

University of Kentucky

Club Sports Manual

2009-2010 Academic Year

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8/25/2008

WHAT ARE CLUB SPORTS?

Club Sports at the University of Kentucky are Student Organizations that are Student–initiated and student-led. Club Sports are governed by the UK Code of Student’s Rights and Responsibilities and shall abide by those guidelines. Clubs may be instructional, recreational, and/or competitive. Some Club Sports compete with other universities and clubs throughout the country; others may participate in local demonstrations or contests. Club sports are open to the beginner as well as the advanced athlete.

Definitions:

- **SPORT** - An activity involving physical exertion and skill that is governed by a set of rules or customs and often undertaken competitively
- **GAME** - An activity providing entertainment or amusement; a pastime

The above definition will be used as a guide in determining what activities are eligible to become Club Sports. Activities falling under the definition of a game OR failing to meet the criterion to be considered a sport shall not be eligible to become a UK Club Sport.

What are the differences between Varsity, Intramurals, and Club Sports?

Varsity teams must follow NCAA and SEC rules and regulations. Practices and Games are mandatory and travel is required to play other universities. Some teams allow walk-on tryouts, others purely recruit. Varsity sports usually require a full year commitment. Club Sports play other colleges and universities, but are not part of NCAA or SEC, they are funded through their own fund raising initiative, and practices and games are determined by club officers. Club sports may or may not require a full year commitment. Intramural Sports are competitive sports played at UK among other UK students with seasons usually lasting 3-6 weeks.

CLUB SPORTS DIRECTOR

The Club Sports Director acts in an advisory capacity and assists clubs with the total club sport programming system.

CLUB SPORTS OFFICERS COUNCIL

The Club Sports Officers Council is responsible for serving as an additional support structure for clubs and liaising with the Club Sports Director. Council Elections will be held every March.

The Club Sports Officer’s Council:

1. Is composed of 6 UK Club Sports Officers and the Director of Club Sports
 - a. Ideally two field sports, two gym sports, and two at large sports will be represented
2. The council will give input regarding who can be a Club Sport
3. The council will give input regarding club sports matching fund allocation
4. The council will give input regarding the sharing of Club Sports facilities
5. The council will give input regarding the future development of club sports at UK.

REGISTRATION

Every club is responsible for maintaining their registration status with the university. A UK club sport shall be considered registered and in good standing when the following documents and forms have been filed and kept up to date with the appropriate UK office.

Required Forms For Teams:

- UK Student Organization Registration / Re-registration form (**Online**)
 - To be completed annually
 - Submitted copy approved by Club Sports Director as UNIVERSITY ADVISOR/ DEFAULT ADVISOR not the primary advisor
- Risk Management Plan
 - To be approved by Club Sports Director
- Agreement to Participate and Release from for all members
- Safety officer CPR/FA Certification (For all clubs wishing to reserve facilities)
- Instructor Credentials (For martial arts/ wrestling/ and boxing clubs etc.)

Every Club Sport Participant shall sign the Agreement to Participate and Release BEFORE participating in ANY Club activity. It is the responsibility of the individual clubs to ensure that their paperwork is filed with the Club Sports Office and kept up to date.

CREATION OF NEW CLUB SPORTS

The link refers to the steps to becoming a student organization.

<http://www.uky.edu/GetInvolved/StudentOrgs/register.html>

In addition to the steps outlined at the link above, prospective club sports will need the Club Sports Director's signature as their University Advisor. To gain said signature, the prospective club will need to present before the Club Sports officers council. The presentation should include plans for the long term viability and growth of the club, the planned source of income for the club, the facilities the club intends to use, what league (if any) the club plans to affiliate with, who would be doing the instruction, a copy of the instructors credentials, and a plan for risk management.

MEMBERSHIP

All participating club members must be one of the following: UK students, faculty, or staff. Approximately 1500 students, faculty, and staff currently participate in over 35 clubs at the University of Kentucky.

HAZING

The UK Student Code of Rights and Responsibilities prohibits hazing in Student Organizations. Hazing is defined by the University as: ***any action taken or situation created, intentionally or recklessly, whether on or off University premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such abusive activities and situations may include, but are not limited to the following:***

- *Illegal or harmful use and/or forced consumption of food, alcohol or drugs*
- *Paddling in any form*
- *Creation of fatigue*
- *Personal servitude*
- *Physical and/or psychological shocks*
- *Wearing apparel which is conspicuous and not normally in good taste*
- *Engaging in public stunts and buffoonery*
- *Degrading or humiliating games and activities*
- *Sleep or food deprivation*
- *Any meetings which unreasonably interfere with scholastic activities*
- *And/or any other activities which are not consistent with the regulations and policies of the University of Kentucky.*

All reports of hazing will be forwarded to the Dean of Students office. Clubs that engage in hazing or have individual members who participate in hazing may be subject to suspension, the loss of matching funds, and facility use, in addition to penalties assigned by the Dean of Students Office.

