



Department of Recreation & Well-Being

SPORT CLUB MANUAL
Fall 2023- Spring 2024

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INTRODUCTION AND GENERAL INFORMATION

Welcome and congratulations on being a part of the Recreation & Well-Being Department's Sport Club Program. Sport clubs are formed, developed, directed, and controlled by members within University guidelines. Clubs are registered with, and operate through, the auspices of the Department of Recreation & Well-Being, hereafter referred to as the Rec Department, a division of the Department of Student Life. To achieve success, it is essential that club leaders have a strong knowledge of the information in this manual and follow the prescribed course of action before, during, and after participation in each club activity. The policies and procedures in this manual are written to provide support and guidance. The Sport Club Coordinator and Recreation & Well-Being staff are here to help each club reach its maximum potential and goals.

PLEASE NOTE: THIS IS A LIVING DOCUMENT AND ALL POLICES AND PROCEDURES IN THIS MANUAL ARE SUBJECT TO REVIEW AND CHANGE. NOT EVERY CONCEIVABLE SITUATION IS EXPLICITLY COVERED IN THIS MANUAL. THE SPORT CLUBS COORDINATOR AND/OR DIRECTOR OF RECREATION & WELL-BEING RESERVE THE RIGHT TO RULE AND MAKE DECISIONS REGARDING ANY SITUATIONS THAT ARISE PERTAINING TO THE SPORT CLUBS PROGRAM

Recreation & Well-Being Mission

The Recreation & Well-Being program shares in the educational mission of the university by offering opportunities to experience personal growth, social development, improve physical and mental health, and to develop lifetime leisure skills for a healthier lifestyle. The department organizes, administers, and promotes a broad program of competitive, recreational, and educational activities for students, faculty, and staff members at New Mexico Tech.

Definition and Purpose of the Sport Clubs Program

A sport club is formed by individuals who are motivated by a common interest and desire to participate in a particular activity as well as provide opportunities for developing skills and/or participating at a higher level of competition in a variety of sporting and recreational activities. Sport clubs are meant to be a learning experience for the members through their involvement in teamwork, fundraising, public relations, organization, administration, budgeting, and scheduling. Students find participation in a sports club a refreshing break from the rigors of the curricula at New Mexico Tech.

Each sport club is a student-oriented and student-run organization whose membership is comprised of undergraduate and graduate students, as well as other members (faculty, staff, community, etc.) who meet the membership requirements established by each club. The student members within each club's structure are responsible for the administration of their club.

Important Contact Information

Department Mailing Address

New Mexico Tech
Recreation & Well-Being Department
Attn: (Sport Club Name)

801 Leroy Pl.
Socorro, NM 87801

575-835-5131 Recreation & Well-Being Department Phone Tree

<https://www.nmt.edu/physrec/index.php>

575-835-5120 Melissa Begay, Director of Recreation & Well-Being Melissa.begay@nmt.edu
575-835-5854 Amanda Saenz, Assistant Director and SC Coordinator Amanda.saenz@nmt.edu
575-835-5434 Campus Information & Police
575-835-5094 Student Health Center
575-835-5953 Peter Phaiah, Assistant VP for SUR & Title IV

Recreation & Well-Being Hours of Operation

Main administrative office - 8:00 a.m. to 5:00 p.m. Monday through Friday

Recreation facilities (Gymnasium) - Hours vary with day of week, holidays, and term breaks. Extended hours in effect during the week, more limited hours Saturday and Sunday. Call gym office for current open hours.

Sport Clubs Calendar Fall 2023

CLUB CONDUCT, MEMBERSHIP & REQUIREMENTS

Sport Club Conduct

Sport Clubs and all participating club members are responsible to their club and to New Mexico Tech in terms of their conduct. Irresponsible behavior can affect the club's privileges and negatively impact the club's status in the Sport Clubs Program. Loss of funding, suspension or travel privileges, and denial of facility use requests are possible sanctions to Sport Clubs exhibiting a pattern of inappropriate or irresponsible behavior. Loss of privileges for a year or more can be deemed necessary and appropriate. It is important for all members to consider the intent of the Sport Clubs program, its policies and procedures, as well as those of NMT when participating in any student organization or activity. The Sport Clubs program at NMT exists for the mutual benefit of all its participants – not for the selfish interests of individuals.

All Sport Club members MUST read, initial, sign and submit the Sport Club Code of Conduct prior to any individual participation in club activities. This signed document is good from July 1st through June 30th of each year with a new Code of Conduct required at the start of each year. Any club that has members participating without completing a Sport Club Code of Conduct is subject to disciplinary action.

Disciplinary Infractions and Procedures

Clubs or individual members that fail to conduct themselves in an appropriate manner may be subject to sanctions or other disciplinary actions. All disciplinary procedures start with the Sport Club Coordinator but may go to the SCC Exec Board as well. Disciplinary actions are documented in each club's file and are heavily considered when reviewing club performance,

therefore having an effect on a club's placement within the Tier System and budget allocations. In very serious situations, clubs may be disbanded and/or individuals banned from participation.

Disciplinary actions taken by the Sport Club Coordinator may be appealed to the SCC Exec Board. A final course of action would be to appeal to the Director of Recreation & Well-Being. Possible violations of the Student Code of Conduct will be referred to the Dean of Students' Office. In addition to discipline levied by Recreation & Well-Being, clubs are also subject to disciplinary measures from the Dean of Students Office.

