



Campus  
**RECREATION SERVICES**  
THE UNIVERSITY OF UTAH

# 2023-2024 Sport Clubs Manual

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

This manual is intended to:

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

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

Any policy not covered in the Manual should be referred to the Manager, Intramural Sports & Sport Clubs.

TRADITION

COMPETITION

ENRICHMENT

ENGAGEMENT

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## **Sport Clubs Program Contact Info**

Manager: Blaine Spencer  
Graduate Assistant: Tom Binz

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

Hours: Monday-Friday 8am-5pm

Phone: Office: (801) 585-8732

Email: [Blaine.spencer@crs.utah.edu](mailto:Blaine.spencer@crs.utah.edu)  
[Tom.binz@crs.utah.edu](mailto:Tom.binz@crs.utah.edu)

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

Web Site: <http://campusrec.utah.edu/programs/sports-clubs/>

Recent Changes will be marked by grey highlighting

## **Introduction**

### **Sports Club Definition:**

Sport clubs (SC) are voluntarily registered student organizations established by students to participate and compete in a sport or activity in pursuit of the development, skills, and interests of its members. Clubs are active within the region and compete with clubs from opposing universities located near the University of Utah. Each club is an Affiliated Student Organization under the administration of the Campus Recreation Services (CRS). Participation in the Sport Clubs Program is not a right; the privilege may be revoked at any time.

### **Sport Club Goals:**

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

### **Sport Club Benefits:**

- Use of the University of Utah name in connection with competition apart from the intercollegiate athletics program in both formal and informal sport settings
- Use of University of Utah Campus Recreation Services facilities and non-monetary resources
  - Staffing cost may apply
- Assistance with practice scheduling and game management
- Administrative services such phone, fax, mail service, and marketing/promotion

While there are many benefits provided by the Sport Clubs Program there are certain restrictions that do apply:

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

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

### **The Role of Campus Recreation Services:**

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

- Sport clubs and their members must comply with basic minimal requirements regarding formation and operation which are laid out in the pages to follow
- Sport club participants must recognize and accept responsibility for the organization and self-governance of their particular club and its activities
- Sport clubs and their members must recognize and accept responsibility for funding their clubs and its activities
- Sports clubs and their members must recognize and accept the risks inherent in the various sporting activities they participate in

- Sport club members must release the University of Utah from all responsibility for harm, injury, property damage, etc. that may result from their participation in the Sport Clubs Program

### **Statement of Inclusion and Non-Discrimination:**

The University of Utah and Campus Recreation Services are committed to providing an inclusive environment for all students. As such, sport clubs are prohibited from discriminating based on race, gender, sexual orientation, age, or any other factor. It is strongly recommended that individual clubs work with the Sport Club Program Manager to ensure they are providing an inclusive and inviting environment to all individuals interested in participating in their sport or activity.

Any member or perspective member of a sport club that feels their rights have been infringed upon is encouraged to contact the Manager, Intramural Sports & Sport Clubs and the University of Utah's Office of Equal Opportunity (<http://www.oeo.utah.edu>).

Any Club found to be discriminating for any reason will no longer be recognized by CRS as part of the Sport Clubs Program and may face other University consequences.

### **Transgender and Gender Non-Binary Participation Policy for Intramural and Club Sports**

Students who are transgender or non-binary must participate on the team that corresponds to their sex assigned at birth.

In IM Leagues where students sign up for Intramurals they identify (select) a gender category. Your gender category must be selected based off your sex assigned at birth.

### **Political Statements:**

Individuals and groups of students may hold any political view they wish, however clubs or their members may not take a stance on behalf of their team, the Sport Clubs Program, or the University.

## **Club Formation**

### **Becoming a Sport Club:**

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

- The club's purpose and activity must be consistent with the purpose and philosophy of Campus Recreation Services and the University of Utah
- Campus Recreation will use the following definition of "sport," which can be found in the Oxford Dictionary: "An activity involving physical exertion and skill in which an individual or team competes against another or others for entertainment."
- The potential club must have at least 6 interested participants
- The club must have the ability to identify and articulate their potential to generate the revenue necessary for club operation
- Suitable facilities must be available for practice and competition either on campus or within a reasonable distance as determined by CRS
- Adequate competition against other collegiate teams must be utilized within a reasonable geographic area (special arrangements for appropriate competition may be discussed with the Manager, Intramural Sports & Sport Clubs)
  - **All clubs must compete in intercollegiate competition at least once per year.**

- New clubs must have at least two semesters of activity as a student club recognized by the Department of Student Leadership & Involvement.
- New Clubs must fill out the New Sport Club Application form that can be found on the Campus Recreation Services website (<https://campusrec.utah.edu/programs/sports-clubs.php>).

## **Club Organization**

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

1. Provide CRS with contact and other basic information about the sport club
2. Assure that the sport club is formed and operated in a manner that reflects the basic philosophy and function of the University as an educational institution
3. Club must participate in one intercollegiate activity per year
4. Club must have representation at all mandatory Sport Clubs meetings
5. Club must adhere to the mission and vision of CRS

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

### **Membership:**

Membership in a sport club is limited to:

1. Current students who are registered for at least one credit hour (matriculated), including all registered graduate and undergraduate students of the University of Utah
2. Associate Members, including any member of the University of Utah community holding a valid CRS Membership. Associate Members cannot make up more than 10% of a sport club

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

### **Required Paperwork:**

For both recognition and liability purposes, CRS requires a club’s Campus Connect profile to be up-to-date at all times. All clubs, either new or established, must complete the following.

#### **Each MEMBER must complete the following form:**

##### *Assumption of Risk & Release of Liability and Proof of Insurance Form*

This form must be submitted by every participant in a sport club (including coaches and/or advisors) prior to the start of any club activity. It will be labeled “(REQUIRED): 2023-2024 Assumption of Risk & Release of Liability and Proof of Insurance Form” on Campus Connect. **No individual may participate in any club activity without completing this form.** Campus Recreation will assist the club president in tracking the completion of this form; however the president is responsible for assuring that each member participating on any given day has completed the form.

#### **The following is a list and description of the information that each TEAM must submit via Campus Connect:**

##### *Registration Renewal*

Once a team has been established in the Sport Clubs Program it must renew its Campus Connect profile annually. The date for renewal is set by Student Leadership & Involvement and is generally during the Spring Semester; clubs must renew at this time regardless of their competition season. The renewal process will ensure that the description, contact information for the club officers and other team information is correct. A team’s Campus Connect profile should be listed as “active” in

the Student Organizations Branch at all times. For questions navigating Campus Connect or standing with Student Leadership & Involvement, please contact the student organization support team, known as the Organization Resource Group (ORG), at [studentorgs@utah.edu](mailto:studentorgs@utah.edu).

