

**The University of Montana Western**

Revised September 2017

**Collegiate Sports  
& Recreation Clubs Program**

**HANDBOOK  
2017-2018**

The University of Montana Western (UMW) Collegiate Sports & Recreation Clubs Program falls under the direction of Student Wellness, a department of Student Affairs. This handbook has been written for participants in existing sports and recreation clubs and as a guide for individuals starting new clubs. The objectives of this handbook are:

- To promote proper operating procedures for sports and recreation clubs.
- To serve as a reference manual.
- To give clubs a guide for future development.

This handbook defines policies and procedures that must be followed. Accountability is important to sports and recreation participant growth. All sports and recreation clubs are expected to comply with Campus Recreation and UMW policies and procedures. Failure to comply may result in disciplinary action and potential de-activation of the sport or recreation club.

Refer to the Sports and Recreation Clubs website for specific information and forms.

A sport or recreation club is a group of students that voluntarily organize to further their common interests in an activity through club participation that involves higher risk and/or competition. The key to the success of each club is student leadership, interest, involvement, and participation. Club sports should be a learning experience for the members through their involvement in fundraising, public relations, organization, administration, budgeting, scheduling, as well as the development of leadership skills and skills in their particular sport.

**Current ASUMW sports and recreation clubs covered by this Handbook:** Cheerleading Club, Equestrian Club, Rodeo Club, and Wrestling Club. Currently, the UMW Rodeo Team is a varsity sport under intercollegiate athletics. All clubs will be examined through ASUMW, it is their decision to determine if the club will be recognized as a high-risk club.

## **I. Policy**

Sport and recreation clubs are approved by the Associated Students of the University of Montana Western (ASUMW Student Senate). All sport and recreation clubs must go through the proper process in order to be recognized by ASUMW. ASUMW will coordinate with the UMW administration concerning which clubs they determine to be sport and recreation clubs. These sport and recreation clubs will follow this handbook, which has been approved through ASUMW and UMW.

Sport and recreation clubs do not receive general fund support, athletic fee support, or give athletic waivers or scholarships. Club scholarships may be given through fundraising with the UMW Foundation.

Sport and recreation clubs must join their national or regional organization (if such exists), which provides rules, guidelines, liability expertise, and teams with which to compete.

All Montana Western sport and recreation clubs must represent UMW by wearing college affiliated colors and embody the Western Bulldog mascot.

Sport and recreation club participants are not permitted to utilize UMW athletic trainers. Participants may obtain medical services through the Dillon Community Health Center. All sports and recreation

club members are required to have personal medical insurance. All club members are to fill out the Proof of Insurance Form and provide a copy of their insurance card (front and back) to the Wellness Coordinator.

## **II. Starting and Maintaining a Sports or Recreation Club**

### **A. Recognition as a Sport or Recreation Club**

The following requirements are for sports and recreation clubs to become and remain active. A club may only receive the benefits of practice/competition space, ASUMW student fee allotments, and university recognition if the club is active. To be recognized as a sports or recreation club at Montana Western, the following criteria must be met:

1. Achieve recognition from ASUMW by submitting a constitution and by-laws which include a commitment to non-discrimination; enlist a UMW faculty, staff or administrative advisor; and name club officers, whom must be currently enrolled UMW students. Competitive sports clubs must also have a coach.
2. Submit a current Club Officer Form each semester.
3. Submit an updated Club Roster, whom must be enrolled UMW students.
4. Submit an Annual Funding Request Form to ASUMW by the deadline. Budgets must match revenues with expenses.
5. At least one member of the club leadership must attend meetings called by the ASUMW Vice President or/and Student Wellness Coordinator.
6. Maintain responsible fiscal management of the club.

