

New Mexico State University  
Sports Club Handbook



## Table of Contents

Introduction.....	4
Purpose.....	4
Definition of a Sport Club Student Organization .....	4
Current Sports Club Student Organizations .....	5
Categories of Sport Clubs .....	5
Club Status.....	6
Conditional Membership .....	6
Criteria .....	6
Full Membership .....	6
Criteria .....	6
Maintaining Full Membership .....	6
To be Recognized as a Sports Club .....	7
Expectations of a Recognized Sport Club Organization.....	7
Perks Associated with Being a Recognized Sport Club.....	8
Membership in a Recognized Sport Club .....	8
Safety Procedures .....	8
Risk Management .....	8
Insurance.....	9
Assumption of Risk .....	9
Medical Exams and First Aid .....	9
AED (Automated External Defibrillator) .....	9
Sport Clubs Admin .....	11
Sport Club Coordinator Role.....	11
Leadership in a Recognized Sport Club .....	12
Officers Transitions in a Recognized Sports Club .....	12
Inclement Weather (Outdoor Facilities) .....	12
Standards of Conduct.....	13
Discipline Process .....	13
Minor Infractions .....	13
Major Infractions.....	13
Disciplinary Actions.....	14
Appeal Process .....	15

Coaches, Instructors, and Advisors.....	16
Suggested Coach/Instructor Recruitment and Selection Process .....	16
Coaches Guidelines and Expectations.....	17
Facility Access for Coaches.....	18
Club Advisor.....	18

## Introduction

The Sport Clubs Program, offered through New Mexico State University's, University Recreation, is designed to meet the diverse recreational and competitive interests of our student community. Sport clubs provide opportunities for students to engage in activities that range from purely recreational to highly competitive, depending on the goals and involvement of each club's members.

As student-led organizations, members play a direct role in shaping the focus, leadership, and decision-making of their clubs. Sport clubs are open to all NMSU students, regardless of skill level, and encourage participation in recreation, skill development, and competition. In addition to practicing and competing, students are responsible for managing the administration of their club, including fundraising, planning events, and coordinating opportunities to represent NMSU at competitions.

This handbook has been developed to guide club officers in effectively managing their organizations. Club officers should review and understand the policies and procedures outlined here, while also consulting the NMSU Student Organization Handbook from the Department of Student Involvement and Leadership Programs (SILP) when necessary. Any issues not covered in either handbook should be brought to the University Recreation office.

Please note that information in this handbook may be updated as needed. New policies, procedures, or revisions made during the academic year will take effect immediately, even if not yet reflected in print.

## Purpose

The Sport Clubs Program provides opportunity for student participation in a variety of physical, recreational and athletic activities and gives students opportunities to engage in the activity of their choice at various levels. Sport clubs contribute to the development of student leadership, provide a common bond between individuals and promote individual wellness. While University Recreation and Student Involvement and Leadership Program assists in the development and growth of sport clubs, the emphasis of the program is on student leadership, involvement, and development. The existence of each sport club and their level of success is dependent upon student interest, engagement, and leadership.

## Definition of a Sport Club Student Organization

A Club Sport is Sports/Recreation recognized student organization that has applied for and received recognition from the Office of Student Involvement and Leadership Programs (SILP). The Department of University Recreation, in partnership with SILP, wish to provide recognition to clubs that are athletic in nature, whose interests and pursuits are consistent with the mission and vision of the Club Sports program, and

which can effectively benefit from available University Recreation facilities and resources.

## Current Sports Club Student Organizations

Aggie Trap and Skeet  
Chess Club  
Dancer's Unlimited  
Horsemen's Association  
Livestock Show Team  
New Mexico State Men's Volleyball Club  
NMState Esports  
NMSU Aggies Mixed Martial Arts Club  
NMSU Badminton Club  
NMSU Climbing Club  
NMSU Club Tennis  
NMSU Collegiate Paintball  
NMSU Men's Rugby Club  
NMSU Powerlifting  
NMSU Swim, Bike, Run Club (Triathlon Club)  
NMSU Women's Rugby Club  
Rodeo Team NMSU  
UDA@NMSU Men's Soccer  
Volleyball Club – NMSU

## Categories of Sport Clubs

The following categories exist to classify each individual Sport Club:

- Recreational: clubs who want to meet socially to promote their particular interest or sport. The main purpose for these clubs is to have fun while participating in a recreational activity.
- Competitive: clubs who meet and practice regularly to prepare for games, tournaments, matches at the local, regional and national level. These clubs affiliate with regional or national organizations and travel for their competitions.