### *Constitution*

To ensure that sport clubs reflect the basic philosophy and function of the University, each club is required to prepare and submit a Club Constitution to CRS via Campus Connect (part of the Renewal process). The Club Constitution is a useful self-governance document. The constitution should, among other things:

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

A Constitution writing guide and checklist can be found on Campus Connect

<https://getinvolved.utah.edu/organization/student-life/documents/view/1629914> Roster

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

### *Rosters*

To ensure rosters are up to date, the roster must be uploaded on campus connect via the Club Sports Roster form. Teams will be spot-checked where rosters will be checked at practice. If someone is practicing or competing for the team but not on the roster or without the required completed paperwork, there will be potential repercussions. **Please ensure students have their UID.**

### *Campus Connect*

Campus Connect is an online platform that all student organizations on the University of Utah campus, that wish to be recognized by Student Leadership & Involvement, are required to use. The platform will assist club leadership in the administration and organization of their club. Clubs will also be able to host their public website using this platform.

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

Each club member is required to appear on the Campus Connect Roster, have completed an Assumption of Risk and Release of Liability & Proof of Insurance Form in order to practice or compete with the team. If you have questions about the functionality of Campus Connect, site content, or what a club must complete in order to be in good standing with CRS please contact the Manager, Intramural Sports & Sport Clubs.

### *Schedule*

At the start of each semester, clubs should develop a club calendar on Campus Connect identifying the dates of all practices and competitions, including times and locations. Practices should

be on the calendar as “Private” events so that the public cannot see them, however, club games/competitions should be listed as “Public” so anyone can see them.

**Once finalized, the schedule must be sent to the Sports Club Manager in order to check space availability along with their opponents listed.**

### **Additional Paperwork:**

#### *Tryout Rubric*

Each club that holds tryouts for their club is strongly encouraged to work with the Manager, Intramural Sports & Sport Clubs to establish a tryout rubric. The Manager, Intramural Sports & Sport Clubs is available to provide guidance to ensure that clubs are fair and impartial when conducting tryouts.

#### *Annual Report*

At the conclusion of each spring semester, each club must submit a Year-End Report. This report must be completed by the deadline set in the email set to each club president the officers on the mailing list.

## **Sport Club Officers and Personnel**

### **Sport Club Officers:**

The executive leadership of each club is a pivotal element in the successful functioning of the club. Each club should have several individuals with defined roles and responsibilities in order to ensure the proper leadership, and delegation of club administration and operations. A sport club cannot be run by a single person. Each sport club is required to have a President and Vice President who will serve as the principal contacts and liaisons with CRS. Beyond these officers, the University recommends that each club have a Treasurer and a Secretary. The University recommends that officers’ roles be defined in the club constitution and that club participants hold elections for those positions annually. All officers and members of the Leadership Council must be on the active player roster. It is up to each individual club to determine the best method of officer selection, however the Manager, Intramural Sports and Sport Clubs may give advice and help the club throughout the process. Each club is required to have at least 3 student officers at all times.

### **Leadership Council:**

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

### **Officer Responsibilities:**

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

- Serve as liaison between the club and Campus Recreation Services professional staff
- Ensure that all policies and procedures are implemented and enforced
- Inform club members of the policies and procedures outlined in this document
- Furnish copies of facility requests for all games, meetings, and practices to the Manager, Intramural Sports & Sport Clubs
- Submit required travel forms in a timely manner (see Travel Information Form)

- Ensure all risk and insurance forms are submitted in a timely manner
- If applicable, submit the required information for advisors or affiliates in order to create a UNID
- If applicable, ensure that Advisors Agreement and/or Coaches Agreement are completed before the start of the season and/or once individuals have been identified
- Submit an end-of-semester report to the Manager, Intramural Sports & Sport Clubs
- Transfer all applicable club material to the president-elect
- Respond to all communications from the CRS Staff in a timely manner
- Submit the results of contests to the Manager, Intramural Sports & Sport Clubs within 3 business days of the contest or activity
- Schedule and lead at least 1 club meeting each semester to review schedule, policies, safety practices, budget updates, etc. with the Manager, Intramural Sports & Sport Clubs
- Schedule a semester-end meeting with the Sport Club Program Manager to evaluate the previous season and review goals for the next season
- Ensure that elections are conducted in accordance with the club constitution
- Ensure responsibilities, as outlined in the club constitution, are being accomplished

### **Safety Officer:**

The Safety Officer is an individual elected by the club that will be charged with maintaining safe practices during club events (practice, games/competitions) and travel. The Safety Officer will need to:

- Ensure that any club member driving a vehicle with passengers while on a club trip has taken the University Defensive Driving Certification
- Maintain emergency contact information for each club member and all coaches/affiliates
- Fill out the Incident Report Form anytime there is an injury during a club activity when a University Health Care Athletic Trainer is not present
- Work with the Athletic Trainers to bring a first aid bag to away games with supplies for injuries if no trainer is accompanying the team on the trip
- It is recommended that this individual be CPR/AED Certified (CRS can certify individuals that are not already certified)

### **Faculty/Staff Advisors:**

Clubs are strongly encouraged, but not required, to seek the assistance of a faculty/staff advisor to provide direction and help maintain continuity in club programming. The faculty/staff advisor should be a full-time faculty or staff member at the University of Utah and be highly interested and experienced in the club activity. Clubs are encouraged to sign an agreement with their faculty/staff advisors setting forth the club's expectations for the advisor. The agreement can be found on Campus Connect in the Forms section. Faculty/Staff advisors who agree to assist a sport club must sign and provide to CRS Assumption of Risk & Release of Liability and Proof of Insurance Form. It is the expectation of CRS that the advisor will assume the following responsibilities:

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

### **Coaches/Instructors:**



Clubs are strongly encouraged, but not required, to secure the services of a coach or instructor for the team. The University recommends that the coach or instructor be certified by the governing body for the particular sport and hold personal liability insurance that covers them during their duties with the club. ***Please note that clubs are first and foremost student organizations, therefore, it is important that management of the club, including personnel selection, be left to club members.*** Clubs are encouraged to sign an agreement with their coaches/instructors setting forth the clubs and the coach's roles, responsibilities, and expectations. **The Coaches/Club Officers Agreement can be found on Campus Connect in the Forms section. Coaches and instructors who agree to assist a sport club must sign and provide to CRS Assumption of Risk & Release of Liability and Proof of Insurance Form.** All coaches must also meet with the Sport Club Program Manager at the beginning of each new school year. Coaches' responsibilities should include, but are not limited to:

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

### **Affiliates:**

Clubs may seek advice from non-University community members, who will be considered affiliates. The affiliates may form an advisory board and make recommendations to the club and/or leadership council, but will make NO decisions regarding management or organization of the club. *Because clubs are first and foremost student organizations, it is important that management of the club be a function of club members.* The Affiliate Agreement can be found on Campus Connect in the Forms section.