### **B. Obligations of UMW Sports and Recreation Clubs**

1. Adhere to all University and Campus Recreation policies and procedures.
2. Understand that UMW is not liable for the activities of the sport and recreation clubs. The University considers that participation in the Sports and Recreation Clubs Program is a voluntary activity and that individuals participate at their own risk. Participants should be aware of the possibilities of bodily injury and should understand that they are responsible for any and all costs arising out of injury or property damage sustained through participation. Each member must have their own medical insurance policy.
3. Contain no provisions for, and ensure against, the sponsoring of destructive activities that would tarnish the reputation of the University or cause damage to Campus Recreation, ASUMW, The University of Montana Western, personal property, or individuals.
4. Purchases made by a club that are not authorized by club officers or do not follow University policies and procedures, will be the responsibility of the club member responsible. Clubs must seek and maintain membership in good standing with local, regional, and national affiliations as appropriate. Club members must have 7 or more credits to participate in all club activities.
5. Each member must complete an Informed Consent, and Acknowledgment of Risk Form prior to participating each academic school year.
6. Submit and maintain a current team schedule noting team tryouts, practices, and games to the Wellness Coordinator by September 2 for fall semester dates and by December 15 for spring semester dates. This schedule must include facility requests.
7. Each club must submit a completed Travel Itinerary and Roster form to the Wellness Coordinator by the previous Block 8 for upcoming fall semester dates (updated in the

- following Block 1) and by Block 4 for upcoming spring semester dates. This schedule must include facility requests.
8. All ASUMW clubs are required to have a community service aspect. It is important for students to be engaged members of the community in which they live. There are various organizations that can assist in finding a community service project. Some local resources are the American Red Cross, Service Learning on campus, and youth sports organizations in Dillon. All community service projects must be pre-approved by the Wellness Coordinator. A community service form must be completed and turned in to the Student Wellness Coordinator
  9. Clubs may have adult non-participating volunteers. Each volunteer must complete a voluntary service form that is located in the club sport packet.

### **C. Club Coach and Advisor Responsibilities**

The following are recommended (except where noted) duties of a sports or recreation club:

#### **1. Coach**

A club is first and foremost a student organization. The coach position is a position of SERVICE, serving the club and its members. Please remember that students grow through the responsibility of leading a club: the coach is not to run the club for them or to perform their duties. A coach that is mindful in his/her relationship with these students will help them grow and mature, and learn skills and habits useful throughout their lives. This is an important purpose of ASUMW student organizations.

- a. Participate in leadership training meetings and contacts with Campus Rec/Wellness Coordinator as needed.
- b. Work with students to learn and develop skills required for the activity.
- c. Assist club officers in scheduling practices and games.
- d. Develop and employ safety practices for all participants to include the inspection of sports or recreation gear and the reporting of any hazardous facility conditions.
- e. Attend games and practices.
- f. Advise club leadership on equipment purchases that may be necessary for practices and games. Make sure that club sport participants are in the appropriate stage to participate, without harming themselves or anyone.
- g. Assist club members with fundraising.
- h. Additional duties as listed in the club Constitution.
- i. May be required to have a background check.

#### **2. Advisor**

ASUMW by-laws require a club to have a UMW staff, faculty, or administrator serve as an Advisor. This individual may offer suggestions or guidance for a wide range of club activities providing guidance for student leaders as they comply with the ASUMW by-laws and UMW policies and procedures.

### **D. Risk Management**

Club officers, club members, volunteer coaches, and instructors must develop and practice safety guidelines relevant to that sport or recreation activity during all club-related activities as outlined in the club's Risk Management Plan. Risk Management is the process of assessing the potential and perceived risks related to their activities. It also includes monitoring activities and taking corrective actions and proactive steps to minimize accidental injury and/or loss.

