound safety practices, to manage team funds in accordance with University policy, and to ensure the Campus Recreation policies and procedure are being followed.

Graduate Assistant- It is their responsibility to monitor team activities, to ensure all University procedures are being followed, to assist teams in implementing sound safety practices, to manage team funds in accordance with University policy, and to ensure the Campus Recreation policies and procedure are being followed.

Competitive Sports Supervisor– Their role will be to work during club sport events assisting with gathering equipment and setting up/breaking down the space along with overall supervision of the event.

Club Sports Team Officers – Each team is required to have at least a president, treasurer, and travel/safety officer. Other options if the team desires are vice president, secretary, marketing, etc. Each officer should know what their role is, have clear expectations, and be held accountable.

Team Officers

In order to increase team effectiveness, each team should operate with at least three to five officers: president, vice president, travel/safety, secretary and treasurer. The travel/safety officer is responsible for first-aid procedures, overseeing use of medical kits, and letting their direct report of any injuries that may have taken place during an event or practice. They can receive CPR/FA/AED (American Red Cross) through Campus Recreation upon request for a fee of \$40. These officers may be elected, appointed or designated by the team. These officers must be current USU students.

The responsibilities of the officer can vary from team to team depending on if they have a coach and the number of elected officers. Some teams require more responsibility due to travel obligations, apparel requirements, number of competitions, etc. The Competitive Sports Office will provide the same resources and attention to all teams, regardless of the previously mentioned responsibilities. The team's constitution should better define each position. In each team, it is important that the officers work together. Duties often overlap and projects cannot be successfully conducted without full cooperation of officers and members. Each team should devise a plan for the training of new officers so that the transition does not impede the team's progress. The club's direct report can assist in this process.

II. STANDARDS OF CONDUCT

General

The basic concept underlying the University's standards of conduct is that students, by enrolling in the University, assume an obligation to conduct themselves and their organizations in a manner compatible with the University's function as an educational institution. All team members must maintain high standards of behavior and sportsmanship both on and off the field when representing Utah State University. When visiting other campuses, team members are expected to respect local laws, regulations and authorities, and the same standards hold true for teams being hosted by Utah State University.

Each team member representing Utah State University shall be expected to be an asset to the Campus Recreation Department, and follow all rules and regulations of Utah State University and of fair play. The Assistant Director of Healthy Lifestyle Programs and Community Engagement and Coordinator of Competitive Sports have the authority to render all disciplinary measures necessary.

Representation

As representatives of the University, team uniforms and gear easily identify team members; therefore, the public may scrutinize the team when traveling out of town or in the Cache Valley area. For this reason, it is important that team members **DO NOT** wear team jerseys, sweatshirts, etc., while in bars or while in a drinking/party situation. **There are NO drugs, alcohol, or other illegal substances allowed in vehicles, hotels/motels, or University facilities while on a team trip or at a team function. There is NO underage drinking allowed ever.** As team members, **you are responsible for the actions of your teammates**, which affect the entire program. Please take the responsibility to put pressure on individuals to conform to this code of conduct so that the entire team doesn't suffer from the actions of one or two team members. Team members represent the University and are in a highly visible position that requires members to uphold the most positive image of the University.

Team members shall not:

- Use drugs, except for medical purposes, consume alcohol while traveling, competing, and/or using facilities including lodging.
- Strike, attempt to strike, or otherwise physically abuse an official, opposing player, spectator, coach or teammate.

- Intentionally engage in or incite participants and/or spectators to engage in abusive or violent action.
- Use obscene or lewd gestures, profanity, or disrespectful language.
- Violate any University rules or policies.

If an incident does occur, please contact your direct report and inform them of the situation BEFORE they hear it from someone else.

Sportsmanship

All members of the Club Sports Program are expected to maintain the highest standards of sportsmanship, both on and off their field of play. If you have legitimate grievances, voice them at the appropriate time and to the appropriate people. Above all, compete in the friendly spirit of competition; be a gracious host to visiting teams, as a guest when you go visiting other teams, and be proud that you are representing Utah State University.

Hazing

Utah State University and Campus Recreation will not tolerate hazing by its Club Sports teams. If a Club Sports team is found in violation of the Utah State University hazing policy, it will result in disciplinary action to be taken and may be grounds for suspension.

Hazing is prohibited in any form, and consists of any action taken or situations created, whether on or off campus, and could include but are not limited to:

- Endangers the mental or physical health or safety of another
- Produces mental or physical discomfort, embarrassment, harassment, or ridicule of another
- Involves consumption of any food, alcoholic beverage, drug, or other substance or any other physical activity that endangers the mental or physical health and safety of an individual
- Involves any activity that would subject the individual to extreme mental stress, such as sleep deprivation, isolation from social contact, or contact that subject another to extreme embarrassment, shame, or humiliation, or subjects the individual to the wearing of apparel which is conspicuous or not normally in good taste, engaging in public stunts and buffoonery, engaging in morally degrading or humiliating games
- Involves defacing or destroying public or private property, or cruelty to any animal

Off-Campus Conduct

The University is concerned and involved with student conduct both on and off campus. University standards apply to violations committed on campus, on or in any property owned, leased, or controlled by the University; or at any location where a student is engaged in an official University activity or the student represents the University, such as in travel to participate in any type of competition or recruitment efforts. Students may also be subject to disciplinary action for a violation of federal, state, or local law or of university standards, which could occur on or off-campus.

Individual Disciplinary Procedures

Failure of any team member to abide by the rules, policies, and procedures of the Club Sport Program while on Club Sports time (travel, events, home games, etc.), or any conduct unbecoming to the team and detrimental to the University will result in **one or more** of the following penalties or disciplinary measures:

- Warning or reprimand - written or verbal.
- Probation in team participation - continued team participation will be based upon the team member satisfying certain requirements as specified by the Assistant Director of HLPCE as situations require.
- Suspension from team participation - temporary dismissal from team activities for a specified time, after which the team member will be eligible to return.
- Withholding of transcripts for non-payment of team dues or refusal to return University property.
- If necessary, University disciplinary offices may be involved.