Examples of Possible Infractions

Examples of infractions include but are not limited to the following situations:

- Failure to submit required forms and documentation within the timeline established
 - a. Club members without their online Sport Club Waiver or Code of Conduct completed practicing or participating in club activities
 - b. Failure to submit monthly reports, inventory, etc.
- Failure to comply with or violation of travel policy guidelines
 - a. Not submitting individual travel forms 1 week prior to travel if using personal vehicles
 - b. Not submitting Gym Vehicle Request Form 1 week prior to trip
 - c. Failure to sign After Travel Form
 - d. Failure to bring back gym vehicle keys within 1 business day after arrival
- Unauthorized club travel by individual members or clubs as a whole
- **Any violation in regards to the Sport Club and Student Code of Conduct**
- **Engaging in any form of hazing.** Hazing is any action taken or situation created upon which initiation, admission into, or an affiliation with an organization is directly or indirectly conditioned and which produces physical discomfort, embarrassment, harassment, or ridicule, irrespective of the willingness of an individual to participate.
- Displaying conduct that is incompatible with the University's function as an educational institution and the purpose of the Sports Clubs program
 - a. This includes but is not limited to unsportsmanlike conduct towards officials or opponents; unacceptable verbal or physical abuse of Recreation & Well-Being staff; disruptive behavior on trips, etc.
 - b. If an incident as such takes place; the coach, club officers, or a club member must fill out an Incident Report Form and submit it to the Sport Club Coordinator within 24 hours of the incident if on campus or upon return back to campus.
 - c. Club officers should have Incident Report Forms available at club practices and functions in case of any altercations among club members, coach(es), or others involved.
- Misuse or misappropriation of club funding
- Allowing ineligible individuals to participate in club activities, including non-students
- **ANY ALCOHOL, TOBACCO, or CONTROLLED SUBSTANCE POSSESSION VIOLATIONS**
- Failing to send a club representative to 3 straight Sport Club Council meetings

Disciplinary Actions

For all infractions:

- The club will be immediately placed into suspended status
- A meeting with the club's officers and the Sport Club Coordinator will be scheduled if deemed necessary
- Input from appropriate administrators and staff members will be solicited when deemed appropriate

- The Sport Club Coordinator will determine the disciplinary action that will be taken
- The club is notified of the disciplinary action via email.

Possible disciplinary actions that may be taken include, but are not limited to:

- Probation
- Loss of travel privileges
- Club funds frozen for a designated period of time
- Loss of facility use
- Loss of NMT institutional funding
- Loss of Sport Club status and affiliation with the NMT Recreation & Well-Being Department

Appeal Process

The appeal process exists to ensure that all disciplinary actions taken against Sport Clubs are fair and equitable. The person to whom a disciplinary decision is appealed will review the previous decision and rule on its appropriateness given the infraction(s) committed. Sport Clubs who initiate a disciplinary appeal are advised that the person who hears the appeal, may at their discretion, levy a stiffer penalty than the disciplinary decision that is being appealed.

Appeals of disciplinary decisions involving decisions of the Sport Club Coordinator will be forwarded to the SCC Executive Board who will rule on the appeal after investigating the situation. Appeals of the SCC Exec Board decision may then be made to the Director of Recreation & Well-Being whose decision is final.

Filing an Appeal

All requests for appeals must follow the following procedures:

- Written notification from a club officer to the Sport Club Coordinator indicating the club's reason(s) for the appeal and any circumstances related to the situation that caused the infraction, must be submitted within five (5) working days
- The five-day period begins when the Sport Club Coordinator sends notification of disciplinary action to the club, an emailed memorandum to each of the club's officers
- The appeal will be forwarded to the appropriate entity and the club's officers will be notified in writing as to when and where they may present evidence supporting their appeal
- When a decision has been reached, the club's officers will be notified in writing

Officer And Membership Eligibility

Membership Eligibility

1. The eligibility requirements below represent the baseline eligibility requirements for sport club membership. All such guidelines must be detailed in each organization's Constitution.
2. The primary member of a sport club at New Mexico Tech is the full-time NMT student.
 - a. Part-time students may participate in Sport Clubs as long as they are eligible to participate per the eligibility requirements by the governing bodies that a Sport Club may compete under.
 - b. The Recreation & Well-Being Department may require part-time students to purchase a Gym Pass in order to be eligible to participate in the Sport Club's activities.

- c. Clubs may allow non-students to participate in their organization but the club roster must always consist of at least 80% full-time NMT students.
 - d. Individuals under the age of 18 who are not enrolled as a full-time student at NMT, must have written permission from their parents/legal guardian AND be approved by the Sport Club Coordinator.
3. NMT Recreation & Well-Being Department allows students on probationary status to participate in Sport Club activities. Those individuals on probation may not hold an office, cannot receive or otherwise manage or handle funds allocated to the team/club from university organizations, and may not be allowed to travel and play in certain situations.
 4. **ALL** club members must submit a completed online Sport Club Waiver AND Sport Club Code of Conduct. These forms must be on file prior to any individual participation in club activities. These forms are good from July 1st through June 30th of each year with new forms required at the start of each year. Any club that has members participating **without completing the Sport Club Waiver and Sport Club Code of Conduct** is subject to disciplinary action.
 5. All Sport Clubs must have a Constitution. Within the first semester following acceptance into the sport club program, a club will be required to adopt by membership vote a club constitution to establish bylaws aimed at smooth operation. Contact the sport club coordinator for assistance. Each Constitution must include a policy statement precluding discrimination on the basis of race, national origin, creed, religion, sex, age, disability, gender identity, sexual orientation, associational preference, or any other classification which would deprive the person of consideration as an individual.

Officers

University requirements for a student to be eligible for, elected to, appointed to, or hold office in any recognized student organization are:

- Enrolled as a full-time undergraduate or graduate student at NMT
- Students must have at least a 2.0 cumulative GPA
- Students must meet all other reasonable academic standards established by the student organization and included in the organization's constitution and/or bylaws.

Each club is required to elect officers for their individual club. The roles and responsibilities of officers are outlined below:

1. Officers will ensure the compliance of all team members of all the procedures outlined in this sport club manual.
2. Officers will be responsible for communication between the Sport Club Coordinator and the club members.
3. Officers will preside over club meetings.
4. Officers must attend or send a representative to ALL Sport Club Council meetings (see Calendar)
5. Officers will be responsible for submission of all forms required by the Sport Club Coordinator and Rec office.
6. Officers will oversee planning and organization of club functions.
7. Officers are responsible for club debts. Club officers listed on registration form must fulfill all financial obligations entered into on behalf of club members and shall be personally accountable for all club debts incurred. ***The University will not be liable for debts above and beyond the amount of the club's budget.***
8. Officers will be responsible for keeping an up-to-date club roster with the Recreation & Well-Being department. This includes contact phone numbers and e-mail addresses.

