

**NAAU**®

**S P O R T C L U B S**

**OFFICER HANDBOOK**

**2017-2018**

## TABLE OF CONTENTS

### Table of Contents

ORGANIZATION & STRUCTURE .....	2
PARTICIPATION REQUIREMENTS .....	8
LEADERSHIP.....	10
FINANCIAL MANAGEMENT .....	12
SUPPORT SERVICES .....	13
FACILITIES.....	16
TRAVEL .....	22
OTHER INFORMATION .....	24

## ORGANIZATION & STRUCTURE

### Introduction

Welcome to the Sport Clubs program at Northern Arizona University (NAU). Sport Clubs offers a unique blend of team and individual sports, which may be classified as instructional, recreational, competitive, or any combination of the three. Clubs are designed to be open and accept all skill levels to individuals who are interested in exploring a new sport or continuing their careers in a particular sport.

This handbook has been developed as a resource for all Sport Club affiliates, as it outlines the policies and procedures of Northern Arizona University and the Campus Recreation department to ensure the successful operation of each club. Club leaders are strongly encouraged to become familiar with the material herein.

### Mission of the Program

Sport Clubs provides support to registered student organizations that are athletic based and provide services to the university community, which enhance personal development through participation and leadership opportunities. Our program encourages lifelong health, and facilitates community engagement.

### Sport Clubs Administration

Sport Clubs are part of the department of Campus Recreation at NAU and have one full-time staff member dedicated to oversee the program, who facilitates collaboration with other

Campus Recreation staff to help direct club operations. For a list of current professional staff, [use this link](#).

Sport Clubs Administration also provides support through part-time student staff who supervise on-campus practices and competitions by providing general first aid care, and enforcement of policies and procedures. Off-campus clubs may request the services of a sport club supervisor by e-mailing Sport Clubs Administration ([SportClubs@nau.edu](mailto:SportClubs@nau.edu)) with details of the event and a description of support needed to determine if needs can be met.

### ***Communicating with Sport Clubs Administration***

Officers may contact the Sport Clubs Administration via email at any time ([SportClubs@nau.edu](mailto:SportClubs@nau.edu)). A response will typically be made within 24-48 hours during regular business days, Monday-Friday (except for university holidays).

Phone calls may be made between the hours of 8am-5pm Monday through Friday by calling 928-523-0567. If no one is able to take your call, leave a message and a response will be made as soon as possible. If you do not receive a response within 24-48 hours during business days, a follow up email is strongly encouraged.

### ***Scheduling Meetings***

Sport Clubs Administration is available to meet with officers during the fall and spring semesters by sending a request via email or phone to confirm an open date and time. Drop-in meetings are unfortunately not accepted.

## **Sport Club Sponsorship**

Registered Student Organizations who meet the following criteria MUST be classified a Sport Club:

- Consist of a sport component
- Competitive in nature
- Physically active
- Ability to compete against similar groups at other institutions
- Abide by rules set forth by a governing body for that particular activity

If a student organization meets the above criteria and chooses not to be classified as a Sport Club, they will not be recognized as a registered student organization at Northern Arizona University. No organization shall be duplicated as a student organization if a sport club is already offered for that activity.

## **Student Organization Manual**

Sport Clubs are primarily Registered Student Organizations, and therefore must read through and become familiar with the [Student Organization Handbook](#) through the Office of Student

Life [web page](#) to become familiar with policies and procedures not outlined in this handbook as it contains important information not listed in this document. Negligence is not an excuse!

## NAU Student Handbook

All officers, members, and affiliates must read through and become familiar with NAU's [Student Handbook](#) explains policies and procedures for membership requirements, maintaining status as a student organization, and privileges of being a registered student organization.

## Starting a New Sport Club

If a Sport Club is not currently offered at Northern Arizona University, students may start their own by following the steps below:

1. Confirm there are no existing sport clubs/student organizations that offer the same activity you are pursuing.
2. Send an email to Sport Clubs Administration expressing your interest ([SportClubs@nau.edu](mailto:SportClubs@nau.edu))
3. Meet with the Sport Clubs Administration to discuss program expansion.
4. [Register](#) as a new student organization through the Office of Student Life once it is determined that the club meets the requirements to receive support as a Sport Club.