1. Each club must develop a Risk Management Plan to be reviewed by the Student Wellness Coordinator before beginning activities.
2. Information and Assumption of Risk Forms must be on file in the Student Wellness Coordinator's office before participants will be allowed to practice or participate in any event.
3. All participants must meet the requirements of their national or regional governing body. This includes but is not limited to requirements pertaining to insurance, individual registrations, communication, academic standing and progress, and financial commitments.
4. It is strongly recommended that all members of a sports or recreation club have regular physical examinations prior to participation in club activities. Participants should discuss all possible injuries and health issues with a doctor before participating in the activity. Participants should avoid participation when feeling ill, physically injured, or if having other harmful health conditions. Sports and recreation club participants are encouraged to seek medical care from Dillon Community Health Center for injuries or illness.
5. All sports and recreation club members are required to have personal medical insurance.
6. The coach of each club must be certified in CPR/AED and First Aid and submit evidence of such to the Wellness Coordinator. The coach must also complete training in the treatment and safety procedures regarding blood-borne pathogens.
7. Club members are required to inspect fields, facilities, and equipment prior to EVERY practice session, league game, and special event. Unsafe conditions must be reported to the Student Wellness Coordinator immediately.
8. The coach must read and understand the UMW Emergency Action Plans of the venues in which they practice and compete.
9. The coach or advisor must fill out an accident/incident form for every injury that occurs during a practice or event through Maxient.
10. Injuries Occurring at UMW or Off Campus:
  - a. Identify the nearest phone and directions to the venue for emergency personnel.
  - b. When calling 911, identify what the situation is, the location, and whether the injured person(s) has any pre-existing medical conditions. Please stay on the phone with the dispatch until help arrives.
  - c. Refer to Emergency Action Plans and member emergency information contained in first aid kit for information about EMS access to UMW facilities and club member medical needs.
  - d. File an incident/accident report through Maxient within 12 hours of injury or accident. When a serious injury occurs and requires a trip to the hospital, contact the Student Wellness Coordinator immediately. Emergency contact information for Student Wellness Coordinator is included in the first aid kit issued to each sports or recreation club on request. If a voicemail is reached, leave a detailed message including the name and status of the ill or injured person and the caller's contact information before calling the next member of the contact list.

#### **E. Sport and Recreational Club Risk Classification Guidelines**

Participation in sports and recreation clubs has certain inherent risks associated with it. However, not all sport and recreational clubs have the same level of risk associated with their activity. The safety and well-being of the club members is the primary concern for these high risk clubs. The following risk stratification will be used to separate sport and recreational clubs into a risk level based on varying Health and Safety criteria.

**Risk I Level-** Clubs at this risk level involve deliberate physical contact. These clubs have the potential for a high level of injury or severe injuries associated with these activities.

**Risk II Level-** These sports and recreational clubs may have limited access to emergency personal and take place far away from a hospital. There is a risk of injury associated with these activities.

**Risk III Level-** These sports normally don't have a high risk prevalence of injury or severe injuries associated with them but, have an inherent risk because of travel.

Level I	Level II	Level III
Wrestling	Ski & Snowboard	
Cheer Club		
Rodeo Club		
Equestrian		

#### Requirements of Risk Level I-

- Communication system(i.e, cell phones, radio, etc..) able to connect emergency medical personal when club activities take place outside the confines of Keltz Arena, Auxiliary Gym, Weight Room, and Tundra.
- Coach or Advisor present at all times, including travel, for club practices and games/competitions.
- First Aid Kit is required.

#### Requirements of Risk Level II-

- Communication system (i.e., cell phones, radio, etc..) able to contact emergency medical personal when club activities take place outside the confines of Keltz Arena, Auxiliary Gym, Weight Room, and Tundra.
- Coach and Advisor must be present at all times, for club practices and games/competitions and travel.
- First Aid Kit is required.

#### Requirements of risk Level III-

- Communication system (i.e., cell phones, radio, etc..) able to contact emergency medical personal when club activities take place outside the confines of Keltz Arena, Auxiliary Gym, Weight Room, and Tundra.
- First Aid Kit is required.

### **III. UMW Policies & Procedures**

All participants must adhere to University policies as contained in the UMW Policy Manual and the Student Handbook, both available online.

#### **A. Code of Conduct**

Whether on campus or off campus for both scheduled and unscheduled club activities, sports and recreation clubs and their members are considered to be representatives of The University of Montana Western. As representatives of UMW, their behavior is expected to be reasonable, responsible, and mature. Individual members and the club as a whole are responsible for their behavior and will be subject to disciplinary action as defined in the UMW Student Handbook, if applicable.

#### **B. Alcohol, Tobacco and Drug Use**

According to University policy, the use of alcohol, drugs, and tobacco by club members or coaches at sports or recreation club-sponsored events and practices, and while traveling, competing or observing are prohibited both on and off campus. No member, coach, advisor, or adult volunteer, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to minors.

