



Ole Miss
Campus Recreation

2009-2010 Sport Clubs Manual

The University of Mississippi
Department of Campus Recreation
Ole Miss Sport Clubs
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University, MS 38677
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Sport Clubs Manual

Introduction

Welcome to the Ole Miss Sport Clubs Program. This manual has been prepared and designed to assist students with the administration of their clubs, and serve as a supplement to all University of Mississippi policies and procedures as outlined for student organizations. 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. Clubs may be active during the academic school year and summer session.

Ole Miss Sport Clubs Mission Statement

Sport Clubs at The University of Mississippi are designed to serve students, faculty and staff members in different sports and recreational activities. The Clubs are meant to be a learning experience for the members through their involvement in fund-raising, public relations, organization, administration, budgeting and scheduling, as well as the development of skills in their particular sport. While Sport Club participation is open to students and faculty and staff of the University, the primary philosophy of the Sport Club Program is “**student-lead, student-run**”. This relates to the overall mission of The University of Mississippi, and focuses on the role in which the Department of Campus Recreation and the Ole Miss Sport Clubs Program plays in a student’s life while attending Ole Miss. Involvement in a Sport Club enhances the student's college experience and contributes to the student's overall education.

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
Phone: 662.915.5573 Fax: 662.915.5593
Rec Check: 662.915.5509
Web page: <http://www.olemiss.edu/campusrec/>
Hothand: <http://www.hothand.com/>

Ole Miss Sport Clubs Staff

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Mailing Address

All correspondence for club business should be sent to the Department of Campus Recreation office and not to an officer's residence. Mailboxes are located outside the Intramurals & Sport Clubs Office, Turner 212. Correspondence includes: bank statements, event information, payments, catalogues, and any other mail your club may receive. All equipment orders using University funds MUST be ordered by and sent to Ole Miss Sport Clubs. Always let the Coordinator or Graduate Assistant know if you are expecting something, this lessens the chance for items being misplaced. **All Clubs should list the following addresses as their mailing & shipping address:**

Mailing Address:
Ole Miss "Club Name"
214 Turner Center
P.O. Box 1848
University, MS 38677

Shipping Address:
Office of Procurement Services
Attn: Ole Miss "Club Name"
1 Jeanette Phillips Drive
University, MS 38677

Section 1: Recognition as a Sport Club

Article 1: Continuation as a Sport Club

Each student organization recognized as an Ole Miss Sport Club must remain in good standing with the Office of Dean of Students and the Department of Campus Recreation. Evaluations may result in modifications or revocation of a Sport Club by the DCR.

Article 2: 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

Website: http://www.olemiss.edu/depts/dos/stu_orgs/

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

After your Club has become a Student Organization and is good standing with the University (usually a one year period) the Club can submit a proposal to become a Sport Club. The Club must complete the following the information:

- Be a University of Mississippi recognized student organization in good standing for at least one year.
- Consult a faculty advisor about sponsoring a Sport Club.
- 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

Upon acceptance by the Sport Clubs Program, the Student Organization may be asked to present their proposal at a designated meeting. The Sport Club Program will then determine whether or not to recommend that the organization be accepted into the Sport Clubs Program. 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.

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 3: Club Responsibilities and Requirements

The responsibilities listed below should be considered guidelines and not a complete listing of the Club's duties. Anything pertaining to the relationship between the Club and the Department of Campus Recreation is the responsibility of the Club President. Each Club must elect, appoint or designate at least more responsible student representative (for a total of 2) to perform the following duties:

- Attend and participate in the mandatory meetings and Budget Allocation Presentations each year.
- Inform Club members of policies, procedures, expectations, emergency procedures and other regulations that must be followed.
- Monitor all Club events, assuring that all policies and procedures are followed.
- Submit required forms, completed, and on time.
- Maintain an accurate membership roster at the beginning of each semester and submit it to the Sport Club Office, with updates as needed throughout the semester.

Article 4: Constitution

Every club sport 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. Each Club Sport should develop a constitution suited to the practical operation of that particular club. The constitution should be periodically examined to ensure viable operation of the club. The constitution must be easily interpreted so that the club can operate consistently from year to year. Bylaws govern the internal operations of a club. Standing rules are those policies adopted by a majority vote at a club meeting and usually pertain to meeting times and locations for the year. Standing rules

do not conflict with the constitution or the bylaws. Bylaws and standing rules are generally easier to modify as opposed to rewriting an entire constitution. They help keep club sport constitutions up to date.

Article 5: 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 or is not on the Official Roster the Club could be permanently removed from the Sport Club Program.

Section 2: Standards of Conduct

The basic concept underlying the University’s standards of conduct is that students, by enrolling in the University, assume an obligation to conduct themselves and their organizations in a manner compatible with the University’s function as an educational institution.

Individuals must always conduct themselves in a manner that does not detract from the reputation of the University of Mississippi or the DCR. Sport Club members are expected to behave in a mature and responsible manner both on and off campus during all Sport Club-related activities. When involved in off-campus events or when traveling, be aware that you are still representing The University.

Article 1: Alcohol Policy

The Ole Miss Sports Club Program’s policy on the consumption of alcohol is as followed: There will be no consumption of alcoholic beverages during any Club sponsored events such as practices, home competitions, trips and/or away competitions (this includes the entire duration of the trip). This is in effect for any club member, coach, volunteer or advisor. At no time is alcohol permitted at a club function; at a private residence, etc. Any deviation of this policy will result in immediate sanctions from the Sports Club Program, and further actions may be taken.

Article 2: Hazing

The DCR endorses the anti-hazing policies set forth by the Office of Dean of Students. Hazing is not a part of the Sports Club Program. Any club sport-sponsored event that includes activity that degrades, demeans, or causes any physical or mental distress towards its members will not be tolerated.

Section 3: 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.

Eligibility for Competition: Sport Clubs are responsible for competing in compliance with any regulations set forth by their conference, national governing body, etc.