## Club Status

The sport club program is structured with two types of club membership status:

- Conditional Membership
- Full Membership

### Conditional Membership

Conditional membership is designated for clubs in their first year of recognition within the Sport Club program. 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. Upon successful completion of conditional status, a club will automatically be elevated to the Full Membership level.

#### Criteria

- Ability to maintain a membership to host an event (enough to play your sport).
- Demonstrate effective club leadership
- Compliance with all paperwork and meeting requirements

### Full Membership

Full membership is designated for all clubs not under the conditional status. Clubs submitting a budget proposal according to the guidelines set forth in the Budget Appropriation section may be able to receive some funding.

#### Criteria

- Demonstrated effective club leadership for one year or longer
- Primarily self-supporting organization with most funding raised by the club
- Demonstrated commitment by following prescribed guidelines, policies and rules.
- Compliance with all paperwork and meeting requirements.

### Maintaining Full Membership

In addition to the criteria listed above, a club's continued Full Membership status depends on the purpose, goals, and longevity of the club. The University Recreation office will review each club's status at the end of each spring semester.

To retain recognition, the club must meet the following general requirements:

- Student interest in the club was demonstrated by a membership of two active members.
- The club was represented at all required events.
- The club's purpose and activity continued to be consistent with the University Recreation's purpose and philosophy.
- Compliant with all University and Sport Club guidelines, policies and rules.
- An accurate inventory of equipment is maintained and kept on file in the Sport Club office. All club equipment is maintained, issued, accounted for and stored adequately.

- The University Recreational office continues to have the necessary resources to supervise the club and its activities.
- All appropriate forms were filed as directed at the specified time during the year.
- The club is encouraged to complete at least 40 hours of community service during the academic year.

Clubs who are noncompliant with any of the above terms will be subject to loss of funds, reservation ability, or recognition.

## To be Recognized as a Sports Club

Any group of students with a collective interest in a sport or activity has the ability to start a new sport club. The process for doing so is outlined in the steps below. If you have any questions, comments, or concerns with the process, please feel free to contact the University Recreation office for assistance.

- Ensure that students are willing to serve as “officers” for the club. Officers are the main leadership of the club. The required officers are President, Vice-President, Safety Officer and Treasurer.
- Secure a faculty or staff member to serve as an advisor to the club.
- Create a constitution and bylaws for the club.
- Recruit at least two interested participants by promoting and conducting an informational meeting on campus.
- The new club will be required to meet on a regular basis with the Sport Club Coordinator to discuss the progress and status of the club.
- The club will be under evaluation for an entire year in regard to meeting attendance, paperwork compliance, and following policies and procedures.
- Clubs must also meet all SILP requirements to receive recognition as a student organization.

## Expectations of a Recognized Sport Club Organization

- Event forms (formerly known as ARFs) need to be submitted for all practices, competitions, meetings, and events (both on and off-campus). Submissions should be made at least 10 days ahead of time to allow for space reservations and in case the ARF Committee needs to review the event.
- All clubs are required to have membership with a national governing body for their sport. Please become knowledgeable of the rules and regulations for such affiliations. All information related to such affiliations must be on file with the Department of University Recreation. The required information includes name, address, phone, website, fees/dues and bylaws (unless an exemption has been agreed to with the Directors of University Recreation and SILP).