9. Officers are responsible for submitting monthly written reports to the Sport Club Coordinator, including:
 - Identification of significant changes, events, or developments within the club;
 - Current inventory of club equipment or assets;
 - Club activities, practices, events, or matches;
 - Membership attendance at club activities, practice, events, or matches.

Sports Club Council

The Sport Club Council (SCC) consists of three to five sports club members who are elected at the first sports club meeting in the fall semester. The SCC meets once a month or every other month September through May. Meetings involve, but are not limited to the following:

- Discussion of club activities;
- Sharing experiences relevant to effective operation of club affairs;
- Discussion of problems within individual clubs.

Each SCC member will field one vote in council business, such as the addition and removal of clubs from the Sport Club roster. Absence from two meetings in a row or multiple meetings during the course of a semester or academic year will result in a penalty equal to a minimum of 10% of annual budget.

Sport Club Advisors

Each club is required to select an advisor who is a full-time member of NMT faculty or staff. The roles and responsibilities of the advisor are described below:

1. The advisor is encouraged to work closely with the officers and offer input into the club's decision-making process; they should not assume an overwhelming leadership position within the organization.
2. The advisor lends their experience, judgement, knowledge, and assists the club members in the development of the club
3. The advisor helps maintain continuity in the club programming and provides knowledge of university policies and procedures
4. The advisor is encouraged to counsel club leaders and members in regards to individual and club issues

Sport Club Coaches

For a full description of the coach's role in Sport Clubs, please see the Sport Club Coordinator, Amanda Saenz.

Forming a New NMT Sport Club

Any group wishing to become a Sport Club under the jurisdiction of the Recreation & Well-Being department must apply and present to the Sport Club Council. As an active Sport Club, the group may receive many benefits, including access to funding, help with administrative duties such as promotion and scheduling, priority use of NMT recreation facilities, help with organizing competitions, and many others. It is understood when gaining Sport Club status, that all guidelines and/or policies established by the Recreation & Well-Being Department be followed.

CLUB STATUS, TIER SYSTEM, AND BUDGETING

Sports Club Status

Status Definitions and Requirements

All Sport Club organizations fall into either “Active”, “Suspended”, or “Provisional” status designations over the course of the academic year. Each status is defined below. Failure to maintain active status throughout the year can adversely affect a club’s tier system placement and budget allocation.

Active Status

1. All active clubs must submit all required paperwork by the established deadline for that semester ([see Sport Club Calendar](#)). Failure to do so will result in that club being placed in suspended status.
2. Officer updates, constitution updates, and other club changes often require acknowledgement by club officers. Failing to submit these approvals in a timely manner can cause a club to lose university recognition.
3. Clubs must maintain the minimum amount of active student members within their designated tier at all times to maintain affiliation with the Rec department and the Sport Club Council. The Rec department will consider exceptions to the minimum number of members required for club recognition on an ad hoc basis.
4. Only active Sport clubs may have a representative on the Sport club Council and clubs who miss 3 straight SCC meetings will be placed into suspended status.
5. Active clubs that have been found, through a disciplinary hearing, to be in violation of the rules and regulations governing the conduct of a Sport Club, may, at the discretion of the Sport Clubs Coordinator, be placed into **suspended** club status at any given time.

Suspended Status

1. A Sport Club in suspended status is **NOT** allowed to **compete, practice, or secure any kind of funding**. Any club that remains in suspended status for **two** consecutive semesters (not including summer semester) will lose its Sport Club status. In order to regain Sport Club status, the club has to reapply to the Sport Club Council as if they are a new club.

Provisional Status

1. A Sport Club new to the SCC is mandated to be in provisional status for their first year of existence. The club must show permanent viability during this time.

Tier System

The Recreation & Well-Being Department has developed the Sport Clubs Tier System in order to help advance the Sport Clubs program and develop a manner to fairly appropriate Recreation & Well-Being resources to individual Sport Clubs and will be implemented every fall semester. This section of the Sport Clubs Manual lays out the requirements needed for clubs to maintain or advance their tier placement. All tier requirements are based on a semester calendar year from July 1st through June 30th.

Tier System Requirements

- **Tier I**
 - Club must maintain active status over the course of the academic year
 - Minimum 12 active members. (***The Rec department will consider exceptions to the minimum number of members required for club recognition on an ad hoc basis.***)
 - Formal club practices at least 3 times per week (during competitive season)

- Must be a members of a sanctioned league or conference
 - Travel and competition:
 - Must compete against outside competition at least 4 times per semester; of those competitions, 1 must be a home competition.
 - Must collect membership dues. Each club can determine the membership amount
 - Must earn at least **19 points each semester** in the Sport Clubs' Points System to access Tier I level funding
- **Tier II**
 - Club must maintain active status over the course of the academic year
 - Minimum 10 active members. (*The Rec department will consider exceptions to the minimum number of members required for club recognition on an ad hoc basis.*)
 - Formal club practices at least once per week. Attendance must be recorded
 - Travel and competition:
 - Must compete against outside competition at least 1 time per semester
 - Must earn at least **14 points each semester** in the Sport Clubs' Points System to access Tier II level funding
- **Recreation Tier**
 - Club must maintain active status over the course of the academic year
 - Minimum 8 active members. (*The Rec department will consider exceptions to the minimum number of members required for club recognition on an ad hoc basis.*)
 - Formal club practices at least once per week. Attendance must be recorded
 - Travel and competition:
 - No minimum amount of club travel or outside competition
 - Must earn at least **9 points each semester** in the Sport Clubs' Points System to access Tier II level funding
- **Probationary Tier**
 - Clubs failing to meet tier requirements of the Recreational Tier
 - Clubs in their first year of membership within the SCC
 - Clubs in this tier have one year to meet Tier I, II or Recreational requirements.
 - Failure to meet requirements in one year results in the club being removed from the SCC

Definitions and Guidelines

Competition & Travel Requirements

- In order for an event to count as an official competition, at least 5 club members must compete (*The Rec department will consider exceptions to the minimum number of members required for competition on an ad hoc basis*). An exception will be made if the event is a regional or national tournament where fewer than 5 members may qualify. In that case, qualifying for the national event will count as a competition. 50% of club competitions are required to be against collegiate opponents.
- The time frame considered for travel and competition requirements is from the beginning of the fall academic semester through June 30th.