Team Disciplinary Procedures

Club Sports teams who do not follow proper policies and procedures as outlined in the Club Sport Manual and/or by the University while on Club Sports time (travel, events, home games, etc.) will be subject to being placed on probation or being suspended from the Club Sport Program. Punishments for infractions will be determined and imposed by the Assistant Director of HLPCE, Coordinator of Competitive Sports, and Coordinator of Esports Programs with assistance from the Club Sports Executive Council.

Minor infractions include, but are not limited to:

- Failure to submit required documents such as; Travel requests, injury reports, driver forms/tests before travel, purchase receipts from travel or other expenses, etc.
- Second offense of improper social media or web content
- Failure to maintain an accurate inventory of equipment/uniforms, etc.
- Failure to have all participants have tryout waivers completed prior to registering on DSE
- Failure to clean up fields after events or to keep spectators off of fields during home events.
- Not getting approval for logos and word marks, or misuse of them. All designs must be approved!
- Teams using fields they have not scheduled or occupying “Open Rec” scheduled space as a team.

Minor infractions will result in a warning given to the team and a \$75 to \$275 fine.

Major infractions include, but are not limited to:

- Two or more minor infractions
- Misuse of team funds and/or abusive use of team funds by not getting approval of purchases ahead of time from direct report or having a negative balance at end of academic/fiscal year
- Not following proper purchasing procedures
- Displaying conduct that is incompatible with the University’s function and purpose and the purpose of the Club Sport Program (i.e., unsportsmanlike behavior toward officials or opponents or inappropriate behavior on trips.)
- Destruction of property or equipment
- Allowing ineligible individuals to participate in team activities. Ineligibility can be caused by lack of waivers or NON USU student etc.

A \$300 to \$1,000 fine will be assessed for every major infraction.

If more major infractions occur, or if the first infraction is serious enough, the following actions may also be taken:

1. Probation (will last one year to date of punishment unless otherwise noted)
2. Funds frozen
3. Loss of facility usage
4. Club banned from traveling outside of Cache Valley
5. Suspension of Club Sport status on campus

The Assistant Director HLPCE will notify the team representatives in an email about major infractions. This email will state the reason for the infraction, the possible/probably consequences of the infraction. It is also likely a meeting will take place between the team officers and the Assistant Director and/or Coordinator(s).

III. TEAM MEMBERSHIP

Establishing a New Club Sport

1. Contact the Coordinator of Competitive Sports via clubsports@aggies.usu.edu so that the interested student(s) can receive proper and updated information about the program.
2. Draft and submit a team constitution to the Coordinator of Competitive Sports. The constitution should consist of the team's name, statement of purpose, membership requirements (including specifics as to number of players on the roster, traveling players, etc.), coach selection, election procedures, any specific code of conduct rules and/or restrictions pertaining to the specific team, financial arrangements, officer's duties, and frequency of meetings.
3. The interested student(s) must show that there is interested, involved, and committed student leadership capable of organizing and operating the team.
4. Provide names and addresses of national affiliate offices/officers, policies and procedures, amendment and ratification procedures.
5. The team must demonstrate that there are opportunities for competition and/or participation in the sport within this region.
6. The team must be a sport not already offered by the Club Sports Program.
7. The sport must meet the criteria for acceptable risk levels as determined by the current standards applied to the sport and by the University Risk Management Office.
8. Adequate facility space must be available in order to serve the team, and if none is available that may deter the team from being a member of the program.
9. All interested students are to be given the opportunity to participate in the Club Sport program. Teams holding tryouts before the beginning of the regular school year should schedule tryouts prior to students leaving campus for the summer, or offer a tryout at the beginning of fall semester.
10. The team must document if they have coach(es) that are qualified and willing to work with the team. Coaches will also be required to sign a USU Volunteer form, Club Sport Coach Agreement, pass a Background Check, and complete Title IX training prior to the season beginning.
11. The team must submit a planned budget for operations for the first year of existence. This budget is to document planned expenses, planned income and all projects and events planned for the year. The team should show that they are able to fundraise sufficient funds to support their team, as they will not be eligible for allocation money.

Approval Process

All Club Sports teams at Utah State University must be approved by the Club Sports Staff. Groups requesting Club Sport status will be asked to present their requests before these individuals. Club Sports are governed by the same rules and regulations as any other university club and are considered "recognized" groups by the University. Furthermore, each team is required to abide by the guidelines of the Campus Recreation Department, and the bylaws and policies governing students at Utah State University.

National Affiliation

All teams must belong to a national league or association and need to be aware of the rules and regulations of their governing body, as well as their individual leagues. As all teams are members of associations, the Campus Recreation Department at Utah State University is a proud member of NIRSA, Leaders in Collegiate Recreation. Most professional staff and some student employees are member of NIRSA and have access to wonderful development opportunities.

Benefits of Being Registered as a Club Sport

The following benefits are offered to Club Sport teams if they fulfill the requirements outlined by Campus Recreation.

- Priority in scheduling Campus Recreation facilities, free on-campus storage

- Administrative/secretarial support through the Campus Recreation Office (Fiscal Responsibilities)
- Limited funding, credit card usage, mail services, fax service, copy machine access
- Access to University Motor Pool vehicles for travel, and has a Travel Specialist who books all travel
- Can use every approved University logo for printing and social media minus the Bull (strictly Athletics)
- Athletes can receive one course credit per semester after having completed the service now request on the club sport resource page
- Donors/Sponsors can receive tax-write off through giving that's approved by Advancement Services

Retaining Club Sport Status and Incentive Program

To retain Club Sport membership, the following requirements must be met:

This evaluation system is to aid the Competitive Sports Office in the allocation decision process. The sections are all expectations of the Club Sport Program & those **teams who do not meet them will be recommended a deduction of allocations for the following school year.**

All athletes must register online via DoSportsEasy and pay dues (prior to first game).	___/8pts.
Schedules submitted prior to first scrimmages/games	___/5pts.
Constitutions up to date by September 15th (*Or created for new teams).	___/6pts.
The team fulfilled league or association's membership requirements.	___/5pts.
All club members and coaches completed required USU trainings (protection of minors, driver safety, pcard, etc.)	___/8pts.
The team participated in a community service event at least 2 times during the school year. (Minimum of 5 members)	___/10pts.
The team participated in the Club Sports can food drive	___/6pts.
Officers attended their check-in meetings with their direct report. (Fall & Spring)	___/8pts.
DSE Forms, Event Reports, & Receipts were turned in on time.	___/8pts.
The team was active in the Incentive Program.	___/5pts.
The team attended both RecFest and Day on the Quad	___/4pts.
The team sent out donation/sponsorship letters.	___/4pts.
Officers attended all trainings and monthly meetings	___/10pts.
The team presented a well thought out & accurate Allocation Presentation for the 2024-2025 school year.	___/5pts.
Were fiscally responsible with purchases, dues amount per athlete, and overall management.	___/8pts.
Other: (Any negative behavior or actions that took place on Club Sports time)	___/varies
Total point earned out of 100pts	___/100pts.