## Perks Associated with Being a Recognized Sport Club

For clubs that do receive Sport Club recognition, benefits may include the following:

- Access to facility space including fields, gyms, and multipurpose rooms appropriate for the sport/activity
- Access to the Sport Clubs Lounge and Resource Center
- Access to meeting rooms
- Leadership training and development
- Recognition for achievement
- Game day event support (some fees may apply)
- Discounts for hotel and travel resulting from negotiations for bulk rates
- Administrative support
- Marketing and publicity support
- Assistance with member recruitment
- Financial support and assistance with budgeting and fundraising
- Support with the recruitment and selection of coaches
- Oversight of club operations for compliance with critical safety, policy, university policies, and behavior expectations
- Possible assistance with equipment needs (some fees may apply)

## Membership in a Recognized Sport Club

All officially enrolled students (undergraduate and graduate) with a 2.0 GPA are eligible to join a club as a member, though competitive eligibility is based on each sport's governing body regulations. Each Club shall not discriminate on the basis of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or genetic information in any of its policies, procedures, and practices. This policy will include, but is not limited to recruiting, membership, organization activities, or opportunity to hold office. Each club's constitution must carry a statement to this effect.

A club may not restrict the number of students seeking membership. However; it is recognized that only a certain number can realistically participate in competition. It is the responsibility of each club to work out a fair and equitable method by which to accommodate the needs of its members for instruction, practice, coaching, and competition.

The Department of University Recreation requires all club members to carry the proper identification at all scheduled activities. Students must have an NMSU ID. Coaches, instructors, and community members must have a picture ID with them during all scheduled activities.

## Safety Procedures

### Risk Management

There are risks, hazards, minor and serious, associated with participation in athletic, and recreation related activities. Participants voluntarily assume all responsibility and risk of loss, damage, illness, and/or injury to person or property associated with

participation in University Recreation activities. New Mexico State University, its officers, agents, and employees are not responsible for any loss, damage, illness, or injury to person or property arising out of or relating to participation in University Recreation activities, including the use of Activity Center facilities and equipment. Maintain standards required by the Sport Club's National Governing Body.

## Insurance

New Mexico State University does not provide accident, medical, health, sickness, facility rental or other insurance for participants and is not responsible for paying or reimbursing cost associated with participation in voluntary club activities. Purchasing adequate health/medical insurance prior to participation is strongly recommended. Clubs are also encouraged to consider the insurance options provided through their respective NGBs and/or NIRSA.

## Assumption of Risk

Each participant in the club program is required to complete an Assumption of Risk Form and a Liability Waiver prior to any club activity. Assumption of Risk forms are valid for only the academic year in which they are signed. This document informs the participants of the potential dangers associated with participation. Individuals who have not completed this form are not permitted to participate in any Club Sport activity. Those clubs found not to be in compliance will be subject to program and student organization sanctions.

## Medical Exams and First Aid

It is strongly encouraged that all participants complete a physical exam before participation. New Mexico State University and the Department of University Recreation assume no responsibility for any participant with an existing health condition that makes it inadvisable for him/her to participate in any given activity.

## AED (Automated External Defibrillator)

In the event of an emergency, there are multiple AED's available around the sports fields. Professional staff and the firefighters in each of these buildings have been trained to use the devices and assist in an emergency.

- Activity Center
- Aquatic Center
- NMSU Fire Department
- NMSU Fire Department Mobile Fire Units (accessed by calling 911)
- Aggie Health and Wellness Center

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:

- Sport club officers, club members, coaches and instructors should emphasize safety during all club-related activities.
- Encourage all club members to have a physical examination prior to participation. The national governing bodies of some sports offer or require supplemental accident and liability insurance for members. Check to see if your activity offers or requires this type of coverage.
- Review the club's emergency procedures with the University Recreation office.
- Inspect fields and facilities, including inclement weather, prior to every practice session, game or special event. Report unsafe conditions to the proper managing authority. Do not use facilities or equipment if they appear unsafe.
- Submit an incident/injury report for injuries that occur to club members during club events or practices. These reports must be submitted to the University Recreation office 24 hours after the occurrence. Clubs are required to have an incident/injury report available at all times; this form can be found in the University Recreation office or online.
- Swim Tests: All club members involved in an aquatic activity should pass a swimming test prior to becoming accepted into the club. Arrangements for pool time for testing and suggestions for the appropriate swim test to be administered should be discussed with the University Recreation office. A log of members who pass the swim test may be requested by University Recreation.
- Have a first aid kit available at all club practices and competitions.