Waiver and Release of Liability Form: No Club member, volunteer or coach of a Sport Club is eligible to participate in a Sport Club related activity unless he or she has signed a Waiver and Release of Liability form. Forms must be on file with the DCR for each and every Sport Club participant (**NO EXCEPTIONS**). Forms are good for the current academic year through the summer session.

Article 2: Miscellaneous

Scholarships: Athletic scholarships are not awarded by the Department of Campus Recreation for Sports Club participation.

Intercollegiate Athletes: Intercollegiate athletes are eligible for membership in a Sport Club without restrictions due to intercollegiate team affiliation.

Aquatics: It is recommended that all Club members involved in an aquatic activity should pass a swimming test prior to becoming accepted into the Club.

Section 4: Coaches/Instructors

Article 1: Restrictions

Some Clubs may find it necessary to provide individuals who are qualified to serve in the role as “coach” or “instructor”. These individuals may or may not be affiliated with The University of Mississippi. No coach or instructor shall be permitted to be paid with University funding. Coaches and instructors may not utilize Department of Campus Recreation resources in order to promote interests which are not associated with the Ole Miss Sport Club Program. All Clubs must have prospective coaches and instructors cleared by the Sports Club staff.

Article 2: Decision Making

Coaches and instructors report to the Club’s elected officers and to the Department of Campus Recreation. Decision-making on behalf of the Club will only be permitted in areas where the Club’s elected student leaders delegate to the coach or instructor. Coaches and instructors may not make decisions based on the Club’s budget, income, or spending, nor are they authorized to make commitments or decisions on behalf of The University of Mississippi. These decisions must come from the student leaders of the Club and from the staff of the Department of Campus Recreation.

Article 3: Duties

Specific duties which might be delegated to coaches or instructors might be: selecting the members who will make the competitive team, designating starting lineups or designating competition rosters, running practices or training sessions, scheduling matches, designating substitutions during game competition. Duties which should remain with club officers include budgets, spending, fund-raising, Sport Club Program duties and setting club direction.

Article 4: Memberships

One (1) individual on each team who is designated as an official coach or instructor may receive a complimentary Campus Recreation membership, entitling that individual to all of the benefits which such membership holds. Memberships are distributed on an academic year-to-year basis (August through May). Memberships are terminated upon release of coaching or instructor duties with the Club. The Department of Campus Recreation reserves the right to terminate any membership for specific purposes.

Article 5: Coach/Instructor Conduct

Although coaches/instructors may or may not be employees of the University, they will be expected to adhere to The University's policy regarding sexual harassment as follows: "The University of Mississippi is committed to fostering an environment that prevents sexual harassment of students and employees.

The University also has a commitment to professionalism, fostered by an atmosphere of mutual trust and respect. These commitments are threatened when persons in positions of authority abuse the trust placed in them." *-Office of Equal Opportunity & Regulatory Compliance*

Coaches must ensure good sportsmanship at all times. Individuals must always conduct themselves in a manner that does not detract from the reputation of The University. This includes behavior in game situations, contact with other teams and interaction with event staff. When involved in off-campus events or when traveling, be aware that you are still representing Ole Miss.

Article 6: Responsibilities

The following, but not limited to, are responsibilities for the coach/instructor:

- Each coach must complete an Ole Miss Sports Club membership packet
- The coach must be aware of and follow **all** University and Department procedures relative to the Sports Club Program.
- The coach should restrict his/her contributions to coaching and should refrain from activities involved in the Club's management. A Sport Club is first and foremost a student organization and, as such, the student representative (not the coach) must serve as the liaison between the Club and the Sport Club Staff.
- Club business matters (hosting tournaments, submitting forms, equipment requests) must be handled by the student members with the coach serving in an advisory capacity.
- Coaches should refrain from making appointments with the Director of Campus Recreation, Men's and Women's Athletic Directors, or any other person to discuss Club business without first informing the Sports Club Staff.
- The Sport Club Staff has the right and obligation to protect the Club, and if, in the staff's opinion, the coach is not working in the best interests of the Club, the coach will be relieved of his/her coaching duties.
- Coaches must be recommended by Club members and must submit a new information for each academic year in order to coach. Continuation of coaching status is not automatic.
- It is recommended that all coaches purchase their own personal medical and liability insurance.

Section 5: 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. All officers 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. Some Clubs may need to delegate duties to multiple officers. Each Club must have different individuals serving

in the roles as Club President and Club Treasurer. All officers must be popularly elected by the Club's members, and will be responsible for representing the Club's interest in all matters pertaining to Club operations.

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 and serving as the leader of your organization in all capacities.
- 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
- Operating the Club in compliance with the contents of the Club constitution, *Sports Club Manual Handbook*, and *The M-Book*.
- Ensuring that incoming officers are informed of the guidelines, policies, and procedures for the Ole Miss Sports Club Program.
- Ensuring that each active Club member has a current Release of Waiver and Liability Form on file with the Ole Miss Sports Club Office.
- Ensuring that all Club documentation is submitted in a timely fashion to the DCR
- Ensuring that Club officer list and advisor information is current.
- Updating the Club constitution and submitting copies to both the Sports Club Office and the Office of the Dean of Students.
- Reporting results of all Club competitions to the Recreational Sports Office.
- Furnishing copies of the Club's practice and game/meet schedule requests to the Recreational Sports Office prior to the beginning of each competitive club sport season.

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:

- Completes yearly budget for submissions to DCR during Budget Allocations

- Responsible for collecting all dues from active club members.
- Responsible for all financial transactions through the DCR, including deposit of fund-raising monies, equipment purchases and other purchases relating to Club operations
- 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. It is recommended that the designated faculty/staff advisor be informed often of what is going on with the Club they are advising. 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
- Assist the Club's elected officer core

Section 6: Sport Club Council

Article 1: Sport Club Council

The Sport Club Council (SCC) is the student advisory group responsible for directly interfacing with the Ole Miss Sports Club Coordinator. The SCC serves as an action committee representing all Sport Clubs. Each council member has one vote and will make recommendations on the following issues: budget, select disciplinary policies and procedures, Club policies and procedures, and other pertinent Sports Club concerns. The Sport Club Council will designate when they will meet each semester (minimum of 2 times, and as needed). The Council is advised by the Coordinator of Sports Clubs.