## Enrollment/Eligibility Verification Forms

Sport Clubs who are members of a governing body, conference, league, etc. who requires enrollment/eligibility to be verified for participants must complete these forms with all information and collect signatures from club members. These forms may be submitted directly to the [Student Service Center](#) for review.

Sport Clubs Administration will receive a scanned copy of these forms to verify that all listed members are registered with their club before approval can be made. Upon completion, the club representative will be contacted for pick-up at the location where the form was dropped off.

Sport Club Officers are advised to submit forms at least three business days before they are due as it typically takes 48 hours to verify. Expedited submissions will not be made due to a lack of poor planning or misunderstanding.

CCC to NAU students must have separate enrollment verification forms completed by the Coconino Community College Registrar as the NAU Registrar is unable to verify their enrollment.

## Sport Clubs Tier System

The Sport Clubs Tier System is used to assist Sport Clubs Administration with managing a dynamic Sport Clubs program, as well as to establish accountability and clear expectations. The system also defines the benefits and funding each club will receive as part of a particular tier.

The Tier System consists of five (5) different tier levels, all of which range in criteria and responsibilities for clubs to fulfill. Tiers are self-selected by Sport Clubs as the system is not meant to designate which clubs are more or less important.

Higher tiers result in more funding and higher program priority, but all clubs shall be treated equally. The five tiers are Club Varsity, Competitive I, Competitive II, Recreational, and Conditional/Probationary.

Applications for the following year must be submitted by sport clubs near the end of each spring semester by the given deadline so that final tier placements may be decided and communicated.

Sport Clubs must have met all requirements in the previous fall and current spring semester in order to be placed in their selected tier. If requirements are not met for the selected tier, the club will then be dropped to the next lowest tier, or the tier that best meets their met requirements. Sport Clubs who fail to submit an application by the deadline will automatically be placed in the Probationary tier for the following academic year.

For a complete overview on the tier system and current standings, use [this link](#).

## Discipline Policy (Strikes)

In conjunction with the Tier System, the Discipline Policy is used to increase accountability among club officers. Certain actions or inactions made by a club will result in strikes, which count towards reducing the total amount of funding a club will receive for the following academic year.

One (1) strike will be issued for each annual requirement outlined in the tier system that is missed by a club.

### ***Strike Scale***

Sport Clubs who receive strikes will lose allocation money from the Sport Clubs Fund for the following academic year and risk dropping down to the Conditional Tier (no funding). The following scale breaks down penalties issued:

- 5-9 strikes = 10% of total funding deducted
- 10-14 strikes = 20% of total funding deducted
- 15-19 strikes = 30% of total funding deducted

- 20+ strikes = Club moves to Conditional Tier for the remainder of current and next academic year

### ***Other Discipline***

Behaviors beyond what is listed on the tier system overview will be investigated by Sport Clubs administration and given sanctions or issued strikes, if needed. Behaviors that break the Student Code of Conduct will be reported to the Office of Student Life, who may choose to investigate and discipline separately from Sport Clubs Administration. The behaviors below will be assessed on a case-by-case basis and may be issued strikes. This list is not all-inclusive:

- Hazing
- Discrimination
- Alcohol/drug use associated with a Sport Club function
- Destruction of public or private property associated with a Sport Club function
- Failure to comply with the Student and Sport Clubs Code of Conduct

Clubs who are believed to have taken part in hazing or discrimination will be placed on immediate suspension pending an investigation.

### ***Disciplinary Procedure***

In the event that a club or club member(s) face disciplinary action beyond strikes described above, the following process will be followed as a disciplinary procedure. This process follows general guidelines set forth by the Office of Student Life's [Disciplinary Procedures](#).

1. Sport Clubs Administration will make an initial determination as to whether there is a sufficient basis to believe that a violation may have occurred.
2. If determined that a violation has occurred, Sport Clubs Administration will timely notify the club or club member(s) in writing of the alleged violation and will gather further information as needed.
3. A club or club member(s) who has been contacted will be provided with the opportunity to meet with the Sport Clubs Administration regarding the alleged violation.
  - a. A club or club member(s) who fails to meet with Administration will forfeit their right to respond on their behalf regarding the alleged violation and appropriate sanctions may be issued.
4. A club or club member(s) will be provided with:
  - a. An explanation of the alleged violation;
  - b. A reasonable opportunity for the club or club member(s) to reflect upon and respond on their behalf to the alleged violation; and
  - c. The right to address the alleged violation before the Sport Clubs Executive Board or Campus Recreation Administration.
5. Sport Clubs Administration will determine whether it is more likely than not that, a violation of the Sport Clubs Code of Conduct has occurred and the appropriate sanction

to apply. A notification will be sent to the club or club member(s) in writing within seven days of the last opportunity to respond.