## Sport Clubs Admin

<b>Name</b>	<b>Position</b>	<b>Email</b>
Matthew Ross	Competitive Sports Coordinator	mattross@nmsu.edu
Dr. Sarah Edwards	Asst VP – Student Life and Involvement	sarahed@nmsu.edu

## Sport Club Coordinator Role

The Sport Club Coordinator serves primarily as a secondary advisor and resource for sport club leaders and is available to assist student representatives with club business. Acting as a liaison between the clubs and the university, the Sport Club Coordinator reports to the Asst VP – Student Leadership and Involvement when administering the program. Located in the James B. Delamater Activity Center, the Sport Club Coordinator maintains records of participants, schedules and results of programs and competitions; administers the sport club's budgets; promotes and advertises the sport club program and assists each sport club with the planning and implementation of events, tournaments and matches.

The Sport Club Coordinator will allow clubs as much freedom to operate as possible, provided they operate within the framework of University policy and the guidelines and regulations herein. The coordinator will be available to assist student leaders with club business and as a resource in a referral capacity for University administrators, facilities, and procedures. Sport Club Coordinator has the authority to make policy for or reverse any decision of the Sport Club Council if appropriate. Each club should be in constant communication with the Sport Club Coordinator and especially refer to him/her when situations arise that are not covered in this handbook.

## Leadership in a Recognized Sport Club

The day-to-day management of club operations and decisions are the responsibility of the club officers and its membership who work within the guidelines and expectations of the recognized club sport student organizations. Clubs are expected to follow the outline of officer positions, responsibilities, and election processes as outlined in their constitutions.

## Officers Transitions in a Recognized Sports Club

The successful transition from outgoing to new leadership is vital to the continued success of the club. The following steps must be taken by the outgoing and incoming officers to ensure a successful transition:

- Complete the Officer Transition training module offered by SILP
- Turnover of all club records and inventory of all club equipment to new club officers
- Review of all financial records with outgoing officers
- Update signing authority at external bank account
- Review all forms including last year's budget allocations and end of year report
- Attend mandatory officer training scheduled each semester
- Complete the officer addendum for in Crimson Connection to update the organization's records with SILP

## Inclement Weather (Outdoor Facilities)

To ensure the playability of outdoor facilities throughout the year, careful consideration will be given when programming during rain or on wet fields. If standing water is visible or the possibility of damaging the fields exists, practices and/or events will be cancelled. For weekly practices, the decision to close fields will be on a case by case basis. The basic guideline for assessing the situation in the absence of the Department of University Recreation staff is to cancel if there is any question or doubt.

## Standards of Conduct

The basic concept underlying the University's code 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. This includes behavior in game situations as well as contact with other teams and event staff. When involved in off-campus events or when traveling, be aware that the Club is still representing the University and bound by the Student Code of Conduct.

## Discipline Process

Violation of or non-compliance with university rules and procedures, campus regulations, Sport Club procedures, or standards of conduct may result in loss of membership or other disciplinary action against the sport club involved. The discipline process has been developed to assist club leaders in correcting mistakes that have caused problems for the club and the University. Student Social Code of Conduct violations may also be reported to the Dean of Students office for review.

## Minor Infractions

Examples would be non-attendance at meetings or failure to submit required forms on time.

- First Infraction – if the violation is the club's first during the current academic year, and the club is not on probation from violations committed the previous year, the following steps are taken:
- The club is placed on probation for a designated period of time or until the club corrects the situation.
- The sport club staff will notify the club stating:
  - The reason for the probation
  - The length of the probationary period
  - The possible consequences the club will face if additional infractions occur
  - Two or more Minor Infractions
  - The club's funds may be frozen and/or a part of the club's allocation may be forfeited.
  - The sport club staff may take any action deemed appropriate, including determining the amount of allocation forfeited by the club.
  - The club is notified in writing.
  - The club is notified of their right to appeal.

## Major Infractions

These include club actions that are outside of acceptable standards of conduct or are in violation of the Sport Club or University's rules, guidelines or Code of Conduct.