Tier Benefits

There are some benefits to being listed in a higher tier, however all clubs should operate their club at a level which most accurately matches their club's usual activity. Clubs in higher tiers take precedence in facility and field usage, event scheduling, and budgeting process.

Tier System Evaluations

In April of each year, a complete evaluation by the Sport Club Exec Board and Sport Club Coordinator will take place based on the performance of each club over the course of that academic year. These evaluations will be used to determine each club's tier placement for the next academic year.

Changing Tiers

Sport Clubs wishing to move up in tier-status must submit a written proposal to do so by the Friday at the end of the first week of Spring semester classes. Clubs may only move up one tier per academic year; however clubs may be moved down more than one tier per year if deemed necessary. In order to advance in the tier system, a club's year-end evaluation must show they have met all the requirements of the tier they are eligible to advance into. Likewise, if a club's year-end evaluation reveals that the specifications of their current tier have not been met or the club failed to maintain active status over the course of the academic year, said club will be placed in the tier deemed appropriate to the level at which the club is currently operating.

Tier System Placement Appeals

Sport Clubs may appeal their tier classification through a written document from the club to the SCC Exec Board. The appeal must include specific information and evidence supporting the club's argument of which tier the club believes it should have been placed into. The Exec Board will evaluate the appeal and make a recommendation to the Sport Clubs Coordinator who will make the final determination on tier system placement.

Sport Clubs' Budgeting Process

Individual Club Funding

The Recreation & Well-Being Department commits funding specific to Sport Clubs each academic semester. The general process to receive funding is as follows, however minor adjustments are made each year based on new criteria or policies regarding allocations:

- 1) The Budget and Analysis office informs the Director of Recreation & Well-Being the amount of Sports Activity Student Fee Carry Forward that is in the Sport Club account from the previous year. This amount changes from year-to-year.
- 2) All Sport Clubs wishing to receive funding for the fall and spring academic year must submit a completed Club Registration Packet on or before the date required by the Sport Club Coordinator ([see Sport Club Calendar](#)). A complete Sport Club Registration Packet includes the following forms:

- ❖ Sport Club Registration Form **(this is an online form)**
- ❖ Sport Club Budget Request **(Each club MUST use the template provided. This is an online worksheet)**
- ❖ Sport Club Advisor Contract **(online document)**
- ❖ Sport Club Membership Roster
- ❖ **Sport Club Waiver (this is an online form and EACH SPORT CLUB MEMBER MUST SUBMIT ONE)**

❖ **Sport Club Code of Conduct (this is an online form and EACH SPORT CLUB MEMBER MUST SUBMIT ONE)**

- 3) All registration packets are reviewed by the Sport Clubs Coordinator and Director which can take up to 1 week. Tier classifications limit the amount for club requests. Below are the set guidelines:
 - a. **Tier I – up to 35% of projected expenses (maximum request \$6,000)**
 - b. **Tier II – up to 30% of projected expenses (maximum request \$3,000)**
 - c. **Recreational Tier – up to 25% of projected expenses (maximum request \$1,000)**
 - d. **Probationary Tier – funding request vary based on club and vote by the SCC as a whole**
- 4) During the review process, clubs may be questioned on any details of their proposed budgets via email by the Sport Club Coordinator.
- 5) Within 1 week of registration packet deadline when the budgets are finalized, the Sport Club Coordinator will schedule a meeting with each sport club treasurer to discuss the semester allocation.

Sport Clubs' Allocations Points System

Overview of point System

Throughout the semester calendar year (July 1st – June 30th) clubs earn points for staying in compliance with various policies stated in this manual. Clubs also earn points for other items which Sport Club Coordinator and the SCC Exec Board deem important to a successful and vibrant Sport Clubs community.

Point Categories

- Sport Club Meeting Attendance (see Sport Club Calendar for meeting dates)
 - 1 point for each meeting attended
- Travel
 - .5 points for the Travel Authorization Form at least 2 weeks in advance of departure
 - .5 points for the Approved Travel Form at least 1 week in advance of departure
- Event Authorization or Semester Schedule
 - 1 point for each home event entered into the system at least 5 days before it takes place (must be 30 days before the event if it involves youth under 18)
 - Maximum of 4 points in this category per semester
- Semester Meetings with Sport Club Coordinator
 - Clubs are to schedule a meeting with officers and the Coordinator to discuss club activities at least twice each fall and spring semester (1 point for each meeting – 3 point maximum per semester)
- Sport Clubs Showcase/Fair
 - 1 point for attending the Sport Clubs Fair in the fall and spring (1 point for each fair)
- Summer Orientation Club Fair Attendance
 - .5 points each for attending Admissions Department Orientation Club Fair (June, July & August)
- Club Meeting Minutes
 - 1 point for each copy of club meeting minutes/agenda submitted to Coordinator (2 maximum per semester)
- Semester Inventory Reports

- 1 point for submitting Inventory list each fall and spring semester (due on the Friday of Finals Week)
- Community Service
 - 1 point for each community service activity participated in by the club (25% of members must participate in one volunteer opportunity throughout the semester); Community Service Form must be submitted to Sport Club Coordinator
 - Maximum of 3 points in this category per semester
- Fundraising Activity
 - 1 point for each fundraising activity conducted by the club
- Attendance at other Clubs' events
 - 1 point for attending and supporting another Sport Club OR SGA club (at least 25% of club members must attend); form and photo of members at the event must be submitted to Coordinator
 - Maximum of 2 points per semester in this category
- Submitting club pictures to Coordinator
 - 1 point for submitting at least 5 club pictures from activities throughout each semester (1 point for each semester)