### ***Appeals Process***

A club or club member(s) who are dissatisfied with the sanctions set forth by Sport Clubs Administrations may appeal to the Director of Campus Recreation through the following steps:

1. Write a written request within 15 days following the sanction being issued
  - a. The request must explain in detail the reasons for the club or club member(s) appeal.
2. The Director of Campus Recreation will determine whether or not the request sets forth proper ground for review, and then decide whether to approve, reject, or modify the sanctions in question set for by Sport Clubs Administration.
3. A final decision will be made in writing within 15 days from the receipt of request by the Director of Campus Recreation.

### ***Reinstatement Process***

If for any reason a club is expelled, their status can be reinstated into the Sport Clubs program after the following:

- One-year dead period until the club can reapply for Sport Club status.
- One-year probation, if accepted into Sport Clubs, without funds.
  - Original members must appeal to Sport Clubs Administration to join the reinstated club.
  - Original officers may no longer hold an officer position with the reinstated club.
  - Original coaches/advisers/instructors will no longer be affiliated with the club.

After the expelled and probationary year, the club will be eligible to receive funds again and reinstated into the Sport Clubs program.

## PARTICIPATION REQUIREMENTS

### Eligibility

Sport Clubs are open to current undergraduate and graduate/non-traditional students in good academic standing with the university (including CCC2NAU). Faculty/Staff members of NAU and Flagstaff community members are also eligible to join a club based on eligibility requirements of their National Governing Body.

### Registering for a Sport Club

Please use the following link to register for a club: <https://nau.dserec.com/online/clubsports>

Members do not need to register through True Blue Connects, as rosters will be exported each semester to the Office of Student Life for current tracking.

### Insurance & Injuries

Due to high risk of injury when participating in club activity, participants are required to carry personal medical insurance in order to be eligible for a club. NAU and the Sport Clubs program does not provide insurance for participants, and will not compensate participants for any injuries that occur both on and off campus during club functions.

The following options are available to students if they are not covered by a personal health insurance plan:

- Governing bodies of Sport Clubs often offer medical coverage through membership of their organization. Participants should contact their Sport Club's President to get more information on their governing body.
- [Northern Arizona University Medical Services](#) offer various insurance plans for students.

#### ***On-Campus Injuries***

If a Sport Club Supervisor or other Campus Recreation staff member is on duty, they will provide basic first aid and dispatch EMS if necessary. An injury report will be completed by the staff member and submitted to the Sport Clubs Coordinator.

#### ***Off-Campus Injuries***

When a staff member is not present, the designated Safety Officer of a club should notify Sport Clubs Administration. It is up to club officers and members on-site to determine if EMS dispatch is necessary or to transport the club member themselves.

## Release of Liability/Waiver Form

All participants must complete a waiver form online through the registration link (<https://nau.dserec.com/online/clubsports>) prior to any activity with a club, no exceptions.

Clubs hosting opponents for a tournament or event on campus must send a digital copy for each participant to complete prior to activity. In order to download a copy of the current waiver, please visit the Officer Resources [web page](#). All copies can be scanned electronically to Sport Clubs Administration or dropped off in person during regular business hours.

If competing off-campus, please discuss risk management plans with the facility manager.

## Sport Clubs Membership Fee

Sport Club participants are required to pay a \$30 membership fee to help to support the Sport Clubs program operations. Support includes but is not limited to administrative support, facility use, travel opportunities, allocations, and equipment. Membership fees will be collected during the registration process once a participant decides to join a club.

## Roster Selection

Due to limited facility space and high interest in some sport clubs, club officers may decide to hold tryouts for roster positions. This is due to protect the level of safety, and alleviate the inability for coaches to instruct members effectively. If a sport club chooses to have closed-membership after a designated tryout, details on how members are selected must be stated in the club's constitution, which shall outline how many roster positions are available, for what reasons, and what competencies members must contain.

Clubs who select to be open-membership (no tryouts) must outline how they select competition rosters, if applicable, so there are no discrepancies from club members who feel they should have made a roster for a particular tournament or competition.

