



Ole Miss
Campus Recreation

“Wanting to Become a Sports Club” Manual

The University of Mississippi
Department of Campus Recreation
Ole Miss Sport Clubs
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**DISCLAIMER-Campus Recreation and Ole Miss Sport Clubs has the right to change any rule, regulation, policy, etc. listed in The Sport Clubs Manual at any time with little or no notice. They have discretion over any decision made.*

“Wanting to Become a Sport Club” Manual

Introduction

Welcome to the Ole Miss Sport Clubs Program. This manual has been prepared and designed to assist students with the start up of their clubs, and serve as a supplement to all University of Mississippi policies and procedures. All club affairs must be conducted in accordance with University of Mississippi, DCR and the Office of Dean of Students policies, procedures and regulations. **Situations involving Sport Club business or any activities that are not covered in this handbook should be referred to and discussed with the Sport Clubs office.**

Sport Clubs are a proud component of the University of Mississippi, Division of Student Affairs and the Department of Campus Recreation (DCR). The Sport Clubs Program is committed to providing opportunities to student organizations focused on particular physical sport activities.

Definition

A Sport Club is a registered student organization voluntarily organized by students who are motivated by a common interest in expanding their proficiency, participation, and competition in a specific sport or recreational activity. These interests can be competitive, recreational, or instructional in nature, as Clubs may represent the University in intercollegiate competition or conduct intra-club activities such as practice, instruction, social, and tournament play.

General Information

Turner Center, room 212

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Section 1: Recognition as a Sport Club

Article 1: Application for Sport Club Recognition

The following steps must be taken in order to become a recognized Sport Club under the DCR sponsorship:

Your Club must become a recognized Student Organization with the Office of Dean of Students:

422 Union

Phone: 915-7247

Email: studorgs@olemiss.edu

Once this status has been achieved the Club must submit a Proof of Status Form and a formal letter of application indicating why the organization desires to become a Sport Club. Upon acceptance by the Sports Club Council the President will receive a letter stating if the Student Organization has become a Conditional Sport Club and when they may apply for Temporary Sports Club status.

Conditional Clubs will have one year to demonstrate stability in terms of Club administration, student interest and support in terms of having an appropriate number of active Club members. Financial assistance from the Department of Campus Recreation is NOT available for Conditional Clubs. Upon successful completion of Conditional status, a Club will be able to apply for Temporary Sports Club status

After your Club has completed their term as a Conditional Club they may submit a proposal to become a Temporary Sport Club. The Club must complete the following the information:

- Be a recognized student organization in good standing for at least one year.
- Sport Club participants are expected to abide by all *M-Book* policies and procedures, especially those pertaining to Student Organizations.
- Submit the following to the Coordinator of Intramural & Sport Clubs
 - a. A letter of application
 - b. A brief history of the Club and a description of the sport
 - c. Recent accomplishments (organization and/or personal)
 - d. Facility requests, equipment needs, etc.
 - e. Diagram of playing area
 - f. Proposed practice schedule times
 - g. List of previous/future matches and/or tournaments
 - h. Budget projection for upcoming academic school year
 - i. List of current officers and faculty advisor with contact information
 - j. Constitution
 - k. Roster of all members designating male/female
 - l. List of future goals
 - m. Additional comments that would be beneficial for students interested in becoming members of your Club

The Temporary tier is designated for Clubs in their second year as an Ole Miss Student Organization and under a year of probationary status. Upon acceptance by the Sports Club Council, the Student Organization may be asked to present their proposal at a designated meeting. All new Sport Clubs will remain as a Temporary Club for a minimum of one year. Once all items are received the President will receive a letter stating whether the Student Organization has achieved Club status. The Coordinator has final approval of all new Sport Clubs.

Temporary Clubs will have one year to demonstrate stability in terms of Club administration, student interest and support in terms of having the appropriate number of active Club members. Minimal financial assistance from the Department of Campus Recreation MAY be available for Temporary Clubs (refer to Section 4, Article 1). Facility reservations will be ranked as second in priority to Official Sport Clubs. At the end of the year long probationary period the Club will receive official Sport Club status, pending they remain in good standing, and will receive all of the benefits a Sport Club.

Article 2: Constitution

Every Sport Club is required to have a constitution approved by the ODOS and the DRS. A constitution is the framework of the Club and expresses the fundamentals of the club's existence (refer to templates on the Campus Recreation website).

Article 3: Waiver and Release of Liability/Club Roster

Remember that before being allowed to participate in any Club activity, **each member must sign a "University of Mississippi Waiver and Release of Liability" form.** All members listed on the Club's official roster MUST complete and submit this form to the Sports Club office (Turner 212). If for any reason it is discovered that an individual is participating with a Sport Club and has not signed a Waiver and Release Form then the Club could face serious implications.

Section 2: Membership & Participation

Membership and participation within a Sport Club must be free from discrimination based on race, religion, color, sex, age, national origin, marital status, parental status, sexual orientation, disability, or status as a disabled or Vietnam-era veteran. Each club constitution must carry a statement to this effect.

Article 1: Eligibility for Participation

Ole Miss Students: All currently enrolled undergraduate and graduate students on the Oxford campus are eligible for Ole Miss Sports Club Program. For Clubs conducting its practices in the DCR, students must have their valid UM ID with them to enter the Turner Center. Only student members have the right to hold officer positions. Students shall have membership priority and are the **only** participants eligible to receive funding and reimbursement for approved expenses incurred during Sport Club activities.