### **League Affiliation:**

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

### **Sport Club Executive Council:**

The Sport Club Executive Council (SCEC) is a voluntary group of club members who assist in the promotion and advancement of the Sport Clubs Program. These students meet to discuss program policies as well as give input into program operation before any program wide meeting and other meetings as necessary. The group is intended to be a think tank for the entire program and be a tool for change and expansion of the program. Multiple members from a team may be on the Council, however only one member per club may serve as a current officer on the council. **Benefits to Council Members may include but are not limited to, priority scheduling and policy input.**

The SCEC will plan and host a Sport Club Awards Banquet annually, held in Late April to celebrate team and individual successes and contributions throughout the last year. Awards for Academic Athlete of the Year, Rookie of the Year, Male Athlete of the Year, Female Athlete of the Year, Coach of the Year, and Team of the Year will be awarded at the Banquet.

## **Club Conduct**

Participants in the Sport Clubs Program receive certain benefits and privileges, including limited use of the University of Utah name and use of the University of Utah facilities. To retain these benefits, participants have an obligation to conduct themselves and their organization in accordance with the University's philosophy and function as an educational institution.

When visiting another campus, club members are expected to respect local regulations and authority. The same standard holds true for teams visiting the University of Utah campus. It is the responsibility of the club officers to monitor and control situations to avoid potential misconduct. Sport clubs and their members must adhere to the standard of conduct as outlined by the Dean of Students Office (<http://deanofstudents.utah.edu/conduct/index.php>).

### **Loss of Privileges and Discipline:**

If a club and its members fail to conduct themselves in a manner consistent with the University's philosophy and function as an educational institution, they may lose the privileges provided by the Sport Clubs Program. Failure to comply with the requirements, rules, and regulations set forth in this manual may result in a written warning, probation, suspension, or expulsion from the program depending on the severity of the infraction. Consequences for any instance not listed in this document will be determined on a case by case basis.

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

The Manager, Intramural Sports & Sport Clubs may also work with the coaching staff of a club to discipline one or more players rather than the whole club if a situation allows.

### **Warnings:**

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

- Failure to submit the following forms:
  - Registration Form
  - Constitution
  - Roster
- The use of logos not approved by the University of Utah Auxiliary Business Development Office
- Using University facilities without prior authorization
- Failure to notify the Sport Club Program Manager of a facility reservation change or cancellation at least 12 hours prior to the event
- Letting an athlete participate without proper forms submitted
- Failure to pay bills on time (league, apparel etc.)

### **Probation:**

Receipt of two written (hard copy or electronic) warnings will result in a probation period as specified by the Manager, Intramural Sports & Sport Clubs. While on probation, a club's activities and privileges will be frozen until the club's officers have met with the Manager, Intramural Sports & Sport Clubs. Any further infractions by the club during its probationary period will result in suspension.

### **Suspension:**

Conduct resulting in a suspension is considered major in nature and includes both a single egregious event or an accumulation of minor infractions. Club activities and privileges may be suspended for any period specified by the Manager, Intramural Sports & Sport Clubs. The following conduct may result in suspension of a club's activities and privileges:

- Failure to submit a Travel Information Report by the deadline
- Any conduct during a club activity that violates the University's Student Code of Conduct but does not automatically result in expulsion as described below
- Any conduct during a club activity that constitutes a violation of city, state, or federal law

- Any fighting, harassment, or other conduct during club competitions and activities that does not constitute violence but reflects poorly on the image and reputation of the University of Utah
- Failure to abide by Risk Allocation and Travel policies as outlined in this Manual
- Failure to attend the Officers' Meeting at the beginning of the semester
- **Failure to schedule/attend a Semester-End Meeting prior to Winter Break**
- **Failure to schedule/attend a Year-End Meeting prior to the end of Spring Semester**

### **Expulsion:**

The following infractions will result in the immediate loss of club affiliation status through the University and loss of privileges by Campus Recreation Services for a minimum of 1 year:

- Hazing
- Violence or threat of violence against any participant, coach, official, or spectator at any sport club activity
- Submitting false or misleading information to Campus Recreation Services
- Failure to abide by the University non-discrimination policy
- Contracting in the name of the University of Utah
- Use of alcoholic beverages or any illegal drugs during club activities or sanctioned travel
- Competition by a club during a period of suspension

### **Appeal Process:**

Decision made by the Manager, Intramural Sports & Sport Clubs may be appealed to the Director of Campus Recreation Services. The decision of the Director of Campus Recreation Services is final.

## **Risk Management & Insurance**

All Sport Clubs and their members must act responsibly and assume all responsibility for the risks inherent in a Sport Club Program.

### **Assumption of Risk and Release of Liability:**

Prior to participation in any club-related activity, all participants **MUST** sign the *Assumption of Risk & Release of Liability and Proof of Insurance Form* acknowledging the risks inherent in sporting activities, personally assuming that risk, and releasing the University from any liability associated with participation in the program. Because of the risk of injury inherent in sports activities, participants in the Sport Clubs Program are required to carry, and provide proof of, personal health care coverage. Participants must carry a minimum amount of \$30,000 in coverage. The University of Utah recommends that participants obtain significantly higher limits to cover potential catastrophic injuries. The Club President is responsible for ensuring that all club athletes have completed the form. The Assumption of Risk Form is good for 1 year and must be filled out each August.

### **Physical Examination:**

The University strongly recommends that each athlete that participates in a sport club obtain a medical examination prior to participation in the activity. Physicals will be offered at a low cost to students at the beginning of each Fall Semester. Athletes can either utilize this service or may use any other physician to complete the physical. The physical form (if completed) must be on file with the Sport Club Athletic Trainers. *The University of Utah assumes no responsibility for any club member with an existing health condition that makes it advisable for him/her not to participate in Sport Club activities.*

### **Safety:**

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

### **Injuries:**

Financial responsibility for any injuries suffered by a Sport Club participant will be borne by the club and/or the individual participant. The University will have no responsibility for such injuries. However, the facts of such injuries must be reported to the Manager, Intramural Sports & Sport Clubs on an *Incident Report Form*. The club president or safety officer should keep several copies of this form with them during all club-related activities. The form should be completed by the individual who rendered care to the injured person or by the club safety officer.

## **Emergencies & Injuries**

### **Emergency/Injury: Recommended Procedures:**

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

1. Determine the nature and extent of the injury
2. For injuries/accidents occurring on the University of Utah campus, call the Campus Police at (801) 585-2677 (COPS) (not 911). From any campus telephone, dial 5-COPS
3. For injuries/accidents occurring off campus, dial the 911 dispatcher
4. For both on and off campus emergencies, contact the Manager, Intramural Sports & Sport Clubs (801-585-8732) or the CRS Director (801-581-3852) immediately after contacting the emergency personnel listed above.
5. Once emergency personnel have been contacted and are on their way to the scene, remember to have one club member (safety officer) remain near a phone in case the emergency medical personnel require additional information or instruction. If possible, a club member should wait by the entrance, or in an obvious location, to help direct emergency personnel to the site 6. Designate 1 club member to accompany the injured person to the hospital
7. Prepare and submit an Injury Report Form, found on Campus Connect.

