

Dixie State College of Utah

CLUB SPORT

HANDBOOK



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Introduction

Definition: Club Sports are student run organizations that arrange activities of a competitive nature involving physical exertion and skill that is governed by a set of rules or customs. Club Sports can compete in tournaments or games against other teams or individuals from other colleges, universities or like organizations. League play and national/regional competition is encouraged.

Dixie State College Club Sports are composed of undergraduate students formed so that participants in each sport can learn new skills, improve existing skills, engage in competition, and enjoy recreational and social fellowship. Club Sports are designed to keep students active and involved. All Club Sports are encouraged to use each club members' potential to the fullest. Club Officers are afforded a valuable learning experience through the organization and administration of the club sport activity, including budgeting, scheduling, coordinating travel arrangements, and communicating with peers and advisors to ensure the club's operating success.

Mission: The mission of the Dixie State College Club Sport organization is to promote a competitive and safe atmosphere for students to showcase their talents and perform on a competitive level. Dixie State College Club Sports are designed to teach individuals to work as a team and learn how to run and organize their own teams in an effort to create a long lasting Club Sports program.

Registration

Forming a New Club: In order for a new Club Sport to be considered and established at Dixie State College, the following requirements and procedures must be met:

1. Apply and register with Dixie State College student government to become an official Dixie State College club.
2. Complete Dixie State College Club Sport registration process
 - a. Part 1
 - i. Submit a one page proposal that includes.
 1. Your proposed club mission statement.
 2. A statement explaining why your club should be registered and how the presence of your club will enhance the lives of your member and of the lives of the general Dixie State College public.
 - ii. A proposed schedule of your clubs events for the upcoming year.
 - iii. A description of what you think your club will look like in 5 years; 10 years.
 - iv. Submit proposal to be reviewed by Dixie State College Recreation Department.
 - b. Part 2: Upon approval of registration part 1, the applicants can them move on to part 2 of the registration process; which entails
 - i. Draft and revise and club constitution (example constitution can be found at the Intramural/Club Sport Department).
 - ii. Complete Dixie State College Club Sport registration forms and submit all documents required along with that those forms
 - c. Upon completion, submit documents to the Dixie State College Recreation Department for review and final approval
3. **IF APPROVED:** The club will operate under a one year probationary period, will be self-sufficient for one fiscal year without funding assistance from Dixie State College Club Sports accounts, and each member of the club is required to adhere to the policies and procedures of the Dixie State College Club Sport handbook. Full recognition of Club Sport status will after this one year probation will be judged on, but not limited to:
 - a. The clubs involvement in Dixie State College club activities.
 - b. Meeting the requirements for maintaining good standing as a Dixie State academic club.
 - c. Consistent club involvement from its members and its officers (i.e. practices, meetings, fund raisers, games, etc...).
 - d. Registration in an organization associated with the sport the club is affiliated with, if applicable.
 - e. Working with Campus Recreation to schedule events and games with organizations that will promote future involvement as well as working to obtain a consistent amount of scheduled games from year to year.
 - f. The club must demonstrate that there are opportunities for competition and/or participation in the sport within the region.
 - g. The clubs potential to be a long lasting Club Sport at Dixie State College.
4. **IF NOT APPROVED:** Your information will be kept on file and the club can reapply the next semester.

Registration

Maintaining an Existing Club: In order for a club to remain a Club Sport under Dixie State College, they must abide by all rules and regulations set forth by the Dixie State College Student Government in order to remain in “good standing” as a Dixie State academic club. They are also required to follow all rules and regulations set forth by Dixie State College Campus Recreation and Intramural Department. All clubs must conduct themselves in a manner that sheds a positive light on Dixie State College and in no way engage in conduct against the Dixie State College code of conduct.

Furthermore, the following are required for clubs to remain active as a Dixie State College Club Sport team. A club can only receive benefits from the Club Sport and Campus Recreation department if they are found to be in good standing and following these guidelines:

1. Remain in good standing as an active Dixie State College academic club.
2. Have a current and up to date club constitution on file with the Campus Recreation department. This constitution should be functional and provide direction for the club and its members and be reviewed, updated, and ratified annually.
3. Each member must complete and sign a club membership/risk liability waiver prior to the first practice or competition of each academic year.
4. Submit and current club leadership form as well as a current club roster each year.
5. Submit and maintain a current team practice and game schedule. A practice schedule should be set and submitted to the Campus Recreation department no later than one week before the first practice start of each academic year. Also, a schedule of games should be submitted no later than two weeks before the first scheduled game. The clubs are also responsible for keeping those forms updated and to make changes throughout the year as they occur.
6. Submit a complete travel roster five days prior to the travel date.
7. Be responsible for keeping teams accounts in the positive and not the negative. Dixie State College will not allow clubs to operate in the red and it is part of the club officers’ responsibility to maintain these accounts in the positive. Keep in contact with the Campus Recreation department to ensure this positive flow. Also, fill out a proposed annual budget form each year before club accounts are used.
8. If the club needs to reserve an on campus area for games, practices or other club events; they are responsible for completing the forms necessary to reserve the space needed.
9. A Club Sports team can only play those individuals that are eligible under the Dixie State College Club Sport eligibility requirements and in no way can a student that is not deemed eligible compete in a Club Sport match (see Eligibility for details on eligible students).

