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** - 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** - 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** - 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.

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 [http://getinvolved.uky.edu/so/registerorg](http://getinvolved.uky.edu/so/registerorg)
  - To be completed annually
  - Club Sports Director is the University Advisor/ Default Advisor NOT the primary faculty staff advisor. **DO NOT ENTER CLUB SPORTS DIRECTOR INFORMATION ON FORM.**
• Risk Management Plan
  ◦ To be approved by Club Sports Director
• Agreement to Participate and Release form for all members
• Safety officer CPR/FA Certification
• Instructor Credentials

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://getinvolved.uky.edu/so/registerorg

In addition to the steps outlined at the link above, prospective club sports will need the Club Sports Director’s approval as their University Advisor. To gain approval, the prospective club will need to present to the Club Sport’s Director: Their plan 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

Only current students, faculty, or staff of the University may be members of a registered student organization.

Although this section is not a comprehensive definition of the function and activities of members of an organization, the following functions and activities shall be reserved to student members:

1. Holding any office in the organization;
2. Presiding, officiating, or voting, at any meeting of the organization.
3. **Guests may attend, and participate in activities** however some league affiliations may have rules barring participation of non-UK students

HAZING

The University of Kentucky has a Hazing policy which can be viewed here:
http://www.uky.edu/Regs/files/ar/AR6-10.pdf

Policy Statement: *Hazing in any form is prohibited*

1. Hazing means any action or situation created by a member of the University Community against another member of the University Community for the purpose of affiliation with a group or organization that:
   A. Is negligent or reckless in nature;
   B. Is humiliating or endangers an individual; or
   Unreasonably interferes with scholastic or employment activities.
2. Hazing may occur regardless of the individual’s willingness to participate.

3. This regulation applies to behavior that occurs on University property. It may also apply to off-campus behavior if the activity is sponsored, conducted, authorized, or recognized by the University, a registered University organization, or a group as defined below in Section C.

4. Actions and situations that may constitute hazing include, but are not limited to, the following:
   - Forced consumption of food, alcohol, or drugs
   - Paddling in any form
   - Creation of unnecessary fatigue
   - Personal servitude
   - Physical and/or psychological shocks
   - Forced wearing of apparel which is conspicuous and not normally in good taste
   - Degrading or humiliating games and activities
   - Sleep or food deprivation
   - Unreasonable exposure to the weather
   - Kidnapping or abandonment
   - Line-ups and berating
   - Undue interference with academic pursuits
   - Expectation of participation in activities that are illegal, lewd or in violation of University policy

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

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 requires each Club Sports team to develop and file a written risk management plan to be updated annually and submitted by September 27th 2013.

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. When submitting plans; meet with the UK Director /Graduate Assistant 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. For those with a plan currently on file and updated copy highlighting changes should be submitted no later than September 27th 2013.
4. 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.
5. Club leadership will implement the plan.
6. Clubs will pick up their stocked First Aid Kit from the Club Sports Office.
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 foster 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 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 meetings for the 13/14 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 PRD 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 the specific amount named in the grant.

**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, 7:00 – 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 the Club Sports annual start up 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.* 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.
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
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 officer's 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

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.
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 Name:__________________________________________
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
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 #)

________________________________
(Phone Number)

________________________________
(Signature)

________________________________
(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: ___________________________