### **Non-emergencies: Recommended Procedures:**

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

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

### **Concussions:**

Each team is responsible for maintaining a concussion policy in accordance the CDC. Any minor that is suspected of sustaining a concussion must be held out of practice and competition until cleared to return to play by a healthcare professional. Additionally, each club is responsible for notifying the parents/guardian of any minor about its concussion policy, in writing, prior to the season.

### **Accidents and Injuries:**

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

- Blaine Spencer & Tom Binz: Work - (801) 585-8732
- University Police: (801) 585-COPS (2677)

## **Financial Guidelines**

Self-support is an essential principle of the Sport Club Program. The responsible collection and management of funds from dues, donations, sponsorships, and revenue-generating events are critical to the successful operation of the club. All such funds should be maintained in a commercial bank account under the name of the club. The club may not use the name: "University of Utah" as part of their account name. Club members are responsible for the ethical management of club finances, as well as for maintaining all supporting documentation for purchases and revenues. Finally, clubs are **NOT** permitted to enter into any type of contractual relationship, such as vehicle or facility rental, in the name of the "University of Utah". All such contracts must be secured in the name of the club president or other club representative. Clubs are allowed to have a club back account but are not allowed to use the University of Utah name of the bank account, including U of U. Per University Policy 3-051, "departments, divisions, entities, and individuals affiliated with the University (including student or athletic organizations) are prohibited from establishing bank accounts using the University of Utah's name, seal and/or taxpayer identification numbers."

### **ASUU Funding:**

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

- Assembly Legislative Process (during semester money is requested)
- Travel Reimbursement Application

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

### *Assembly Legislative Process*

An Assembly Representative will help write legislative bills on behalf of student groups to request funds from the legislative body. The student group must have a precise breakdown of expenses before contacting an Assembly Representative. The representative will then work with the student group on creating the bill. A club representative must attend a Subcommittee Meeting and General Assembly to deliver the bill.

For a club to receive its funding it must attach all **ORIGINAL** receipts to expenditure request form and turn it in to the ASUU office.

If a club qualifies for a National competition after the ASUU General Assembly has been dismissed, the club can request funding through an ASUU/Campus Recreation Services contingency fund. The total amount (budget/assembly process and contingency fund) that a club may receive cannot exceed the maximum total amount allocated by ASUU. Please contact the Manager, Intramural Sports & Sport Clubs for additional information.

### *Non-Profit Guidance*

Your organization may apply for 501(c)(3) tax exemption through the IRS. For more information on how to apply for tax-exempt status, visit the IRS [Application for Recognition of Exemption webpage](#). Student Leadership & Involvement strongly encourages student organizations wishing to file as a 501(c)(3) to fully research the steps and requirements associated with process. As a reminder, the Department of Student Leadership & Involvement cannot provide tax advice. If your organization wishes to seek status as a 501(c)(3) organization, we encourage you to discuss your organization's situation with a tax advisor.

Although your organization is recognized by the University of Utah or your organization may be in the "Affiliated" classification, your organization must not use the University's information as your own when

completing non-profit applications. For example, Affiliated & Registered organizations are NOT allowed to use the University's Tax ID.

Under [University Rule 6-401A](#), RSOs must always remain student led. RSOs who apply for tax-exempt status must develop a procedure to transfer ownership of the organization to current student leaders each year. Advisors, coaches, and previous members who are not currently enrolled students should not make decisions on behalf of or claim to represent the organization without the consent of the current student leaders.

#### **Additional Funding Options:**

- Membership Dues: Dues may generate revenue by charging participants to participate
- Sponsorships: A sponsorship is a monetary or physical gift that results in compensation, via advertisement or acknowledgement, for the donor. Clubs are encouraged to approach off-campus organizations or companies as prospective sponsors of club activities. Unless a Club has established its own non-profit organization under the Internal Revenue Code, Clubs should not represent to sponsors that their donations are tax deductible. In order to be recognized by the University of Utah, to use the University of Utah name, and/or to receive funding through ASUU, Clubs must abide by the following conditions concerning sponsorships:
  - Clubs must not solicit donations from alcohol and tobacco sponsors
  - Clubs are not allowed to solicit sponsorships with companies that are in direct competition with a University exclusive sponsor
  - Clubs must not solicit sponsorships from the University of Utah's major donors. For a complete list of companies/entities that are off limits please contact the Manager, Intramural Sports & Sport Clubs
- Fundraising: Clubs are encouraged to generate funds through other fundraising efforts, such as merchandise sales, car wash, selling other goods, etc.
- Crowd Funding: Many clubs across the nation are turning to crowd funding for their clubs

### **Facility Use**

Each sport club that remains in good standing has the privilege of using CRS facilities for club practices, competitions, meetings, and revenue-generating events. Indoor gymnasiums, racquetball courts, outdoor fields, pools, and meeting rooms are all available to sport clubs free of charge, with the exception of the Crimson Lagoon and fitness studios. To utilize these facilities, the club must work directly with the Manager, Intramural Sports & Sport Clubs to reserve facilities well in advance (at least 2 weeks). While the Manager, Intramural Sports & Sport Clubs will try to meet the needs of each club, please note that facilities are limited. Cost for staffing spaces may be incurred for use of crimson lagoon and fitness studios.

#### **Scheduling and Usage:**

- Requesting game times:
  - Teams can begin requesting field space for games up to 1 academic year in advance
  - Teams must list their opponent, a reservation start time, game time, and end time in order to request space. (Ex: School Name, Reservation start time of 6pm, game time 7pm, end time 9:30pm)
  - Facility Requests for games and scrimmages must be submitted via email at least 2 weeks before the event
  - Campus Recreation staff must be scheduled for each event on campus (practices excluded) therefore game/competition (including scrimmages) requests are subject to field/court availability as well as CRS staff availability