If a Club Sport is found to be in violation of these requirements they are subject to a review of active status within Dixie State College Club Sports. Any club that is deemed ineligible or inactive shall serve a probationary period to be determined by the Intramural Specialist, Intramural Coordinator and Campus Recreation Director. The length of this probation and the clubs limitations shall be determined on an individual basis depending on the severity of the offenses. All limitations shall also be determined and the club will be informed of their status through a meeting with the Club President.

Eligibility

The key to the success of any sport lies in its student involvement and leadership. Registered student organization status is a privilege, and carries with it the responsibility to utilize the name of Dixie State College as a designation of affiliation. However, each registered student organization has an obligation to Dixie State College to adhere to its policies and procedures.

Dixie State College Club Sport program operates in accordance with all federal laws and regulations requiring non-discrimination on the basis of sex, race, color, national origin or handicap.

Club Participation: In order for a club to be recognized as a Club Sport within the Dixie State College campus recreation department, it must adhere to the following guidelines:

1. The club must be a registered academic club at Dixie State College and meet all requirements set forth by the Dixie State College student government.
2. The club must consist of only Dixie State College students whose enrollment is no less than 9 credits and must have at least 50% of their members be full time students (12+ credits).
3. The club must have a minimum of ten registered members and the number of members cannot be less than the minimum number of players necessary to field a team.
4. All clubs must conduct themselves in a manner that adheres to the Dixie State College student code of conduct and that is in the best interest of all of Dixie State College.

Individual Participation: A person is not a club member unless they have met the following guidelines. It is the responsibility of the club officers to see that potential and current club members are aware of and meet these requirements:

1. Any Dixie State College student will be given the opportunity each year to try out or join a club sport.
2. All Dixie State College students participating in Club Sports must be registered for a minimum of nine (9) academic credits and maintain a cumulative GPA of 2.0 or higher.
3. Faculty/Staff are not eligible to participate in a Dixie State College Club Sport on a player basis. They may serve as club advisors and/or coaches.
4. Each member, including advisors/coaches, must complete a liability release form and a medical questionnaire/waiver. Also, all participating Club Sport members must be on the current Club Sport roster that is on file in the Recreation Department.
5. All club sport members must sign a Club Sport Code of Conduct and have it on file, along with all other necessary paperwork, with the Campus Recreation Department.
6. All guidelines governing the Club Sport program are written to protect the rights and safety of each participant and are designed to provide fair and equal opportunity for all persons eligible to participate in club activities.

Participation in the Club Sport program is completely voluntary.

Conduct

Code of Conduct: The basic concept of the Dixie State College Club Sport Code of Conduct is that students, by enrolling in Dixie State College, assume an obligation to conduct themselves and their organizations in a way that is compatible with the goals and views of Dixie State College as an educational institution. All clubs and their members must conduct themselves with the highest level of respect on and off the field of play. When visiting other campuses and competing in matches, clubs must remember that they are a representative of Dixie State College and must conduct themselves in a manner that Dixie State College will find to be a suitable representation of the College.

Club Sport participants should always remember that when participating in activities on or off campus, they are representing themselves, their club, the Recreation Department, and Dixie State College. Therefore, inappropriate activity by existing Club Sports will not be tolerated and will result in disciplinary action. In some cases, disciplinary action may result in your club losing its official club sport status and it may take years before your club is recognized again. The following acts may cause a club sport to be disciplined:

Examples of Infractions include, but are not limited to:

- Conduct unbecoming of a Dixie State College student (use of alcohol during club activity, hazing, unsportsmanlike behavior towards opponents, officials, etc.).
- The use of drugs, except for medical purposes, while traveling, competing, and/or during any Dixie State College function or on Dixie State College and other institutional property.
- The use of alcohol during club events, traveling, competing and during the use of any Dixie State College facility.
- Negative publicity and/or irresponsible image made available through any communications medium including, but not limited to: internet networking communities (i.e. Myspace.com, Facebook.com, Twitter, etc.), video and audio recordings, personal websites and weblogs, alumni communications and print/broadcast media.
- Using college facilities for practices and/or games without proper authorization.
- Misusing Club Funds.
- Failure to keep updated information regarding the club sport on file in the Recreation Department Office. Please note that before any club activities or financial activities take place, all mandatory paperwork must be submitted to the Recreation Department.
- Inappropriate use of facilities/equipment.
- Allowing ineligible individuals to participate in club activities.
- Violation of any Dixie State College rule as well as any action that is deemed unfit by Dixie State College or the Campus Recreation Department.