Individuals seeking additional information about this policy or reporting possible violations should contact the Club Sports Office at (859) 257-6863.

RISK MANAGEMENT [NEW FOR 2009]

To encourage a safe practice and competition environment for UK Club Sports and in order to promote student leadership and learning; the Club Sports department will require each Club Sports team to develop a written risk management plan by September 7th 2009.

This plan should address the following concerns:

1. Who provides instruction for the club?
 - a. Qualifications for a coach / instructor
2. What steps will the clubs take to provide a safe practice and competition environment (i.e. pre activity checklists)
3. How will the club address special risks associated with their sport?
4. What is the club emergency action plan for practice, game, travel, and severe weather emergencies?
5. What type of medical supervision will the club have for practice and games?
6. What will constitute an appropriate first aid kit and who will be responsible for its upkeep and availability.
7. What will be the clubs travel policy

Understanding that this is an important and potentially overwhelming task the Club Sports office will provide the following resources:

1. A risk management plan outline
2. Best practice travel guidelines

3. Opportunities for CPR/FA training for safety officers at no cost to the club.
4. A stocked First Aid kit at the beginning of each semester

The steps for compliance on the part of the club will be as follows:

1. Generate a written risk management plan following the provided outline.
2. Beginning on Sept 7th, meet with the UK Director of Club Sports to submit the plan.
 - a. The meeting should at least be attended by the President and the Safety officer; other officers may attend as well.
 - b. All plans will be reviewed for completeness and further recommendations may be made.
3. At the conclusion of the meeting with the club sports director a copy of the final agreed upon plan will be kept on file in the club sports office.
4. Club leadership will implement the plan.
5. Clubs will pick up their stocked First Aid Kit from the Club Sports Office.
6. Failure to abide by the agreed upon plan may result in the loss of matching funds, facility use, and club suspension.

In addition to promoting a safer operating environment for each club this plan has the added benefit of allowing each club to tailor their plan to address specific club needs. It is Campus Recreation's hope that student involvement in the creation of the plan will improve compliance.

SAFETY OFFICERS

Each Club shall maintain at least two club members serving in the role of a SAFETY OFFICER. This member will be responsible for providing CPR / FA care in the event of an emergency. The Safety officer will be responsible for notifying in writing the Club Sports Office of any emergency or safety related issue.

Safety officers must maintain a current Red Cross CPR/First Aid and AED certification on file with the Club Sports Office.

The Club Sports Office will provide a Red Cross CPR/First Aid and AED class twice per semester at no charge to the club. If the two class offerings are missed the Clubs will be responsible for sending their safety officers to a class at the Red Cross.

FUNDING

Funding for all club sports is intended to come primarily from the individual club's own fundraising initiative. Club Sports Team budgets may be supplemented by grants from Student Government of up to \$500.00 and / or a matching fund grant from the Club Sports Department of Campus Recreation. All grants are considered on a case by case basis.

To be eligible for a matching fund grant, Club Sports Teams must be involved in inter-collegiate competition.

To be eligible for a matching fund grant, Club Sports Teams must be registered and in good standing for one calendar year prior to requesting the grant.

Clubs wishing to receive matching fund grants must present a formal request to the Club Sports Officers Council along with a summary of the upcoming budget and plan for fundraising. Matching fund Council meetings for the 09/10 academic year will be held in September. Matching fund meetings for the 10/11 academic year will be held in April. To participate in Matching fund Council meetings, club presidents and/or treasurers should introduce the officers for the upcoming academic year and have all of their re-registration documents on file with the Center for Student Involvement and the Club Sports Office.

Once the grant has been awarded by the council, the club must present proof of fundraising to the Club Sports Office. The Club Sports mailbox is in RM 177 of the Johnson Center open Monday – Friday from 7:00 AM – 6:00 PM.

Upon receipt of proof of fundraising, a UK DAV will be submitted to accounts payable and a check in the name of the club will be delivered to the Club Sports Office. Club officers will then arrange to pick up their check.

The term “Matching Fund” does not indicate that the Club Sports Office will match all of the funds raised by a club but rather a portion of the funds raised.

