

THE UNIVERSITY OF NEW ORLEANS  
DEPARTMENT OF RECREATION & INTRAMURAL SPORTS



# CLUB SPORTS HANDBOOK



## 1. Introduction

Participation in a club sport provides students the opportunity to compete and participate on behalf of The University of New Orleans Department of Recreation & Intramural Sports (RIS). Our club sports have the opportunity to participate in events locally, regionally and nationally, displaying the best of UNO's sportsmanship and leadership. RIS provides the framework for students to efficiently run their club.

This handbook provides an outline of all club sports guidelines. Please direct any specific questions to the Club Sports Coordinator – Kassie Thibodeaux at 280-6009.

## 2. RIS Club Sport Coordinator

This person serves as the official representative of RIS in a supervisory role for the Club Sport program.

In this role, the coordinator will:

- Communicate regularly with club representatives and advise on matters of: scheduling, participant eligibility, coaching, finance, equipment purchase, travel, and risk management.
- Assist with marketing and fundraising efforts.
- Assist with the continuing development of guidelines within the individual clubs.
- Assist with the allocation of funds and facilities.
- Refer all participants to training and leadership development opportunities.
- Enforce all rules and regulations as defined by RIS and The University of New Orleans.

The Club Sport Coordinator will be available to offer club officers advice, guidance and support.

The RIS Professional Staff is comprised of the following:

- **Jody Duvernay – Director**
- **Kassie Thibodeaux – Assistant Director – Fitness/Intramural & Club Sports Coordinator**

## 3. Club Overview

Each Club Sport must meet several requirements for recognition and benefits as an official club sport.

Clubs must meet the minimum requirements:

- obtain a UNO Faculty / Staff Advisor
- Meet all officer and advisor qualifications set forth by the University
- Abide by the national governing body rules and regulations for corresponding sport
- Demonstrate good sportsmanship and student leadership

All club members must abide by the University's Student Code of Conduct, which can be found on the Student Affairs webpage under [Handbook & Policies](#).

### **3a. Student Organization Requirements**

Presidents must register their clubs with the Office of Student Involvement & Leadership (SIL) and RIS. Club Sport organizations MUST attend all required meetings scheduled by SIL and RIS. To remain active, a club MUST register with SIL and RIS at the beginning of every Fall Semester.

The requirements to be a registered and active club are:

- Attendance at SIL Organization Orientation by club presidents
- Completed SIL Student Organization Registration Form and RIS Club Form

### **3b. Becoming an active club sport with SIL & RIS**

The following steps must be followed:

- The group must file the proper paper work with SIL and RIS
  - SIL – Student Organization Registration Form**
  - RIS – Roster Form, Consent Form, Waiver and Release of Liability**
- Must find a faculty/staff member of the university that is willing and able to be their advisor
- The club cannot duplicate nor have strong similarities with a current club sport
- The club's purpose and activity must be consistent with the purpose and philosophy of RIS.

RIS reserves the right to reject any request if it does not meet the mission, vision and values of the department.

\*\*All paperwork MUST be turned in before a Club is considered active. ONLY active Clubs and club members are approved for field rentals, participation in games and practices, field and equipment rentals, and travel.

## **4. Membership**

Membership to a club sport is **ONLY** open to **students currently enrolled at The University of New Orleans**. UNO faculty/staff, UNO Alumni, persons working on UNO's campus or UNO student workers attending another university **are NOT allowed** to participate in a Club Sport.

If a club chooses to set their own guidelines, such as a minimum GPA, these guidelines must first be approved by the Club Sports Coordinator and adhered to fully by the club.

A club that chooses to join a National Organization or Association must adhere to the guidelines for that organization or association. Any guidelines conflicting with those set by RIS will be discussed in a meeting with the club advisor and president.