INCENTIVE PROGRAM

EVENT	DETAILS
Attended another teams' game/event	5 points per game 2 player minimum
Hosted a home tournament.	4 points
Attended another teams' game/event	5 points per game 2 player minimum
Extra community service (more than the required 2) -host youth clinic -food drive -retirement home	5 points per service Minimum of 5 members
Volunteer for Campus Recreation Event -Turkey Trot 5k -Triathlon -Any Fitness Events -Other Club Events -Unified Sports	25 pts per service Minimum of 3 members
Attended Club Sports Funtivities	15 points per event 25% of active roster must attend
Host an alumni event (game or social)	5 points
Bonding nights with your team Bonding nights with another team (Game night, pasta dinner, hike, etc.)	5 points 15 points Minimum of 5 members
Participate in any Health and Wellness Programs -Personal Training -Nutrition	10 pts per activity Minimum of 5 members
Club Exposure Article about team in newspaper/radio	University: 5 points Local: 10 points National: 15 points
TOTAL	

IV. TEAM RESPONSIBILITIES AND REQUIREMENTS

Recruitment

The recruitment of new Club Sports participants can be managed in several different ways. Some teams hold tryouts and invite all interested students to participate during that time. Other teams welcome anyone who is interested in joining and are open to new players. A good time to recruit new participants is tabling during Day on the Quad and RecFest. **Campus Recreation will reserve all recognized Club Sports a table for Day on**

the Quad and RecFest, each club will have to confirm with the Coordinator of Competitive Sports for 1-2 club officers.

Teams are responsible to compile information that can be distributed at those times. Flyers posted on campus are another way to reach any interested athletes, and those requests can be found on the Team Resource Page under the Marketing Request Form. Campus Recreation maintains a web page, which is another resource in reaching potential members. Teams wishing to make updates to their website should fill out the Website Update Request Form. Please have all flyers approved by the Coordinator of Marketing.

It is extremely important that you keep your direct report aware of what is happening with your team so that the correct information can be given out to students.

Participant Eligibility

Undergraduate students are placed on semester GPA warning, academic warning, or academic probation as a warning that their academic progress is not satisfactory, and that they should take steps to improve their academic performance to avoid suspension from the University. Students who are placed on semester GPA warning, academic warning or academic probation should immediately seek assistance in academic improvement from such sources as academic advisors, instructors, and the Academic Success Center.

A student may not be a member of a Club Sport unless they have met the following guidelines. It is the responsibility of the team officers to ensure that any potential members and current members are aware of these criteria; [Utah State University Academic Standing Policies](#)

1. Ineligible players and non USU students are not allowed to travel or participate in any practices, games, or competitions.
2. Ensure each club member is in good standing with Utah State University and the national governing body pertaining to the sports eligibility requirements. In some cases, students may be required to carry more credits and/or maintain higher GPA standards to be in compliance with national governing body guidelines.

Club Sport members are required to maintain a cumulative GPA at or above their governing body's GPA requirement. All Club Sports members are encouraged to maintain a cumulative GPA at or above 2.0; as some funding sources for travel are contingent upon GPAs. When a club team qualifies for regional play or plans for travel that will require missing 3 or more school days, Campus Recreation will check the entire team's roster. Players with cumulative GPAs below 2.0 (freshmen are allowed to have a 1.5 cumulative GPA) will be contacted and will not be allowed to travel with the team. They will also be reminded that cumulative GPAs below 2.0 may impact funding for travel for nationals.

DoSportsEasy Registration

Each member of a Club Sport team must complete the registration process via DoSportsEasy and pay dues through rec portal. This includes electronically signing documents and paying dues. You may also visit the Team Resource Page and click on the links that will take you to the registration locations.

Coaches

Each team has the option to secure the services of one or more coaches. If a team chooses to have a coach it is the responsibility of the team to find and secure a qualified coach. The coach must fill out the appropriate paperwork, carry his/her own liability insurance, fill out the university Volunteer Form, sign the Club Sport Coach Agreement, complete a background check, and complete the Title IX as well as Protection of Minor trainings. Club Sport Coaches will be broken down into two tiers based on whether they are a volunteer or if the

club chooses to pay them they must meet the tier two level. If they meet the tier 2 level, they must then apply to the specific club coach position on ICMS and then meet with a HR Representative to complete the hiring paperwork. The coach may be a faculty/staff member or a member of the community not associated with the university.

Coaching Tiers

Tier I – Volunteer Coach Level

1. Must complete all required university trainings and paperwork prior to the start of the season – Title IX Training, Protection of Minors Training, USU Volunteer Paperwork, Club Sports paperwork, background check, and any other trainings required by the club’s governing body.
2. Shall conduct safe and organized practice sessions/classes and game play oversite that will enable club members to develop and improve their skills.
3. Help enforce all risk management policies and develop/employ safety procedures.
4. Promote fair play and good sportsmanship.
5. While traveling with the club, enforce conduct standards both within and outside of event or competition.
6. Allow all interested eligible USU students a chance to participate on and/or tryout for the club.
7. Be familiar with the Club Sports Manual guidelines and procedures that govern the operations of the Club Sports Program. I am expected to abide by all applicable rules and regulations of the university and any conference, league, or association to which the team may belong to.
8. Represent the club sport, Club Sports Program, Campus Recreation Department, and Utah State University in a positive and professional manner.
9. Adhere to all USU, local, state, and federal laws as well as attend any/all required university trainings.
10. Adhere to all University policies and procedures pertaining to Club Sports.

