

SPORT CLUB

Handbook



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NAU
SPORT CLUBS

2022-2023

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INTRODUCTION & GENERAL INFORMATION

Introduction

Welcome to the Sport Clubs program at Northern Arizona University (NAU). 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 sport club. This document serves as a guide for sports club officers and members in the daily management of their respective clubs and should be used as a resource for all questions regarding sports club business. All sport club officers should be familiar with this document and share pertinent information with their sport club members.

Mission of the Program

The Sports Clubs program was created to offer a unique blend of team and individual sports, which may be classified as recreational, competitive, or a combination of both. Sports Clubs are designed to be open to and accept all skill levels - from individuals who are interested in exploring a new sport to individuals looking to continue their careers in a particular sport. Sport Clubs strives to enhance personal development, leadership, communication, and the overall college experience for registered NAU student organizations that are athletic based and compete against other universities or entities.



INTRODUCTION & GENERAL INFORMATION

Sport Clubs Administration

Sport Clubs are supervised by NAU Campus Recreation and the Office of Leadership and Engagement, and are subject to the policies and processes set forth by:

- Northern Arizona University
- Division of Student Affairs
- Office of Leadership & Engagement
- Department of Campus Recreation

Individuals or sport clubs that violate a procedure, policy, local, state, or federal laws may jeopardize their standing with the University.

Most policies and procedures pertaining to Sport Clubs are found within the University policies, rules and statements found on the Dean of Students website, the Student Organization Manual located in the Club Resources, Campus Use Policy, Student Organization Conduct Policy and this handbook.

The University policies, rules and statements outline applicable policies for all students including those policies pertaining to alcohol and other drugs, Non-discrimination, Anti-Harassment, Hazing prevention, and the Student Code of Conduct. The Student Organization Manual is a document developed by the Office of Leadership & Engagement (L&E) and has policies and procedures that apply to all registered student organizations, including Sport Clubs.

While the University supports student organizations, registration of a student organization with the Office of Leadership & Engagement does not constitute University endorsement or approval of the policies and/or activities of the organization. No student organization should represent or imply that it speaks for or in the name of Northern Arizona University.



NORTHERN ARIZONA UNIVERSITY HAZING PREVENTION POLICY

As stated in the Hazing Prevention Policy, Northern Arizona University cannot and will not tolerate any act of hazing associated with registered student organizations, groups of students affiliated with the University, or individual students.

Students and Student

Organizations that engage in Hazing are subject to disciplinary action and sanctions up to and including expulsion or de-registration. Student organizations are expected to abide by all the Student Code of Conduct, university policies, as well as local/state/federal laws. The policies in this section are especially important for officers and members of student organizations to note.

Some examples of hazing include, but are not limited to:

- Paddling in any form
- Physical or psychological shocks
- Late work sessions that interfere with scholastic activities
- Advocating or promoting alcohol or substance use and/or abuse
- Tests of endurance
- Submission of members or prospective members to potentially dangerous or hazardous circumstances or activities, which have a foreseeable potential for resulting in personal injury
- Any activity that may have a potential to cause mental distress, panic, human degradation, or embarrassment.

Please review [A.R.S. 15-2301](#), also known as Jack's Law, for more information.

Hazing Prevention and Training Requirements

Northern Arizona University is committed to fostering a safe and inclusive environment for all students. In accordance with the NAU Hazing Prevention Policy and state law, all recognized student organizations—specifically Fraternity and Sorority Life (FSL) chapters and Sport Clubs—must ensure compliance with the training requirements outlined below.

NORTHERN ARIZONA UNIVERSITY HAZING PREVENTION POLICY

GENERAL COMPLIANCE STANDARDS

- **Accepted Badge Years:** The current accepted badge year for compliance is 2025-2026.
- **Officer Badge Requirement:** All recognized officers (FSL and Sport Clubs) must hold a completion badge from the most recent badge year. Compliance is verified every term that an officer holds office.
- **Member Frequency (One-Time):** General members are required to complete the training only once. A member's training remains valid for future years provided their completion badge year is still listed as "Accepted" by the University.
- **Completion Rate:** Organizations must achieve a 90% completion rate by their respective deadlines to maintain good standing.

NON-COMPLIANCE & FROZEN STATUS

Failure to meet the training requirements or deadlines listed below will result in the organization being placed on Frozen status. While frozen, the organization is not permitted to operate in any official capacity. The University is not responsible for any fines incurred by an organization while it is in Frozen status.

- **Operational Ban:** Frozen organizations are not permitted to host or participate in events or meetings—even if they have been previously approved. This includes, but is not limited to: games, social events, practices, philanthropy events, tailgates, and club/chapter meetings.
- **Travel & Support:** The organization will lose access to institutional excuses and is not permitted to travel.
- **Public Notification:** The organization will be listed publicly on the NAU website as out of compliance with the Stop Campus Hazing Act.
- **Enforcement:** Continued operations while frozen may result in an investigation for potential violations of the Student Code of Conduct

SPORT CLUB REQUIREMENTS

Required Officer Roster

The following positions must be designated on the True Blue Connects roster:

- President
- One Additional Officer

Training Deadlines for Sport Clubs

All Members: Must reach a minimum of 90% completion by Friday of the 6th week of classes. This is a single combined deadline for all Sport Club members and officers.

IMPORTANT CONTACT INFORMATION

Campus Recreation

928-523-1733

SportClubs@enau.edu

Office of Leadership & Engagement

928-523-5181

StudentOrgs@enau.edu

ASNAU - Associated Students of Northern Arizona University

928-523-4971

ASNAU@enau.edu

Dean of Students

928-523-5181

DeanofStudents@enau.edu



WHAT IS A SPORT CLUB?

A Sport Club is a student-initiated, student-led, and student-managed sport-based organization designed to provide opportunities for individuals to participate in sports, physical activities, or recreational pursuits. While these sport clubs are organized and managed by students, they operate under the guidance of the Campus Recreation Department, mainly working with the Sport Programs Manager, Assistant Director of Recreation Programs, & Reservation Coordinator.

There are two types of Sports Clubs:

- Competitive Sport Clubs are student-run organizations that provide opportunities for athletes to compete at a higher level than intramural sports, against other universities locally and across the nation, but with more flexibility than varsity athletics.
- Recreational Sport Clubs are student-run organizations that focus on enjoying and participating in a sport or physical activity in a non-competitive, social, and inclusive environment.

To apply to become a sport club you must be a Registered Student Organization supervised by Campus Recreation, that meets the following criteria:

- Comprised of at least 10 currently enrolled NAU students; includes at least 2 student officers and 1 full-time NAU faculty or staff advisor.
- Registered with the Office of Leadership & Engagement (L&E) and established for at least two consecutive academic semesters prior to applying for admittance into the Sport Club Council.
- Must be sport activity/performance with regularly scheduled practices with clearly defined purposes.
- Involves physical activity/skill, utilizing either fine or gross motor mechanics.
- Involves the ability to compete against other entities, whether as an individual or as a team.
- Sport clubs that register for competition must have the ability to join a national governing body, and follow the rules outlined by this entity whether they are currently/formerly registered with the organization program.

WHAT IS A SPORT CLUB?

Once a sports club has met the following criteria above their application will be reviewed and discussed by the Sports Club council. After their initial discussion and preliminary voting, the application will be given to the Sports Program Professional Staff for review.

Upon acceptance to the program, there will be additional requirements regarding volunteer hours, travel, etc. that will need to be met to maintain good standing in the Sports Club program.

If a student organization meets the above criteria and chooses not to be a Sport Club, they will still be considered a general Registered Student Organization at Northern Arizona University; and will maintain supervision by the Office of Leadership & Engagement. They would not be allowed the distinction of "sport," although they could be determined a "special interest" or "recreational" activity.

No organization shall be duplicated as a general student organization if a sport club already exists for that activity. Additionally, no organization shall be duplicated if a sport of that kind already exists. Unless the sport has a specific different rule set/play under a different national governing body or has a specific different component to it (i.e., Men's Volleyball vs. Women's Volleyball). This also includes creating a varsity/junior Varsity or teams within your own Sport Club (i.e., no blue & gold or elevation or altitude as separate unique clubs). If you are found to be breaking this duplication rule your sport club's officer board (president, vice president, and secretary) will be required to schedule a meeting with the Sports Club Council. The sanction for duplicated sport clubs is immediate removal from the Sport Clubs program.