- The CRS employee supervising the event is the sole decision maker in regards to weather, proper facility uses etc.
  - If a club fails to inform the Manager, Intramural Sports & Sport Clubs of a change or cancelation at least 12 hours prior to the scheduled event the club will be responsible for the cost of the Special Event Supervisor:
    - \$17/ scheduled hour
    - Field and facility use schedules will be provided to the club once per week.
- If teams wish to host food trucks on site for an event they must speak with the Manager, Intramural Sports & Sport Clubs in order to receive the University preapproved list
- Requesting practice times:
  - Prior to each semester, a request will be sent out for practice times. The instructions and methods to schedule times will be detailed in the email sent out to sport club presidents and officers on the mailing list
- During finals week, breaks, and other holidays, facility hours are subject to change. If a team wishes to practice during adjusted hours, it must confirm its normal time or request a new time within adjusted hours at least 2 weeks prior to the break
- Weather Conditions: At the discretion of the Manager, Intramural Sports & Sport Clubs, club practices or competitions may be cancelled due to inclement weather conditions, wet play surfaces, or unsuitable conditions
  - Every effort will be made to make a decision about canceling due to weather 24 to 48 hours before a club competition is to take place so that the club can notify the visiting team(s) however cancellations may be made the day of the event
  - In regard to practice during inclement weather, the Manager, Intramural Sports & Sport Clubs will notify the club as late as the day of the scheduled practice. Decisions about closing the fields will be made by 3:00 PM each day. Clubs are encouraged to have an inclement weather back-up site available
- Facility availability may be withheld when improper usage is reported or when clubs fail to adhere to University and CRS policies and procedures. All facility users are expected to use proper conduct
  - Clubs practicing in the morning are expected to turn off field lights as soon as the sun has risen and it is safe to practice without them
  - Clubs who are practicing after normal CRS business hours are expected to properly lock/secure the facility (McCarthy/UFCUP/Crimson Field)
- Sport Clubs requiring special facilities located off-campus must make arrangements with the owner of the off campus facility
- Each club will be financially responsible for damages that occur or if the facility has not been left in clean and suitable condition during use of any facility
- Clubs are responsible for the set-up and clean-up of all facility sites
- Club members are required to wear proper dress and footwear
- Club members are responsible for turning off outdoor field lights at the end of their practices. If the lights are left on the following will apply:
  - First time the lights are left on it will be a warning to the team that was last on the field
  - Second time, the team will be charged for the time the lights are left on.
  - The cost for lights are \$20/hr.
  - Third time, the team will lose light privileges and will be charged the cost to rekey the locks
  - The cost for re-keying is approximately \$250
- For specific rules and guidelines for our facilities please see Appendix 1

**Revocation of Facility Usage:**

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

- Failure to obey all posted regulations and comply with decisions made by Facility Supervisors and CRS Staff
- Use of abusive language toward any University employee
- Any other behavior that could result in discipline as described in the *Club Conduct* section of this manual

## **Travel**

Participation in the Sport Club Program may include travel to competitions and other sporting events located within the United States.

### **Coordination and Expenses:**

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

### **Safety:**

Through precautionary measures certain inherent risks associated with traveling can be minimized, but not eliminated. These precautionary measures include but are not limited to appropriate training and selection of drivers for travel (see below), acquiring adequate automobile liability insurance, and adherence to vehicle operation laws and recommended safety tips. The University requires sport clubs to have emergency contact info (found on campus connect rosters), use trained drivers, and agree to follow certain precautionary measures during travel on the *Travel Information Form*. Failure to follow safety precautions specified in the *Travel Information Form* may result in loss of sport club's privileges. The University cannot and will not assume responsibility for accidents and injuries that occur during club travel.

### **University Driver Training Certification:**

Campus Recreation requires that a driver, that is transporting another individual(s) to or from an official club event, complete the University's Defensive Driving Training which can be found here <http://risk.utah.gov/risk-training/2-risk/50-defensive-driver-training.html>. The "Agency" the driver is with is The University of Utah. All drivers completing the course must submit their results via email to the Manager, Intramural Sports & Sport Clubs. Campus Recreation recommends that each vehicle used for lengthy travel have at least 2 certified drivers.

### **Competition Forms:**

The president or vice president for a sport club must sign and submit a *Competition Notification Form* at least 5 business days before the sport club plans to leave for an event that is outside Salt Lake and neighboring counties, including Salt Lake county, Utah county, Summit county, Davis county, Morgan county, Weber county. The *Competition Notification Form* provides the University with contact and other information concerning the planned trip and provides the University with assurances from the club that they will implement certain safety precautions as outlined in the form, during the trip.

**Failure to timely submit a *Competition Notification Form* before a scheduled trip will result in immediate and automatic probation of a Sport Club's privileges including, in particular, the privilege of competing under the University of Utah name.**

Once approved to travel, a club must submit an accurate travel roster via email to the Manager, Intramural Sports & Sport Clubs no later than 2 days before travel; this roster should only



include names of athletes, coaches, advisors, and affiliates who are actually traveling with the team. Anyone on the active roster but not traveling should be left off of this roster.

After the competition is completed, the president or vice-president must sign and complete a Competition Summary Form **no later than 5 business days after the event. Failure to submit a Competition Summary Form will result in automatic probation.**

### **Conduct:**

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

## **Social Media Policy**

- Use your judgement. Avoid inappropriate or derogatory messages in social platforms that are visible to the club or the institution
- Follow all applicable Sport Club and Student Code of Conduct policies
- Do not post information regarding incidents or accidents that occur at Club Events
- If you choose to participate in online activities or conversations that in no way relate to the club or institution, you should not include your status as a Club member or display visual representation of your association with the Club. **Negative behavior online that can be connected to the Club could result in liability for you or the organization you represent**

## **University of Utah Name and Logo Usage**

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

The use of the University name and logo on printed material is highly protected and regulated. When designing team apparel and/or other related printed materials, it is important to observe the following guidelines:

- Design on all apparel and/or other related materials, including schedules, posters, and programs, must be approved by the Manager, Intramural Sports & Sport Clubs prior to placing an order. In addition, the Auxiliary Business Development Office must approve apparel that uses the University of Utah name and/or logo. The Manager, Intramural Sports & Sport Clubs can assist with the University approval process. Please allow ample time for this approval process. Each club is required to send the current logo at the start of each fall semester.
- Sports clubs are encouraged to develop a logo specific to their club for use on apparel and/or other printed material. Use of the University name must be in good taste. When the club's name is accompanied by the Block U, the Block U is used alone, or the word Utah is used, it must show the registered trademark (TM or ® as appropriate)
- The University of Utah Circle & Feather logo belongs strictly to the University of Utah and its usage is limited to the Athletics Department and cannot be used in any way to represent a sports club on any apparel, printed material, or any related materials created after July 1, 2015
- If current sports club logos use the athletic Circle & Feather, immediate phase-out of such logos must begin to take effect. When ordering new apparel or materials, clubs must incorporate usage of the Block U trademarked logo, another University approved logo, or the approved team logo they have created

- Sports club teams are not allowed to use the Circle & Feather logos on any materials. If the Circle & Feather logo has been in use, please remove it and replace with the Block U trademarked logo or an approved logo created by the club; however, all efforts should be made to make the change immediately
- Use of the name “Utes” is allowable, but may not be accompanied by the Circle & Feather
- For more information on approved University marks please see the Appendix 3
- The University or Campus Recreation Services will provide no contract services
- The uses of University official forms of payment (such as LO, PO, and CO) are strictly prohibited

## **Privileges & Services Available To Sport Clubs**

### **Facility Use:**

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

### **Web Page:**

Campus Recreation Services maintains a web site for the Sport Clubs Program at [campusrec.utah.edu/programs/sports-clubs](http://campusrec.utah.edu/programs/sports-clubs). This web site has been developed to provide information about the Sport Clubs Program and to allow sport clubs to promote themselves to the University community and the public. It is the responsibility of each club to provide information to be displayed in the CRS web page. Such information may include:

- Club information
- Upcoming events including, games, tournaments, meetings, and fundraisers
- Schedule of season practices and competitions
- List of officers and their contact information
- Other announcements or pertinent information

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

### **Mailboxes:**

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

### **Equipment:**

Special event equipment, including tables, chairs, scoreboards, etc. may be provided when inventory is available. Contact the Manager, Intramural Sports & Sport Clubs for availability.