Tier II – Paid Coach Level

1. Completes all the roles and expectations within Tier 1
2. Attends recruitment tournaments and events for future club members
3. Works with Campus Recreation staff as well as Student Affairs travel manager in scheduling and reserving all travel plans for the club’s away games, tournaments, and events
4. Assists with the outreach and recruitment of club sponsorships and donors
5. Collaborates with club officers and game day operation staff with the planning of community and fan engagement leading up to and during all home games
6. Assists with the planning and implementation of the expectations for game day operations as well as staffing/volunteers for all home games
7. Work with governing body in the creation of the club’s schedule including all home games, away games, and/or specialty tournaments

Team Member Responsibilities

The following includes, but does not limit to all Club Sports athletes responsibilities;

- Be responsible for any equipment/uniform issued to you. Any equipment/uniform purchased with University funds must be turned in to the team officer at the end of the season or academic year. If items are not returned, holds will be placed on University records until those items are returned.
- It is your responsibility to know your health condition, and it is strongly recommended that you have a physician’s exam before participation in your chosen sport.

- It is your responsibility to be aware of any potential hazards in the equipment or in the facility you are using for your sport, and to report these hazards immediately to the Assistant Director of HLPCE or the Campus Recreation facility staff on duty.
- It is your responsibility to know that violence, in any form, and directed against any opposing team member, officials, coaches, teammates, spectators or others on the scene is **never** permissible, no matter what the provocation. Commission of such an act will be penalized to the fullest extent possible by both law enforcement agencies and disciplinary processes within the Club Sport Program and the University.
- It is your responsibility to know that you represent the University at any team event. An event begins when you leave campus and ends when you return.
- It is your responsibility to not advertise, promote, or sponsor any activities in such a way that would be offensive to any race, creed, ethnic group, gender, sexual orientation/gender identity, or age group.
- Team members are expected to utilize assigned facilities and equipment in the manner they were intended to be used, and to not cause damage or permit damage to be caused by others to such facilities and equipment.
- It is your responsibility to cooperate with the Assistant Director of HLPCE in compliance with the regulations, policies and procedures as specified in the Club Sports Program Manual.
- Promote your team in a positive light and do your best to educate yourself to the best of your abilities.
- Realize that some teams require additional fees/dues for their league, as it's a per person cost.

V. MARKETING AND TRADEMARK LICENSING POLICIES

Website and Social Media Policies

In order to better inform and serve the students at Utah State University, it has become necessary for Campus Recreation to implement a policy for social media and web use. It is imperative for Campus Recreation to maintain a professional image in order to be taken seriously. Through effective social media communication, Campus Recreation will be able to achieve its mission to enhance students' college experience through play, wellness and adventure.

Website Policies

- Club Sports websites will be managed by the Coordinator of Marketing
- The Campus Recreation website is the main page for all Club Sports news and information. Each team has its own website to use for news, ticket sales, paying dues, schedules, rosters, and social media streams.
- Any team website update will need to be addressed to the Campus Recreation Department. There is a form on the Team Resource Page ([Team Resource Page](#)) where updates and requests can be submitted or you can work with your direct report. This is to help keep information concise and to maintain a uniform image.
- Please allow three business days for requests to be processed.

Social Media Policies

Campus Recreation Marketing is responsible for all program social media accounts for Campus Recreation

1. Includes: Aquatics, Clubs Sports, Fitness, Intramural Sports, Outdoors, and Campus Rec General

Club Sports teams are responsible for their own individual team accounts on social media pending the Social Media Agreement completion (is found on the [Team Resource Page](#)) Facebook, Twitter, Instagram

- a. If their accounts are inactive, either start using them again or delete them
 - i. Having inactive social media accounts looks bad on you as a team as people expect you to be interactive on social media
- b. Respond to comments, questions, and messages as soon as possible
- c. Keep content and pictures appropriate

Club Sports social media accounts must be in compliance with university and Campus Recreation policies

1. A logo with campus recreation and team name as profile picture will be provided
2. Should have “USU” at beginning of username (i.e. @usubaseball, @usuhockey, etc.)
3. Do not post anything that will violate the Utah State University Visual Identity Program
 - a. i.e. altering logos
4. New accounts/platforms must be approved through Campus Recreation Marketing before creation
5. Campus Recreation Marketing needs records and admin access of all social media accounts created under USU Club Sport names
 - a. Platform name (i.e. Facebook, Instagram, Twitter, etc.)
 - b. Account username (i.e. @usucampusrec)
 - c. Password

If you have any questions or would like to post any cool Club Sports marketing material, contact the Coordinator of Marketing, directly at campusrecmarketing@usu.edu or you can contact the Coordinator of Competitive Sports at clubsports@usu.edu

Use of Institutional Name

All teams in the Club Sports Program are required to get permission to use the proper institutional name and logo as governed by Utah State University’s Marketing and Public Relations Department. It is mandatory that teams get all designs approved before ordering any items. Purchasing will not pay for them unless they are approved. The purchase of unapproved items will result in the person ordering them responsible for payment.

Apparel and Printing

All teams must work with their direct reports when ordering any type of apparel or merchandise. There are certain approved vendors that teams are allowed to order through for any items that are being printed. Teams can order just “blank” items from any vendor, but once a logo is desired a different company has to print the design. A full list of vendors can be found online; <https://www.usu.edu/licensing/#> Popular vendor teams have used includes BSN Sports (Tyson Fry, Field Sales Pro, tfry@bsnsports.com or 385-206-7528) as well as Aggie Print on campus - <https://www.usu.edu/print/>

Trademark Licensing

Utah State University’s trademark licensing program is established to prevent the loss of institutional identity and trademark rights that can result from inadequate control and unauthorized use of the University’s marks and symbols. Any product that represents or infers the institution of Utah State University needs to be approved by the Public Relations and Marketing Department and produced by a licensed manufacturer. This means that nothing will be paid for until it is approved. If purchases are made without approval fines can be assessed to the team for misuse of funds. The purchaser may also be responsible for payment. All word marks and logos must be done by licensed vendors.

Club Sports Teams Usage

All Club Sports teams fall under the working umbrella of the Campus Recreation Department. Therefore, there are rules that they must adhere to in order to stay compliant with University protocols.