BENEFITS TO BEING A SPORT CLUB

Professional Outcomes:

- **Competitive Opportunities:** Students are still able to participate in a competitive environment beyond high school.
- **School Spirit & Representation:** Clubs can help boost the school spirit by representing the institution in nationwide events, adding a sense of pride to the campus/team.
- **Future Opportunities/ Building a Resume:** Being an officer of a high-level sport club can attract certain employers and give students real life experience to speak on.
- **Creating Connections with Alumni:** Successful sport clubs often have involved alumni that continue to provide mentorship, financial resources, or other opportunities.

Club Perks:

- Higher priority of booking spaces compared to other clubs on campus.
- **Ranking Order:**
 - University academic programs
 - Campus recreation programs
 - Open recreation and sport clubs
 - General registered student organizations
 - University departments
 - External or community reservations
- Up to six FREE hours of rental space in Campus Recreation facilities for practice each week [depending on tier classification].
- The ability to host tournaments and other events to boost participation, to fundraise, and to foster competition.
- Campus Rec departmental support such as marketing and event coordination.



MEMBER & OFFICER REQUIREMENTS

Member Eligibility Requirements

Sport Clubs are open to current undergraduate and graduate students in good academic standing with the university, including CCC2NAU (depending on league requirements). While membership is comprised of currently enrolled NAU students, faculty/staff and members of the NAU community are also eligible to join a sport club based on eligibility requirements of their National Governing Body & their local student organization. If a sports club wishes to have non-student participants, this must be indicated in their current constitution. Non-student participants are considered affiliate members. Affiliate members shall not be given the rights and privileges of active NAU students including, but not limited to, club voting rights, use of facilities or equipment, and/or benefits from allocated funding. Affiliate members would need to purchase a Campus Recreation membership if their involvement in the sport club requires the use of the Recreation Center facility.

NAU Anti-Discrimination Policy

Campus Recreation and the Office of Leadership & Engagement provide oversight and guidance on sport club membership to help student organizations operate effectively.

All student organizations must adhere to the NAU Anti-Discrimination Policy:

Northern Arizona University is committed to providing a working and learning environment free from discrimination, harassment, including sexual harassment, and retaliation. This policy prohibits discrimination and harassment based on protected status including race, color, religion, sex (including pregnancy), national origin, age, disability, veteran status, sexual orientation, gender identity and expression, or genetic information. This policy also prohibits retaliation for raising concerns under this policy or participating in an investigation.

Roster Selection

Due to limited facility space and high interest in some sport clubs, clubs may decide to hold tryouts for roster positions. This is often to protect the well-being of sports club members if skill level poses a threat to the safety of players. If a sports club chooses to have closed membership after a designated tryout, details on how members are selected must be stated in the club's constitution. This shall outline how many roster positions are available, and detail out what competencies a member must contain to secure a roster position. Sport clubs that select to be open membership (no tryouts) must outline how they choose competition rosters, if applicable, to alleviate any potential discrepancies or biases in the selection process.

MEMBER & OFFICER REQUIREMENTS

Minors

Minors are permitted to participate in Sport Clubs; however, their parent or legal guardian must complete all required waivers and forms as requested by the Sport Clubs Administration. Sport clubs that receive interest from minors about joining their organization should contact the Sport Clubs Administration to receive further guidance and ensure all volunteers have received appropriate screening/approval before inviting minors to practices. If a minor is selected to be a member of the team, the minor, their parent or guardian and the sport club president need to be present for an in-person meeting. This meeting will go over what the sport club itself plans to do to ensure the minor is comfortable, inform the minor of their duties within the sport club and how travel works with the minor. If a meeting cannot be held in-person for the parent (due to them being out-of-state or located outside of Flagstaff), then they will be able to virtually call into the meeting. The president of the sport club will also need to write a document stating how they will be responsible for the protection of the minor during travels outside of Flagstaff. This meeting will also be recorded.

Release of Liability/Waiver Form

All participants must complete a liability waiver form online through [True Blue Connects](#). This application is required to be resubmitted for all participants bi-annually. The fall semester waiver forms are to be submitted by October 1st, while the spring semester waiver forms will be due on February 9th. Failure to do so will result in disciplinary action at the discretion of the Sports Club council and could result in those members removal from Sport Clubs.

Sport clubs hosting opponents for a tournament or event on-campus must send a digital copy for the visiting team's participants to complete prior to activity OR prepare a physical copy that is signed by all participating members prior to the start of any event and given to Sport Clubs staff on site. 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.

MEMBER & OFFICER REQUIREMENTS

Officer Eligibility Requirements

The success of the Sport Clubs program relies on strong leadership from club officers. Serving as an officer provides valuable experience in skills that are highly sought after by employers, including scheduling, teamwork, communication, and fundraising. To be eligible for an officer position, candidates must meet the requirements as specified in the Student Organization Manual.

- The undergraduate student must be registered for a minimum of twelve (12) credit hours at Northern Arizona University. Exceptions may be made on a case-by-case basis. Graduate students can be enrolled in less than twelve credit hours. The student must have a minimum cumulative grade point average of 2.0 for all NAU course work undertaken.

Sports clubs are encouraged to hold elections for officer positions; but must operate in accordance with their club's constitution. Any changes in leadership must be communicated with the Sport Clubs Administration immediately so we can successfully continue pertinent communication with the appropriate individuals regarding respective sport club matters.

Each student organization determines how many officers are needed and what titles are used. Below is a list of typical officers and suggestions for what their duties may include. This is by no means a complete list and your organization may decide to divide officer responsibilities differently. Officer roles should be laid out in the organization's constitution.



MEMBER & OFFICER REQUIREMENTS

Officer Roles

President (Required)

- Oversee the vision and direction of the club.
- Serves as the primary liaison between club members, Sport Clubs Administration, Campus Recreation, and the Office of Leadership & Engagement.
- Schedule and lead club meetings.
- Function as the team representative for the club's National Governing Body.
- Maintain compliance with all policies and procedures set forth by the Sport Clubs program, Campus Recreation, the Office Leadership & Engagement, and Northern Arizona University.
- Ensure that all participants are registered to participate and have completed all necessary paperwork before any activity.
- Remain aware of the club's financial status - income and expenses.
- Ensure a current, and up-to-date constitution is on file.
- Notify any changes in leadership to the Sport Clubs Administration.
- Implement disciplinary actions when necessary.
- Supervise any fundraising projects.
- Is responsible for reporting all club related issues to the Sports Club Manager

Vice President

- Assumes the duties of the President when they are absent or unable to perform.
- Responsible for the interpretation of the club's constitution and any other governing documents.
- Act as the main contact for submission of Event Requests and Travel Requests.
- Act as liaison for club scheduling needs: games, competitions, tournaments.
- Assist with coordinating travel, transportation, lodging, and food.
- Act as liaison to the club's advisor and any coaches, volunteers, and/or instructors.
- Assist other officers in fulfilling their duties and responsibilities.

Treasurer

- Preside over all fiduciary processes associated with the club.
- Ensure that all club members have paid membership dues, if required.
- Deposit funds into individual club accounts (dues, fundraising dollars, etc.)
- Keep a record of all financial transactions for the club and account details.
- Coordinate all fundraising activity, including approval and reporting process to the Sport Clubs Administration.
- Coordinate purchasing logistics alongside Vice President for any travel, transportation, lodging, food, and equipment needs.
- Submit applications for club funding and reimbursements.

MEMBER & OFFICER REQUIREMENTS

Secretary

- Preside over all administrative tasks associated with the club.
- Record and keep accurate records of club's meeting minutes.
- Maintain and keep records of all club activities, competition results, forms, rosters, etc.
- Maintain an accurate list of all club members and their contact information.
- Check club email account (if applicable) on a regular basis.
- Communicate important announcements to club members.
- Maintain communication with other clubs for scheduling games/competitions.
- Communicate with incoming/prospective new members.
- Prepare ballots for officer elections.
- Manage marketing/promotion efforts: social media pages, fundraisers, and special events.