FACILITY USAGE AND EQUIPMENT

Sport Clubs are among many groups in need of space. In order to best accommodate the needs of all groups in a fair and appropriate manner, the following guidelines have been established:

Facility Scheduling Guidelines

1. The Sport Club Coordinator will attempt to find suitable space and time for the Sport Club practices and events if requested. Sport Clubs are usually given a greatly-reduced (free) rate to use the Recreation facilities for their activities. If additional staffing (student supervisors, custodians, etc.) is needed, the club may be charged for those expenses.
2. Critical consideration of Sport Club facility requests will be determined based on:
 - a. Tier System Placement
 - b. Club is currently in its competitive season
 - c. Club is in good standing with the Recreation & Well-Being department
3. Facility requests for practices are due at the date listed on the Sport Club Calendar.
4. Sport Clubs hosting games, matches, tournaments, or any other special events need to submit an "[Event Authorization Form](#)" for each individual event. This form can be found on the NMT Activity & Special Event website. This form should be submitted at least 10 days before an event. The request will be reviewed by the Sport Club Coordinator and Director. The club will then be notified if it has been approved. If waivers are needed for the opposing clubs to sign, the Sport Club Coordinator will provide them. Clubs should refrain from committing to hosting games/ matches/tournaments until they have received confirmation from the Sport Clubs Coordinator or Director that their facility reservation has been approved.
5. A Sport Club that plans to have youth (under 18) participating in an event or competition must submit an "Event Authorization Form" at least 30 days ahead of time. Different procedures may be required which can take more time to approve.
6. If your club is hosting an event in a Recreation & Well-Being facility where non-students/non-pass holders will be in attendance, you must notify the Sport Club Coordinator as far in advance as possible to determine the feasibility.

Competitive Schedule

A requirement of clubs in Tier I and II of the Sport Clubs Tier System is competition against teams or individuals outside of New Mexico Tech. Sport Clubs competing against outside competition will be given scheduling priority in Recreation facilities over clubs holding practice or competing internally. A competition schedule FROM TIER I ONLY should be submitted to the Sport Clubs Coordinator by August 16th for the fall semester and January 16th for the spring semester. Tier II must submit game/match itinerary at least 2 weeks in advance.

Storage

The Recreation & Well-Being Department has limited storage for Sport Clubs. For clubs with limited equipment/gear, the Rec Department may be able to offer up to 4 lockers in one of the locker rooms as a courtesy and to help clubs avoid storing equipment in their own dwellings. Talk to the Sport Club Coordinator for more information on lockers as storage units for club equipment/gear. If club equipment is being stored in a private dwelling during the academic school year, all equipment **MUST** be returned **after finals week in May**.

- **Inspections**: Monthly inspections of current sport clubs storage units (soccer shed, rugby shed, volleyball closet, etc.) will be conducted by a Rec staff member. If the storage area is found chaotic, cluttered, dirty, etc., the club will be subjected to a fine.

FINANCIAL MANAGEMENT AND REPORTING

Good financial reporting is essential to the success of any club or organization. Sport Clubs should rely heavily upon the Sport Club Coordinator to help with purchases, club budgeting, and staying in good standing with the university as far as fiscal management goes. It is recommended that all clubs, especially competitive clubs, review their budgets on a monthly basis in the Recreation & Well-Being main office.

Funding Sources

Recreation & Well-Being Funding

Regular allocations for Sport Clubs take place once in the fall semester and once in the spring semester (see Sport Club Calendar for deadlines).

Student Government Association (SGA) Senate Bill

At any time, any Sport Club may contact a SGA Senator for assistance in writing a bill to use for getting some extra funds for the club. The SGA meet bi-weekly to discuss bills submitted by student clubs. Check the SGA website for meeting dates.

SGA Event Grant

A Sport Club can apply for a SGA Event Grant for on campus events only. Each club can be awarded up to \$300.00. The event must be catered to students.

Fundraising

It is encouraged that each club conduct fundraisers throughout the year to augment their activities. Careful planning must go into such events to ensure a significant financial return for the time and effort devoted. It is important to check with the Sport Club Coordinator before conducting a fundraiser to ensure compliance with university protocol. **Funds generated through these activities must be deposited into the club's account at the Recreation & Well-Being Office within TWO BUSINESS DAYS of their procurement.**

Community Service

Throughout the year, the Rec department will announce opportunities for Sport Clubs to raise more funds by volunteering at various events in Socorro such as Bosque Clean-up, APAS Yard Sale, and PAS Art's Party, to name a few. The Rec department will give \$13/hour/member. See point system on page 13.

Campus Department Fund Solicitation

With the Rec department and individual Sport Club fundraising strategies, each Sport Club should have enough funding to operate during the school year. If a Sport Club cannot raise enough funds for a trip that was not planned for at the beginning of the semester, Sport Clubs can request additional funds through the Dean of Students Office, the President's Office or the office of the Vice President of Research and Economic Development.

Depositing Money into an Account

All club deposits must go through the Recreation & Well-Being Department. No outside banking accounts should be held for club activities.

Accessing Money from Accounts

Club funds can be used to purchase equipment, defer travel costs, etc. University purchasing policies must be followed when using university funds (NO PERSONAL REIMBURSEMENTS OVER \$100.00, only so much towards travel, no food on travel, etc.). Privately solicited club funds (dues, fundraising, etc.) can be used to purchase items at the club's discretion.

TRAVEL GUIDELINES, POLICIES, AND PROCEDURES

1. No member of a recognized club in good standing will be authorized to travel as a representative of a club unless the Travel Authorization Request Form AND Approved Travel Forms are submitted.
2. Repeated unauthorized travel may result in the club being placed on suspended status (no further travel).
3. Club members who utilize their personal vehicle for club travel are responsible for their vehicle and any persons that may be riding in the vehicle in the case of an accident.