1. Social Media; Campus Recreation personnel must have access to every type of outlet that teams use for promotion. All teams must abide by rules set in place by the Campus Recreation Department and the Trademark Licensing Department.

2. Marketing/Print Material; All schedules, fliers, tickets, etc. must be approved through the Campus Recreation Department. They are knowledgeable and held accountable for all of the rules that are set by the Trademark Licensing Department.
3. Non-Game Day Apparel/items; This includes jackets, merchandise, etc.
4. Game Day Apparel/Items; This includes all pants/shorts, shirts, head gear, etc.

No departments, offices or entities outside of Athletics are allowed to use the “athletics bull” (or any bull). This mark is strictly for athletics use only. No other bulls can be used to represent Utah State Aggies. The full Campus Recreation Visual Identity Guide can be found on the [Team Resource Page](#).

VI. RISK MANAGEMENT

General

To provide a safe and positive recreational experience for all participants, it is necessary to prevent accidents and injuries before they happen. It is strongly recommended that every Club Sports team develops, implements and practices the following safety policies:

- Club Sport officers, members, and coaches should emphasize safety during all team related activities, and develop and practice safety guidelines relevant to the sport.
- Have at least two members certified on CPR/First Aid/AED, and have a first aid kit at practices and games.
- Become familiar with accident and liability insurance through your National Association or Governing Body. Encourage members to participate in these programs. In most cases, you are required by your association to become a member of the National Governing Body to ensure the participant has accident and liability insurance.
- Inspect fields and facilities prior to every practice session, game/match or special event. Unsafe conditions are to be reported to the Campus Recreation personnel on duty immediately. Do not use the facilities if they are unsafe.
- The Travel/Safety officer is responsible to submit Injury Report forms for injuries, which occur to team members during on-campus or off-campus practices or competitions. These reports must be submitted to your direct report within 24 hours or the next working day after each occurrence.
 - If at any point the EMS is called, you must notify your direct report immediately
- All members of teams are **strongly encouraged** to have a physical exam prior to participating.

Medical Services

A medical professional or athletic trainer will be scheduled at the beginning of the fall and spring semester to conduct baseline testing for all high impact club members (hockey, lacrosse, rugby, rodeo, and soccer). In the event of an injury, travel/safety officers need to submit an injury report within 24hrs to the club’s direct report so they can follow-up with the student. To seek medical services/treatments, please schedule appointments with USU Student Health. If a player obtains any major injury including a concussion, broken bone, or sprain/torn ligaments they will need to provide a written approval from a licensed physician that they are able to return to play. Below is the information for USU Student Health:

- USU Student Health Center- <https://intermountainhealthcare.org/locations/usu/>
 - 435-797-1660
 - Hours M-F 8am-5pm
 - Physical Therapy M-Th 8am-5pm - \$25/month services
 - Other services provided: general medical care, wellness exams, sexual health, x-ray & lab services, asthma & allergies, care for minor injuries, LGBTQ+ care, mental health & psychiatric services, physical exams, and referrals to specialists.

- USU Health Insurance Website- <https://www.usu.edu/aggiewellness/shwc/insurance>
- *In an event of an emergency, each athlete is responsible for their own insurance and billing payments. Utah State University is not responsible for medical charges that may be incurred in a medical emergency.*

All clubs should have a medical bag to keep on them during all events and travel. Club Sports will continue to stock your bags when you are low on supplies. Please schedule a time with your direct report to have them filled. If your club's governing body requires a certified medical staff to be present during event/competition, please work with the Assistant Director of HLPCE to schedule them. ***Must have at least a 2 weeks' notice!!***

Injury Related Policies

Bleeding Policy

If a player is bleeding, has an open wound, or has an excessive amount of blood on their uniform or clothing, they shall be removed from the game to receive medical attention. In order for the participant to return to the game, they must have the bleeding stopped, the wound covered, and/or clothing changed. This is for the safety of the participant as well as for the safety of others.

Because all human blood and other potentially infectious materials are considered to be infectious for Human Immunodeficiency Virus (HIV) and Hepatitis B Virus (HBV) it will be treated as if infectious. This policy must be enforced for the safety and welfare of all Club Sports participants and coaches.

In the event of an on-campus injury that results in an extreme amount of blood loss, call 911! The Campus Recreation personnel can then be contacted at 797-435-0453 at the ARC Service Desk.

Concussions

A concussion is a brain injury that may be caused by a blow to the head, face, neck or elsewhere on the body with an "impulsive" force transmitted to the head. **Concussions can occur without loss of consciousness or other obvious signs.** A repeat concussion that occurs before the brain recovers from the previous one (hours, days or weeks) can slow recovery or increase the likelihood of having long-term problems. In rare cases, repeat concussions can result in brain swelling, permanent brain damage, or even death.

RECOGNIZE AND REFER: To help recognize a concussion, watch for the following two events among teammates during both games and practices:

1. A forceful blow to the head or body that results in rapid movement of the head.
2. Any change in the player's behavior, thinking, or physical functioning (see signs and symptoms).

Signs and Symptoms

Signs observed by coaching staff or team members

- *Appears dazed or stunned.
- *Is confused about assignment or position
- *Forgets plays
- *Is unsure of game, score, or opponent
- *Moves clumsily
- *Answers questions slowly
- *Loses consciousness (even briefly)
- *Shows behavior or personality changes
- *Can't recall events before hit or fall
- *Can't recall events after hit or fall

Symptoms Reported by Player

- *Headache or "pressure" in head.
- *Nausea or vomiting
- *Balance problems or dizziness
- *Double or blurry vision
- *Sensitivity to light
- *Sensitivity to noise
- *Feeling sluggish, hazy, foggy or groggy.
- *Concentration or memory problems
- *Confusion
- *Does not "feel right"

A player who exhibits signs, symptoms, or behaviors consistent with a concussion, either at rest or during exertion, should be **removed immediately from practice or competition and should not return to play until cleared** by an appropriate health care professional.