Article 2: Duties

- Make recommendations on student organizations that have completed the application process for becoming a Temporary Sports Club
- Serve as the disciplinary board and rule on Club disciplinary actions
*If a member of the Council is on the Club team facing disciplinary actions, he/she will not be part of the process.

- Serve on the Budget Allocation Committee and review annual budget requests for the following year and make initial recommendations concerning allocation amounts.
- Make recommendations regarding revisions to the Sport Clubs Manual for the following year.
- Make recommendations, offer advice and assist in the decision making process in other matters when requested to do so by the Sport Club Staff.
- More as determined

Article 3: Election Process

Any student officially on a Sport Club roster may be nominated to be on the Sport Club Council. A Nomination Form must be turned in by the designated date. The Sport Clubs Staff and all current Sport Clubs members will then vote on the new Council. Current members on the Council must be nominated and voted in again to remain on the Council

Article 4: Meetings

The Sport Club Council will conduct meetings to provide a medium for the exchange of information regarding university rules and regulations and Ole Miss Sports Club policies and procedures. The meetings will provide an opportunity for the Sport Club Program to work toward improving communication, programming and support. Each Sport Club must send a representative to attend the Sport Club Council meetings. These meetings will be mandatory and the information that will be provided will need to be taken back to all members participating in the Sports Club Program. Failure to send a Club representative will have a negative effect on a Club's evaluation.

Section 7: Disciplinary Procedures

Violation of, or non-compliance with, University policies, Campus regulations, Ole Miss Sport Clubs procedures or standards of conduct may result in disciplinary action or loss of Sport Clubs membership. The discipline process has been developed to assist Club leaders in correcting mistakes that have caused problems for the Club and The University.

Disciplinary incidences will be given to either the Coordinator of Sport Clubs or the Sport Club Council depending on the severity of the offense.

Article 1: Minor Infractions

Examples would include, but are not limited to: unauthorized travel or purchases, poor representation of the University of Mississippi at other venues, participation by ineligible players, practicing/playing on fields that have been closed, etc. (all which will result in a deduction of points)

- First Infraction - If the violation is the Club's first or the Club is not under probation from violations committed the preceding year, the following steps are taken:
 - a. The Club is placed on probation for a designated period of time or until the Club corrects the situation.
 - b. The Sport Club Staff will notify the Club representatives stating:
 1. Reason for the probation
 2. Length of probation period
 3. Possible consequences the Club will face if additional infractions occur
 4. Club's right to appeal
- Two or More Minor Infractions
 - a. The Club's funds are frozen and/or a part of the Club's allocation may be forfeited.
 - b. The Coordinator of Sports Club, upon recommendation from the Sport Club Council, may take any action deemed appropriate, including determining the amount of allocation forfeited by the Club.
 - c. The Club is notified in writing of the action taken.
 - d. The Club is advised of their right to appeal.

Article 2: Major Infractions

Examples would include, but are not limited to, the following situations:

- Displaying conduct that is incompatible with the University's function as an educational institution and the purpose of the Sport Clubs program (i.e., unsportsmanlike conduct toward officials or opponents or disruptive behavior on trips).
- Misusing Club funds and/or abusive use of Club funds.
- Allowing ineligible individuals to participate in Club activities.
- Compromising the safety of Club members while traveling.
- Transporting and/or consuming alcohol or illegal substances while on official club trips.

For all major infractions:

- a. A meeting with the Club representatives and the Coordinator of Sport Clubs will be scheduled.
- b. Input from appropriate administrators and staff members will be solicited when appropriate.
- c. The Coordinator of Sport Clubs will determine the disciplinary action to be taken.
- d. The Club is notified in writing of the decision and is advised of their right to appeal the decision.

Article 3: Disciplinary Action

Possible disciplinary actions that may be taken against a Club for infractions include, but are not limited to:

- Probation
- Frozen funds
- Loss of funding
- Loss of facility reservations
- Loss of Ole Miss Sport Club membership
- Hold placed on an individual's UM account
- Loss of current tier level status
- Suspension of selected members for a prescribed period of time
- Verbal or written warning to the officers of the club

A Disciplinary Action Notification Letter will be emailed to the Club President.

Article 4: Appeals Procedure

Decisions of the Sport Clubs Coordinator may be appealed to Sport Club Council by following the following procedures:

- Written notification from the Club President to the Sport Club Council with detailed reasoning and explanation for the appeal must be submitted within 5 business days of the date the Disciplinary Action Notification Letter was sent
- The Sport Club Council will rule on the appeal after investigating the situation and may uphold, reject, or modify the action taken by the Coordinator. All parties involved with the appeal will be notified in writing.

During the period of appeal, the penalty imposed will be in effect. All decisions made on appeals will be FINAL.

Article 5: Extreme Cases

Cases involving alcohol, illegal or controlled substances, hazing and instances where local, state and/or federal laws that have been broken will be turned over to the Office of the Dean of Students for further action.

Section 8: Sport Clubs Status

Article 1: Tiers

The Ole Miss Sports Club Program is structured with three tiers of Club membership status:

Conditional

The conditional tier is designated for Clubs in their first year as an Ole Miss Student Organization. Clubs must submit a Proof of Status Form and a letter of

application indicating why the organization desires to become a Sport Club. Upon acceptance by the Sport Club Council the President will receive a letter stating when the Student Organization 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 the 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

Temporary

The temporary tier is designated for Clubs in their second year as an Ole Miss Student Organization and under their year of probationary status. When the Student Organizations receives Conditional Sport Club status they will receive a date that they may apply for Temporary Sports Club status. The Club must complete the following the information:

- Be a University of Mississippi recognized student organization in good standing for at least one year.
- 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

Upon acceptance by the Sport Club Council, the Student Organization may be asked to present their proposal at a designated meeting. The Sport Club Council will then determine whether or not to recommend that the organization be accepted into the Sport Clubs Program. 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. 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.