FACILITIES

Club Sports are eligible to reserve the following facilities for regular practice:

UK Clubs Sports Fields; North Field and/or South Field
UK Cricket Pitch
Alumni Gymnasium Sun-F, 6:00 – 10:00;
Alumni Gym Loft M-F, 4:30 – 10:00; Sun 4:00 – 10:00
Campus Recreation Tennis Courts

Club Sports are eligible to reserve the following facilities for special events (i.e. games and tournaments):

UK Clubs Sports Fields; North Field and/or South Field
UK Cricket Pitch
Alumni Gymnasium
Alumni Gym Loft
Campus Recreation Tennis Courts
William Pieratt Recreation Fields
Seaton Center Gymnasium

Club Sports as Student Organizations may have access to many other University Facilities that are not within the purview of the Campus Recreation Department.

RESERVATIONS

To reserve any UK facility a Club Sport must be registered and in good standing.

Reservations for practice and event times will be made at the beginning of every academic year at a Club Sports Field Reservation meeting or a Clubs Sports Alumni Gym meeting. After this meeting all subsequent practice and event reservations will be made by email, on a first come first serve basis. Once the club has received a confirmation email from the Club Sports Department the reservation will be considered official.

The William Pieratt Recreation Fields and the Seaton Center Gymnasium require a reservation form that can be obtained via the Club Sports website or from the Club Sports office. This form must be submitted at least 48 hours in advance of the event. A confirmation email will be sent denoting that the reservation is official.

For special event reservations requiring Campus Recreation Staff supervision there will be a fee of \$25.

TRAVEL

Club Sports handle travel at the discretion of their club officers. ***Clubs should submit a copy of the University of Kentucky Club Sports Travel Form one week prior to traveling.*** Clubs may rent University cars and mini-vans at the standard motor pool rates. All Club Sports are encouraged to use best practices when traveling. The Following is a list of common best practices.

1. Conduct a team pre-trip meeting to discuss
 - a. Review travel and game emergency action plans
 - b. Behavior guidelines
 - c. Trip itinerary
 - d. Finalize participant list
2. All passengers should wear seatbelts when vehicle is in motion
3. Obey all traffic laws and posted warnings
4. Plan for 2 or more drivers per vehicle
5. Drivers should take a 30 minute break every 4 hours
6. Each driver should drive no more than 10 hours during any 24 hour period
7. Clubs should avoid auto travel between the hours of 11PM and 6AM
8. A printed copy of each passengers emergency contact information should be in vehicle
9. A printed copy of each clubs travel policy and emergency action plan should be in each vehicle
10. A copy of the trip itinerary should be onboard each car
11. Vehicle, tires, breaks, wipers, and lights in good condition consistent with a routine maintenance schedule
12. All drivers should be in possession of a valid license, insurance, and vehicle registration

Things to know before you go (off campus):

- a. Location of competition and contact phone numbers.
- b. Availability of trainer or medical emergency personnel.
- c. Visiting school's emergency procedures and campus health center.
- d. Nearest hospital or emergency room.

INSURANCE

Individuals are encouraged to have a physical examination and obtain adequate health and accident insurance prior to participation in club sports activities. Individuals participate in club sports at their own risk. The University of Kentucky is not responsible for any injury that may occur through participation in club sport activities and as such, does not provide insurance for individual participants.

WEB SITE

Clubs should assist the Club Sport office in keeping the Club Sport contact page up to date. Please notify the Club Sports Office via email of any club contact changes. Please include the name, phone number and email of the new contact person.

UNIVERSITY OF KENTUCKY CLUB SPORTS EMERGENCY PROCEDURES

On Campus Injuries

1. If a trainer is available, let the trainer or EMT handle the injury. DO NOT MOVE the injured person until it is determined by a trainer or EMT the extent of the injuries.
2. If a trainer or EMT is not available, call 911
 - a. It is the safety officers responsibility to ensure access to a cell phone,
 - b. Give accurate information – your name, location of accident, condition of injured, name of injured and what is needed, etc.
 - c. DO NOT leave the injured alone unless you are the only one able to call for help.
3. Fill out an accident report immediately and submit it to the UK Club Sports office as soon as practicable.
4. Contact your advisor and/or the Club Sports Director (859) 257-6863 or (859) 257- 9383

Off Campus Injuries

1. Verify safety information upon arriving on campus (see “Things to Know”) It is the responsibility of the safety officer and team president to secure medical care at site.
2. If a trainer is available, let the trainer or EMT handle the injury.
3. If there is no trainer, medical emergency personnel or campus security – Call 911
4. Fill out an accident report immediately and submit it to the UK Club Sports office as soon as practicable.
5. If a team member is taken by ambulance or family/friend/team mate, be sure to obtain accurate information immediately
 - a. Name of injured and nature of the injury if known
 - b. Campus health center, emergency room or hospital – street address, city, and phone number
 - c. DO NOT leave the injured alone unless you are the only one able to call for help.