Natural Weather Hazards

Utah State Facilities personnel have the responsibility of maintaining the play fields and the indoor facilities. However, some of the responsibility of providing a safe environment falls on the Campus Recreation program that is utilizing that particular space. It is important that a pre-activity check be completed before events begin. Campus Recreation staff members are available to provide brooms and any other equipment which may be needed for the upkeep of gymnasiums and other play areas. Coaches and officers have the responsibility to make every effort to provide a safe environment. This can be accomplished in part by observing the condition of all courts, gyms and fields.

Bad Weather Conditions

Weather can affect the safety of all Club Sports participants and spectators, and more specifically weather conditions vary greatly in Cache Valley. Club Sport coaches and Competitive Sports Supervisors should know what conditions to look for wherever they are participating in an event. The referee and/or Campus Recreation personnel have the authority to call games if the safety of everyone watching/playing is at risk.

Lightning

Once participants become aware of a storm or other bad weather, they should be on alert for thunder and lightning. The following general procedures are recommended:

- When a thunderstorm threatens, stop the activity. If possible, get participants and spectators inside.
- Keep everyone away from structures in open areas, such as picnic shelters, tall, isolated trees or objects that project above the landscape, water and grounded objects, such as metal fences, tanks, rails, and pipes.

As a general rule, wait for 30 minutes after the last lightning strike within an 6mi radius before resuming play.

Heavy Rain and Hail

Heavy rain and hail can be dangerous. All activity should be stopped and participants directed to shelter in the event of heavy rain or hail. Proper judgement should be used when playing or practicing on extremely wet fields. Playing on natural grass fields in that condition may cause significant damage. Excessive damage caused to natural grass fields in this situation will be the financial responsibility of the team.

VII. TRAVEL PROCEDURES

General

In cooperation with Utah State University's Risk Management Office, the following travel procedures have been set to provide prudent travel. All University-related travel, whether by faculty, staff or students, must be properly planned and approved in advance, following these procedures. Listed below are the basic guidelines from these policies. Groups leaving the campus should realize that they are official representatives of the University and should act in a manner to uphold the integrity and character of the institution. It is important that the established, prudent travel authorization procedures be followed consistently.

Since Club Sports teams are recognized groups of the University, they are representing the University from the time of departure until the time of return. It is also important that you:

- Do not pick up hitchhikers while traveling to or from a team function.
- Do not use University vehicles or vehicles paid for by university funds for personal errands.
- Team members are not allowed to transport family members in University vehicles.
- Only due paying team members and their coaches/managers will be authorized to travel.

- Team funds may not be used for any travel expenses of non-team personnel, i.e. spouses/partners, fans, family, friends, press, etc.

Travel Policy & Authorization

University or rental agency vehicles are available for all Club Sports travel. Personal vehicles may also be used for trips. Every driver should complete the driving video and personal driving forms every school year.

When a team is preparing to travel, they must follow this checklist:

1. Complete the Driver Safety video and test in advance of taking the trip. Any persons wanting to drive must view this video and pass the test.
2. Each team must submit their travel events through DoSportsEasy, which is found on the Club Sports Resource Page on the main website. This submission will require all of the travel information needed for teams' trips.
3. Go to [Team Resource Page](#) and click on the Registration line via DSE as it will take you to the DoSportsEasy website. All travel coordination is to done with the club's direct report, Travel Specialist, and the team Travel officer
4. ***All events must be submitted at least 10 business days in advance for trips without reservations, 15 business days in advance for trips that require reservations, and all travel documents and roster must be finalized and submitted prior to the event or club is not authorized to travel. Teams have 72hrs to turn in all travel receipts. If you are using a traveling p-card or cash advance, and receipts are not received within five business days of return, your team will be fined a minimum of \$50.***
5. Out of pocket expenses will be covered by cash advances or travel allcards ONLY! The Travel Officer will be responsible for the cash advance. Direct deposit will be used unless approved by your direct report. The money will be signed out to each driver who will then provide itemized receipts for purchases made with cash. All envelopes containing cash/receipts will be returned to the Travel Specialist. Receipts and/or cash equaling the advance amount must be returned within **72hrs. Advances that have not be returned or close within the 72hrs will be charged to the teams' index with a \$50 fine.**
6. If personal vehicles are driven, all drivers must complete the training on the [Team Resource Page](#).
7. **All travel authorizations will be closed within one week of return, after which no reimbursements will be allowed (unless of an emergency, all reimbursements must be agreed upon by direct report prior to travel). There are no exceptions to this policy.**
8. You must complete your event report within 3 days of return from your event that is located on the DoSportsEasy website where you submitted the original event request.

Not submitting the travel requests prior to travel is against University Policy, and is a minor infraction that will result in a \$75+ fine. Not completing a travel request prior to travel more than once will result in a \$300 fine and your team may lose travel privileges.

Rental Vehicles

The University has a Corporate Account with Enterprise Rent-a-Car and National Car Rental.

Benefits Included with Corporate Account:

- Set Rates at all Enterprise/National locations nationwide
- Full Collision Damage Waiver & \$1 million in liability for University approved travel. (Must have a travel request submitted for your trip to be approved.)
- Unlimited miles, no charge for additional drivers
- No young renter fees
- One-way rentals available

Rules and Regulations for University Drivers

1. When it is necessary to drive for long periods of time, it is mandatory to follow these rules. No more than 10 hours of driving during one 24-hour period.
2. No driving between 11p.m. and 5a.m. except where the trip is solely to reach the destination and that destination is less than one hour in duration.
 - a. Must change drivers every four hours.
 - b. Must stop at an appropriate place (i.e. - rest area, gas station, off an exit).
 - c. Must **STOP** to change driver!
 - d. When weather becomes a factor, you must stop and call the Assistant Director of HLPCE, Amanda Bray (**office-** 435-797-0552 **cell-** 270-535-7746 to determine further travel plans.
 - e. If an accident happens or your vehicle breaks down, you will immediately call 911 to report the incident. You may then contact the Assistant Director of HLPCE at 270-535-7746
 - f. All passengers must wear seat belt at all times during travel.
3. Possess a valid license to operate the type of vehicle involved. This would apply to Motor Pool, private, and commercial rented vehicles.
4. Must **not** have received a citation within the past 12 months for any of the following: An automobile accident, driving under the influence of alcohol or drugs, or reckless driving.
5. Must be experienced and competent in the type of driving required and be in physical condition to be capable of driving safely.
6. Vehicle is duly licensed and registered and driver is authorized to operate vehicle.