Safety Officer (Required)

- Holds current First Aid and CPR/AED certifications.
- Campus Recreation will provide these certifications at no cost for one Safety Officer during each academic year to help you meet this requirement.
- Responsible for the overall risk management of the club.
- Ensure everyone on the team has waivers on file.
- Ensure all volunteers have appropriate volunteer forms on file.
- Inspects activity spaces prior to participating and makes note of any hazards that require follow-up.
- Removes hazards from within and around the playing area whenever possible.
- Completes Injury and Incident Reports.
- Provides First Aid and CPR/AED care when possible.
- Ensures the club adheres to the Emergency Action Plan.
- Submits all injury reports for home and away games, tournaments, and practices.
- Communicate to Sport Club staff whether your team will collect waivers ahead of time electronically (min. 2 days in advance), or in person at the event.



CLUB STATUS

Below are several terms utilized to identify Sport Club status as it relates to the Department of Campus Recreation and Northern Arizona University:

Good Standing:

- A Sport Club and/or individual participant is listed in good standing when they are up to date with administrative requirements and have no disciplinary or academic sanctions in place.
- *Note: A Sport Club or individual participant may have minor violations on record in the academic year through the Sport Club department and remain in good standing.
- Allowed up to 6 hours of practice.
- Clubs will need to complete the tier level of volunteer time with Campus Recreation or an outside organization per semester.

Probation:

- A disciplinary status available to the Sports Club Council when reviewing a Sport Club and/or individual participant who has not complied with expectations outlined in the Sport Club Handbook or University policies.
- A Sport Club and/or individual participant placed on probation may face disciplinary requirements (such as community service or continuing education) prior to being eligible to return to good standing.
- The Sport Club or individual on probation is still able to continue participating in club activities such as practices and competitions.
- The Sports Club Council determines the length of the probationary status, and this could be dependent upon not only the nature of the offense, but the Sport Club or individual's history.
- After the probationary period (contingent upon disciplinary requirements being met) the Sport Club and/or individual participant will return to good standing.
- Should the Sport Club or individual participant violate their probation, they will have their status reviewed by the Sports Club council and may face a lengthened probationary period, restrictive probation, or suspension.
- Clubs will need to complete 2 hours of volunteer time with Campus Recreation per semester while on this type of probation.

CLUB STATUS

Restrictive Probation:

- A disciplinary status available to the Sports Club council when reviewing a Sport Club and/or individual participant who has not complied with expectations outlined in the Sport Club Handbook or University policies.
- A Sport Club or individual participant placed on restrictive probation may not be permitted to practice or compete while representing NAU in any capacity.
- At the conclusion of their restrictive probationary period, a Sport Club or individual participant will be moved to a probationary period, unless the Sport Club council deems, they are eligible to move directly into good standing.
- Should the Sport Club or individual participant violate their restrictive probation, they will have their status reviewed by the Sports Club council and may face a lengthened restrictive probationary period or suspension.
- Clubs will need to complete 4 hours of volunteer time with Campus Recreation per semester while on this type of probation.

Suspension:

- A disciplinary status reserved for Sport Clubs or individual participants who fail to meet the minimum qualifications of being a member of the Sport Club. Suspension is also a disciplinary status available to the Sports Club council applicable to Sport Clubs and/or individual participants who fail to meet the terms of their probationary status or commit a major violation that forfeits that Sport Club or individual participant's privilege of being a member of the Sport Clubs.
- A suspended club or individual is not permitted to practice or compete while representing NAU in any capacity. If a club is suspended, allocation funds will be frozen, on-campus facilities will not be available for use, and the club's name may be removed from the department's website. (*Note: The Sports Club council may decide to take additional disciplinary measures)
- Any incidents involving conduct may also be reported to the Dean of Students Office.
- Sport Clubs or individual participants who are suspended are not considered to be a part of the Sport Club department within the period of their suspension. After the suspension is served, the team will be required to schedule a meeting with the Sports Club Council to re-evaluate their club tier status.
- Notification will be sent to the Dean of Students, Office of Leadership and Engagement and/or National Governing Body that the club is not in good standing with the university.
- If a club's actions are referred to the Dean of Students, the club would be held accountable for the sanctions determined by that office, as well as the ones imposed by the Sports Club council.
- These regulations are separate from OLE sanctions for not following policy. OLE can choose to defer to the Sport Club council.

SPORT CLUB TIER SYSTEM

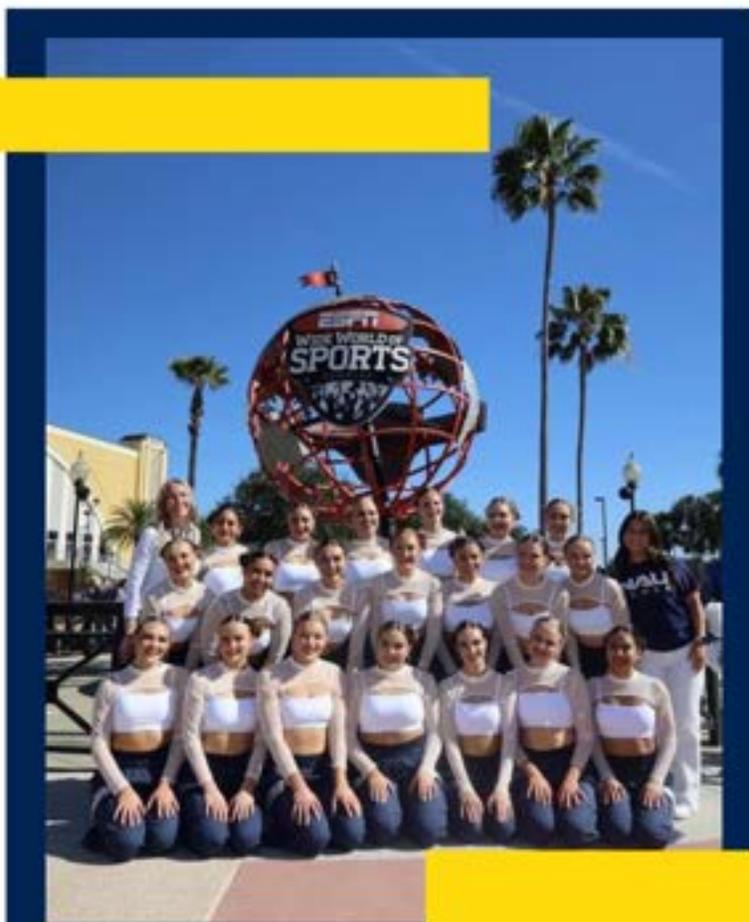
The Sport Clubs Tier System is used to assist Sport Club Administration with managing a dynamic Sport Clubs program, as well as to establish accountability and clear expectations. The system also defines the benefits each club will receive as part of a particular tier.

The Tier System consists of (3) different tier levels, all range in criteria and responsibilities for clubs to fulfill. Tiers are self-selected by Sport Clubs themselves to prevent favoritism from the Sport Clubs administration.

Higher tiers result in enhanced benefits such as higher-level priority, but all clubs shall be treated equally. The 3 tiers are Competitive I, Competitive II and Recreational.

Applications for the following year must be submitted by each club by completing both the Student Organization Annual Re-registration (SOAR) and the Sport Club Application between March 15 - May 3, 2026. Late applications will not be accepted.

Clubs must have met all requirements in the previous fall, and current spring semester 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 consecutive tier status, or the tier that best meets the requirements they fulfilled. Sport Clubs who fail to apply by the deadline will automatically be removed as a Sport Club due to failure to comply with requirements.



TIER LEVELS AND CRITERIA

Competitive 1:

- Membership to National Governing Body (league/conference)
- 15 days (about 2 weeks) of competition played throughout academic year
- 5 Travels outside of Flagstaff City Limits
- 5 Events Hosted in Flagstaff
- 10 Volunteer Hours per semester

Competitive 2:

- Membership to National Governing Body (league/conference)
- 8 days (about 1 and a half weeks) of competition played throughout the academic year
- 3 trips outside Flagstaff City Limits
- 3 Events hosted in Flagstaff
- 5 Volunteer Hours per semester

Recreational:

- No National Governing Body (league/conference) membership is required for this tier
- 5 days of Competition
- 1 travel outside Flagstaff City Limits
- 1 Event hosted in Flagstaff
- 3 Volunteer Hours per semester

Conditional

- All Sport Clubs in 1st year will be placed in Conditional "Probationary Period."
- Must meet requirements for tier the club is applying for at the end of the current school year.
- Also, must have 5 hours of Volunteer Hours per semester

Teams that Fail to meet a criterion for the tier will have to schedule a meeting with the Sports Club council to explain why they failed to meet said criteria and how they plan to move forward (i.e., go down a tier, back on track plan). If a team fails to meet multiple criteria, then that team will need to schedule a meeting with the Sports Club Manager and will be informed if their club will be moved down a tier level based on the conclusion of the meeting. If a team in the Recreational Tier fails to meet the criteria they will be placed on probation until proven they can. If they are unable to get off of probation, they will be placed on suspension.