Prior to Travel

The following items must be **COMPLETED** prior to travel:

1. Travel Authorization Request

Clubs must submit an email request **2 weeks prior to departure** to the Sports Club Coordinator. When the Trip Request has been approved, clubs must follow these next steps:

- ***Itinerary***
 - A travel itinerary is required and detailed information about each day of the travel should be indicated.
 - Arrival and departure times are key pieces of information.
- ***Travel Roster***
 - All travelers need to be listed; this includes first and last name as well as student 900#.

2. Vehicle Usage

- **Personal Vehicle**
 - Once the club trip has been approved, drivers granted gas reimbursement privileges by the club treasurer or other officer must complete a "[NMT Electronic Travel Request and Reimbursement form](#)" **2 weeks prior to departure**. Reimbursement of club members traveling in private vehicles is by approval of club treasurer or another officer within parameters of the club's budget balance.
 - Proof of insurance commensurate with New Mexico State Motor Vehicle requirements. Such proof of insurance must be submitted to the Sport Club Coordinator **1 week prior to departure**.
- **Department Vehicle**
 - There must be two (2) qualified Defensive Driving Course drivers per vehicle. Securing qualified drivers is the responsibility of clubs.
 - Once the club trip has been approved, a **Recreation Vehicle Reservation form** must be submitted ASAP to ensure reservation.
 - Tier I Sport Clubs get first priority when reserving a department vehicle. Tier II and Recreation Tier are on a first come, first served basis.
 - Sport Clubs pay \$.50/mile plus gas when renting PR vehicles. Each PR vehicle has a gas card.
 - Keys must be returned no later than noon the next business day following return.
 - Vans must be returned clean to avoid a cleaning charge.
 - Failure to return Department vehicles as noted herein will result in an additional \$50.00 fee charged to the club account for each day.
 - Each Rec vehicle is equipped with a tool kit, found beneath the seat.
- **Defensive Driving Course (DDC)**
 - Any sport club member who will be driving a NMT state vehicle is required to take this course.
 - In order to take the DDC **AND** drive a state vehicle, the sport club member must possess a current valid New Mexico driver's license.
 - DDC Forms are located in the Rec office. DDC fee per sport club member is \$72.00 (this fee should come out of the sport club approved budget).
 - Once the DDC form is filled out and signed by the Rec office, the form must be delivered to [EMRTC Visitor Control Station](#).

During Travel

1. Driving Guidelines

- If there is an accident while traveling, the Director of Recreation & Well-Being must be notified immediately. All relevant contact information can be found in the glove box of the vehicle.
- A NMT Vehicle Accident Form **MUST** be filled out immediately, especially if there is property damage, bodily injury, or the authorized driver possibly is at fault.
- The authorized driver shall provide a copy of the police accident report to and NMT Vehicle Accident Form to the Rec & Well-Being office and Human Resources department upon return.
- There is to be no travel from 1:00am – 5:00am. Also, travel at night should be avoided whenever possible.
- All drivers on a trip must limit their driving shifts to 4 hours, which is to be followed by at least a 2-hour period of not driving. During all driving shifts, a passenger should be awake and seated in the passenger seat next to the driver

to ensure the driver remains alert. All drivers should be well-rested before embarking on the trip.

- Neither driver shall have consumed any alcohol or narcotics previous to driving.
- No alcoholic beverages or narcotics are allowed in vehicles at any time.
- The driver must not operate a cell phone while the vehicle is in motion unless using a hands-free device.
- Speed shall not exceed 70 mph at any time. Gravitational instability has been shown to increase with a greater number of occupants.
- Check tire pressure before beginning a trip or when refueling.
- Capacity of the vans is limited to 11. Campus groups should be aware that in recent years, numerous incidents of rollovers involving the type of vans the Rec Department rents have been reported in the U.S. *Department vans do not handle the same as a passenger car.*

RISK MANAGEMENT

Members in the Sport Clubs Program assume an element of risk. In order to guard against the negative consequences often associated with risk, the following procedures and guidelines have been implemented into the Sport Clubs Program.

Documentation

- **Injury Report** - Club officers should have a minimum of four (4) **Injury Report Forms** available at all Sport Club activities. This form is to be used for any injury that occurs in a Sport Club event that you determine is serious enough that the injured person should seek further medical attention (even though injured person may not). If the injury “could” have been serious but the participant “got lucky”, please fill out an Injury Report Form anyway and check the “near miss” box. It is recommended to keep these forms in your first aid kits for easy accessibility at all events. These forms will be filled out for any Sport Club member, coach, advisor or visiting team involved in a Sport Clubs event that has an injury. **Please note**, if you open your first aid kit, you should provide documentation as to what happened. The exceptions: regular athletic tapings (i.e. daily ankle wrap) and blister treatment. All forms must be submitted to the Sport Club Coordinator within 24 hours of returning to campus or within 24 hours of the injury if on campus.

Proactive Procedures

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

- Club officers, coaches, and instructors should review the risks inherent in their sport with the members and emphasize safety at all times.
- Develop and review emergency procedures with members whenever relevant, for example when new members are present.
- Inspect facilities and equipment prior to each practice, game, or event. Report unsafe conditions to the physical recreation office immediately, or if at an off-campus venue,
- Report the problem to the proper managing authority.
- Identify club members who have First Aid and/or CPR training.
- Non-student/faculty/staff club members must provide proof of insurance and sign a sport club waiver.

Sport Clubs Emergency Action Plan

Our goal is to **BE PROACTIVE, NOT REACTIVE!** The Sport Club members and coaches need to take every precaution to prevent accidents and injuries, however accidents do happen. In the event of an Emergency at a Sport Club event, the Sport Club will take the following steps:

Action Plan Roles

1. **Initial Responder** - renders immediate first aid and controls situation. This is the individual on the team who has the highest level of medical training.
 - Emergencies are often charged with emotion and confusion. Someone needs to take charge. This person needs to be competent and have a sound knowledge of CPR & First Aid. The “Person in Charge” should display confidence to keep others calm and collected.
2. **Call Person** - is the individual appointed by the initial responder to call Campus Police or 911 (dependent on location of the Sport Club event)
3. **Sport Club Officer or designee in absence** - will aid in crowd control and provide a completed injury report to the Sport Clubs Coordinator within 24 hours of returning to campus or within 24 hours of the injury if on campus.