Lodging Reservations

All lodging options must be fully refundable before booking. Many aspects will be taken into consideration when booking lodging (location, room charge, additional fees, and amenities). It will be up to the team's discretion to ensure that there is enough rooms reserved to accommodate all club members travel. A team members name will be needed for each room. Hotel's will not be booked on the Las Vegas Strip. Teams are able to receive discounts through NIRSA. Payment for hotel rooms will be made on a university credit card prior to arrival or on the team's designated AllCard. Therefore, do not use your own personal credit card whatsoever. If an emergency comes up, please contact the Assistant Director of HLPCE at 270-535-7746. When the Travel Officer submits the event submission on DoSportsEasy, there are options to list lodging choices. The Travel Specialist and your direct report have the final say on lodging reservations.

Flight Reservations

Group flights must be booked a minimum of 14 business days prior to departure. Once a deposit is paid on a group flight it cannot be changed, this is for both the flight date and/or times as well as the number of passengers. Deposits are due 10 business days prior to departure. Passenger names are allowed to change up to 72 hours prior to departure through Southwest. All flights are nonrefundable 24 hours after booking.

VIII. FINANCES

General

Campus Recreation is an entity of the Division of Student Services and is funded entirely by student fees. The various Campus Recreation programs are given priority in facility scheduling, administrative support, and are also responsible to comply with all University purchasing procedures.

In compliance with University policies (see USU Executive Memorandum 89-6), the use of off-campus accounts for student/university-funded programs is **prohibited**. Therefore, no Campus Recreation program may maintain a commercial checking or savings account. All funds must be handled through the Campus Recreation Office. The most important reason for this requirement is to ensure that the Campus Recreation office has a full

understanding of each of its programs financial activities. These guidelines also protect officers from being charged and possibly prosecuted for embezzlement under state statutes.

REVENUE

All monies are collected through the Fusion program which is available in the online rec portal for payment of team dues and to pay registration fees. Otherwise all fundraising and other sources of income will be deposited into the cash register at the Aggie Recreation Center service desk and properly recorded into Fusion. Donations via cash or check should be turned into the Campus Recreation office to ensure they accounted correctly. Teams may spend no more than their allotted amount from the Club Sport program and funds generated through dues and fundraisers. Negative balances **will not be allowed** and will be considered a major infraction. ***All accounts must be in the positive by June 30th of that academic year or holds will be placed on all student's accounts.***

Athlete Dues

All athletes are required to pay dues. Dues should be paid using the online Fusion rec portal that can be accessed on the Club Sports website www.clubsports.usu.edu. Login is possible with the student's USU A# and banner password. Team presidents must make arrangements with their direct report for any special exceptions to this rule such as a payment plan contract.

Fundraising

Each team is strongly encouraged to accrue additional funds for their team through fundraising events. Before contacting potential fundraisers, ideas must be cleared with and approved with the USU Advancement Office by filling out the sponsorship and/or fundraising application that you can find on the [Team Resource Page](#). Crowd funding is an option, and all teams must go through Utah State University's AggieFunded campaign <https://www.usu.edu/aggiefunded>. **Clubs must complete the appropriate application at any point they are requesting sponsorship/donations or doing any form of fundraising before they proceed to make sure it is approved through the advancement office!** You can find the application on the [Team Resource Page](#). **Please note that any monetary donations will receive a 5% charge due to state regulations, so the club may not see the full amount of funds donated on their DSE budget.**

Donations

All donations for Club Sports teams can be done online through the Campus Recreation website [Donate Here](#). All donation checks must be mailed into the Campus Recreation office or delivered in person to the Aggie Recreation Center. The proper mailing address that should be used is:

USU Campus Recreation- c/o "your club sport"

Amanda Bray

7005 Old Main Hill

Logan, Utah 84322-7005

Allocation Money

Club Sports is allowed a small amount of student fee money to be divided amongst all possible teams minus first year teams. Teams will be given allocation money based on a number of factors. Teams will be reviewed at the end of each year and the amount in student fee money can change from year to year or stay the same. This will be determined through allocation presentations at the end of each Spring Semester. All officers will need to be involved in this process. An evaluation will be decided upon and each team will be fully aware of what the expectations are for the entire school year. This evaluation will reflect how much money they will receive from the allocation amount available.

Teams in their inaugural year are on probation for that year and will not receive any allocation money. Also, any team can be put on probation and must operate without allocation money for one year for any of, but not

limited to repeated seasons of having a negative balance, or repeated seasons for not turning in required paperwork, playing with ineligible players, or not meeting the requirements set by Club Sports.

EXPENSES

All purchases must have the club's direct report approval before a purchase is made unless of an emergency! **Under no circumstances should an affiliate of a team (player or coach) ever sign a contract for goods, services, facilities, etc.** If a Club Sport is using facilities or renting items that are off campus and require a contract to be signed, you must first bring a copy of the contract into your direct report so it can be reviewed by legal services and risk management on campus and signed by the Purchasing Department. If any officer or participant circumvents purchasing policies, they will be personally responsible for the full amount of the contract.

Accessing Funds

All purchases are coordinated through your direct report. Orders under \$5000 in cost may be charged to the Club Sports "P-card" (Purchasing card) or be paid by check. Teams may also check out the P-card to take to the vendor, which must be done through your direct report. The officer who checks out the P-Card must have previously completed the online training ([P-Card Training](#)).

Equipment/Uniforms

All equipment/uniforms must be approved before purchase. A bid process for equipment/uniform/charter bus/flights over \$5000 will take an additional two weeks processing time. When the requisition has been approved, the Purchasing Department will forward the purchase order to the vendor. The vendor will then ship the merchandise to the Campus Recreation Office.

Cash Reimbursements

The Campus Recreation Office must approve any expected reimbursement **before** purchase is finalized. **Do not make purchases with personal finances unless in an emergency; these receipts are no longer eligible for reimbursement. For all other purchases, they must be made using the P-card or cash advance.**

Team Meals

Upon permission from your direct report, teams will be allowed to use their on-campus funds for team dinners. Permission will need to be given prior to travel or purchase if the team is eating within Cache Valley. Student Affairs policy states that only 18% tip is allowed for any type of purchase. It is University policy that a full roster of who attended that meal is documented and completed via the Meals and Entertainment Form. The Travel Officer will be required to turn that list into their direct report.