### **Promotion/Marketing:**

- Publicity is important for all sport clubs as a means of attracting new members and informing the University community and the general public of club activities and accomplishments. There are many opportunities for club promotion available through CRS.

- CRS has a Marketing Team that can assist clubs in producing marketing materials. Our full time staff member and the marketing team are here to help and collaborate on projects with clubs. The relationship between clubs and our Marketing Department will be:
  - Each club is able to utilize up to 30 work hours a year for free. Hours thereafter will be billed to the club at \$14.00 per hour
    - CRS will create the material; clubs are responsible for printing cost
      - Clubs are not hiring our department to create material for them; it will be a partnership between the club and CRS to produce materials
  - CRS can assist in the creation and design of the following:
    - Team posters
    - Team photos/player photos
    - Team schedule cards
    - Digital signage for use in the ESLC and other electronic mediums
    - Video (commercials, highlights, player bios etc...)
    - This is not meant to be an exhaustive list, if you have an idea for something please contact the Manager, Intramural Sports & Sport Clubs for feasibility. If CRS cannot complete a project in house, we will assist a club in finding the resources needed to do so
- *Flyers and Posters:* Clubs may post signs and flyers to advertise their activities (subject to approval of the Manager, Intramural Sports & Sport Clubs) on designated bulletin boards and kiosks around campus. *Posting material on trees, buildings, walls, windows, or other University structures is strictly prohibited.* Boards in classroom, laboratory, and office buildings belong to the academic departments and may not be used without permission from the applicable department. All flyers and posters must be approved and stamped by the Student Involvement Center (270 Union) prior to posting.

The University of Utah and CRS abides by the following regulations for club advertising and publicity:

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

### **Sport Camps:**

- Youth camps are a great way for a club to fundraise
- The club will take sole ownership of the camp and be entirely responsible for the planning and administration of the camp. CRS will only provide the space for the camp to occur
- Field and gym space can be reserved with the Manager, Intramural Sports & Sport Clubs
- If the club is using a reservation for a fundraising or profit-driven event, reservations may have a discounted cost associated with them
- For clubs using CRS facilities a *Facility Use Agreement* must be completed and signed after the reservation has been made with the Manager, Intramural Sports & Sport Clubs
- Clubs must notify the Manager, Intramural Sports & Sport Clubs prior to scheduling and publicizing a camp to schedule a planning meeting
- Clubs must follow the Campus Recreation Sport Club Camp Guidelines available from the Manager, Intramural Sports & Sport Clubs
- Sports club youth camps must comply with all University regulations governing third-party programs involving minors on campus (e.g., background checks, insurance, etc.)

## **Uniforms & Other Printed Materials**

Each club must follow the University's policy in regards to licensing and the use of recognizable characters when associating themselves with The University of Utah (refer to University of Utah Name and Logo Usage). To ensure that each club is within these guidelines a review of all digital media will take place annually at the beginning of each fall semester. This will include the team's Campus Connect profile, web site, Facebook, Twitter, Instagram, and any other digital property intended to represent the club. All digital property must be disclosed on Campus Connect. In addition, the University Auxiliary Business Development Office must review all uniforms, team apparel, or anything else that will be associated with the Sport Club team prior to each order being placed. Failure to comply with the review process will result in 1 warning. The second infraction will result in suspension of the club.

As of July 1, 2015, Clubs can no longer, under any circumstances, print any material (physical or electronic) using the Circle and Feather Logo.

Clubs will however be able to continue to represent the University as the Utes for the remainder of the University's contract with the tribe.

If you have any questions regarding licensing and the use of logos please contact the Manager, Intramural Sports & Sport Clubs.

## **Forms**

All forms necessary to operate a sport club at The University of Utah can be found on Campus Connect.

Please contact Blaine Spencer at [Blaine.spencer@crs.utah.edu](mailto:Blaine.spencer@crs.utah.edu) or (801) 585-8732 if you have questions.

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

## **Appendix 1: Field Policies**

### **McCarthy Family Track and Field**

#### **Specific Use Guidelines**

- All MFTF policies and procedures must be followed by participants and spectators
- A club representative must meet with the Manager, Intramural Sports & Sport Clubs for a field tour and training session prior to usage
- The sponsoring Sport Club shall assume full responsibility for the conduct of any participant, guest, or spectator who attends an event it is sponsoring
- All individuals participating at the MFTF must wear appropriate footwear. Only 1/8" pyramid spikes are allowed on the track.
- NO: wheeled objects, golf, private instruction, glass bottles, food, alcoholic beverages, drinks (other than water), tobacco products, gum, sunflower seeds, painting lines, or pets (exception: service animals only)
- Any Sport Club using the MFTF assumes responsibility for maintaining the condition of facility during its use. The club will be responsible for all damage, or misuse of University facilities or equipment. The club will be held liable for reimbursement to the University for any such damage or loss

- Those using the MFTF must adhere to all applicable parking regulations
- Facility access is through the North Gate adjacent to the parking lot north of the complex
- Campus Recreation Services is not responsible for items that are lost or stolen
- Campus Recreation Services reserves the right to assign or restrict the use of the MFTF
- All clubs must comply with University policies, MFTF policies and/or the Student Code of Conduct
- Children must be with a parent at all times and must remain in the spectator area
- Playing on artificial turf is considerably different than playing on natural surfaces. More caution must be taken when playing on artificial turf. Additional conditioning and warm-up exercises may be required to minimize the possibility of injury to knees or other parts of the body while participating on artificial turf
- In many instances, events should allow informal recreation to occur simultaneously with the event. This would include the use of the track for runners/walkers during a field event
  - Exception: All Sport Club games and Lacrosse practices
- Individuals are encouraged to have a physical examination and obtain adequate health and accident insurance prior to using the McCarthy Family Track and Field. Individuals use the facility at their own risk