Official

Each Club will be allocated the support (financial and administrative) and resources (facility reservations, event management) deemed appropriate for the individual Club's needs. These Clubs will receive preferred practice times and Home/Facility Request times. Official Sports Clubs must demonstrate effective Club leadership be a self-supporting organization with limited funding from Campus Recreation. Budget allocations are earmarked for equipment, registration fees and travel expenses. These Clubs must demonstrate commitment to the Ole Miss Sports Club Program, Department of Campus Recreation, and The University of Mississippi

Article 2: Evaluation

Once a year (will take place during Budget Allocation presentations, refer to Section 8, Article 4), the Sport Club Council will review and evaluate each Sport Club. The evaluations are designed to communicate to each Club the direction and desires of the Ole Miss Sport Club Program and the University of Mississippi. After the evaluation, each club will be placed in a tier (Conditional, Temporary, Official, or Inactive). Tier placement is very important and has an impact on facility scheduling, budget allocation, and support from the Department of Campus Recreation. Listed below are the evaluated criteria:

- Goals and direction continue to be consistent with that of the Ole Miss Sport Club Program.
- Officially registered as a University of Mississippi Student Organization
- Attends all Sport Club Council meetings and other required program meetings
- Consistently files all required paper work on time (travel request, purchase request, waiver/liability forms, schedules, budgets, etc.)
- Has an updated copy of their Constitution on file
- Demonstrate leadership in the Sport Club Council, the Ole Miss Sports Club Program, or in other areas pertaining to the overall program
- Has a strong, active, large membership base
- Strong leadership base, is completely student-lead, student-run, and shows a consistent smooth transition of Club leadership
- In constant communication with the Sport Club Program

- Shows evidence of pre-planning and allow for adequate time in the processing of requests
- Follows procedures relating to risk management
- In good standing with their league, conference, division, or national governing body
- Properly utilizes all facilities scheduled through the Department of Campus Recreation, adhering to all of the policies and procedures

Evaluations are based on set criteria as part of the expectations set forth for membership in the program. These criteria have been presented to the Sport Club Council, and all Clubs have been made familiar with the criteria. Clubs will be placed in appropriate tiers for the following semester (Conditional, Temporary, Official, or Inactive). Clubs have the opportunity to speak with the Coordinator concerning tiering and have 5 business days to set an appointment. If the Club refuses to challenge their tiering within that week, the tier stands for the following semester.

Article 3: Inactive Status

Clubs who are evaluated as not meeting the designated criteria for two consecutive semesters become designated as an Inactive for at least (1) full year from the time of this evaluation. In order to regain Official status as a member of the Sport Club Program, this Club must reapply for Official Sport Club status (refer to Section 1, Article 2). This Club will operate as a Temporary Sports Club during their time as an Inactive club. Inactive Clubs receive no benefits from the Ole Miss Sport Club Program.

Section 9: Points System

Article 1: Point Distribution

<i>Club Paperwork</i>	<i>Points</i>
Proof of Status	ALL = 10 points
Constitution	4 of 5 = 7 points
Official Club Roster	3 of 5 = 5 points
Spring Practice Request	2 of 5 = 3 points
Payroll Sheet	1 or less = 0 points

Individual Paperwork

Sport Club Eligibility	100% of roster = 10 points
Waiver and Release of Liability	85-99% = 7 points
Code of Conduct	70-84% = 5 points
	50-69% = 3 points
	49% or less = 0 points

*All paperwork must be turned in by the appropriate deadline to receive any points

Members

Total members listed on Official Club Roster

10 members or less	=	1 point
11-20 members	=	3 points
21-35 members	=	5 points
36-50 members	=	7 points
51+ members	=	10 points

Individual Member Dues

Dues paid by each individual Club member to participate. Must be noted in accounting papers the number of members paid at \$XX amount.

\$25.00 or less	=	1 point
\$25.01-\$50.00	=	2 points
\$50.01-\$75.00	=	3 points
\$75.01-\$100.00	=	4 points
\$100.01-\$250.00	=	5 points
\$250.01-\$500.00	=	7 points
\$500.01+	=	10 points

League Dues

The amount required by your governing body in order to participate in the league of conference (an official receipt or invoice must be submitted if the dues are not paid through your Club's budget allocation).

\$50.00 or less	=	1 point
\$50.01-\$250.00	=	3 points
\$250.01-\$500.00	=	5 points
\$500.01-\$1000.00	=	7 points
\$1000.01+	=	10 points

Fundraising

Clubs are expected to raise funds outside of the Club's budget allocation and member dues. This can come in the form of fundraising initiatives, donations or sponsorships. Must be noted on Accounting Form.

\$250.00 or less	=	1 point
\$250.01-\$500.00	=	3 points
\$500.01-\$1000.00	=	5 points
\$1000.01-\$2500.00	=	7 points
\$2500.01+	=	10 points

Deduction of Points

Points will be deducted from your Club's point total for the following infractions

- **Late Paperwork**

Failure to hand in paperwork by the due date will result in 0 points awarded for that specific paper as well as a deduction 1 point per day each individual paper is late. A maximum of 3 points will be deducted for each individual paper.

- **Meetings**

Failure to send at least one Club representative to the monthly Officers' Meetings will result in the following deductions per meeting missed:

1 meeting	=	1 point
2 meetings	=	3 points
3 meetings	=	5 points
4 or more	=	10 points

- **Incidents**

-Unauthorized travel and unauthorized purchases will result in a deduction of points determined by the Coordinator of Sport Clubs.