During a Sport Club Event

Life Threatening Medical Emergency

1. In the event of a medical emergency or injury, the **Initial Responder** will give immediate first aid while assigning a **Call Person**. Do not move a seriously injured person unless there is a life-threatening situation. (For on-campus emergencies our campus police response time is minimal. For off campus events the response time may be a little longer but remember, it is in your best interest to wait for a higher standard of care so the patient is only moved one time.)
2. When instructed by the **Initial Responder**, if on-campus the **Call Person** will contact Campus Police by dialing 0 from any University phone or 835-5434 from a cell phone. If the incident occurs off-campus, please call 911 for dispatch. While on the phone, give your name, location, telephone number and as much information as possible regarding the nature of the illness or injury, whether the victim is conscious, etc. Police Services will automatically have an ambulance respond along with their response, to ensure timeliness. Do not hang up the phone until all information is rendered.

Activation of Emergency Personnel Example:

“Hello my name is ____, I am a/an ____ (state title, supervisor, coach, etc.) at NMT”

“I have an injured athlete. He/She/They is/are ____ (state of injured, unconscious, breathing vs. not, bleeding, broken bone, etc.)”

“I need an ambulance sent to the Athletic Field which is located on the Southeast corner of Leroy Pl and Neel Ave. A first responder will wave the ambulance to correct location.”

“My phone number is _____”

Makes sure to hang up last.

3. The **Call Person** is also responsible for meeting Police Services to direct them to the emergency.
4. **Sport Club Officers or Designee** is to aid the **Initial Responder** in what is needed. (i.e. patient care and crowd control)
5. A **Sport Club Officer** will call the Sport Club Coordinator (SCC) at 575-418-0819 as soon as possible. If a voice message is received please leave a detailed message including: the name(s) of injured participant(s) and a number, description of the incident, what hospital the participant will be located in and a phone number where you can be reached.
6. A **Sport Club Officer** is to complete an Injury Report Form and submit it to the SCC within 24 hours of returning to campus or within 24 hours of the incident if on campus.

Non-Life Threatening Moderately Serious Injuries

1. If the injury is not life threatening but the injured party cannot walk (i.e. an ankle or knee injury, suspected broken bones), the **Initial Responder** will give immediate first aid while assigning a **Call Person**.
2. If on-campus, the call person will dial 835-5434, allowing Campus Police to determine whether Emergency Medical Services (EMS) should be activated or not. The **Initial Responder** should continue first aid until Campus Police arrives. Campus Police will help arrange transportation to hospital if necessary.
3. If off-campus, be sure to recommend the injured party seek further medical attention, and coordinate transportation.
4. A **Sport Club Officer** is to complete an Injury Report Form and submit it to the SCC within 24 hours of returning to campus or within 24 hours of the incident if on campus.

Non-Life Threatening Less Serious Injuries

1. If the injury is not life threatening and the injured party can walk on their own, the **Initial Responder** will give immediate first aid.
2. If, in the opinion of the **Initial Responder**, the injured person should seek further medical attention (even though the injured person may not), an Injury Report Form must be completed and submitted to the Sport Club Coordinator.
3. If the **Initial Responder** determines that the injury is not serious enough to warrant further medical attention, it still must be logged on the Injury Report Form and check the "Near Miss" box.

Note: If the injured party refuses assistance or transportation to medical help, be sure to note this on the Incident Report Form. The injured person must sign the form indicating their release of liability.

During Travel To and From a Sport Club Event

Life Threatening Medical Emergency

1. In the event of a medical emergency or injury during travel, the **Initial Responder** will give immediate first aid while assigning a **Call Person**. Do not move a seriously injured person unless there is a life-threatening situation.
2. When instructed by the **Initial Responder**, the **Call Person** will contact Emergency Medical Services (EMS) 911. While on the phone, give your name, location, telephone number and as much information as possible regarding the nature of the illness or injury, whether the victim is conscious, etc. Do not hang up the phone until all information is rendered.

3. The **Call Person** is also responsible for watching for EMS to arrive and direct them to the emergency.
4. **Sport Club Officers or Designee** is to aid the **Initial Responder** in what is needed. (i.e. patient care and crowd control).
5. A **Sport Club Officer** will call the SCC at 575-418-0819 as soon as possible. If a voice message is received please leave a detailed message including: description of the incident, the name(s) of injured participant(s) and a number, what hospital they will be located and a phone number where you can be reached.
6. A **Sport Club Officer** is to complete an Injury Report Form and submit it to the Sport Club Coordinator within 24 hours of returning to campus or within 24 hours of the injury if on campus.

Non-Life Threatening Injuries

1. If an injury that is not life threatening occurs during travel, the **initial responder** will give immediate first aid while assigning a **call person** if further medical attention is needed.
2. When instructed by the **initial responder** the call person will contact EMS 911. The initial responder should continue first aid until EMS arrives.
3. Recommend the injured party seek further medical attention, and coordinate transportation upon arrival to campus.
4. A **Sport Club Officer** is to complete an Injury Report Form and submit it to the Sport Club Coordinator within 24 hours of returning to campus or within 24 hours of the incident if on campus

First Aid Protocol

Each Sport Club is responsible for securing and maintaining a first aid kit and it must be present during all Sport Club events. All Sport Club events taking place in the Gym do not need first aid kits. The Recreation & Well-Being Student Office provides on-site emergency supplies. Please be aware that the Recreation & Well-Being Student Office will not provide tape, bandages, etc. if it is not an emergency. Each Sport Club will provide items that are used on a regular basis.

Each year, Sport Clubs are required to submit an inventory of what is included in their First Aid Kits.

First Aid Procedures

1. Gloves must be worn when dealing with any injury where blood and or body fluids are present.
2. If you experience direct contact with another person's body fluids, wash immediately and report the incident to the Sport Club Coordinator as soon as possible.
3. Report all injuries and incidents on the Incident Report Form and hand in to the Sport Club Coordinator within 24 hours of returning to campus or within 24 hours of the incident if on campus.
4. When completing an Injury Report, always fill out completely and in pen, as these are legal documents.
5. For insect bites and stings, inquire if the victim is allergic. For first time victims, keep them under observation for a minimum of 10 minutes and observe for any allergic reactions. If they do show signs of being allergic, call 911 immediately.