SERVICE HOURS (SUBJECT TO CHANGE)

Service hours are required based on each club's assigned tier and may be used for additional recognition or tier placement within the Sport Club Program. Service hours may be earned through participation in Sport Club events (e.g., Club Fairs, games, or scrimmages of other clubs) or through verified community service activities hosted by a registered 501(c)(3) non-profit organization or agency.

Service hours must be submitted by the club's Sport Club Council representative by completing the Sport Club Service Hour Form on the Sport Club Council Team Page.

Service hour requirements are based on the club's current tier level. All first-year sport clubs are required to complete five (5) service hours per semester.

To meet service hour requirements, volunteer activities must include participation from at least 25% of the club's active roster or eight (8) members, whichever is fewer.

* Service hours must meet Sport Club Program participation and documentation requirements, including submission of approved verification materials.

*Note: Institutional Excuses are not approved for community service, social, or recreational events. Student organizations are expected to plan these activities around classes and other academic obligations.

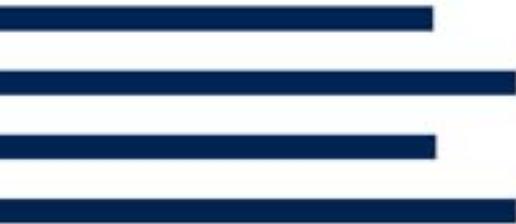


PRACTICE

Each sports club is allotted 6 hours of practice time per week. It is the responsibility of each team to schedule and manage practices within this time limit.

Approved practice locations include the South Fields, ATC Fields, Observatory Fields, and various spaces within the Health and Learning Center (HLC). Teams must coordinate with the club sports office to reserve these facilities in advance.

If a team wishes to hold practice at any location outside of the approved list, a special request must be submitted through True Blue Connects and receive official approval prior to use. Unauthorized use of non-approved spaces may result in disciplinary action or the loss of facility privileges.



HOW TO SCHEDULE PRACTICE/GAMES

All practices and games must be scheduled through True Blue Connects to ensure proper approval and facility use.

To schedule an event:

1. Log in to True Blue Connects NAU.
2. Locate and select your organization.
3. Under your organization's page, click on "Events", then select "Add New Event."
4. Complete the event submission form with all required information (date, time, location, description, etc.).

Important: This form must be submitted at least 12 days prior to the scheduled event. Submissions made at least 12 days prior to the event will be automatically declined.

Due to the high volume of field reservations, all allotted reservation times are strictly by the hour. No set up or tear down time is accepted before or after the timeframe of your approved request.

The same process applies to scheduling games.

If your team is traveling for a game or event, you must also complete and submit a Travel Ticket as well as an event within True Blue Connects to receive approval before your departure. Travel without prior approval will result in disciplinary action.

Practice time sign-ups operate on a first come, first serve basis, with priority also given according to each sport club's tier ranking. Clubs must apply for their preferred practice times each semester by the following deadlines:

- October 1st for spring semester practice schedule
- February 1st for fall semester practice schedule

Failure to meet these deadlines may result in limited or no access to practice time for your team.

Once practice times are confirmed, every team member is required to complete and submit a liability waiver before participating in any practices held on Campus Recreation-sanctioned spaces. Additionally, if your club is hosting another team for a game or event, a liability waiver must also be completed for each visiting participant. It is the hosting club's responsibility to ensure all waivers are collected and submitted before the event.

RESERVATION CANCELLATIONS

If a sport club needs to cancel or make changes to a current reservation (e.g., adjusting practice END times), the club must notify Campus Recreation at least 48 hours in advance. This allows the space to be reallocated for other programs or participants. To cancel or update a reservation, clubs must email ReserveTheRec@nau.edu with the details of the change. Failure to provide timely notice may impact future reservation requests.



SPORT CLUB COUNCIL & EXECUTIVES BOARD

What is the Executives Board?

Once a sport club is accepted and approved, its president will be invited to join the Executives Board. This student-led governing body, overseen by the Sport Club Administrative Staff, consists of all sport club presidents or their designated representatives. Membership in the Executive Council is limited to NAU students.

Purpose:

- **Communication of Important Updates:** The primary purpose of the Executives Board is to facilitate the communication of important updates and information between the Sport Clubs and the broader campus community. This ensures that all clubs are kept informed about changes to policies, events, and opportunities.
- **Voice for Opinions and Concerns:** The Executives Board provides a platform for club leaders to voice their opinions, concerns, and feedback regarding current program parameters. This open communication allows for ongoing improvements and helps ensure that the Sports Club program remains responsive to the needs of all participants.

Meeting Attendance

Meetings are held monthly during the fall and spring semesters. Attendance is mandatory for all sport clubs unless absence is approved in advance by the Sport Clubs Administration. These meetings are in addition to the Monthly meetings L&E conducts.

Meeting Information:

- At least one representative from each organization must be present
- Meetings are not public and only members of the Executives Board can attend
- No officer or sports club member can represent more than one sports club
- Each sports club shall be entitled to one voting representative at each meeting

Benefits of Meeting Attendance:

- Ability to vote on internal policies/procedures. Improve leadership skills
 - Opportunity to network within the Executives Board
 - Stay informed on administrative matters
 - Overview of Sport Club Applications
- 

SPORT CLUB COUNCIL & EXECUTIVES BOARD

What is the Sports Club Council?

The Sports Club council is responsible for advocating on behalf of the Executives Board and serves as the voice of all Sport Clubs at Northern Arizona University. The Sports Club council will assist the Sport Club Administration in decision-making, allocations, and addressing sport club needs. They will provide input, feedback, and recommendations on sports club policies and procedures. You must be a NAU student to be a member of the Sport Club Executive Board.

In addition to those duties, they will:

- Notify and educate sport clubs of all the policies, procedures, meetings, events, and dates.
- Adjudicate disciplinary sanctions including but not limited to:
 - Immediate suspension of all sport club activities
 - Loss of facility and reservation privileges
 - Loss of allocated funds
 - Probation
 - Removal from the Executives Board
- Make recommendations on the allocation of funds allotted to Club Sports by Student Government
- Perform administrative duties at all the Executives Board monthly meetings.
- Preliminary Vote on the entry of clubs to become a Sport Club.
- Ratify all relevant amendments to this document by a majority vote.

The Sports Club Council is comprised of a President, Vice President, Secretary, Sport Club Student Lead & the Sport Club Manager. The Vice President & Secretary members of the Executive Board will be elected by the members of the Sport Club Council; While the President will be appointed by the Sport Clubs Administrative Staff. If for any reason a Sports Club Council member needs to be excused from a vote, their vote will be given to a random member of the Executives Board so long as they are not affiliated to the sports club that is being evaluated during the vote. The various positions within the board have their own responsibilities and expectations (outlined below).

SPORT CLUB COUNCIL & EXECUTIVES BOARD

How to Apply for the Sports Club Council

Each year, an application process will be held for students who wish to join the Sports Club Council. An application form will be sent to the official email addresses of all sports clubs in good standing at the end of the current academic year.

Application Timeline:

- **Application Window:** The application form will remain open until two weeks into the start of the following academic calendar year. This ensures that interested individuals have ample time to submit their applications before the academic year begins.
- **Selection Process:** The Sports Club Professional Staff and the Sports Club Student Lead will review all applications and select the candidate for that year's Sports Club Council president. Selection will be based on qualifications, leadership potential, and commitment to the goals of the sports clubs. Following the appointment of the president, they and the Sports Clubs student lead will then review and select the candidates for the positions of Vice President and Secretary
- **Discretionary Replacements:** The Sports Club Professional Staff and Sports Club Student Lead reserve the right to replace any Council members at any time, should it be deemed necessary, based on their discretion and the needs of the Sports Club Council.