-Leaving University of Mississippi property in unsatisfactory condition will result in a deduction of 2 points per occurrence. If the problem persists, access to the facility will be denied.

-Other actions resulting in the loss of points at the Coordinator's discretion included but are not limited to: poor representation of the University of Mississippi at other venues, disciplinary infractions, participation by ineligible players, practicing/playing on fields that have been closed, etc.

Negative Points

If a Club falls below zero points, the Club will be put on probation and have one semester to bring their points total about zero or will be in jeopardy of having their Sport Club status revoked.

Article 2: Possible Club Allocations

A maximum amount of funds will be allocated based on the Points System (refer to Section 9, Article 1) according to the budget the Club proposed (ex. XYZ Club submits a proposal for \$2000 however only accumulate points to earn \$1500; the max amount that XYZ Club will be eligible to receive is \$1500). Once all of the points have been assigned, the total points from each Club will then be assigned a dollar amount.

Individual Point Monetary Value = $\frac{\text{Sport Club Total Budget Allocation}}{\text{Total points allocated through points system}}$

Possible Club Allocation = $\text{Individual Point Monetary Value} \times \text{Total Points Accumulated}$

Section 10: Funding

In an effort to support the Sport Club athletes, the Department of Campus Recreation provides the Ole Miss Sport Clubs Program with financial allocations for each Official Club. The money provided by the Department of Campus Recreation is meant only to supplement a Club's budgetary needs. It is the responsibility of the Clubs to raise the remainder of their working budgets.

Article 1: Budget Proposals

Each April, individual Sport Clubs will propose their budget for the following academic year to the Budget Allocation Committee. In the budget document, Clubs will request a certain level of funding for the following academic year. A maximum amount of funds will be allocated based on the following point system (refer to Section 9, Article 1) according to the budget they proposed.

Attach as much supporting documentation as is feasible. Make requests self-explanatory. Clubs which fail to turn in a budget by the required date will not receive funding. Clubs will receive a date and time to present their budget before the Budget Allocation Committee.

Items that should be addressed, but are not limited to, in this document are:

- Annual Income
 - a. Dues
 - b. Fund Raising
 - c. Donations
- Annual Expenses
 - a. Equipment- MUST be team equipment, not personal
 - b. Travel
 - c. Entry/Registration fees
 - d. Facility Rental
 - e. League Dues

Clubs will present their budgets to the committee, taking the members through each line of the budget. Committee members will have at their disposal a copy of the proposed budget and a copy of the Club's spending/funding levels from the previous academic year. Committee members will have the opportunity to question clubs on changes in spending levels and budget requests.

Article 2: Yearly Review

During the Club's Budget Allocation presentation they will also have the opportunity to highlight their yearly accomplishments. Items that should be addressed, but are not limited to, in this presentation are:

- Membership numbers
- Matches/games/tournaments attended and accomplishments

- Guest speakers
- Future goals

Presenters should be professionally dressed and take these presentations seriously. Powerpoints, handouts, video, etc. are all facets that can be used during the presentation.

Article 3: Budget Allocation Committee

All members of the Sport Club Council will also serve on the Sport Club Budget Allocation Committee is composed of the following members:

Coordinator of Intramural Sports & Sport Clubs (optional)
Graduate Assistant, Sport Clubs
Campus Recreation Team Leader
Members of the Sport Club Council (3-5)

Article 4: Actual Budget Allocation

After the Budget Allocation Presentations are complete, the Budget Allocation Committee will decide how much funding each Club will receive. The Sport Club Council will also conduct their Spring Semester Club Evaluation at this time. The Council will make recommendations for each Club's allocation based on the evaluation, proposed budget, and points earned. The Council is not required to keep the recommendations within a set dollar amount. The Committee must reach a consensus (general agreement) on the individual allocation amounts. This amount will be submitted to the Coordinator of Sport Clubs for final review and approvals as the Club's Actual Budget Allocation. Clubs will receive their allocation without having to utilize a matching funds system. Clubs will go into the following academic year with their allocation, and this is their money to spend (according to policy). Once this money is exhausted, Clubs must utilize their outside accounts (for personal items, entertainment expenses, officials' payments, etc.).

Article 5: Final Review

The Coordinator of Sports Club will review the recommendations from the Sport Club Council. The Coordinator reserves the right to adjust any of the Council's recommendations. This final dollar amount will be used as the Club's Actual Budget Allocation.

Article 6: Additional Funds Available

Depending on the total amount of allocated monies each year, there may be additional funds available for use by individual sport clubs. In order to receive additional money, Clubs will have to show that they have exhausted all University allocated and 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. Only Temporary and Official Clubs may apply for extra funds. Additional monies are subject to approval by the Sport Club Council, and will only be approved one time per year per club. Additional monies will be allocated subject to availability of funds.

Article 7: Outside Funding

The Budget Allocations 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.

Article 8: Accounting Forms

Clubs will be required to keep and submit accurate Accounting Forms for both their University allocated money as well as their outside account(s). Forms will be due on the 1st Friday of every month. It is the Club's responsibility to keep these forms current. Fundraising and Individual Member Dues for the Points System (refer to Section 9, Article 1) will be tracked through these Accounting Forms.

Section 11: Accounts & Purchasing

Article 1: University Accounts

All Ole Miss Sport Clubs will have access to a University account set up to handle the processing of their funds. Clubs may spend out of these accounts, provided they receive pre-approval by the Coordinator of Sport Clubs. Club officers or members may not commit Club funds without this pre-approval. Pre-approval for spending consists of filling out the appropriate "Purchase Request Form" and submitting it to the Coordinator. Submission of this form does not guarantee purchase approval! 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: Purchasing

The purchasing process should be adhered to as follows:

- Submit Purchase Request Form to the Coordinator of Sport Clubs within the appropriate time frame.
- If Club receives approval for purchase, the Coordinator will place the order, pending the vendor takes Purchase Orders. If the vendor will not take a PO or if the purchase falls under the category of "Outside Accounts", the Club must use their outside account to purchase the item(s).
- No equipment should be delivered to any address other than Procurement Services (refer to General Information) unless prior approval has been granted.
- Clubs will receive equipment after it has been checked in and inventoried

Purchasing equipment and merchandise is a serious process. Clubs who do not comply with the appropriate guidelines will be subject to penalties ranging from a loss of funding, loss of facility/field space, and/or loss of Club status. If you have any questions as to the procedures for purchasing, please ask ahead of time. You will be able to prevent serious problems from occurring down the line.