#### **C. Hazing**

All hazing is prohibited. Hazing is defined as “Any action taken or situation created intentionally whether on or off premises to produce mental or physical discomfort, embarrassment, harassment, or ridicule.” Hazing is an illegal act and will not be tolerated from anyone associated with the University. This includes student members, associate members, coaches, and instructors.

The Student Wellness Coordinator and the UMW Title IX Coordinator will handle any reports of hazing.

#### **D. Unsportsmanlike Conduct**

The coach is responsible for promoting good sportsmanship on and off the field.

Unsportsmanlike conduct is defined as: “Any incident involving players, coaches, managers or spectators that results in personal abuse by verbal or physical means as determined by an official or program coordinator in charge of the facility or program.” Any participant or spectator who commits, incites, or aids others in misconduct or unsportsmanlike behavior shall be subject to disciplinary procedures by the university.

***PLEASE NOTE: While traveling to contests away from the University, club members and coaches are considered to be representatives of the University from the time they leave campus until they return.***

#### **F. Class Absences**

Clubs are encouraged to schedule travel and competitions outside of class time. Students choosing to miss class for a club activity should take responsibility to discuss a proposed absence with their instructor. Allowing make-up work or accommodations will be the choice of the individual instructor. A hold harmless form does not apply to sport or recreation clubs.

### **IV. Club Finances**

The sports and recreation clubs are partially supported financially by Student Activity Fees. A portion of these funds are allocated directly to the clubs. These funds serve as an incentive for clubs to generate additional funding.

The responsible management of funds received from student fee allocations, participant costs, donations, and fundraising events is critical to the successful operation of a sports or recreation club. Self-generated funds can be used for club activity expenditures such as travel, food for a function, and paying a coach through payroll. Self-generated funds can be used any way the club sees fit as long as the decision is made by the club, follows their policy on how financial decisions are made, and does not violate laws or University policy.

Clubs are expected to maintain accurate records of all income and expenditures and to operate within their budget. Clubs are required to collect all receipts for any financial transactions made. Receipts will be turned into the ASUMW office and will be paid and recorded through the University accounting system. This information will serve as a record for future club use as well as a paper trail that is required by law.

#### **A. ASUMW Club Allocations**

Individual club allocations are made based upon several variables per ASUMW guidelines. A budget must be submitted to ASUMW annually by the prescribed deadline to be eligible for a club allocation. Information is available from the ASUMW office.



## B. Fundraising

Clubs participate in fundraising activities and events. Clubs can work with the Student Wellness Coordinator and the UMW Foundation Director for fundraising ideas. Local businesses may be willing to help with club fundraising, but potential contact of businesses must first be discussed with the UMW Foundation Director.

Prior to the proposed event, all fundraising activities must be submitted to the Student Wellness Coordinator, who will work with the Foundation on all fundraising requests. General fundraising is deposited in the University Club account, although special events and fundraising for scholarships is deposited in a Club UMW Foundation account.

Fundraisers can range from a simple one-time event to potentially year round activities. The key to successful fundraising is starting early and continuously working to maximize opportunities. See the Student Wellness Coordinator for fundraising ideas.

## C. Donations & Sponsorships

All fundraising must be approved by the Student Wellness Coordinator and the Director of the UMW Foundation.

1. Direct donations may be accepted by clubs in accordance with University, state and federal laws. When a donation is given, the donor can receive nothing in return. For a gift to be tax deductible, the gift must go into a Foundation account so there is proper documentation. The Student Wellness Coordinator and the Foundation Director must approve all donation letters **before** anyone is contacted. Questions regarding donations should be directed to the Student Wellness Coordinator.
2. A local business may be willing to sponsor a club or activity or pay to have a logo or name on uniforms or equipment. A sponsorship may not conflict with a current University policy or sponsorship agreement. Programs cannot be sponsored using the names of tobacco or alcohol products. All sponsorships must be in writing clearly outlining commitments and responsibilities. All sponsorships must be reviewed by the Student Wellness Coordinator, the Athletic Director, and approved by the Vice Chancellor and the UMW Foundation Director.