Sports Club Council position descriptions:

President:

- Oversees the Sports Club Council and alignment with all the policies, procedures, and regulations of the University.
- Presides over all Sport Club Council meetings.
- Maintains communication and collaborates with the Office of Leadership & Engagement, and ASNAU
- Ensures all officers are performing their duties as defined herein.
- Organize a monthly meeting with the Executives Board and Sport Club Administrative Staff

Vice President:

- Assists the President with facilitating monthly Sport Club Council Meetings
- Calls all meetings to order.
- Assumes the President responsibilities in their absence.
- Assists the President with facilitating meetings with potential sports clubs.
- Attend a monthly meeting with the Executives Board and Sport Clubs Administrative Staff

SPORT CLUB COUNCIL & EXECUTIVES BOARD

Secretary:

- Notifies Executives Board and Sport Club Council of meetings and deadlines.
- Keeps accurate records of meeting minutes for the Sport Club Executive Board
- Works in conjunction with the Sport Club Administration to maintain an attendance record of all Executives Board meetings
- Prepares ballots for elections.
- Attend a monthly meeting with the Executives Board and Sport Club Administrative Staff

Benefits of Serving on the Executive Board:

- Professional development opportunities
- Leadership experience
- Interaction with other sport clubs and student organizations on campus
- Influence the decisions that affect all sport clubs within the Sport Club Council



VOLUNTEERS, COACHES, AND ADVISORS

Coaches/Instructors and Volunteers

Sport clubs are not required to have coaches/instructors, but it may be a requirement of their national governing body. Sport Club Administration does not hold any responsibility in securing a coach/instructor for clubs. The recruitment and hiring process is solely the responsibility of the club leaders.

1. Coaches/instructors must complete the Clery Act training before they become involved with a sports club. They also must attend the monthly meetings held by ASNAU and Summer Summit Training in August. Failure to do so may result in disciplinary action for the sports club.
2. Coaches/instructors are not recognized as official employees or registered volunteers of Northern Arizona University and therefore cannot be paid with state funds. Sports Clubs may choose to compensate coaches/instructors with funds collected through dues, or sponsorships/donations. It is highly recommended that all coaches/instructors carry personal liability insurance as they are not covered by Northern Arizona University.
3. Coaches/instructors are not considered agents of the university and should not engage in conduct such as recruitment of individuals to the university, providing campus tours to prospective students, or entering into agreements or contracts which purport to bind the university for any purpose.
4. If coaches/instructors are found breaking any of the three rules above they will be removed from their position and the sport club team will be suspended for a calendar year causing the re-application to be a sport club.

Accessing the Recreation Center

Coaches/instructors of sport clubs that operate within the Recreation Center will need access to the facility to assist with practices, events, and home competitions hosted in the building. Campus Recreation will provide up to 2 total access cards per club for their coaches/instructors. This card only provides facility access for the individuals during scheduled club activities. Sports Clubs must request access cards for their coaches by emailing sportclubs@nau.edu with the name and contact information of the individual(s) desiring access. Additional coaches/instructors may purchase a Campus Recreation membership or single day pass to have full access to the facility.

VOLUNTEERS, COACHES, AND ADVISORS

Advisors

Each sport club is required to have 1 full-time NAU faculty or staff advisor to maintain eligibility as a registered student organization. This advisor must have been employed for a minimum of two years. The advisor's name and contact information must be listed in True Blue Connects—*Note: this information will be publicly available, and the advisor may be contacted by interested students. The advisor is also required to sign off on university forms such as Institutional Excuse Requests and Event Request submissions. The advisor is expected to be present at your sports club's events and meetings as often as possible and be knowledgeable about the club's activities and finances. Advisors can also assist in goal setting, problem-solving, and officer transition. They should provide support, guidance, and historical knowledge. This mutual relationship between the advisor and the sports club should be reviewed periodically to make sure it is still working for all parties.

There will be a semesterly meeting with the club president/vice president and advisor to cover any issues, communication plans and other topics as both parties need. Understand that your advisor's availability and other commitments may change over time as can the needs of your organization. At times, an advisor may have a need to step back from that role, and they are free to do so. Sport Clubs are also free to seek out a new advisor if they feel their current advisor is not able to provide the support they need. Failure to communicate with your advisor will result in disciplinary actions. Any advisory changes should be made in True Blue Connects and be communicated to StudentOrgs@nau.edu.



TRAVEL

Travel Requirements

1. Sport Clubs need to complete the Annual Travel Certification Form
2. All club travel requires an approved Event Request in True Blue Connects a minimum of 10 days in advance.
3. If an event is more than 50 miles from the Flagstaff campus and/or when the student organization would seek reimbursement from NAU (reimbursement is not guaranteed), a Travel Support Form must also be submitted through NAU Service Now, and approved prior to the travel.

Travel Support Form

- The Travel Support Form requires you to attach a Group Travel Roster.
- While uploading the Travel Roster to the Support Form ensure you also upload the Traveler Itinerary to the ticket as well. This includes the following information:
- The Travel Itinerary needs to be uploaded into the travel case prior to travel not after.
- Be sure to select Campus Recreation Services for the following question:
- What department is authorizing this trip, i.e., funding this trip? Be sure to select your club advisor for the following questions (input their NAU username
- Faculty/Staff Member Responsible for Trip and who will also sign the expense claim.

University Travel Policies & Allowable Expenses (Subject to change)

All travelers are subject to NAU's travel policies as outlined here: [NAU Travel Policies](#).

These policies should also be referenced when considering an application for funding or reimbursement through ASNAU. All expenditures during travel must comply with NAU Travel Policies to be reimbursable. They [2025 - 2026 ASNAU Appropriations Guidelines](#) will be the best place to find this information.

Applicable receipts should be collected and submitted to the Travel Ticket within 5 business days following the trip's conclusion.

- Receipts must be itemized and show proof of payment.
- Club must show how the receipt was paid - PCard or personal payment method, and by whom.
- If requesting mileage reimbursement, the club must also upload a Mileage Log with actual odometer readings or submit detailed Google Maps of 1-way travel with physical departure and arrival addresses clearly noted.
- ASNAU cannot fund lodging or meals, but can reimburse airfare/mileage, and can reimburse or directly purchase registration for tournaments, conferences, etc. Direct purchases but be submitted no later than four weeks in advance of the date the purchase needs to take place.

TRAVEL

Planning Considerations

- All travel must be carefully justified and should take into consideration whether the same competition or quality of program is available locally.
- Additionally, to reduce the potential financial burden to club members, clubs should attempt to combine competitions or programs in one geographical area when possible. (i.e., play GCU and ASU on the same weekend to consolidate travelling needs)
- It is recommended to confirm competition and program details with the host site one week prior to departure.
- Any time a scheduled trip is cancelled, the Sport Clubs Administration should be notified immediately.

Travel 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.

Vehicle Rental

If operating a motor vehicle on university business a university traveler, employee or student, must be registered as a Authorized Driver before travel expenses may be incurred or reimbursed. Sport Clubs are unable to rent and operate university vehicles, they are authorized to rent charter buses through Fleet Services. If a sports club chooses to rent a charter bus through Fleet Services, a Travel Support Form must already be submitted prior to requesting this service. Payment for charter buses must be made directly with Fleet Services, as a department code will not be provided. Clubs who are unable to rent charter buses for travel should consider renting from an outside agency or taking their personal vehicles. Sports Clubs may use NAU's corporate contract with Enterprise Car Rental. Benefits include free CDW insurance coverage, no charge for underage drivers (< 25-years old), or multiple drivers. The rental must be paid with a personal payment method at the rental counter.

Institutional Excuse Form

Registered student organizations may request an Institutional Excuse if members will need to miss class for an organization-sponsored activity. Requests must be submitted a minimum of 10 days (about 1 and a half weeks) prior to the anticipated absence. These are typically approved for attendance at conferences, sport club competitions, or field trips that are related to the academic mission of the organization and the university. Please review the full Student Institutional Excuse Policy.