Article 4: Licensing of University Logos

Clubs must receive approval from the Office of Contractual Services Management to use any University licensing marks including, but not limited to, all logos, scripts, images, etc. trademarked or copyrighted by the university for the purpose of furthering the University of Mississippi brand. Clubs are recommended to use companies that have already become an official licensee of the University of Mississippi from the Collegiate Licensing Company (CLC).

Failure to obtain approval from Contractual Services Management on specific design can result in the seizure and possible legal action of all non-approved merchandise bearing University of Mississippi trademarks.

Approval can be requested from:

Lindy Eisenberg
leisen@olemiss.edu
662-915-7445
P.O. Box 1848
Contractual Services Management
107 Johnson Commons
University, MS 38677

Article 5: 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.

Section 12: Equipment

Article 1: Equipment Inventory

All equipment purchases made by an individual Club from University accounts becomes the property of the Department of Campus Recreation. Upon receiving equipment, the Club becomes responsible for its maintenance and care. Clubs do not have the authority to sell or dispose of University equipment/property.

Article 2: Equipment Check-out

Equipment belonging to the DCR is governed by a specific checkout system. Sport Clubs items are checked out by contractual agreement and must be returned. Participants must be aware that a contract is binding meaning that, regardless of who has possession of the equipment; the individual who checked it out is responsible for its proper return. A billing notice will be mailed to any

person with equipment not returned by the date set by the Coordinator. Failure to return equipment will result in billing for unreturned items including a hold being placed on the individual's UM account.

Article 3: Equipment Storage

All Sport Club equipment should be stored in University facilities whenever possible. Storage space (**if available**) for Club equipment will be provided upon request. The Sport Club Staff will assist in finding an appropriate location. When locks are issued to representatives for storage areas, it is the responsibility of the President to assure that the combinations and storage rooms are not misused. **Lock all doors.**

Section 13: Travel

Article 1: Travel Regulations & Procedures

The Ole Miss Sport Club Staff must approve all travel whether or not the Club intends to use University funds. A Travel Roster Form and Travel Itinerary Form must be submitted and approved prior departure.

When you are on the road with your Club, you should always remember that you are representing The University of Mississippi, as well as your particular sport. It is expected that you will hold your actions and the actions of fellow club members accountable to the highest standards of conduct. Any policies or procedures not defined in this particular manual can be addressed in the *M-Book*.

Article 2: Travel Roster & Travel Itinerary Forms

Travel Roster/Itinerary Forms for any trip outside Oxford must be completed, filed and approved in the Sport Clubs Office 48 hours prior to departure or on the Wednesday prior to departure, whichever is earlier. Only registered UM students, faculty or staff will be allowed to travel and represent the University of Mississippi. All Club members traveling must but on the Club's official roster. This form will provide the Department of Campus Recreation with information necessary to permit a Club to travel. This information will include, but will not be limited to, dates and times of arrival/departure, method of transportation, all club members attending trips, hotel/lodging accommodations, itinerary for overnight trips, emergency contacts, etc. If this form is not on file, the Club will not be eligible to receive University funding for the trip.

Article 3: Competition Report Form

Clubs will be required to turn in a Competition Report Form the Friday following the match/game. This information will be used to track success as well as post on the DCR website.

Article 4: Travel Expenses

Prior to travel, the designated club officer (President or Treasurer) should fill out the Purchase Request section on the Travel Itinerary Form for payment of Club-incurred expenses. The only expenses which can be paid from allocated funds (DCR Account) are hotel accommodations for team members/coaches and entry fees. Any expenses not listed above or expenses which go above and beyond a Club's ability to refund will be the responsibility of the individual Club members. A Travel Itinerary Form must be submitted, prior to travel, to receive any reimbursements. *NOTE: If you are in doubt as to whether something will be reimbursed, ask before your trip. Placing expenses on personal credit cards, spending with personal cash or checks may put you at the risk of not getting reimbursed.*

Article 5: Travel Reimbursement

To receive reimbursement for travel legitimate receipts must be submitted to the Sport Clubs Office upon return. A **legitimate receipt** is one on the company's letterhead with the correct date clearly indicated and the billing amount itemized and clearly stated. The staff will process the paperwork and payment in the form of a check made out to the individual will be mailed, generally this process takes a minimum of 10-14 business days.

Article 6: Transportation

It is the responsibility of the Club officers to make sure that the owner/operator of any vehicle used for Club purposes has adequate automobile insurance coverage, including third party liability. The University of Mississippi assumes no responsibility for the use of private vehicles. The owner/operator of the vehicle assumes total liability.

Article 7 Alcoholic Beverages/Illegal Substances

No alcoholic beverages or other drugs should be present or consumed by Sport Club members while traveling or participating in Club-sponsored events. This includes; practices, home competitions, trips and/or away competitions (this includes the entire duration of the trip). This is in effect for any club member, coach, volunteer, or advisor. In addition, alcohol/illegal substances are not permitted at a Club function that may take place at a private residence. Failure to abide by this policy will result in immediate sanctions from the Sport Clubs Program, and further actions may be taken.