## D. Participant Costs

1. Being a member of a sports club includes out-of-pocket expenditures for a student. This can be in the form of the club agreeing to have members pay for equipment and uniforms individually, paying for own meals, etc. It can also include a club agreed-upon participation cost or dues that are collected from each member and deposited in the club account. These decisions need to be made based on good budgeting techniques as agreed to by the club. Please review these decisions with the Student Wellness Coordinator.
2. All club purchased equipment is to be turned in by the end of each school year to the appropriate person. If a student does not turn in the equipment, then the coach will contact the Wellness Coordinator and a hold will be put on their account until the equipment has been returned.

## E. Managing Funds

Club funds are managed by the members through an ASUMW Club account with the assistance of the ASUMW Office Manager and, when needed, a Club Foundation Account through the UMW Foundation.

1. Deposit all raised or collected money into the UMW Club operating account **within 24 HOURS of receiving funds**. No part of the funds may be deposited into an outside bank account or be used to pay club expenses without first being deposited into the club's account. Make these deposits with the ASUMW Office Manager or, for certain fundraising activities, with the UMW Foundation Office as directed by the Student Wellness Coordinator.
2. Be responsible for keeping the club's expenses in the black. The club will not be able to spend money it does not have and UMW does not allow clubs to operate in a negative balance except during fundraising. Clubs should keep in contact with the ASUMW Office Manager for current balances and statements and maintain their own copy of expenses.

## V. Travel

### A. General Guidelines

1. All sports and recreation club travel must be pre-approved by the Student Wellness Coordinator. Failure to comply with this policy may result in loss of privileges. All travel must follow the policy and appropriate University forms must be used.
2. A Travel Itinerary must be submitted to the Student Wellness Coordinator 1 week before the departure date. This form will include contact information of a player or coach on the opposing sports or recreation team, as well as arrival and departure times for travel, name of the event, cost, and how the club will benefit from the trip. The coach or advisor must travel with the club – NO EXCEPTIONS.
3. A travel roster must be submitted a minimum of four days before travel occurs. Each member must be on the club roster and have an Assumption of Risk Form as well as a Code of Conduct Form on file with the Student Wellness Coordinator's office. The travel roster will also include emergency contact information for each participant.
4. Clubs are required to take the provided first aid kit on all trips.
5. Allow at least three weeks to process travel accommodations when driving.
6. Allow at least six weeks to process travel accommodations when flying.
7. University vehicles are scheduled on a first-come first-served basis, so plan ahead!
8. When traveling as a club, the members are representing the University from the time they leave campus to when they return. Remember to act professionally and responsibly.
9. Clubs are required to submit receipts for all club-related expenses. This includes receipts for gas, lodging, rentals, registration, airfare, and club equipment. Contact the ASUMW office for approval and assistance in following ASUMW and University purchasing policies.
10. Each receipt must be itemized and include a clearly printed date and amount. Travel reimbursement requests must be turned in within ten days of completing of the trip.

- B. In the event of a change in travel plans or an emergency, clubs are required to notify the Student Wellness Coordinator immediately. If the club is unable to reach the Coordinator, they are to

continue down the Emergency Contact list, leaving messages for the individuals until they speak with someone.

#### C. University Vehicles

1. The club requesting the vehicle must be in good standing.
2. The club must have completed a Travel Itinerary outlining the details of the trip.
3. The club must have at least two travelers currently certified by UMW to operate the requested vehicle.
4. The club must submit a University Vehicle Request Form to the Campus Recreation office.
5. UMW requires all students and staff to complete the Large Vehicle Safety Training Class before they may operate a vehicle seating more than nine individuals.
6. When returning the vehicle it must be full of gas, clean, and any issues need to be reported.
7. Key check-out and check-in must be coordinated through the UMW Motor Pool office DURING their operating business hours.
8. Park the vehicle(s) in the designated parking space.
9. All laws pertaining to driving must be followed per: UMW Motor Pool policy.

#### D. Driving Restrictions

When club members are traveling they may not drive between the hours of 1:00 a.m. and 5:00 a.m. before departing on a long trip they will identify the hours the club will be driving and where they will stop.