## LEADERSHIP

### Sport Clubs Council (SCC)

The Sport Clubs Council is comprised of all Sport Club Presidents, or their assignees, to discuss program matters and act as a liaison to Northern Arizona University Administration. Meetings are typically held once per month during both fall and spring semesters.

Attendance is mandatory for all clubs unless an absence approved by the Sport Clubs Administration. A current schedule is listed on the Schedules & Events section of the Sport Clubs [web page](#).

### Sport Clubs Executive Board

The Sport Clubs Executive Board serves as the voice of all Sport Clubs at Northern Arizona University, making decisions on event planning, allocations, tier system placements and addressing club needs with Sport Clubs Administration.

Officers for the Sport Clubs Executive Board are selected through applications, which are available on a specified date every spring semester. All club officers are eligible to apply for a position on the Executive Board, and may serve a maximum of two (2) consecutive years, if elected.

### Coaches

Sport clubs are not required to have coaches, but it may be a requirement based on their tier level or governing body/conference. Sport Clubs Administration is not responsible for the search, hiring, selecting, or payment process, as these steps solely up to club leaders.

Coaches are not recognized as official employees or registered volunteers of Northern Arizona University, and therefore cannot be paid with state funds (non-reimbursable with club funding). Clubs may choose to compensate coaches with funds collected through dues, or sponsorships/donations. It is highly recommended that all coaches carry personal liability insurance, as they are not covered by Northern Arizona University.

Coaches must complete an annual registration/agreement each year before they provide any type of service or become involved with a sport club. Failure to do so may result in a strike for the club on the tier system. Online coaches training can be found on the Officer Resources [web page](#).

## Safety Officers

All clubs must have designated Safety Officer(s) depending on tier requirements. This officer position is responsible for the risk management of the club, and must hold a current certification in CPR and First Aid. If an officer does not hold a current certification, Sport Clubs will cover the cost of training for ONE officer each year.

Safety Officers must complete an online course found through BBlearn. To enroll in the course, have your designated officer(s) use the link found on the Officer Resources [web page](#). Signing into the course will automatically enroll you, regardless if you complete the training or not.

After online modules are complete, instructions will be given to register for a CPR/First Aid certification course or to submit a current certification. Current offerings for CPR/First Aid certifications can be accessed by calling 928-523-1733 during current [Rec Center operating hours](#).

Once the course is complete, Safety Officers must submit a copy of their certification to Sport Clubs Administration ([SportClubs@nau.edu](mailto:SportClubs@nau.edu)) along with their club's name for proper tracking.

## Club E-mails

Sport Clubs are assigned @nau.edu email accounts, which are the primary line of communication from Administration to Club Officers. Alternative accounts, such as Gmail/Yahoo/Hotmail will not be promoted or communicated to from Sport Clubs Administration, and are not encouraged to be used to communicate with club members/interested member.

To access your club's shared email account, visit the Officer Resources [web page](#). Clubs may request to list as many members as users as they feel necessary by sending their NAU ID to Sport Clubs Administration.

## FINANCIAL MANAGEMENT

### Funding

Sport Clubs may be funded through a variety of ways, many of which are explained in the [Student Organization Manual](#), and some that are explained below.

#### ***Sport Clubs Funding***

Clubs have the opportunity to receive additional support through the Sport Clubs program based on tier placement under the Sport Clubs Tier System. To acquire reimbursement from the Sport Clubs program, follow the directions below:

#### *Criteria*

- Currently meet all tier requirements at time of request.
- All active members must be registered with the sport club.
- Must be in good standing with the Sport Clubs program and the Office of Student Life.

#### *How to Apply*

1. Meet all required criteria above
2. Complete Sport Club Fund Request Form located on the Officer Resources [web page](#).
3. Submit completed Request Forms to Sport Clubs Administration.

#### ***Equipment Purchasing***

Sport Clubs may choose to use their allocations on equipment rather than reimbursements. All equipment purchased will be property of Northern Arizona University, and rented out to the club at no cost each semester. Limitations apply to what equipment may be purchased.

To complete an Equipment Purchase Request form, please visit the Officer Resources [web page](#) for more information.