RISK MANAGEMENT

Risk Insurance

Due to considerable risk of injury when participating in club activity, all participants are encouraged to have their own (primary) medical insurance before they participate in Sport Club activities. Northern Arizona University and the Department of Campus Recreation do not carry any type of accident or health insurance policy covering the participants in Sport Club activities and will not compensate participants for any injuries that occur on- or off- campus during club functions.

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

- Northern Arizona University Medical Services offer various insurance plans for students.
- 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.

Waivers

Each participant must fill out one of the following Sport Club waivers prior to any participation in Sport Club activities. These waivers can be found in Sport Club Teams Channel.

- NAU Affiliates Waiver (Coaches & Players)
- Non-NAU Affiliates Waiver (Visiting opponents)

It is expected that waivers are submitted to the Sport Clubs Administrative Staff within a week of joining a club. Waivers must be completed once per academic year.

- Fall Semester - October 1st
- Spring Semester - February 9



RISK MANAGEMENT

First Aid & CPR/AED Certification

Each club must have a Safety Officer who is First Aid and CPR/AED certified through either American Red Cross or American Heart Association; however, Campus Recreation recommends that each team has at least three members who are certified in First Aid and CPR/AED. Additionally, lifeguard certification is recommended for water sports. *Campus Recreation will provide these certifications at no cost for one Safety Officer during each academic year to help you meet this requirement.

Offered class dates will be communicated to safety officers in the fall, otherwise general class times will be posted on the Campus Recreation website. If officers are prompted for payment, they may reach out to Sport Club Administration for assistance.

Sport Clubs that acquire certification from an outside provider must submit a copy of their certification to the Sport Clubs Administration. Certifications that are listed as online only will not be accepted as valid certification towards this requirement.

Each club is required to submit proof that the Safety Officer has a current valid First Aid and CPR/AED certification by the following deadlines:

- Fall Semester - October 1st
- Spring Semester - February 15th

Clubs that join the Sport Club Council mid-semester will have until the next semester's deadline to meet this requirement.

Failure to meet this requirement by the above deadlines will result in immediate freezing of all club activities until proof of certification is approved.

Emergency Action Plan

The Emergency Action Plan (EAP) is a set of steps that guide emergency response. All incidents and injuries require the completion of the [Incident Report Form](#) or [Injury Report Form](#). The incident report form would be used if any altercations were to occur during the sports club's event. The injury report form would be used if an injury occurred.

RISK MANAGEMENT

Accidents: Injuries/Illnesses

The Safety Officer is responsible for responding to and documenting all injuries that occur during Sport Club activities unless there is a Campus Recreation staff member present during a home contest. If an injury occurs during a club practice or event on campus, the Safety Officer or designee should promptly contact the Recreation Center front desk (928)-523-1733 to inform them of the injury and indicate if additional assistance is needed. The Safety Officer or designee should keep the front desk informed of any changes to the situation as well as when the injury response has been completed. An Injury Report Form must be completed for all injuries that happen during club activities.

In the event of a severe injury and/or medical emergency that occurs during a club activity or while traveling, contact emergency services (9-1-1). Serious injuries include, but are not limited to:

- Seizure
- Illness resulting from injuries to the head, neck, or back.
- Severe/sustained fever
- Severe vomiting
- Severe bleeding
- Diabetic emergencies
- Stroke
- Shock
- Allergic reaction
- Poisoning
- Heat/cold related illness.
- Loss of consciousness
- Heart attack
- Severe burns

Concussions/Head or Neck Injuries

Any participant who exhibits signs, symptoms, or behaviors consistent with a concussion shall be immediately removed from the practice or game and shall not return to play until cleared by an appropriate healthcare professional. Signs and symptoms of a concussion include:

- Headache or a feeling of pressure in the head
- Temporary loss of consciousness
- Confusion or loss of memory surrounding the incident.
- Fatigue, nausea, or vomiting
- Irritability and other personality changes
- Dizziness or ringing of the ears.

It is the responsibility of club officers to recognize any concussion related symptoms, to notify Sport Clubs Administration of the injury, and to ensure that appropriate medical clearance is obtained and provided to Sport Clubs Administration before the concussed participant returns to club related activity of any form.

RISK MANAGEMENT

Athletic Trainers

Athletic trainers are NOT scheduled or provided to Sport Clubs from the Department of Campus Recreation. If athletic trainers are needed for an event or competition, it is up to the host club to schedule and compensate them.

Incidents

In the case of an incident, an Incident Report Form must be filled out immediately. For incidents that occur at a Campus Recreation venue, the Safety Officer or designee should promptly contact the Recreation Center front desk (928)-523-1733 to inform them of the incident and indicate if additional assistance is needed. The Safety Officer or designee should keep the front desk informed of any changes to the situation as well as when the incident response has been completed. An incident is considered serious when the University and/or City Police are contacted for assistance with the situation. Below is a list of some incidents that may occur:

- Not representing NAU in a professional manner
- Unsportsmanlike conduct (pregame, during, or after game)
- Being ejected from an event
- Fines charged to the club.
- Any interaction that involves law enforcement
- Hostile situations
- Any situation where alcohol/drugs are involved or a contributing factor.

Non-Emergency Action Plan

On occasion non-emergency situations will occur while on a trip, or at a practice/event. It is the responsibility of each Sport Club to be prepared for these situations. Clubs should always have a backup plan in the event of vehicle trouble and be aware of the rental company's procedure for reporting trouble with vehicles. Clubs should know what to do if there is an injury to a participant that does not need immediate emergency care. It is important that clubs notify the Sport Clubs Administrative Staff of any situation and action(s) taken as soon as possible upon returning to campus.

Inclement Weather

Sport Clubs Administration reserves the right to cancel any competition/event due to inclement weather. Cancellation of entire practice time is at the discretion of the Sport Clubs Administration or designee. Enforcement of this policy will be done by on-site staff. Cancellations due to inclement weather are made to protect the participants and sports fields. In the occurrence of a cancellation due to weather, club officers will be contacted.

RISK MANAGEMENT

If dangerous weather such as: thunder, lightning, rain, hail, sleet, ice, snow, wind, or flooding develops during a club practice or event, clubs should immediately discontinue activity and find a safe place to shelter. Activities should not continue during dangerous weather. It is the club's responsibility to discontinue practice or games when conditions become unsafe for play.

The following may indicate the possibility of imminent lightning and precautions are recommended:

- Thunder
- A sudden cloudburst of enormous raindrops or hail
- A fast-moving cold front; a change in wind direction with a sudden blast of freezing air
- Hair "standing on end," crackling noises in the air, small sparks given off around metal objects.

In the event of severe weather, it is recommended that club personnel immediately seek shelter in their vehicles or the nearest building. If such shelter is unavailable, club personnel should avoid areas that are higher than the surrounding landscapes, not to use a tree for shelter, and keep away from metal objects such as bicycles, golf carts, umbrellas, etc.

Campus Recreation uses the 30/30 lightning rule: Participants should seek shelter when a count of 30 seconds or less occurs between seeing a lightning flash and hearing a clap of thunder. Activity should not resume until 30 minutes after the last clap of thunder is heard.

Snow Removal

Campus Recreation collaborates with Facilities Services to clear snow from only one-pod of the South Fields Rec Complex during winter months. This rotates on a yearly basis to maintain the integrity of the playing surface. Clubs should work to identify a back-up or alternative location in the event of an anticipated snowstorm. Additionally, it is best practice for clubs to limit home competitions during the months of December - March and defer most hosting opportunities to early Fall and late Spring. This will not only avoid cancellations, or rescheduling due to snow on the playing field, but limit the potential for risks during travel to Northern Arizona at that time. Clubs should also be aware that one pod at South Fields during the months of December - Mid March will be blocked from scheduling due to weather and rotating pod clearing. Emergency snow removal will NOT be considered, as Facilities Services must wait until a snowfall completes before starting to clear out the complex.

RISK MANAGEMENT

NAU's snow clearance priority follows this order:

- Roadways
- Handicap/Accessible Entrances, Parking Spots, and Walkways
- Health and Safety Building Entrances and Parking Lots (NAU-PD, NAU Facilities, Health, and Learning Center)
- Residence Hall Entrances and Parking Lots
- Academic Building Entrances and Parking Lots
- Support Service Building Entrances and Parking Lots (Cline Library, Student Union, Dubois Center, Performing and Fine Arts, Parking Services, Human Resources, etc.)