## **5. Advisors**

Clubs must select a faculty/staff advisor each year. Club advisors may be any UNO faculty/staff member. Graduate Assistants do not qualify as faculty/staff advisors. Advisors assume the responsibility for keeping informed about the activities of the organization, for attending meetings, and for advising the

officers and members on University standards stated in the [Student Handbook](#) as well as budgetary matters. The advisor must attend the Organization Orientation meeting each year. Club officers remain responsible for all communications to their advisor.

## **6. Coaches / Instructors**

RIS acknowledges that our Club Sports programs often benefit from the assistance and direction of coaches and instructors. While we realize that the coaches are volunteers, their participation in the university sponsored club requires that they uphold our standards and principles.

*If a coach or instructor is not affiliated with UNO they must be put on a Gratis Appointment. Contact the Club Sports Coordinator at RIS for more details.*

The Club Sport program does not require coaches/instructors. Coaches should keep in mind that all clubs exist for supporting student growth and leadership. Those selected as coaches must act in a supervisory role and abide by all RIS and university guidelines. These include but are not limited to sexual harassment and alcohol and drug rules. Please ask the Club Sport Coordinator for questions.

RIS discourages coaches/instructors from having personal relationships with their participants. If club members feel that the player/coach relationship becomes inappropriate, leads to unfair participation decisions or is causing team disturbances, the Club Sport program reserves the right to remove the coach, player or both. A complaint by **any** member about coach/player relationships will be investigated RIS.

### **6a. Coach/Instructor Removal**

While engaging in the act of coaching or instructing a club sport, all coaches and instructors are responsible for adhering to local, state and federal laws and all applicable policies, guidelines and procedures put in place by The University of New Orleans, RIS, and the Club Sport program.

RIS, the Director of RIS and the Club Sport Coordinator reserve the right to initiate a removal process of any coach or instructor at any time. Violations can include but are not limited to the following:

- Local, state and federal laws
- Club Sports, RIS and The University of New Orleans policies, guidelines or procedures
- RIS Facilities policies
- Use of university property and programs for personal gain, i.e. revenue

It is the right and obligation of the Club Sport program to protect the club and if, in the staff's opinion, the coach or instructor is not meeting expectations deemed in the best interest of the club, the coach or instructor may be relieved of duties. **Please note that these regulations and sanctions apply to student coaches as well as non-student coaches.** RIS reserves the right to suspend club privileges if club officers do not comply with this request.

## **7. Officers and Meetings**

Each club must elect several officers to manage club activities and events. At a minimum, each club must elect a President and Vice-President. A Treasurer and Secretary are also recommended. Please refer to the SIL Office for updated on Officer Eligibility Requirements.

Officer eligibility requirements:

- Students must be enrolled as full time.
- Students must be in good standing with the University, have at least a 2.0 cumulative GPA, and not be on University disciplinary probation or scholastic probation.
- Students must meet all other reasonable academic standards established by the student organization and included in the organization's constitution and/or bylaws.

Each club may assign club specific duties to these officers or other positions as they see fit. The Club Sports Coordinator will communicate directly with presidents and only with other officers as necessary. Please note, that only presidents may reserve facility space and only the presidents or treasurers may submit forms for financial reimbursement. It is up to the club's officers to ensure that RIS has the correct contact information on file for these individuals.

Note that although a faculty/staff advisor is not an officer, it is a required position. RIS requires that certain officers attend meeting to learn about program policies and procedures. The Club Sports Coordinator will set up meetings with other officers as needed.

### **7a. Roles of the Officers**

#### **President**

- Communication: The importance of the club president to communicate with their club members and with the Club Sport staff cannot be overemphasized. The president is the liaison between the club and Club Sport staff.
- Read and understand the contents of the Club Sport manual to ensure club compliance with the RIS requirements.
- Attend all the Club Sport meetings or send another club officer in your place.
- Inform club members of policies, procedures, expectations, emergency procedures and other regulations that must be followed.
- Familiarize incoming officers with Club Sport manual.
- Submit all registration forms.
- Maintain a complete and accurate list of members', officers', advisors', and coaches: phone numbers, addresses, email address, etc.
- Submit membership list and completed release and waiver of liability agreement to the Club Sport Coordinator.
- Hold regular meetings with club members.
- Assist club treasurer in preparing the annual budget and keep track of the club financial status.
- Promote good sportsmanship
- Ensure that safety is addressed at all club practices, competition or home and away activities.