## SUPPORT SERVICES

### Licensing & Trademarks

All sport clubs have access to a program logo or a club logo to print on apparel or use on promotional items without extended approval. To access these logos, contact Sport Clubs Administration ([SportClubs@nau.edu](mailto:SportClubs@nau.edu)) or visit an approved vendor. Here is an example of these logos:



Any logo other than those listed above must comply with guidelines and procedures set forth from the [Licensing & Trademarks office](#) when working with any trademark or logo of NAU.

Clubs who compete nationally are allowed to use the logo below on the front of their uniform, with the addition of the Sport Clubs logo on the sleeve or back of the neckline. This logo is not to be used for warm-ups or any other apparel, competition uniforms only!



Clubs who use alternative designs other than those listed above must still receive approval to print if they contain any registered trademarks of Northern Arizona University. Regardless of using an alternative design, clubs are still encouraged to compete as Northern Arizona University.

### Office Services

Requests must be e-mailed to the Sport Clubs Administration ([SportClubs@nau.edu](mailto:SportClubs@nau.edu)) for review prior to any use of office services. Drop-ins are not accepted.

### **Copies**

Clubs may create copies through the Campus Recreation Administration Office located in the Health and Learning Center. All materials must be related to the promotion and administration of the club, and submitted in a timely manner if a due date is required.

### **Faxes**

All clubs needing to fax content relating to club operations may access the Campus Recreation fax machine at no charge if approved by Sport Clubs Administration located in the Campus Recreation Administrative Office located in the HLC.

All incoming faxes can be sent to (928) 523-0086 with 'Attn.: *club name*' and will be put in the club's mailbox outside of the Competitive Sports Office inside of the HLC after notifying the club of its arrival.

### **Meeting Space**

Clubs may request to reserve classroom space at no cost for meetings and other approved functions. Request may be made by email to Sport Clubs Administration ([SportClubs@nau.edu](mailto:SportClubs@nau.edu)) with detail regarding what type of space you would like and when.

Expedited reservations will only be made if there is inclement weather that day and a club would like to use a classroom for "chalk-talk", film review, etc., instead of practice.

## **Marketing & Promotion**

### **Campus Rec Facility Promotion**

Campus Recreation has several facilities that have various promotional outlets that are available to Sport Clubs. Content must be submitted via e-mail to Sport Clubs Administration for approval, or dropped off at the Campus Recreation Administration Office located in the HLC. Details must specify what type of outlet the club is requesting (TV display, white board message, flyer display, etc.).

Unapproved content will be taken down immediately by the Campus Recreation Marketing Team. All material must include the following in order to be approved and posted:

- A club event (tournament, competition, seminar, etc.)
- Information about club membership or fundraiser (tryouts, how to join, interest meetings)

All content must contain the following information:

- Name of the Sport Club (must always include 'Club' after the sport name)
- Contact name and either a phone number or e-mail address
- Approved graphics appropriate to Sport Clubs and Campus Recreation

## **Social Media**

Clubs are not required to use social media, but it is a useful tool to recruit new members, increase awareness about club events/updates, and communicate with club members. All posts should be appropriate and not project a negative image of Northern Arizona University, Campus Recreation, or Sport Clubs. If inappropriate content is found, that club will be asked to remove the post immediately or will be subject to consequences.

All club social media pages are required to have this statement located in their bio section:

“The views expressed on this page are solely those of the *[insert sport club name]* and do not in any way represent the views of Northern Arizona University or any of their affiliates.”

## **Adidas Discount**

Sport Clubs may purchase equipment or apparel through the official outfitter of NAU Athletics at 50% MSRP. To submit an order, please complete the following steps:

1. Go to the Adidas Team [web page](#).
2. Select the item(s) you wish to order, and send an email to Sport Clubs Administration ([SportClubs@nau.edu](mailto:SportClubs@nau.edu)) with details to include:
  - Name of Sport Club
  - Item number
  - Color code
  - Quantity of item(s)
3. Sport Clubs Administration will connect you with NAU Athletics to check availability, confirm the purchase, and instructions on how to make a payment.

## FACILITIES

### Available Facilities

Clubs have access to a variety of facilities located on campus to host practices, events and competitions, typically at no cost. The following facilities are available through Sport Clubs:

- Health & Learning Center
- Aquatics & Tennis Complex
- South Fields Recreation Complex
- Observatory Fields
- ATC Field (North Campus)
- Union Fieldhouse

If there is a facility/space that a sport club would like to reserve that is not listed above, contact the Sport Clubs Administration to provide more information about the event. Off-campus facility rentals may also be reimbursable with club allocations.