Emergency Contacts:

Immediately after calling for medical assistance, call the people on the Emergency Procedures list below **until you reach someone (not just a voice mail). Be sure to secure the essential phone number(s) BEFORE YOUR EVENT.**

Club Advisor Name: Home_____

Cell_____

Club President Name: Home_____

Cell_____

Campus Recreation Representative

Recommended First Aid Kit Contents

General Supplies

- Athletic tape (1 1/2" white adhesive) - 2 or 3 rolls
- Adhesive bandages - assorted sizes
- Antiseptic wipe packets
- Breathing barrier (with one-way valve)
- Elastic wrap (3 " and 4 " wide) - 1 of each
- Bandage scissors
- Latex free gloves - 3 pairs
- Sterile gauze pads (3" and 4" squares) - 1/2 dozen of each
- Instant cold compress 1
- Triangular bandages 2
- Contact lens case
- Saline solution
- Insect sting swab
- Antibacterial ointment
- Tweezers

Additional Supplies

- Injury Report Form
- Writing Pen
- Ice
- Nail clippers
- Sunscreen

Supplies for Individual Athletes

- Epi Pen (for allergic reactions)
- Inhalers

Club Sports Travel Best Practices

13. Conduct a team pre-trip meeting to discuss
 - a. Review travel and game emergency action plans
 - b. Behavior guidelines
 - c. Trip itinerary
 - d. Finalize participant list
14. All passengers should wear seatbelts when vehicle is in motion
15. Obey all traffic laws and posted warnings
16. Plan for 2 or more drivers per vehicle
17. Drivers should take a 30 minute break every 4 hours
18. Each driver should drive no more than 10 hours during any 24 hour period
19. Clubs should avoid auto travel between the hours of 11PM and 6AM
20. A printed copy of each passengers emergency contact information should be in vehicle
21. A printed copy of each clubs travel policy and emergency action plan should be in each vehicle
22. A copy of the trip itinerary should be onboard each car
23. Vehicle, tires, breaks, wipers, and lights in good condition consistent with a routine maintenance schedule
24. All drivers should be in possession of a valid license, insurance, and vehicle registration

Things to know before you go (off campus):

- a. Location of competition and contact phone numbers.
- b. Availability of trainer or medical emergency personnel.
- c. Visiting school's emergency procedures and campus health center.
- d. Nearest hospital or emergency room.

Travel Form

Please return completed form five (5) days prior to departure. Forms must be signed/approved by club President or Safety officer. Consult the UK Club Sports manual for additional travel details.

PLEASE ATTACH TRIP ITINERARY TO THIS FORM (Include flight #'s and times, if applicable)

Club Sport: _____

Today's Date: _____

Destination: _____

Method of Travel: _____

Purpose: _____

of members traveling: _____ (attach list)

of Drivers: _____ (attach list)

Departure

Day(s): _____ Date(s): _____ Time: _____

Return

Day(s): _____ Date(s): _____ Time: _____

Vehicle Description

Number: _____

Make(s): _____

Model(s): _____

License Plate(S): _____

Lodging Information:

Place: _____ Address: _____

Phone: _____

Emergency Contact Person for Trip:

Name: _____ E-Mail: _____

Phone: _____

Contact Information for the Team/Event you are Playing/Attending:

Name: _____ E-Mail: _____

Phone: _____

Signed/Approved:

_____ Date: _____

Phone: _____

Club President

**UNIVERSITY OF KENTUCKY
CLUB SPORTS
AGREEMENT TO PARTICIPATE AND RELEASE FORM**

SPORT: _____

I am aware playing or practicing to play/participate in any sport can be a dangerous activity involving MANY RISKS OF INJURY. I understand that the dangers and risk of playing or practicing to play/participate in the above sport include, but are not limited to, death, serious neck and spinal injuries which may result in complete or partial paralysis, brain damage, serious injury to virtually all internal organs, serious injury to virtually all bones, joints, ligaments, muscles, tendons, and other aspects of the muscular skeletal system and serious injury or impairment to other aspects of my body, general health and well-being. I understand that the dangers and risk of playing or practicing to play/participate in the above sport may result not only in serious injury, but in a serious impairment of my future abilities to earn a living, to engage in other business, social and recreational activities, and generally to enjoy life.