- Implement proper disciplinary action procedures when warranted.
- Assist and supervise fund raising projects.

#### **Vice President**

- Serve as the club representative in the absence of the president.
- Schedule facilities for practice, games and/or special events.
- Make travel arrangements.
- Coordinate fund raising events.
- Notify the Club Sport staff of travel, fund raising and change related to club events.
- Read and understand the contents of the Club Sport manual.
- Make provisions for officials, support personnel, equipment and site preparations for all activities.

#### **Treasurer**

- Keep current financial records by documenting all expenditures and deposits.
- Make sure club monies are used properly.
- Ensure financial business is conducted in compliance within university policies and procedures.
- Ensure that club members have paid membership dues (if applicable).
- Assist with club fundraising activities.

#### **Secretary**

- Keep records of all activities; document meeting minutes, game/competition results and promotional and marketing ventures.
- Submit activities summary to RIS (game/tournament results, trip highlights, fund raising results, special events, etc.).
- Remind club members of upcoming meetings, events and matches via phone and/or email.
- Develop and maintain newsletter items (i.e. press release, web site data).
- Notifies the Club Sport staff of any changes in club's schedule (game, trips or practices), leadership, membership, etc.

### **8. Club Equipment and Uniforms**

Clubs can purchase necessary equipment and uniforms for their specific sport/activity. All purchases MUST be approved by the Club Sports Coordinator. All equipment and uniforms not in use will be inventoried and stored at the RFC. Certain clubs may require members to sign-out equipment at the beginning of the season. Equipment not returned at the end of the semester will be charged to the students' account.

## 9. Facility/Field Rentals

UNO Clubs and Organizations may request use of the following facilities: RFC Multipurpose Room, HPC Fields, or East Campus Fields for an event and/or practice. Facility/field rentals are free of charge unless otherwise stated or special request made; field set-up, line paint, officials, etc.

\*Clubs/Organizations will be charged for any post event clean-up (trash left behind) and/or damages to UNO property.

A club must submit the proper paperwork for the facility they choose to rent. The forms can be found on the RIS website under "Club Sports", "Field Rentals". All rental forms should be sent to Kassie Thibodeaux, 280-6009 at the RFC for approval at least 2 weeks prior to event.

The facilities can be rented monthly or on as needed basis. Approval will be given on a first come first serve basis. We will do our best to work with all clubs to allocate space equally. Club Sports staff aims to serve clubs by providing adequate time and space for each club to the best of their ability.

### 9a. Facility Rules

The recreation facilities, both indoor and outdoor, may **not be used for personal gain** by any member of the university community.

ONLY UNO students and approved club coaches/instructors are allowed to participate in events/practices taking place on UNO property. The event coordinator must have the field approval form on them the day of the event.

Clubs competing against other Universities on UNO's campus WILL require additional paperwork. Please see the Club Sports Coordinator for details.

### 9b. Equipment Rentals

RIS has equipment available to rent for events. There is no charge for equipment rental. An equipment rental form must be filled out and approved by Kassie Thibodeaux, 280-6009. The equipment can be picked up from the RFC the day before the event and returned the day after the event.

## 10. Contest/Games

Club Sports should submit a **complete** contest/games schedule to the Club Sports Coordinator at the beginning of each semester or as contest/games are scheduled.

For each home contest/game on the schedule, clubs should submit the following:

- Submit a visiting team roster (one week prior to contest)
- Certificate of Liability Insurance from visiting team's University prior to the contest/game if playing on UNO property

## 11. Travel

RIS encourages clubs to travel to participate in tournaments and other competitions. A club officer should submit a travel request form four (4) weeks prior to traveling.