### Event Requests

All practices, games, tournaments, events, or meetings must be approved and/or reserved through our management software using the following link (<https://nau.dserec.com/online/clubsports>). It is important that clubs submit event requests when needing space at least 2 weeks in advance to avoid scheduling conflicts with other groups or existing reservations.

#### ***Standard One-Time Events***

- These must be single, one-time events or competitions.
- On-campus events that do not charge admission will be reserved at no cost to all Sport Clubs in good standing by Sport Clubs Administration.
- On-campus events that charge admission will be subject to a fee depending on the facility being used.
- General support and care will be provided by Sport Clubs at no additional cost.
- It is up to the host club to provide a scorekeeper and schedule officials. Sport club employees are not responsible for any part of game management.

#### ***Tournaments or Other Extended Events***

- This includes events in which opposing schools play each other and not an NAU club at some point and has more than two opponents.
- Tournaments must first be requested through [True Blue Connects](#) and the Office of Student Life. If approved, Sport Clubs Administration will be notified for additional approval.

- Tournament logistics must be handled by the host club, including scheduling officials, scorekeeping, and communicating with participants.
- Standard care and support will be provided by Sport Clubs, but employees will not act outside of their scope of employment during a tournament.
- All tournaments are subject to a fee depending on the facility being used.

## Special Circumstances & Accommodations

### ***Athletic Trainers***

Athletic trainers are scheduled or provided to any sport club. If athletic trainers are needed for an event or competition, it is up to the host club to schedule and compensate them. Contact [Cherisse Kutyreff](#) (Director of Sports Medicine at NAU) to inquire about hiring an athletic trainer for an event.

Athletic Trainers are reimbursable through Sport Club allocations as detailed in the funding section of this handbook.

### ***Field Painting***

Any event that requires fields to be painting MUST be communicated with the Sport Clubs Coordinator at least THREE (3) WEEKS prior to an event along with a reservation request. It is the responsibility of the club to provide diagrams and instructions for proper dimensions. In some cases, Facility Services will not be able to provide field painting for an event.

### ***Activities during Reading Week***

Sport Clubs are permitted to practice during Reading Week each semester, but may only be on strictly an optional basis. No club member shall be penalized for missing any practice during this week, as academics are the primary focus; this should be communicated clearly with all participants.

### ***Activities during Finals Week***

Sport Clubs are not permitted to hold official practice during Finals Week. If a group of club members would like to use space informally, there will be no staffing provided, no reservations held, and will not be recognized as an official practice.

### ***Post-Season Play***

All post-season competition that lands on or after Reading and Finals Week must be approved by the Office of Student Life. Failure to inform necessary parties will result in consequences and the potential to lose Sport Club and RSO status.

## On-Campus Activity

### ***Participation Policy***

All participants at a club practice/event must:

- Carry a valid photo ID to any facility on campus where a club activity is being held.
- Have a current waiver form completed and submitted to club officers.
- If a participant practices for at least two weeks, they must then become a registered member of the club.

Participants who do not follow this policy may be asked to leave, and could result in consequences for the entire club. Participants are asked to respect all Campus Recreation and Sport Clubs staff who enforce these policies at practices, games, or events.

### ***Practice Cancellations***

Clubs who decide to cancel practice must notify Sport Clubs Administration by at least 3pm the day of the scheduled practice. Failure to notify will result in consequences for the club.

### ***Inclement Weather***

Sport Clubs Supervisors have the final decision regarding practice cancellations during inclement weather. If standing water is visible or the playing field is at risk of being damaged then practices will be called off. A final decision will be announced at least one hour before the first practice begins on a particular day.

Sport Clubs Administration reserves the right to cancel any competition/event due to inclement weather. Club officers should have an alternate date or location planned prior to the event. Inclement weather policies for outdoor facilities will be enforced during home contests and other events.

### ***Snow Removal***

Campus Recreation collaborates with Facilities Services to clear snow from ONLY the South Fields Rec Complex during winter months. Each year, snow clearing rotates between upper and lower fields. Emergency snow removal will NOT be considered, as Facilities Services must wait until a snowfall completes before starting to clear out the complex.