- Examples of major infractions 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 Club 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 meeting with the club officers and University Recreation staff is scheduled.
  - Input from appropriate administrators and staff members is solicited when appropriate.
  - The Sport Club Coordinator and/or the Assistant VP determine(s) the disciplinary action to be taken.
  - The club is notified in writing of the decision and is advised of their right to appeal the decision.

## Disciplinary Actions

Possible disciplinary actions that may be taken against a club for infractions include:

- Probation
- Frozen funds
- Loss of funding
- Loss of travel privileges
- Loss of facility reservations
- Loss of Club recognition

Possible disciplinary actions that may be taken against an individual club member include:

- Suspension from participating with the club
- Removal from facility
- Reimbursement of damages to facility
- Removal from Sport Club program
- Suspension of privileges from University Recreation programs and facilities

Notification of disciplinary action against a club is e-mailed to the club's president, vice president, treasurer, safety officer, and faculty/staff advisor. Notification of action taken against an individual will be sent by e-mail to the affected individual. In the case of extreme misconduct, individuals will be referred to Judicial Affairs and organizations will be referred to the Student Organization Conduct Process. Cases of sexual misconduct and other alleged violations when gender based may be processed under the Student Sexual Misconduct Process in communication/conjunction with the Title IX coordinator, when appropriate.

## Appeal Process

The appeal process exists to ensure that all disciplinary actions taken against club organizations are equitable. The group to whom a disciplinary decision is appealed will review the previous decision and rule on its appropriateness given the infraction(s) committed. With the concept of equity in mind, be forewarned that appeal of a disciplinary decision that seems extreme to the club could result in an even stiffer penalty being levied by the group who hears the appeal. To file an appeal, follow the appropriate steps listed below:

Decisions of the Sport Club Coordinator. Minor infractions may be appealed to the Sport Club Council by following these procedures

- Written notification from the club representative to the Sport Club Coordinator indicating the club's reason for the appeal and any circumstances related to the situation that caused the infraction must be submitted within 5 business days after the notification is sent by email to the club president.
- A hearing will be scheduled with the Sport Club Council. Copies of the club's appeal statement will be distributed to the Council members. Upon hearing the case, the Council will uphold, reject or modify the Sport Club Coordinator's decision.
- Decisions by the Sport Club Council are final.
- Decisions regarding loss of sponsorship or major infractions may be appealed to the University Recreation Committee as outlined below:
- Written notification from the club representative to the Sport Club Coordinator indicating the club's reason for the appeal and any circumstances related to the situation that caused the infraction must be submitted within 5 business days after the notification is sent by email to the club president.
- A hearing will be scheduled with the University Recreation Committee. Copies of the club's appeal statement and any relevant information will be distributed to the members. Upon hearing the case, the Committee will uphold, reject or modify the Sport Club Coordinator's decision.
- The decision of the University Recreation Committee is final.

The University Recreation Committee is comprised of the Sports Club Coordinator, Assistant VP of SILP, and the University Recreation Director.

## Coaches, Instructors, and Advisors

A club may choose to secure the services of a coach/instructor. Coaches may be volunteers or receive compensation. Each club, based on their unique circumstance, will make this decision. Clubs that wish to compensate a coach or coaches must be able to demonstrate a stable and adequate funding source through dues or other fundraising methods to fulfill the financial commitment made to a coach or coaches. NMSU Recreation staff are available to assist clubs with the recruitment, interview and selection process for coaches.

Clubs should take special care in selecting a coach as this individual will be an integral part of the club's success and stability. Accordingly, it is suggested that all clubs that wish to solicit the support of a coach, whether volunteer or paid, consider the guidelines detailed below.

### Suggested Coach/Instructor Recruitment and Selection Process

Clubs should consider the following when deciding if a coach or instructor is needed.