### **University Federal Credit Union Play Field**

- Individuals use the facility at their own risk. Individuals are encouraged to have a physical examination and obtain adequate health and accident insurance prior to using the UFCUP.
- All UFCUP policies and procedures must be followed by all participants and spectators.
- The following are prohibited in the UFCUP: pets (exception: service animals only), glass bottles, food, alcoholic beverages, drinks (other than water), tobacco products, gum, sunflower seeds, or painting lines.
- Any sponsoring organization or individual using the UFCUP assumes responsibility for maintaining the condition of facility during its use. The organization or individual will be responsible for all damage, or misuse of University facilities or equipment. The organization or individual will be held liable for reimbursement to the University for any such damage or loss.
- Individuals using UFCUP are responsible for damage caused to private property on or in the vicinity of the playfield.
- The sponsoring organization shall assume full responsibility for the conduct of any participant, guest, or spectator who attends an event it is sponsoring.
- All individuals participating at the UFCUP must wear appropriate footwear. No metal cleats are allowed; only molded rubber cleats or plastic cleats only.
- Those using the UFCUP must adhere to all applicable parking regulations.
- Facility access is through the northeast elevator, northeast stair tower and northwest stair tower.
- Campus Recreation Services is not responsible for lost or stolen items.
- All rental no-shows will be assessed the entire rental fee. A no-show is designated by failure of the organization to be present 15 minutes after the scheduled start time of the event.
- Campus Recreation Services reserves the right to assign or restrict the use of the UFCUP.
- All groups must comply with University policies, UFCUP policies and/or the Student Code of Conduct.
- Restrooms are located on the southeast corner of the 4<sup>th</sup> floor.
- Playing on artificial turf is considerably different than playing on natural surfaces. More caution must be taken when playing on artificial turf. Additional conditioning and warm-up exercises may be required to minimize the possibility of injury while participating on artificial turf.
- Requests for events must be athletic or recreational in nature, suitable to the facility, and approved by CRS.

## **Crimson Field**

- Individuals use the facility at their own risk. Individuals are encouraged to have a physical examination and obtain adequate health and accident insurance prior to using Crimson Field.
- All Crimson Field policies and procedures must be followed by all participants and spectators.
- The following are prohibited on Crimson Field: pets (exception: service animals only), glass bottles, food, alcoholic beverages, drinks (other than water), tobacco products, gum, sunflower seeds, or painting lines.
- Any sponsoring organization or individual using Crimson Field assumes responsibility for maintaining the condition of facility during its use. The organization or individual will be responsible for all damage, or misuse of University facilities or equipment. The organization or individual will be held liable for reimbursement to the University for any such damage or loss.
- Individuals using Crimson Field are responsible for damage caused to private property on or in the vicinity of the playfield.
- The sponsoring organization shall assume full responsibility for the conduct of any participant, guest, or spectator who attends an event it is sponsoring.
- All individuals participating at Crimson Field must wear appropriate footwear. No metal cleats are allowed; molded rubber or plastic only.
- Those using Crimson Field must adhere to all applicable parking regulations.
- Campus Recreation Services is not responsible for lost or stolen items.
- All rental no-shows will be assessed the entire rental fee. A no-show is designated by failure of the organization to be present 15 minutes after the scheduled start time of the event.
- Campus Recreation Services reserves the right to assign or restrict the use of Crimson Field.
- All groups must comply with University policies, Crimson Field policies and/or the Student Code of Conduct.
- Playing on artificial turf is considerably different than playing on natural surfaces. More caution must be taken when playing on artificial turf. Additional conditioning and warm-up exercises may be required to minimize the possibility of injury while participating on artificial turf.
- Requests for events must be athletic or recreational in nature, suitable to the facility, and approved by CRS.

## **Appendix 2: Athletic Training**

- I. Full time service commitment throughout the school year<sup>A</sup> and as needed during the summer<sup>B</sup>, at time of mutual agreement as determined by the Director of Sport Clubs, Directing Physician at the UUOC and the UUOC Athletic Trainer assigned to Sport Clubs.
  - A. School Year defined as Fall and Spring terms of the academic calendar for the University of Utah
  - B. Summer defined as the months between the end of Spring and beginning of Fall terms of the academic calendar for the University of Utah.
    1. As needed services during the summer will consist of clinic hours only.
    2. No event coverage will be available unless specific teams provide a contract for services with the Athletic Trainer
  
- II. Open clinic hours in the Eccles Student Life Center, Room 150, Monday thru Friday from 12:00p.m. until 4:00p.m., practice and game schedules permitting, or as otherwise scheduled with the Athletic Trainer.
  - A. Open clinic hours will be for consultation with the Athletic Trainer for injury evaluation, treatment, rehabilitation, and referral services to appropriate health care professionals.
    1. Athletes will be responsible for accrued charges when referred to physician or other healthcare provider for further evaluation and/or treatment, by Athletic Trainer recommendation, billable through their own health insurance.
    2. Referral will be made to UUOC physician when possible. If athlete has health insurance that is not accepted by UUOC, referral will be made to appropriate health care professional outside of U of U health care system.
    3. Physician referral should be documented using the University of Utah Sports Medicine Medical Referral form
  - B. These hours can change anytime depending on home events schedule
  
- III. Provide Sport Clubs home event coverage

- A. Contact sports have highest priority. The Athletic Trainer will coordinate with the Director of Sport Clubs and Directing Physician on priority of event coverage based on perceived risk of event
- B. Sport Clubs must provide the schedule for event coverage to the Athletic Trainer at least two (2) weeks in advance to enable the Sports Medicine team (Physician, Athletic Trainer, etc) to organize and plan accordingly
  - 1. The Athletic Trainer will coordinate physician availability/ coverage with the UUOC Directing Physician for home events where appropriate and as deemed necessary
- C. Athletic Trainer will be available ~30 minutes before event for necessary preparations and treatments
- D. Additional event coverage may be available on a first come first serve basis depending on availability of the Athletic Trainer
  - 1. Priority set and approval needed by all interested parties
- E. Sport Club team tournaments will be covered in the same manner as a home event
  - 1. Athletic Trainer will provide coverage only for the University of Utah Sport Club team game
  - 2. Securing additional athletic training coverage, for games within the tournament where a University of Utah sport club team is not competing, is the responsibility of the team and will not automatically be provided by the UUOC
    - a)** The UUOC Athletic Trainer may be available to provide coverage to other tournament games on a per diem basis or assist in finding an outside athletic trainer for hire on a per diem basis

#### IV. Provide Sport Clubs practice coverage

- A. The Athletic Trainer will provide partial or full coverage for 2 practices per week for contact sports depending on time of day and availability
- B. Preparatory treatments for practice will be available
- C. Individual team practice schedules must be provided to the Athletic Trainer at the beginning of each semester and must notify Athletic Trainer of any changes in the schedule



1. If a conflict in practice coverage arises the Athletic Trainer will coordinate with the Director of Sport Clubs and Directing Physician on priority of coverage based on perceived risk of event

V. Travel event coverage

- A. Travel to away events may be available depending on availability of the Athletic Trainer
- B. Request for travel coverage must be submitted at least two (2) weeks prior to the event to enable the Athletic Trainer to organize and plan accordingly.
- C. The team requesting travel coverage will be responsible for all travel expenses for the Athletic Trainer including a travel per diem as designated by U of U Human Resources for that fiscal year and destination
- D. It is expected the requesting team follows all Sport Club travel policies and procedures
  1. The Athletic Trainer may refuse travel coverage if it is deemed the requesting team is not in accordance with Sport Club travel policies and procedures

VI. Injury reports and status updates

- A. An injury report will be provided to the coaching staff of each sport club team on a weekly basis via email
  1. Emails containing protected health information will be sent following UUOC protocol
- B. More frequent status updates may be given as needed
- C. In order to provide injury reports, each athlete participating in Sport Clubs must read and sign a UUOC HIPPA form either authorizing or not authorizing the release of protected medical information to the coaching staff of their respective teams