Alternative space will try to be identified, but is not guaranteed. Sport Clubs are prohibited from using shovels or snow blowers to clear the fields as this may damage the playing surface.

### ***Visiting Teams***

Visiting teams must have all participants provide a copy of the Waiver Form/Release of Liability before the event may begin. It is the responsibility of the club officers to coordinate and collect waiver forms and submit to Sport Clubs Administration. Failure to do so will result in disciplinary action to the entire club.

## ***Facility Policies and Procedures***

### *All Campus Recreation Facilities*

The following rules and regulations apply to all Campus Recreation Facilities:

1. All Sport Club events/activities must be scheduled through Sport Clubs Administration to secure a proper reservation.
2. Reservation confirmations will be sent to the Sport Club's primary contact, or club e-mail address. A reservation is not valid until a confirmation has been sent from Campus Recreation.
3. All Sport Club affiliates must provide a valid NAU ID for facility access.
4. Any special equipment not provided in the facility shall be the responsibility of the Sport Club, and will not have access to storage within any facility.
5. Complete control of facilities shall be with facility managers and Sport Clubs Staff. All rules and regulations established by NAU and Campus Recreation shall be enforced by these authorized delegates.
6. The facility should be returned to its original state after use.
7. All Sport Clubs must comply with parking permit requirements at facility locations. Contact [Parking Services](#) for further details on how to obtain parking passes/guest passes at [ask-parking@nau.edu](mailto:ask-parking@nau.edu).

NOTE: NAU and Campus Recreation does not assume any responsibility for items brought in or left by Sport Clubs or visiting participants.

### *Outdoor Facilities*

The following rules and regulations apply to the South Recreation Complex, Observatory Field, and North Campus Field:

1. Use of the Ramada must be arranged with Campus Recreation Services prior to an event and is subject to availability and approval by Campus Recreation.
2. Exclusive use of the sand volleyball courts are subject to availability and must be arranged prior to an event.
3. Risk is inherent when engaged in an activity. Understand that use of outdoor facilities and amenities are at your own risk. Waivers must be completed and signed BEFORE any participant engages in activity.
4. To ensure a safe and well-maintained facility, the following articles and activities are PROHIBITED:
  - a. Glass of any type
  - b. Alcoholic beverages and drugs
  - c. Smoking and use of smokeless tobacco products

- d. Skateboarding/Biking/In-line Skating
  - e. Personal grills
  - f. Golf
  - g. Pets (leashed or unleashed)
5. The following are PROHIBITED on synthetic field turf areas:
- a. All food and beverage products, (except water), gum and shelled seeds or nuts
  - b. Sharp objects; such as tent stakes, corner flags, lawn chairs, or any object or equipment with poles/legs that may penetrate or damage the turf
  - c. Portable heaters or any type of open flame
  - d. Metal cleats or high heeled footwear (footwear is restricted to molded cleats, max ½", turf shoes or other soled athletic shoes)
  - e. Dogs or other pets
  - f. Golfing or throwing activities such as but not limited to hammer, shot, disc or javelin
  - g. Suntan lotions, oils or creams (please apply sunblock prior to entering the turf area)
  - h. Motorized vehicles (except approved university or emergency vehicles)
6. The following are APPRECIATED from all users:
- a. Always lift and carry Goals and Equipment (Dragging items may cause personal injury or damage to the turf)
  - b. Deposit all trash in designated trash receptacles (notify on-site staff or call 928-523-1733 when collection bins become full)
7. Keeping the facility clean is paramount. In some cases, the turf is not natural, so failing to clean the area creates potential health concerns and safety hazards.
- a. Groups are responsible to leave the field clean and ready for the next user
  - b. Inspect the field and surrounding area for items left behind; including equipment, uniforms, tape, trash, etc.
  - c. In the event of an injury resulting in bodily fluids contacting the turf: stop all activity, isolate the affected area and notify a staff member immediately. Activity may resume after area has been cleaned
  - d. Spitting is not allowed on the fields
  - e. Please use trash cans surrounding the fields
  - f. Failure to clean up after your event could result in an a cleaning charge or loss of reservation
8. All physical damage caused by negligent actions/behaviors of the Sport Club will be charged to the responsible party designated on the reservation.