#### E. Traveling in Inclement Weather

When a club anticipates traveling in inclement weather, they must meet with the Student Wellness Coordinator to discuss their travel route, how they will check road conditions while traveling, locations they can stop if needed, and discuss schedules by which they will communicate with the Student Wellness Coordinator during the trip.

#### F. Emergency Service for University Vehicles

In the event of an emergency where the vehicle cannot be driven, have the vehicle towed to the nearest reputable automotive repair shop or to a service station. Call the Student Wellness Coordinator and then the UMW Motor Pool (406-683-7142) to seek assistance. Indicate details of injuries (if any), assistance needed and where the driver can be located.

#### G. In the Event of an Accident in a University Vehicle:

1. Do not move the vehicle or leave the scene.
2. Notify the police.
3. Notify the UMW Motor Pool Office at 406-683-7142.
4. Notify the Student Wellness Coordinator. If a voicemail is reached, leave a message and continue to attempt to contact the people on the emergency contact list located in the first aid kit.

## VI. Facilities and Scheduling

Campus Recreation, Athletics, and the academic departments share most of the UMW recreation facilities. Due to the large number of activities scheduled by each of these departments, space is limited. It is vital that the clubs plan in advance for practices and when they can host events. All clubs are required to submit practice and competition schedules to the Student Wellness Coordinator each semester. The Student Wellness Coordinator will facilitate scheduling with appropriate building managers. Please do not contact other departments directly unless approved in advance by the Student Wellness Coordinator. Failure to comply with these or any other policies may result in loss of facility use.

For home events, a Team Roster and Membership/Consent Forms must be completed for all participants. See the Student Wellness Coordinator 3-4 weeks before the event if there is a need to pay referees, have UMW staff collect ticket money, collect a visiting team entry fee, gate admission, or sell concessions. All cash handling must be pre-approved by the Student Wellness Coordinator working with Business Services in accordance with the University's cash handling policy.

All on campus tournament and camp fundraisers must be pre-approved by the Student Wellness Coordinator. If any participants are minors, they must have the approval of the Student Wellness Coordinator to avoid conflict with athletics. The Student Wellness Coordinator will help develop, along with Business Services, an Acknowledgement of Risk form that will be filled out by all minor participants' guardians. All on campus events must have an Emergency Personal that the club will have to pay at their own expense.

## VII. Publicity

There are several methods on campus to publicize sports and recreation club events for little or no cost.

- **KDWG RADIO 90.9 FM** - Contact the radio station at 406-683-7155 for details on advertising and public service announcements.
- **SUB MARQUEE** – Contact the ASUMW Office Manager to have club information announced on the marquee.
- **FLYERS AND POSTERS** - Sports and recreation club teams may hang posters and pass out as many flyers as they like on campus. Prior approval must be obtained from the Campus Rec/Wellness Coordinator. Refer to UMW Policy 100.7 Sign Posting for information and restrictions. Design, printing and costs of flyers and posters are the club's responsibility.

## ADDENDUM

### Overview of Requirements, Deadlines & Meeting Times

Below is a list of all required forms and duties that must be performed throughout the year to be a club in good standing and have access to all privileges as an ASUMW sports or recreation club.

Item	Fall Semester	Spring Semester
Submit budget request to ASUMW VP for coming fiscal year	Lobby Day end of September	
Submit proof of CPR/FA/AED certification for Coach	Block 1	
Submit Facility Request for semester practices and competitions	<b>Block 8 previous year Update Block 1</b>	Block 4
<b>Risk Management Plan each semester</b>	<b>Sept. 2</b>	<b>Jan. 25</b>
Complete Officer Contact List each semester	Block 1	Block 4
Submit van requests each semester	Block 1	Block 4
Submit roster each semester	Block 1	Block 5
Update above forms, if needed	monthly	monthly

### Club Contact List

Student Wellness Coordinator  
 Cell: (406)660-0611  
 Office: (406)683-7389  
 Email: lexi.benson@umwestern.edu

ASUMW  
 Office: (406) 683-7211

UMW Motor Pool  
 Office: (406) 683-7148

Barrett Hospital  
 (406) 683-3000

Community Health Center  
 (406) 683-4440

Dean of Students  
 Office: (406) 683-7565, 7388