Article 8: Emergency Contact Procedure

There may be occasions on a road trip where an incident occurs which will require you to contact a Sports Club staff member to inform him/her of the situation. If an incident takes place notify a DCR contact:

1. Traci Meredith, Coordinator of Intramurals & Sport Clubs
w) 662-915-7746 c) 574-780-0044
2. Derek Leonard, Intramurals & Sport Clubs Graduate Assistant
w) 662-915-5573 c) 706-280-9418

Incidents such as this will include, but are not limited to critical accidents (either on route to the contest or at the game/match site), problems with police, fights with opposing teams, etc. It is our hope that these incidents will not occur in the first place, however if something does happen to your club which will affect The University of Mississippi or the DCR in any way, it is your responsibility to notify a DCR staff member as soon as the incident occurs. Be sure to follow-up with the DCR immediately after returning to Oxford.

NOTE: Even if you think the incident is something which we would not be happy about, it is imperative that you notify us in advance. In so doing, we will be able to assist your club in dealing with the situation, and we will not be surprised by the incident. Finding out after the fact by a third party will only create a more difficult situation for your club.

Section 14: Risk Management

It is the goal of the Department of Campus Recreation to provide a safe and appropriate environment for the purposes of participation in the Ole Miss Sport Club Program. It is important for every member to understand, however, that participation in athletic activities pose certain risks to the individuals involved. These risks range in scope from minor injuries such as bruises and sprains to critical injuries, paralysis or death. In order to help minimize the risks associated with participation in Sport Club Program activities, the Department of Campus Recreation has instituted a comprehensive Risk Management Plan which every club must adhere to. Failure to adhere to the details of this plan jeopardizes the existence of your club and affects the Ole Miss Sport Club Program, the DCR and The University of Mississippi. Any questions regarding risk management issues should be addressed to the Coordinator of Sport Clubs.

Article 1: Injuries

If a Club member is injured while traveling and it is necessary to have the injured participant see and/or be treated by a physician, have him or her transported to the emergency room of the local hospital. It is recommended that a qualified service (e.g., ambulance service) be used to transport the injured participant. All expenses incurred for treatment, transportation to hospital, etc., are the responsibility of the injured participant. Rely upon the recommendation of the attending physician as to whether the injured Ole Miss Club member can be transported back to campus and what accommodations to use. All injuries requiring a hospital visit should be reported to a Sport Club staff member Sports immediately (refer to Section 12, Article 7).

Article 2: Non-Critical Injury/Illness

For basic injuries/illnesses not requiring Emergency Medical attention, have the affected participant take the appropriate steps in order to feel comfortable. This may include sitting out until the person feels okay to participate again, applying ice or dressing a wound. **DO NOT DRESS A WOUND OR APPLY ICE IF THERE IS A LIFE-THREATENING EMERGENCY.** Provide the affected party with the tools to help alleviate discomfort, but let the participant treat the symptoms of their own problem (i.e let the injured participant put on his/her own bandage or apply his/her own ice).

Article 3: Critical Injury/Illness If the injury requires Emergency Medical Personnel, send somebody to call 911. Always leave someone behind to care for the victim. Provide First Aid/CPR as needed according to training. Make sure the person calling 911 is equipped with the following information:

- Location of the injured party
- Full description of what occurred (without making a diagnosis of the injury/illness)
- What care has been/is being given
- **DO NOT HANG UP THE PHONE UNTIL THE DISPATCHER DOES!!**

In case any individual is exposed to blood or other body fluids, make sure you immediately a Sport Club Staff member in order to minimize risk associated with disease transmission.

Note: Before being allowed to participate in any club activity, each member must sign a Waiver and Release of Liability Form (refer to Section 3, Article 1).

Article 4: Prevention

To provide a safe and positive recreational experience for all participants, it is necessary to anticipate situations to prevent accidents and injuries. It is strongly recommended that every Sport Club develop, implement and practice the following safety policies:

- Coaches/instructors should emphasize safety during all Club-related activities.
- Have each Club member receive a physical examination at the start of each academic school year
- Purchase personal medical insurance prior to participation. Student Health Services offers students an insurance policy (call 915- 7274).
- National associations governing some sports offer supplemental
- accident and liability insurance for members. Check to see if your activity
- provides or offers this type of insurance coverage.
- Review the Club's emergency procedures with the Sport Clubs Office.

- Inspect fields and facilities prior to every practice session, game or special event. Report unsafe conditions to the Sport Clubs Office immediately.
- Do not use facilities or equipment if they appear unsafe.
- Have members certified in First Aid and CPR available at Club practices, games, and events.

Section 15: Facilities

Article 1: Home/Facility Request Form

For all events requiring DCR facilities, indoor or outdoor, a **Home/Facility Request Form** must be submitted. (refer to Section 14, Article 3).

Article 2: Facilities

Turner Center: The Turner Center, which opened in 1983, is a comprehensive facility that provides all types of indoor recreational activities for the Ole Miss community.

The following is a list of activity areas within the Turner Center:

- **Gymnasium:** Large multipurpose gymnasium
- **Jogging/Walk Track:** 1/8 mile suspended track
- **Natatorium:** 65 meters by 20 yards swimming pool with two bulkheads, which allow flexibility in scheduling. There is an eight-lane (25-yard) lap area for fitness swimmers.
- **Racquetball Courts:** Courts available on a first-come, first-serve basis or by reservation.
- **Fitness Center:** 10,000-square-foot facility equipped with cardiovascular equipment, free weights, and strength-resistance equipment.
- **Aerobics Studio:** Large multipurpose room used for a variety of activities. Available through reservation only.
- **Locker Rooms:** Locker facilities are available for rent by semester or on an annual basis.
- **Other:** also available in the Turner Center are four classrooms, two conference rooms, and an auditorium

Blackburn/McMurray Outdoor Sports Complex: The Blackburn/McMurray Outdoor Sports Complex (OSC) is a fully lighted outdoor sports facility specifically designed for Ole Miss students, faculty, and staff. The OSC is a multipurpose facility that accommodates the Intramural Sports and Sport Clubs programs. The complex is divided into two field areas:

- **Intramural Sports Field:** accommodates up to four flag football fields and/or two softball fields
- **Sport Clubs Field:** home of the Outdoor Ole Miss Sport Clubs

The OSC is located approximately three-quarters of a mile west of the Ole Miss Women's Sports Complex.