- Create a job description for the coaching position which includes the minimum qualifications for the following:
  - Coaching experience and technical knowledge of the sport or activity
  - Experience with student development
  - Excellent communication skills and demonstrated ability to foster a strong team environment
  - Certification by the sport's governing body, if applicable
  - Risk management experience
  - Fundraising experience
  - CPR/AED and First Aid certification
  - Valid driver's license or ability to obtain one within 30 days of start date with club
- Each club should have a search committee of at least three members, two of whom should be officers.
- Interested candidates should submit a cover letter, resume and three professional references to the club.
- All finalists should participate in a documented interview process.
- Clubs should conduct and document reference checks of new coaches prior to offering the position.
- Clubs should perform a background check on all coaches.
- Clubs should draft an offer letter signed by at least two club officers that clearly outlines the job expectations, salary, start date, and other terms of employment for the successful candidate's signature.
- Terms of employment should not exceed current fiscal year.

The Terms of Employment should be specified in the offer letter and include the following:

- The contract for services is between the coach/instructor and the club.

- The coach is not an agent or employee of University Recreation or New Mexico State University
- A coach/instructor may not use University Recreation facilities for personal gain.
- It is recommended for their own protection that coaches carry their own liability and medical insurance.
- A copy of the offer letter (with all pertinent signatures) must be provided to University Recreation administration to be kept with the club's records.
- Clubs should be aware of the guidelines and procedures pertaining to the employment of coaches and instructors with regards to the Internal Revenue Service.

### Coaches Guidelines and Expectations

The following guidelines have been developed to assist coaches/instructors to most effectively work within the Collegiate Club Sports framework. Coaches/instructors are expected to:

- Attend University Recreation meetings pertaining to Club Sports when necessary.
- Read and sign the Coach/Instructor Agreement form on an annual basis.
- Maintain and provide current copies of required certifications and/or licenses to the club who in turn provides copies to University Recreation.
- Be aware of and follow all NMSU and University Recreation policies and procedures.
- Restrict his/her contributions to recruiting, practice and game planning, coaching/ teaching, and player and student development.
- Understand that student participation in the club program is voluntary; therefore monetary rewards or scholarships shall not be promised or given to any member or prospective member by the coach/instructor.
- Exercise reasonable care and caution in the execution of all coaching/teaching duties in order to reduce the risk of injury.
- Model good sportsmanship at all times. Coaches/instructors must conduct themselves in a manner that does not detract from the reputation of New Mexico State University. This includes behavior in practice and game situations, travel, contact with other teams, and interactions with NMSU personnel and community members.
- Understand that continuation of service is left to the discretion of the respective club and that the club will evaluate the coaches/instructors annually.

Coaches should refrain from activities involved in the club's operations and management. A club is first and foremost a student organization and, as such, the student officers are responsible for club operations and serving as the liaison between the club and the SILP or University Recreation administrative staff. Some clubs, due to size and complexity of the budget, travel coordination, fundraising, etc., need additional administrative support. Clubs that would like additional support with club operations and management should consult with the University Recreation administration to discuss how the Club Sports program can best assist their efforts.

Coach/Instructor guidelines, expectations, and duties should be outlined in the job description. Coaches/Instructors are not a way to outsource student officer responsibilities.

### Facility Access for Coaches

- Coaches will be allowed free access to the facilities during the allotted times of club sport organization practices and events but will need to show proof of membership to access the facilities outside of these designated times.
- All coaches are eligible to purchase memberships as Recognized University Recreation Affiliates.
- Coaches who do not have a current membership will be provided limited access during scheduled club practices and events.
- Coaches must provide a photo ID in order to gain access to the facility, regardless of membership status.

### Club Advisor

All clubs are required by NMSU and University Recreation to have a faculty/staff advisor. Clubs can rely on them for assistance with activity planning, fundraising, budget preparation, and problems with club members. The advisor can serve as a resource regarding University matters, offer advice to club members regarding club business, and help members balance club/school activities. They should in no way be directly involved in the daily operations of managing the club or be relied on to make club decisions.

As the role of the club advisor is to provide advice and counsel, the advisor is most helpful when they use mature judgment and experience to help club members refine their programs, plans, and discussions to a point where they are effective, realistic, and reflect favorably on the University. The faculty/staff advisor is considered a valuable link between the club and the University.

The advisor for a club is selected by the members of the club. The advisor should be an individual who is accepted and respected by the members of the club. The club advisor must be a faculty or staff member of New Mexico State University. The advisor should be available during the development of plans and programs for the club and attend club meetings on a regular basis.