Athletic and Recreational playing fields are not on the campus priority list as they do not pose an imminent safety risk to essential campus operations if left uncleared. Sports Clubs should work directly with Campus Recreation in advance via ReservetheRec@nau.edu to get snow cleared from the field if necessary.

DO NOT CONTACT Facility Services directly!

If you have your competition schedule, you may send it (in advance) via email to Sportclubs@nau.edu. The Sports Program Manager will send that schedule to facilities and inform them of the game days so they are aware the field will be in use. This does not guarantee the space will be plowed.

The Sport Clubs Administration will work with each club to identify and secure alternative spaces, when possible, but this is not guaranteed. Sports Clubs are prohibited from using shovels or snow blowers to clear the fields as this may damage the playing surface. If you are documented doing so, your club will face immediate removal from the Sport Clubs program.



FINANCES

NAU Funding Options

There are several funding options for Sport Clubs to plan major events, travel, serve food, connect with alumni, and more! Access all the [club funding options](#). It is recommended to use several options in tandem to best cover the needs of the club, including but not limited to equipment purchases, league and conference dues, travel expenditures, and facility reservations.

Associated Students of NAU (ASNAU)

ASNAU exists to be the voice for students at Northern Arizona University, locally in Flagstaff, statewide, and at the National level. They serve as the primary source of funding for student organizations and Sport Clubs through their annual Senate Bill, comprised of the [23 Fee](#).

To apply for funding through ASNAU, complete the [ASNAU Appropriations Application](#) for more information on ASNAU, visit there [web page](#).

It is recommended that clubs apply as early as possible to get approved for the maximum total they are allowed for that current year, rather than apply multiple times over the course of the year.

Alumni Association "Lumberjacks Thrive Grants"

The [Lumberjacks Thrive Grants](#) program strengthens the Lumberjack community by connecting alumni and students in a meaningful way. Structured engagement opportunities inspire students to apply their learning beyond the classroom for transformative experiences, impacting professional and personal lives long after graduation.

This program is made possible through a gift to the NAU Foundation by alumni donors, Greg '82 and Nancy '82 Wilson.

The Lumberjacks Thrive Grant Program is a way for student organizations to connect with alumni. Student clubs can engage alumni in a variety of ways, including student-led events, activities, and philanthropy.

Complete the [Lumberjacks Thrive Grants Funding Application](#) a minimum of 8 weeks (about 2 months) prior to the event. The Alumni Association staff will work with you and your organization to ensure your event meets funding requirements for the grant.

Sodexo Catering Services

Student organizations can apply for a \$600 fund (\$300 per semester) to help supply food at their event. If accepted, the food will be provided by Sodexo catering services.

Apply for this opportunity by completing the [Student Programming Fund Application](#).



FINANCES

Club-Generated Income/Revenue

Off-Campus Banking

Sports Clubs can open off-campus bank accounts for self-generated funds. These accounts are primarily used for money the club raises through fundraising and membership dues. It is the responsibility of the club to keep track of this account. The Sport Club Council nor the Office of Leadership and Engagement have jurisdiction over, or involvement with, off-campus bank accounts and will not get involved in matters concerning off-campus bank accounts. Club officers should create specific processes for deposits and withdrawals and make sure that the Treasurer and other officers are trained in these processes. For additional general off-campus banking details, refer to the Student Organization Manual.

Member Dues

Dues are established by each club based on their projected yearly expenses. These funds should be collected by the Treasurer or designated officer and deposited into the club's off-campus bank account. All dues should be documented and recorded once collected. It is highly recommended to provide receipts for membership dues. While dues may be an effective way to raise money, it may prohibit some students from being fully involved in the club. As such, clubs may choose to have different tiers of dues based on the level of involvement of members. For example, non-competing member dues may differ from a competing member's due.

Dues can be collected annually, by semester, quarterly, or however the club chooses. Expected member dues should be clearly outlined within a club's constitution and provide transparency as to what the dues should cover (i.e., equipment or apparel purchases for designated uniform, travel expenses such as hotel/lodging, transportation, gas, food, fees for officials, facility reservations, etc.)

Fundraising

Fundraising is a fantastic way for clubs to raise money and can help inform the community about the organization while alleviating out-of-pocket expenses for their members. Any proceeds of these fundraising activities must be used for the activities of the club itself or donated to a charitable organization. All Sport Clubs who plan to host a fundraising event MUST first register for the fundraising event in True Blue Connects using the Event Request Form. For general fundraising guidelines and ideas, refer to the Student Organization Manual. Fundraisers may not involve alcohol of any sort, no raffles, no water-related events in cold water. For more information on Fundraisers please look at the Student Organization Manual Page 68.

FINANCES

Student Activities Council (STAC)

The Northern Arizona University Student Activities Council (STAC) provides financial support for events that enhance and enrich students' lives on the Mountain Campus.

STAC has two areas of focus: large-scale entertainment events (\$5,000 and over) and small-scale events (\$500-\$4,999). Any department or registered student organization can seek funding through STAC. Student organizations seeking funding of less than \$500 should go through the ASNAU Organization Allocation process. The maximum allocation shall not exceed \$10,000.

Funded events must be open to all students and take place on the Flagstaff campus. Funded events must be intended to appeal to a wide range of student interests or areas of study.

The STAC Proposals application must be submitted at least 45 calendar days prior to the event date. For information on requirements and how to submit a proposal, visit STAC's web page.

Sponsorships and Donations

Clubs may seek out sponsorships and/or donations from local businesses, alumni, family, and friends. These should always be tracked and recorded through the University Foundation using the following forms:

- Gift-In-Kind Form
- Gift/Pledge Form

While sponsorships can be a major source of funding for clubs, the Division of Student Affairs reserves the right to refuse sponsorship from any organization that promotes harmful or restrictive habits or ideas (i.e., tobacco or alcohol companies, gambling/sports betting, political party alliances, etc.)



MARKETING AND ADVERTISING

Licensing & Trademarks (Subject to change)

All Sport clubs have access to a program logo or a club logo to print on apparel or use on promotional items with approval from University Marketing. To access these logos, please contact Sport Clubs Administration at SportClubs@nau.edu, and be sure to provide proof of the design before ordering. Here is an example of these logos:



All members of the Northern Arizona University community have a responsibility to apply the University Brand Identity in a consistent and accurate way. This policy contains guidelines for the proper use of the university identity for registered sports clubs.

Alternative Designs

Clubs who use alternative designs (i.e., designs other than those listed above) must still seek approval of their designs by University Marketing via Sport Clubs Administration.

Alternative Design Requirements:

- Must feature NAU True Blue and Gold as a primary color palette.
- Teams must compete as Northern Arizona University

Sport Club Sponsor Logos

All sponsor logos used on apparel, uniforms, and/or promotional items are required to be smaller than the NAU logo and follow spacing guidelines.

Official sponsor language must accompany the sponsor logo: "Official Sponsor of (insert team name)."

MARKETING AND ADVERTISING

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Official sponsor language must accompany the sponsor logo: "Official Sponsor of (insert team name)."

Purchasing Branded Apparel/Gear

All uniforms and gear bearing Northern Arizona University trademarks must be ordered through an approved and licensed vendor.

Trademarked and registered items include but are not limited to:

- All NAU logos
- official name and mascot verbiage such as:
 - Northern Arizona University™
 - Northern Arizona™
 - Lumberjack(s)™
 - Jacks™
 - NAU Lumberjacks®
 - Kiss My Axe™
 - Lumberjack Country™

For more information and additional options, please visit www.nau.edu/trademarks.

Note: Projects/requests will be denied if a vendor is not licensed, and sport clubs will be directed to use a licensed vendor instead. If you prefer to collaborate with a vendor who is not currently licensed, please reach out to licensing@nau.edu for consideration. Please keep in mind that requested new vendors are not guaranteed to be approved. Vendors will have to apply for a license and should allow 6-8 weeks (about 2 months) for processing.

MARKETING AND ADVERTISING

Selling Sport Club Merchandise

All items bearing Northern Arizona University trademarks that will be sold for profit or fundraising are required to be approved by University Trademark and Licensing, prior to sales of the items. Royalties will apply. More information can be found in Marketing Visual Identity Guide.