Because of the dangers of participation in the above sport, I recognize the importance of following rules and regulations established by the University of Kentucky and/or club officials, and agree to obey such instructions.

I acknowledge that I am in good physical condition and do not know of any condition or reason that I should not be able to participate in _____.
I recognize and acknowledge that the University of Kentucky Campus Recreation Department does NOT carry special health insurance, other than such medical and/or hospital services as are normally provided for students by the Student Health center, that would provide such special insurance coverage for me in the event I should sustain an accidental injury while participation in _____.

I understand the risks involved in this activity and I am voluntarily participating in _____. By my signature below, I hereby recognize and assume all risks associated with playing or practicing _____ and agree to hold the University of Kentucky, its employees, agents, representatives, and volunteers harmless from any and all obligations, liabilities, claims, demands, costs, and expenses, including attorney's fees, or demands of any kind and nature whatsoever which may arise by or in connection with my participation in any activities related to the _____ Club. The terms hereof serve forever as a release and assumption of risk for my heirs, estate, executor, administrator, assignees, and for all members of my family.

In signing this Release, I acknowledge and represent that I have read it, understand it, and sign it Voluntarily as my own free act and deed; no oral representations, statements or inducements, apart from this Release has been made.

Date _____, 20____ _____
(Print name)

(Student ID #) _____
(Signature)

(Phone Number) _____
(Email Address)

IT IS STRONGLY RECOMMENDED THAT EACH PARTICIPANT IN THIS PROGRAM PURCHASE INSURANCE WHICH COVERS ACCIDENTS WHICH MAY OCCUR DURING PARTICIPATION IN ACTIVITIES.

Emergency Contact Information

| | |
|-------------------|---------------------|
| Name: _____ | Relationship: _____ |
| Phone: Work _____ | Home: _____ |
| Address: _____ | |

University of Kentucky Club Sports
Accident Report

Patron's Name: _____ Gender: M F Age: _____
Student o Faculty / Staff o Guest o Campus Recreation employee o

Patron's Phone Number: () _____ Date: _____ Time: _____

I have refused any and all care from the Campus Recreation staff, or club sport care providers.

Signature: _____ Supervisor: _____

(If injured party refuses to sign, supervisor should sign where indicated.)

Location of incident: _____
(Alumni Gym, Club fields, Pieratt Fields, away game, etc.)

Body Part(s) Injured: _____

Possible Type of Injury (Circle all that apply):

| | | |
|------------|-------------|---------------|
| Abrasion | Concussion | Heat Related |
| Amputation | Cut | Puncture |
| Bruise | Dislocation | Sprain/Strain |
| Burn | Fracture | Other: _____ |

Describe How the Accident Occurred: _____

First Aid Rendered by: _____
Describe First Aid/Care Provided: _____

Witness _____ Witness Phone _____

Was the injured party advised to seek further medical treatment? yes / no
Was 911 called? yes / no Time called: _____

Refusal of Advanced Medical Treatment

This will serve as certification that personnel employed by the University of Kentucky Campus Recreation Department have advised me that the Emergency Medical System be activated on my behalf. I am refusing such action. I have also been advised by said personnel that I should seek advanced medical attention on my own.

Signature: _____ Supervisor: _____

(If injured party refuses to sign, supervisor should sign where indicated.)

Name of person completing report (print): _____
Signature of person completing report: _____

Risk Management Plan Outline

- I. Name of Club and description of the Sport in question
 - Identify all practice locations
 - Identify all home competition locations
 - Identify all away competition locations
- II. Name of person(s) providing instruction for the club
 - List the qualifications for a coach / instructor
- III. Safe Practice and Games
 - List all steps that will be followed prior to games and practice to ensure a safe playing environment
- IV. Special Risks
 - List all of the unique risks associated with the sport in question
 - List all measures taken to address these risks
- V. Medical Supervision
 - List the type of medical supervision the club plans to maintain for practices
 - List the type of medical supervision the club plans to maintain for competitions
- VI. First Aid Kit
 - Name of the designated person responsible for maintenance of the First aid kit
 - Name of the designated person responsible for ensuring the First aid kit is present at all games and practices
 - List special items to be added to first aid kit
- VII. Emergency Action Plans
 - Injury (Home)
 - Injury (Away)
 - Travel Emergency
 - Severe weather emergency
- VIII. Travel Policy
 - Name mode of travel
 - List travel procedures