VII. The cost to Sport Clubs for services herein would be \$4,000.00/ school year as well as an additional \$500.00 for neurocognitive testing/ school year

- A. This cost would cover durable, reusable supplies used in the SMERC athletic training room

1. AED, tape, first-aid, splints, modalities, etc.

- B. Neurocognitive testing consists of ImpACT tests for aide in baseline and post-concussive treatment and return to play decision making

VIII. The overseeing and continued education of a Graduate Assistant ATC (full year), Senior Athletic Training Student (full year), and a rotating Junior Athletic Training Student (four, eight week rotations)

IX. Work to:

- A. Maintain inventory of athletic training supplies;

- B. Maintain athletic training rooms and facilities;

- C. Schedule and work with Director of Sport Clubs, Sport responsible person, Emergency Personnel, Directing Physician and other support services to cover events as appropriate

X. Annually complete and meet the expectations of the Involved Party Expectations Agreement outlined herein between the University of Utah Orthopaedic Center and University of Utah Campus Recreation Sport Clubs Program

XI. Maintain a professional and mutually beneficial working relationship with Sport Clubs A. Benefits to Sport Clubs include:

1. Access to athletic training services (at no cost to participant)

2. Access to UUOC medical services (billing to participant's insurance)

3. Provide primary evaluation of injuries to athletes

4. Provide expertise on appropriate treatment and rehabilitation to participants

5. Insist on physician intervention when necessary as mandated by Utah State Licensure

6. Educate coaches, parents, and athletes on methods of injury prevention, injure recognition and initial care of injuries

7. Educate and instruct athletes on appropriate methods of enhancing skill performance and decreasing injury susceptibility

XII. Services provided to Departments of Ballet and Modern Dance

- A. Open clinic hours in Eccles Student Life Center, Room 150, Monday thru Friday from 12:00p.m. until 4:00p.m., practice and game schedules permitting, or as otherwise scheduled with the Athletic Trainer.
- A. Open clinic hours will be for consultation with the Athletic Trainer for injury evaluation, treatment, rehabilitation, and referral services to appropriate health care professionals.
  1. Dancers will be responsible for accrued charges when referred to physician or other healthcare provider for further evaluation and/or treatment, by Athletic Trainer recommendation, billable through their own health insurance.
  2. Referral will be made to UUOC physician when possible. If the dancer has health insurance that is not accepted by UUOC, referral will be made to appropriate health care professional outside of U of U health care system.
  3. Physician referral should be documented using the University of Utah Sports Medicine Medical Referral form
- B. 2
- C. On-site Athletic Trainers within the department locations will be set up depending on demand and necessity.

XIII. Ballet and Modern Dance participants who have not completed the consent to treat form or liability form on file will not be treated.

**Expectations of Sport Clubs:**

XIV. Each athletic participant agrees to have a pre-participation physical exam (PPE) each year.

- A. Exam forms will be available through the Athletic Trainer and/or UUOC
- B. Participants will need to have physician clearance to be eligible for sports medicine services provided by an Athletic Trainer
- C. The UUOC will be conducting these exams each fall prior to the beginning of the academic school year. Physicals will be conducted after clinic hours on a specified date and time to be determined between the assigned Athletic Trainer, UUOC, and Sport Clubs

- D. Physicals will be given at a discounted rate of \$20 with a percentage of proceeds (TBD at a later date) allocated to Sport Clubs
  - 1. No co-pay or insurance billing will take place for PPE's at the UUOC
  - 2. Participant may have PPE done by own/other physician. Documentation of PPE must be provided to UUOC and assigned Athletic Trainer to be kept on record
  
- XV. Each athletic participant who is involved in a contact sport agrees to complete baseline neurocognitive testing
  - A. IMPACT testing will be administered by the Athletic Trainer prior to each season at a time to be determined by Athletic Trainer and each contact Sport Club team
  
- XVI. Each athlete will be required to have proof of insurance on file with the assigned Athletic Trainer/UUOC
  - 1. Athletes will be required to fill out consent to treat form and liability waiver form
  - 2. UUOC will require Sport Clubs to supply active rosters and lists of eligible participants for each Sport Club team
  
- XVII. Each Sport Club team will be required to submit all practice, game schedules, and changes to an assigned Athletic Trainer
  
- XVIII. Directing Physician will have final say on return to participation clearance. Other clearance will need a note from clearing physician
  
- XIX. Club Sports team participants who have not completed the consent to treat form, liability form, or do not have a current PPE on file will not be treated through this

### APPENDIX 3: Approved University Logos

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

Utah - Club Sports			Verbiage	
Current Revision Date: 09/23/16 Established: 1850      Location: Salt Lake City, UT      Mascot: Utes Mascot Name: Swoop      Conference: Pac-12			University of Utah ® Utah ® Utes™ Swoop™ Red Rocks™ U of U™ Utah Man™	Utah Man™ Rice-Eccles Stadium & Tower™ Runnin' Utes™ (for basketball use only) Utah's University™ Utah Man Am I™
Crimson	Black	Gray	White	
PANTONE 200 C MADEIRA: 1147 PolyNeon: 1747	PANTONE Process Black C MADEIRA: Black PolyNeon: Black	PANTONE 430 C MADEIRA: 1118 PolyNeon: 1918	White MADEIRA: White PolyNeon: White	
Approved University colors or the *PANTONE® colors listed on this page must be used. The colors on this page are not intended to match PANTONE color standards. For PANTONE color standards, refer to the current editions of the PANTONE color publications. *PANTONE® is a registered trademark of PANTONE, Inc.				

Institutional Marks				Hand Marks					
1		2		9		10			
Block U Marks				Word Marks					
3		4		11		12		13	
UU Marks				Medallion Mark					
5		6		7		8		14	

<b>ADDITIONAL PERTINENT INFORMATION</b>	<ul style="list-style-type: none"> <li>University seal permitted on products for resale (reviewed on a case-by-case basis)</li> <li>No alterations or overlaying graphics to seal permitted</li> <li>University licenses consumables (must have expiration date on packaging)</li> <li>University licenses health and beauty products</li> <li>University permits numbers on products for resale</li> <li>Any jersey number in any sport may be used for licensed products as long as the NCAA rules are obeyed concerning player names, likenesses or image</li> </ul>	<ul style="list-style-type: none"> <li>Mascot caricatures permitted</li> <li>Cross licensing with other marks may be permitted with an additional agreement</li> <li>No use of current players' name, image, or likeness is permitted on commercial products in violation of NCAA rules and regulations</li> <li>No references to alcohol, drugs, or tobacco related products may be used in conjunction with University marks</li> <li>The seal is reserved for presidential use, graduation items, or fine gifts. No other use is permitted. Use Medallion mark for all other products for resale</li> </ul>
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