9. Campus Recreation reserves the right of authority on all matters of safety (such as lightening/storm warning). When a staff member instructs a club to either seek shelter or vacate the facility due to an issue of safety or security, all members of the club must do so immediately and without question, regardless of circumstance.
10. Severe weather (including and not limited to; thunder, lightning, rain, hail, sleet, ice snow, wind, etc.) can affect the safety of activity on the field. Therefore, when weather threatens the safety of an activity, consider suspending activity and seeking shelter until the storm passes. When weather conditions fail to improve, reschedule the activity and discontinue use for that day. Keep in mind that fields are a large open area and subject to lightning and other weather related hazards.
11. 30/30 lightening rule: Sport Clubs using a field should seek shelter (inside the middle of the Ramada or in a personal vehicle) when a count of 30 seconds or less occur between seeing a lightening flash and hearing a clap of thunder. Activity should not resume until 30 minutes after the last clap of thunder is heard.
12. Inclement Weather Policy: In the event that severe weather interferes with scheduled activity, contact the Sport Clubs Coordinator to reschedule.
13. For information regarding the facility or to report a concern, call Campus Recreation Services (928 523-1733) during business hours or contact NAU Safety and Security (928 523-3611) during non-business hours.
14. In the event of an emergency or serious injury, call NAU PD 928 523-3000 or 911.

## Off-Campus Activity

Clubs who practice or compete off-campus must communicate practice and competition dates/times to Sport Clubs Administration to list on the event schedule.

If a facility on campus is unavailable for sport club use, it is their responsibility to reserve any off-campus facility. Contact Sport Clubs Administration (SportClubs@nau.edu) for recommendations.

Although off-campus, all sport clubs must still comply with all policies and procedures outlined in this handbook. Failure to do so may result in loss of sport club and registered student organization status at NAU, among other consequences for the entire club.

## TRAVEL

### Scheduling Recommendations

- Travel should be justified and take into consideration whether the same competition or quality of program is available locally.
- Clubs should attempt to combine competitions or programs in one geographical area for a single trip (i.e. play GCU and ASU on the same weekend).
- Always confirm competition and program details with host one week prior to departure.
- Any time a scheduled trip is cancelled, please notify Sport Clubs Administration immediately.

### Travel Notifications

Please submit an event request at least three (3) days in advance using our management software (<https://nau.dserec.com/online/clubsports>). For a tutorial on how to submit an event, please use our [tutorial guide](#).

#### **Insurance**

Sport Clubs are NOT covered under NAU's Domestic Travel Insurance for Students/Volunteers. It is recommended that all drivers carry personal automobile insurance coverage when traveling to competition and transporting other club members.

#### **Vehicles**

Due to NAU policy, Sport Clubs are unable to rent or operate official university vehicles. However, they are authorized to rent charter busses through Fleet Services. If a sport club chooses to rent a charter bus through Fleet Services, a Travel Notification must be submitted prior to submitting a request. Payment for charter busses must be made directly with Fleet Services, as a department code will not be provided. For charter bus inquiries, please visit <http://nau.edu/facility-services/operations/transportation/fleet-services/>.

Clubs who are unable to rent charter busses for travel should consider renting from an outside agency or taking their personal vehicles. Rental agencies will rent vehicles to drivers under the age of 25 for an additional fee.

### Institutional Excuse Form

Please review NAU's policy using [this link](#). A fillable copy of this form can be found on the Officer Resources [web page](#).

## Parking on Campus

For current policies on parking for practices or competitions, please visit [NAU's Parking & Shuttle Services](#) web page.

Clubs who take shuttles or charter busses for travel have the option to have an assigned lot to leave their vehicles overnight, but must have a notification submitted to Sport Clubs Administration by the required travel deadline and every car must have a permit displayed in the assigned lot.

## OTHER INFORMATION

### Annual Awards Banquet

At the end of each spring semester, the Sport Clubs Executive Board will host their annual Awards Banquet to recognize clubs for their successes throughout the previous academic year. Award nomination forms will be sent out to all registered participants in April each year. All sport clubs are encouraged to attend and nominate a teammate for an award.

### Revisions

As the Sport Clubs program continues to expand and build structure at NAU, there may be information not covered in this handbook. If a club feels there should be further explanation regarding a certain area of information, please contact Sport Clubs Administration to discuss additions/changes to this handbook.

Revisions of this handbook may be made as necessary without notice throughout each year to keep information current. It is recommended to check the sport clubs web page for the most current version of this handbook.