Payment for Officials

Any team who pays their officials directly (meaning not through the league) must secure work with their direct report to do a preliminary screening with HR to see if they need to be hired or if we can just send them a check. Please turn in these forms as soon as possible to avoid referees becoming upset for non-payment. If the team officers or coach do not inform their direct report, they will not get paid.

IX. FACILITIES AND EQUIPMENT

Scheduling/Facility Policies

Each team is responsible for scheduling all of its practices and games. All requests for on-campus facilities such as fields or gyms must be submitted through the event submission on DoSportsEasy including Games, Tournaments, Meetings, and special events.

University Holidays

There are certain days throughout the school year and summer that Campus Recreation facilities will be closed. This being said, it should be noted that at times teams will not be able to have access to their equipment located in the buildings. All closings/schedules can be found at https://www.usu.edu/campusrec/rec_facilites/closures

Nelson Fieldhouse

The Fieldhouse and HPER are available during the winter months (January-March) to Club Sport teams for practices. Times are scheduled by the Assistant Director of HLPCE to allow for fair usage. At times, it may become necessary to adjust schedules to accommodate special events or activities. Teams will be assigned nights of the week and may be required to share the space.

Outside Fields

Aggie Legacy Fields: It is highly recommended that all teams competing during the spring semester, schedule home events during the latter part of spring. Snow accumulated on the turf field will **not be removed** by any type of scraping or blowing method, as this causes damage to the turf seams. Remember, Cache Valley has unpredictable heavy snowstorms in the spring that will not be cleaned off. If you do choose to schedule early spring events be prepared to a) have a back-up indoor facility scheduled or b) play with the snow on the turf. *NERF or QUAD:* Teams should not play on the outdoor fields if the field is too wet. It is the decision of each individual team, whether your practice/tournament will tear up the field. **Use good judgment!** Your judgment could determine future use of the field for your team and other teams. There are many conditions that may make the field unplayable: too much rain, problems with irrigation, poor field drainage. Teams using poor judgment will have disciplinary action taken against them. They will also be responsible to pay for any damage to the field. To schedule the use of the QUAD, please submit a request through this link: <http://eventservices.usu.edu/request-forms/request-forms>

Athletics Laub Center

This facility is only available at the permission and request of the Assistant Director of HLPCE, as they are the only one who is allowed to contact Athletics. With the space trade agreement with Campus Recreation, Athletics, and Event Services, this space is free up to 125hrs, but the clubs sports teams are required to have 15 members volunteer at all home football games. This can be any members from any club and this will also count as service hours required by all clubs.

Field Marking

Campus Recreation has a paint machine, which is available to those teams needing field markings. It is the responsibility of the team to communicate any dimension or line changes per the teams' national governing body to the Coordinator of Competitive Sports. They will work with other Campus Recreation staff to meet the needs of the team. This cost is planned to come out of the overall Campus Recreation budget, therefore teams should not need to budget for these costs. Lines on the Aggie Legacy Fields will be painted by a professional staff member from the facilities department and should never be done by a team member, coach, or other team affiliate.

Hosting an Event

When hosting an event such as a tournament or clinic, please adhere to the following criteria:

- Request must be submitted no later than 2 weeks prior to the event to allow time for reservations and staffing.
- Once a reservation confirmation is completed, and received by the officers, they have several options.
- Registration fee for hosting events should be handled through your direct report. Any mailings may be sent through the office as well. All registration fees collected will be deposited directly into each teams' team account.
- Coaches and/or officers must be present at all times.

Clean-Up

Teams are responsible for fields/gyms clean up after any practice, match or tournament. Teams that leave fields/gyms or other facilities in disarray will be charged with a minor infraction.

Campus Recreation Student Employees

During all home games/tournaments, a Competitive Sports Supervisor will be assigned by the Coordinator of Competitive Sports. All teams are to treat them with absolute respect, and communicate with them before, during, and after the games as needed. Their role is to not keep score or shag balls. Their role is to be available to assist during injuries, manage crowd control, set up field, turn on the lights, tear down field, and provide assistance to officials, or coaches when necessary. Club Sports athletes who attend other team's games should check in with the Competitive Sports Supervisor to sign in for the Incentive Program.

Club Sports teams have the option of hiring Intramural officials for fundraising tournaments if desired. Officers need to work with the Coordinator of Competitive Sports on this, as it'll take time to secure officials depending on the Intramural schedule.

Youth Camps and Clinics

- In order to run a youth camp or clinic, your direct report must be notified a minimum of one month prior to the event.
- All participants under the age of 18 must have a parent or legal guardian sign an informed consent and participation waiver.
- Each participating adult acting as a volunteer coach or an adult assisting in any capacity with the camp/clinic, must complete the Protection of Minors Training

Team Equipment Policies

Inventory/Storage/Issuance

The officers of each team will maintain an accurate and current equipment/uniform inventory. All teams must reconcile their inventory with the Competitive Sports staff immediately following their season. It is highly recommended that at the end of spring semester the Campus Recreation Office store all team items. All Club Sports equipment can be stored in the Club Sports storage room located in the Aggie Recreation Center. This storage space is available year-round, and access to equipment will only be given to only one designee per team, and they responsible for purchasing the \$5 proxy card from Facilities. The \$5 is refundable once the proxy card is returned.

The team officers are responsible to issue all equipment to members. They will also be responsible to collect all equipment at the end of the season and assure that it is returned to Campus Recreation. Any member who does not return equipment will have a hold placed on all University records until such time that equipment has been returned and accounted for or monetarily reimbursed.

Any outside equipment that clubs need for events that they do not already possess must be requested ahead of time with your direct report. At no point should clubs be grabbing equipment from Intramural storage or any other club's equipment space.

This manual is final as of August 2023. If changes occur during the school year, the Assistant Director of HLPCE or Coordinator of Competitive Sports will communicate with team leadership appropriately. Certain situations/rules are unique, and at times are taken under consideration of change by the Assistant Director of HLPCE and/or Coordinator of Competitive Sports.