Tennis Courts: Turner Tennis Courts: Six regulation courts located behind the Turner Center on Fraternity Row

Education Tennis Courts: Ten regulation courts (eight with lights) located behind the School of Education Building, northeast of the Ole Miss Baseball Stadium

Article 3: Facility Reservations

Sport Clubs may request use of any of the Department of Campus Recreation facilities (refer to Section 14, Article 2). Scheduling for such events is dependent upon available space, impact to existing programs and the scope and nature of the event itself. The Department of Campus Recreation policies and procedures must be strictly observed in the conduct of practices, tournaments and special events. Some facilities have limited availability for reservation due to the large number of on-going programs and/or the high-risk status of the facility. Requests must be made through the Sport Club Office and approved by the Coordinator of Sport Club.

Priority:

- Academic classes
- Campus Recreation Programs
- Registered Student Organizations
- Intercollegiate Athletics and Spirit Organizations
- Oxford/Community Sponsored Programs

Home/Facility Request Form: A Home/Facility Request Form must be completed, signed and submitted for all practices, games, tournaments, and special events to the Coordinator of Sport Clubs. Please note that submitting a request does not guarantee a confirmed reservation. All requests will receive an email notification indicating if approval has been granted.

Practices: All Clubs must submit their practice schedule requests on a Home/Facility Request Form to the Sport Clubs Coordinator each semester (Outdoors Clubs practice will be yearly). Deadlines for priority consideration will be designated each semester. Since schedules are printed and distributed to many users of the facilities, it is very difficult to change a practice reservation once a semester has begun. Make sure that your request is what the Club wants and needs. The Coordinator has final approval on all practice schedules.

Home Events: Requests for home events must be submitted on a Home/Facility Request Form. The form should be submitted at least two weeks prior to the

date of your event in order to receive priority consideration. Requests are considered on a first-come, first-serve basis. Requests received less than two weeks prior to your event will be reviewed on a case-by-case basis.

Use of Facilities and Equipment The use of DCR facilities and equipment is a privilege and all Clubs are expected to respect all the facilities and equipment. This includes but is not limited to; supporting and enforcing Department policies regarding use of facilities, such as cancellation of outdoor activities due to inclement weather and/or field conditions, proper storage of university and club equipment, etc.

Article 4: Facility Reservation Guidelines

- The approved organization must assume all responsibility for the event. No part of the event may be delegated to other groups or individuals who are not members of requesting group.
- Events may not be altered from the approved request or deferred to future dates unless approval is granted
- Reservations of activity space will be made for practices, tournaments and special events only. All other group usage will be restricted to Open Recreation hours in accordance with applicable challenge and shared-usage rules.
- Permanent, on-going reservations are restricted to Sport Club practices
- The Club President must play a role and be present at the event.
- The DCR reserves the right to regulate the sale and distribution of food, beverages, souvenirs, other concession items and advertising.
- The DCR may require a security deposit when the scope and/or nature of the event dictates such a precaution.
- DCR student staff will be scheduled to supervise all special events held in the Turner Center, Natatorium and Outdoor Sports Complex. The cost any additional personnel (such as police or custodial services) required to be in attendance at the event will be responsibility of the Sport Club.
- If applicable, Campus Recreation may use an Interdepartmental Transfer of Funds (IDT). A check may also be used, payable to Campus Recreation for use/rental fees may be assessed for events conducted on certain facilities and those participating including non-University or non-Turner Center members.
- The total estimated amount of fees to be charged for facility use and event management will be indicated on the facility confirmation emailed to the President.
- At the conclusion of the event, a transfer will be issued and the final bill will be sent to the organization.

The Department of Campus Recreation and/or the University of Mississippi cannot accept responsibility for lost or stolen property or injuries sustained while participating.

Article 5: Cancellations

The DCR or the Sport Clubs Program reserves the right to cancel any program due to weather, if established rules and regulations are met, or when the requesting group is unable or unwilling to adequately perform all required duties and responsibilities related to the event, or for similar cause.

Section 16: Important Dates

Article 1: Paperwork

Official Club Roster	Friday, September 18 th
Proof of Status	
Constitution	
Payroll Sheet	
Individual Paperwork (<i>Application for Sport Club Eligibility, Waiver and Release of Liability, and Code of Conduct</i>)	
Nominations for Sport Club Council	
Spring 2010 Practice Facility Request Form	Friday, December 4 th
Accounting Paperwork	1 st Friday of every month
Home Match Facility Request Form	2 weeks prior to the match
Reschedules (phone call or email)	48 hours prior to the match
Cancellations (phone call or email)	24 hours prior to the match
(<i>Failure to notify Ole Miss Sport Clubs of a reschedule or cancellation will result in a \$50 fine that will be deducted from the Club's Budget Allocation</i>)	
Travel Itinerary and Roster Forms	48 hours prior to leaving
Competition Report Form	Friday following ALL matches

*All paperwork is due by 4PM of the due date

**Failure to hand in paperwork by the due date will result in a deduction of club points at the discretion of the Ole Miss Sport Clubs Office (detailed out in the Points System).

Article 2: Meetings

All members meeting	Sunday, September 13 th Turner Center Auditorium 6PM-Indoor Clubs 7PM-Outdoor Clubs
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Officers' Meeting

Thursday, September 3rd @ 6PM
(**President MUST be in attendance*)
Thursday, October 1st @ 6PM
Tuesday, November 3rd @ 6PM
Tuesday, December 1st @ 6PM

*Meetings and due dates for Spring 2010 semester will be released at the December Officers' Meeting

** Players may only be added to rosters at the Officers' Meetings. All paperwork must be complete and submitted for the individual to participate in practices or competitions for the upcoming month(s).

**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.*