Blood Borne Pathogens

As a member of a Sport Club, it is possible that you may be exposed to blood borne pathogens while participating in a Sport Club event. Examples of some life threatening pathogens are HIV

and hepatitis. Blood borne pathogens can be transmitted in a variety of ways through body fluids: blood, urine, vomit and feces.

“Universal Precautions” are procedures for infection control that TREATS body fluids as if they are capable of transmitting blood borne diseases. You need to be aware of the situations in which you can be infected by blood borne pathogens while treating a fellow member for first aid or just cleaning up after an injury or illness. Be sure to use a barrier before coming in contact with any body fluids. The use of latex gloves and pocket masks are essential items to protect yourself when providing care. Also, be aware of body fluid spills on floors, decks, cement and even grass areas. Be sure to use a biohazard kit when dealing with spilled fluids. After performing first aid with the presence of biohazards, be sure to place all infected material (including gloves, towels, etc.) in a biohazard bag and turn in to the Student Health Center biohazard waste container located in Fidel Center as soon as possible. Immediately wash hands and exposed areas thoroughly with soap and water, even if you used gloves.

All injuries resulting in blood exposure during a practice, instruction or competition must be treated immediately to minimize exposure to others.

Biohazards

In the event of a fecal, blood, or vomit contamination, the following procedures must be followed:

- Clear and close the effected immediate area.
- Notify a Sport Club officer.
- With gloves, remove the feces, blood, fluid or vomit and place in a sealed (tied off) biohazard bag. Dispose of bag in designated area (located in Student Health Center) as soon as possible, not in to a regular trashcan.
- Clean up the affected area with bleach and water solution or call Facilities Management Custodial Services.
- Any persons exposed to a biohazard should remove any contaminated clothing and wash thoroughly as soon as possible.

Concussion Management Plan

It is required that all Sport Clubs officers and their members review and comply with the Concussion Awareness and Protocol links provided in the highlighted areas below.

Evaluation

- Any athlete experiencing [symptoms](#) should report to their Coach (if applicable), club official, club officers, and/or the Recreation & Well-Being staff as soon as possible.
- Any athlete exhibiting [signs, symptoms, or behaviors](#) consistent with concussion shall be removed from athletic activities by a coach (if applicable) and/or Club Official and evaluated by a medical professional trained in concussion management (i.e. properly trained athletic trainer, physician, school nurse, etc.) as soon as possible.
- A [CRT5 assessment](#) will be performed by a coach, official, or club officer when there are no medical professionals available at the time of injury for athletes exhibiting signs, symptoms or behaviors consistent with concussion. When an appropriate athletic trainer or medical professional is on site, they will use the [SCAT5 assessment](#).
- All athletes should be evaluated by a physician or the school nurse who is trained in concussion management ASAP.

Return to Play Criteria

- No concussed athlete will return to play on the same day the injury occurred, and for either:
 - a minimum of one (1) week thereafter OR
 - signed clearance by a medical professional that the athlete is asymptomatic, whichever is longer.
- No athlete will participate in any athletic activity (i.e. training, practice, play) while symptomatic.
- Once a concussed athlete has received written clearance from a medical professional that the athlete is asymptomatic, the athlete will complete a [Graduated Return to Play Protocol](#). Upon successful completion of the GRTP, the athlete may return to play.

PUBLICITY AND PROMOTIONS

Publicity and Advertising Overview

Campus publicity is available through a variety of resources. Publicity is often free, but there may be advertising costs associated with a few of the resource areas. Most of the resource areas target the student population of NMT. You should always update the Sport Clubs Coordinator with upcoming events, news, and results in regards to your club. This is a great way for the Recreation & Well-Being Department to get the word out about our many great sport clubs.

NMT Digital Signage

- **Career Services** displays digital signage on two TV's in Fidel Center (in Atrium & second floor).
 - Slide/image requirements: PowerPoint ONLY
 - Slides/images need to fit a 4:3 aspect ratio for best viewing
- **Macey Center monitor** – information on how to advertise on the Macey Center monitor will be available soon.

Sport Clubs interested should email the Sport Clubs Coordinator. Emails should include:

- Contact name
- Name of the event and organization
- Date to start the slide
- Date to remove the slide
- Attached artwork (slide/document ready to go)

Please keep in mind that there are many university guidelines and procedures concerning advertising and publicizing student club events in general. All Sport Club promotional materials (flyers, poster, etc.) must be approved by the Sport Clubs Coordinator prior to distribution.

NMT Sport Clubs' Websites

The Recreation & Well-Being has a generic website displaying our facilities and programs. It is highly recommended that each Sport Club create their own website so the department can share the link on our site. This is the first point-of-contact for many individuals who are seeking out your club.

Sport Clubs Fair

All Sport Clubs are encouraged to participate in this fair as a way to market their club to their fellow students. There is a club fair that takes place in the Atrium of Fidel Center OR outside on campus in the beginning of the fall and spring semesters. Please see the Sport Club Calendar for Sport Club fair dates.

NMT Paydirt

Paydirt is New Mexico Tech's very own student newspaper under the auspices of the Student Government Association (SGA). Paydirt releases one or two newspaper editions a month. This is a great way to advertise what your club is all about, when you practice and/or upcoming club events. The Paydirt office is located in Fidel Center across from the bookstore or you can email paydirtnmt@gmail.com.

Promotional and Retail Item Overview

Many clubs create and design t-shirts, uniforms, and other promotional items to promote and publicize their club. New Mexico Tech has specific policies, procedures and guidelines any time materials are printed or created that include the NMT and our mountain or any other trademarked or registered NMT mark. Contact the NMT Communication & Marketing office (575-835-5091) **BEFORE** ordering any materials. Clubs that fail to do so will be fined accordingly.