### **Mode of Transportation**

- Clubs traveling in their personal vehicles **MUST** fill out a form for trip insurance. Please see Jody Duvernay 280-6358 for details. The trip insurance form **MUST** be turned in 1 week prior to travel.

### ***\*\*As of Spring 2012 UNO does not have vehicles available for use.***

- UNO vehicles - the faculty/staff advisor or a UNO student worker may reserve a university vehicle if available. The advisor must write a letter to RIS on University letterhead stating the purpose of the trip, destination and duration of the trip, how many students are traveling and how many vehicles will be needed.
  - The faculty/staff advisor or UNO student worker must have taken the university approved driving course. A copy of the certification must be delivered to the Club Sports Coordinator.
  - Only those approved to drive university vehicles will be permitted to reserve a vehicle. If a club member that is not certified by the university is caught driving a university vehicle, the club will lose the right to reserve a vehicle. Other sanctions through the university may be imposed also.
- If the club does not wish to reserve a university vehicle, there will be **no reimbursement** for gas or mileage.

### **Roster**

- A roster of the team traveling will be due to the RIS office four (4) days prior to the departure date.

## 12. Club Sport Funding

All clubs are responsible for raising their own money; hosting fundraisers, donations, sponsorships, or membership fees. Clubs can sometimes request funds from Student Government. See the Student Government office for more details.

### **Funds can be used for, but not limited to:**

- **Tournament or Event Fees:** Fees include any registration fee or cost for admittance or participation in club competition or event.
- **Travel Cost:** Travel cost for tournaments may include gas (university vehicle only), lodging or tickets (plane/trains) to attend club competition or event.
- **Officials or Staff Costs:** These costs may include any officials or staff necessary to run the club competition or event.
- **Equipment:** The club may request funds to purchase necessary equipment needed.

- **Uniforms:** Uniforms include any team jersey, shorts, warm-ups or other team apparel.  
**Uniforms bought with university funds may not be personalized and are property of the university.**
- **Facility Rental:** The club may request funds to rent a facility space for regular practices (e.g. ice rink) or special events/competitions. A contract must be approved and signed by RIS, the club, and the facility stipulating fees, rules and regulations of use, specific dates of use, etc.
- **Other:** If clubs would like to use university funds they must talk to the Club Sport Coordinator to determine if the purchase is acceptable.

To purchase equipment and supplies for the club, the president or treasurer must submit a purchase requisition to the Club Sports Coordinator. RIS **will not** reimburse for supplies purchased without proper approval. The Club Sports Coordinator and/or RIS Business Manager has the right to question a club's purchase request if they feel it's unnecessary.

### **13. Marketing and Trademarks**

All items ordered bearing the Club and/or University's name **MUST** first be approved by RIS.  
All items **MUST** be approved by RIS before order is placed.

Required on ALL items:

- the word "Club"
- a UNO logo or "The University of New Orleans"

### **14. Storage Space**

Storage is limited at the Rec Center, so it comes at a first come first serve basis. We will work to accommodate as many clubs as possible, remember space is limited.

**The University of New Orleans**  
**Department of Recreation & Intramural Sports**  
**Club Sports Manual CONSENT FORM**

I \_\_\_\_\_ (Print Name),  
have received a copy of and agree to read and understand the information  
outlined in the policies and procedures manual.

I understand that implementing and following these current policies and  
procedures are pertinent to my club's success at The University of New Orleans.  
I agree to be consistent, adhering to and ensuring that I and all members of the  
club adhere to all policies and procedures.

I also understand that the policy and procedure manual is subject to change at  
any time. Any violation of these policies may result in disciplinary action.

I understand my signature below indicates that I agree to follow all information  
outlined in the policies and procedures manual.

Club: \_\_\_\_\_ Position: \_\_\_\_\_

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Signature

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Date