Ole Miss Faculty/Staff: Any faculty or staff member who holds a current Campus Recreation membership is eligible Sport Club membership if approved by the club officers, student members, and the Ole Miss Sport Club Program. For Clubs conducting its practices in the DCR, faculty/staff must have their valid UM ID with them to enter the Turner Center. Ole Miss Faculty/Staff are **ineligible** to receive funding or reimbursements for expenses incurred in Sport Club activities. Faculty/Staff participation is limited or not permitted in many clubs due to league affiliation, membership or nature of the activity.

Section 3: Officers

Every Ole Miss Sport Club must have at least two popularly elected officers to serve as the club's representatives to the University and to the Department of Campus Recreation. These individuals must be full-time, registered students of The University of Mississippi, and be responsible for making the decisions which will ultimately affect the Club's operation.

Article 1: President

In addition to duties outlined in the Club constitution, each Sport Club President is responsible but **not limited** to the following:

- Serve as liaison between the Club and the Sports Club Program
- Chief contact for information distribution to new members.
- Represents the Club at all DCR meetings and functions.
- Responsible for completing facility reservation requests.
- Communicates regularly with the Ole Miss Sports Club Program.
- Responsible for completing an official roster and making sure members meet eligibility guidelines and have completed all appropriate paperwork
- Operating the Club in compliance with the contents of the Club constitution, *Sports Club Manual Handbook*, and *The M-Book*.
- Ensuring that all Club documentation is submitted in a timely fashion
- Ensuring that Club officer list and advisor information is current.

Communication: The importance of the president's role to communicate with Club members and the DCR staff cannot be overemphasized. The president is ultimately responsible for ensuring that continual communication with all constituents takes place. The DCR and the Sports Club staff operate with an open door policy for all aspects of programming. Club officers and Club members are encouraged to use this open door policy. Communication at all levels is encouraged and expected.

Article 2: Treasurer

In addition to duties outlined in the club constitution, each Sport Club Treasurer is responsible but **not limited** to the following:

- Responsible for collecting all dues from active club members.
- Responsible for all financial transactions through the DCR
- Work with President on securing sponsorship/fund-raising opportunities.

Article 3: Other Officers

Other positions which might be utilized in an officer structure could be Secretary, Vice-President, PR Chairman, Fundraising Chairman, etc. Each club should utilize a structure that works well for them.

Article 4: Faculty/Staff Advisor

Club members MUST choose a full-time University of Mississippi faculty or staff employee, who is familiar with the Club, to serve as there faculty/staff advisor. Do your best to keep your advisor involved with Club related activities.

In addition to duties outlined in the club constitution, each Sport Club Faculty/Staff Advisor is responsible but **not limited** to the following:

- Assisting with the annual budget
- Serve as a source of information for the Club's sport
- Counsel individual club members

Section 4: Funding

Article 1: Additional Funds Available

Depending on the total amount of allocated monies each year, there may be additional funds available for use by Temporary Sport Clubs. In order to receive additional money, Clubs will have to show that they have exhausted all Club generated funds. Additional monies may be approved for Club expenses which go above and beyond a Club's submitted budget, and only for activities which show tangible benefits for the individual Club, the Sport Club Program as a whole, and the University of Mississippi. Additional monies are subject to approval by the Sports Club Council, and will only be approved one time per year per club. Additional monies will be allocated subject to availability of funds.

Article 2: Outside Funding

Additional funds are not intended or able to completely fund the Club's annual budget. Therefore, each Club should generate additional money to fully support their Club needs. It is recommended that all Clubs charge membership dues to all active members of the Club. These fees should be set according to the financial needs of the Club. Details about amounts, times of collection, etc. should be outlined in the Club constitution.

Clubs are also strongly encouraged to sponsor fund-raising projects. Such projects could include ticket sales, t-shirt/apparel sales, car washes, etc. Clubs are also permitted to solicit sponsorship money/merchandise from proper outside businesses as well. Sponsors must be approved by the Sport Club Coordinator.

Section 5: Accounts & Purchasing

Article 1: University Accounts

When using Additional Funds, Club officers or members may not commit Club funds without pre-approval. Pre-approval for spending consists of filling out the appropriate "Purchase Request Form" or 'Purchase Request for Travel Reimbursement' section on the "Official Travel Itinerary" and submitting it to the Coordinator. Please allow for 5-7 business days for approval of spending. Clubs may utilize this account for the following types of purchases ONLY:

- Hotel accommodations
- Equipment
- Uniforms
- League Dues
- Tournament Entry Fees

Club members who use personal money to purchase any of the above items will not be able to receive reimbursement from the DCR unless prior approval has been granted. Reimbursements will only be granted in special circumstances, and ONLY with prior approval.

Article 2: Outside Accounts (Non-University Accounts)

Outside checking accounts will be permitted for use in handling certain financial transactions related to Club operations. These accounts will be used for the following purchases ONLY:

- Payment of officials, judges, event staff, etc.
- Food or other entertainment expenses (no alcohol or tobacco)
- Personal equipment/non-inventoried equipment (t-shirts, etc.)

These outside accounts are the responsibility of the Club's elected officers. All spending out of these accounts should be done in the best interests of the Club's membership, and with the approval of Club members. The DCR assumes no responsibility for the use of or the upkeep of these outside accounts. The DCR will not facilitate in the creation of such accounts.

Article 3: Reimbursements

In certain circumstances a Club officer may need to be reimbursed for Club purchases. Reimbursements will only be granted with prior approval. The only items that Clubs members may be reimbursed for included hotel accommodations and registration fees. A Travel Itinerary Form must be completed (before travel) and all receipts submitted (after travel) before funds will be reimbursed.