Club Marketing/Promotion

Campus Recreation

Campus Recreation has several promotional outlets that are available to Sport Clubs. Content must be submitted via e-mail to Sport Clubs Administration or dropped off at the Recreation Center Front Desk for approval. Details must specify what type of outlet the club is requesting (Flyer display, TV display, white-board message, Social Media share, etc.)

All material must include the following to be approved and posted:

- Name of the Sport Club, contact name, and either phone number or e-mail address.
- Approved graphics appropriate to Sport Clubs and Campus Recreation

Any content that is not approved through Campus Recreation will be taken down immediately.

Social media

NAU has developed a social media policy and application process to ensure that all interactions on behalf of NAU represent the university's best interests. To be considered for inclusion in NAU's Social Media Directory, the following requirements must be met:

- The account must have the knowledge and approval of an appropriate university administrator (dean, chair, vice president, director, etc.).
- In the case of Sport Clubs this must be written approval from the Director of Campus Recreation. Please reach out to the Sport Clubs Administration to request this approval.



MARKETING AND ADVERTISING

Tabling

There are vendor booth spaces available in the Union, DuBois Center, and Health and Learning Center as well as designated spots outside these buildings where student organizations can advertise events or pass out information. These must be reserved through the True Blue Connects - Event Request Form.

Flyer Distribution/Posting

Student organizations may utilize the bulletin boards at the University Union and Du Bois Center, including the boards next to the Office of Leadership & Engagement and outside of the ASNAU Office. Posters and flyers must be taken to the Information Desk in the Union for approval and posting. Flyers can be posted for up to two weeks before being removed.

All advertisements, posters, flyers, etc. must include the full name of the sponsoring student organization. All information must be factual and should not mislead or misrepresent the real nature of a student or student group event, service, or activity.

NO signs or posters should be placed on trees, utility poles, fences, doors, walls or windows of buildings, car windows, or on any painted surface.

NO posters or advertisements can be placed in any residence hall without permission from the Campus Living Community Coordinator. To post flyers in residence halls, please contact Campus Living at 928-523-3978. No door-to-door soliciting is permitted in the residence halls—this includes sliding flyers or other materials under doors.

Chalking

Student organizations may not use chalk to advertise events on university sidewalks or other surfaces.

The Lumberjack is Northern Arizona University's student newspaper. It is published every Thursday during the regular semester.

KJACK is Northern Arizona University's student-run radio station. They often partner with student organizations to broadcast live from various events on campus.



DISCIPLINARY ACTIONS

Sport Clubs Compliance Program

The Sport Clubs Compliance Program is used to increase accountability among club officers and members. Certain actions or inactions made by a club may result in disciplinary action, and can fall into one of two categories:

1. **Administrative Non-Compliance:** This involves clubs failing to follow policies and procedures set forth by the Sport Club Council, Campus Recreation, and/or the University policies, rules and statements.
2. **Behavioral Non-Compliance:** This involves inappropriate actions committed by individuals associated with the club during a club activity.

This disciplinary section serves to highlight the most common infractions but is not meant to function as an all-inclusive document. The Compliance Program exists to provide clubs and individual participants with clear expectations, ensure fair and consistent consequences, and afford the Department of Campus Recreation a tool to ensure individuals and clubs comply with current rules and procedures.

While not an exhaustive list, examples of conduct that would be considered Non-Compliance are:

- Absence from required meetings (Sport Club Council or 1-1 Meetings)
- Officer(s) failing to complete the required officer training by the deadlines outlined in this handbook.
- Holding club activities without an approved Event Request
- Traveling without approval
- Allowing members or affiliate members to participate without an approved waiver on file.
- Failure to report an injury or incident.
- Improper storage of club equipment within a Campus Recreation venue
- Failing to comply with deadlines set forth by the Sport Club Council
- Repeated acts of administrative non-compliance
- Disregard for scheduled practice times.
- Active disregard for directives given by the Sport Club council or Campus Recreation personnel.
- Damage to Campus Recreation or Sport Club Council equipment.
- Misconduct by players, volunteers, or spectators during a competition

DISCIPLINARY ACTIONS

Sanctions

Acts of Non-Compliance will result in a disciplinary hearing with the Sport Club council. The coordinator and/or Manager for Sport Programs may attend this hearing but may not cast a vote or recommend a specific sanction. The Sport Club council will set the terms of the club's sanction. The club will receive an email that details the sanctions and process of appeal.

Consequences for Non-Compliance include, but are not limited to:

- Reduction of Club/Tier Status
- Immediate pause of all club activities
- Loss of facility and reservation privileges
- Loss of funding privileges
- Probation
- Suspension: Removal from the Sport Club Council

If a club is put on suspension, they lose their status as a club associated with the Sport Club Council, and all benefits of being a Sport Club are lost. This includes:

- Priority access to Campus Recreation managed facility space,
- Affiliation with NAU
- Marketing and Promotion of the club from Campus Recreation.
- The Office of Leadership & Engagement will be notified of the status change.
- The club's national governing body will be notified that the club has lost status and association with the Sport Club Council and is no longer recognized by NAU as a Sport Club.

Misconduct

Misconduct refers to violations of the Student Code of Conduct or any local, state, or federal law. A report will be filed with the Dean of Students for any potential violations of the Student Code of Conduct. Individuals will be subject to the disciplinary process of the Dean of Students. Any violations of the law will also be referred to the appropriate authorities. While not an exhaustive list, examples of actions that would be considered misconduct are:

- Underage alcohol violation and/or alcohol violation
- Disorderly conduct
- Harassment
- Hazing
- Trespassing
- Use or misuse of illicit or controlled substances.
- Indecent or voyeuristic Behaviors

DISCIPLINARY ACTIONS

Appeal Process

Once a final decision has been sent via email to a club and/or participant, the opportunity to appeal becomes available. Clubs that wish to appeal the disciplinary decision of the Sport Club council may appeal by submitting an email to sportclubs@nau.edu. Appeals must be submitted within 5 business days of receiving notification of the disciplinary decision. The appeal must include the sanction being appealed, and a detailed rationale for the appeal. Proof of new information and/or claims of unfair treatment should be explained in the appeal.

The Director of Campus Recreation will serve as the appeals officer for this process. The Director may choose to meet with the Sport Club Executive Board and/or club officers to gather additional information. The decision of the Director is final and may be more severe than the initial decision given by the Sport Club Executive Committee.

Reinstatement Process

If for any reason a club is expelled, their status can be reinstated into the Executives Board after the following:

- One-year suspension period until the club can re-apply for Sport Club status.
- Clubs re-joining the Sport Club Council will be considered in Probation Status



OTHER INFORMATION

Recruitment

Clubs may receive interest from individuals who are considering attending NAU to continue their academic pursuits. Prospective students may request more information from a club, or to schedule a meeting during their visit to NAU; but neither the club nor their volunteers should be making visits to a prospective student to engage in recruitment. While the possibility of participating in a Sport Club may contribute to a prospective student's decision to attend the university, they should not be pressured or otherwise influenced to attend for the purpose of participating in a club. At a fundamental level, Sport Clubs are Registered Student Organizations not members of Athletics.

Club E-mails

Sports Clubs are assigned enau.edu email accounts, which are the primary line of communication from Administration to Club Officers. To access your club's shared email account, send a request to SportClubs@enau.edu with the names and emails of all parties. Clubs may request to list as many members/users as they feel necessary by sending their NAU ID to Sport Clubs Administration.

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 buses for travel have the option to have an assigned lot to leave their vehicles overnight but must have a notification submitted to the Sport Clubs Administration by the required travel deadline. Individuals that leave their vehicle overnight while in travel status must have a permit displayed in their window and be parked in the assigned lot.



SPORT CLUB HANDBOOK 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.

The Sport Clubs Handbook is updated annually in the summer by the Sport Clubs Administration and the Sport Club council. Administrative procedures regarding the use of Campus Recreation activity spaces, and all updates based on changes to university policies are managed by the Sport Clubs Administration. Changes to rules specifically pertaining to the Sport Club Council are voted on and approved by the Sport Club council. This handbook is published prior to the start of the Fall semester and its contents are in effect for the entire academic year in which it is published. If an update to this handbook is made during the year it will be communicated to the officers of every club in the Executives Board.