Sportsmanship:

Sportsmanship, on and off the field, is a must when competing and representing Dixie State College. Dixie State College Club Sports pride ourselves in maintaining a high level of sportsmanship and believe in promoting a competitive but safe atmosphere. All club sport members are expected to act in a sportsman like manner when competing and should voice their concerns in the appropriate manner during competition. Any club or individual found to be behaving in an unsportsmanlike manner will be subject to disciplinary action as seen fit by the Campus Recreation Department. Examples of unsportsmanlike conduct include, but are not limited to:

- Use of obscene or lewd gestures, profanity, or disrespectful language.
- Attempting to or striking an official, opposing player or coach or any other participant in the club sport activity.
- Any act that causes negative publicity on Dixie State College and all its affiliates.

Conduct

Disciplinary Sanctions:

The College will impose disciplinary sanctions on students who violate College standards of conduct. In addition, students who violate public law may be subject to criminal prosecution. Conviction may result in fines, imprisonment, and revocation or loss of eligibility to receive federal funding (such as grants and financial assistance) and other privileges. College imposed discipline may include sanctions up to and including expulsion of a student or termination of employment, in addition to referral for criminal prosecution. Disciplinary sanctions may include participation in a treatment, counseling or other approved rehabilitation program.

Any violation of rules must be brought to the attention of the Campus Recreation Department, more specifically, the Intramural/Club Sport Department. If an infraction occurs, the Recreation Department will meet with the club president to discuss the incident and then the team/individual will be informed within 72 hours of that meeting of any disciplinary action that will be imposed. The extent of any disciplinary action is at the discretion of the Campus Recreation Department and its administration, individuals and teams are subject, but not limited to:

- Probation
- Suspension
- Fines
- Loss of the use of facilities
- Loss of the use of Club Sport funds
- Limitations on practices travel and games
- Dismissal from the Dixie State College Club Sport program
- Any other sanctions that are deemed necessary

It is up to the clubs president to inform the Campus Recreation department of any infraction that occurs. Failure to do so in a timely manner will result in not only the punishment from the infraction, but further punishment upon the club/president. The determination of the severity of the infraction and the extent of the punishment shall be determined by the Campus Recreation department in accordance with all Dixie State College rules and regulation, federal and state laws, as well as any rules and regulations associated with the sport's governing organization.

Appeals:

The student/club has the right to appeal any decision that they feel is unjust or unfair. The student/club must submit a written appeal explaining why they feel the punishment is unfair to the Campus Recreation department within 48 hours of their sanction notification. Any appeals will be reviewed by the Campus Recreation Director, Intramural Coordinator and Intramural Specialist over club sports. The appeal will be processed within 72 hours of its submittal and the individual/club will be informed of any changed within that time frame. If the individual/club still feels they have been treated unfairly, they may schedule a meeting with the Assistant Dean of Students in order to discuss their case. All decisions made by the Assistant Dean of Students are final.

***The Campus Recreation Department has the right and the duty to punish and/or suspend players or teams at any time if given just do cause.**

Leadership Positions

The following are guide lines for different leadership positions associated with a club; a club must have a minimum of, but are not limited to, the following positions:

1. President
2. Vice President
3. Secretary

Club officers are leaders within the club organization and are a vital part of any club and its organization. All club officers must be elected by the clubs and must:

1. Be a Dixie State College student and an active member of the club.
2. The President must be a full time (12+ credits) student.
3. Leadership positions roles and responsibilities need to be clearly outlined in the clubs constitution.
4. All club officers must adhere to all club rules and regulations and fulfill their leadership duties.

Clubs are student-run and self-administered; the management of the club is the responsibility of the club officers and should always be done in the best interest of the club and its goals/mission. It is the responsibility of the club and its members to elect club members to leadership positions in a fair manner. The following are a list of some club leadership positions and their roles and should serve as a guideline for clubs. All clubs should have the responsibilities of the club leadership positions clearly outline in the club constitution.

1) President:

- a. Serve as a liaison between the club and the Campus Recreation administration.
- b. Serve as a leader for the club as well as a role model of the community.
- c. Ensure that all participants in practices and competitions are approved club sports members and have all proper paperwork filled out and on file with the Campus Recreation department. This includes all coaches and advisors as well as current and new members.
- d. Attend assigned club sport meetings, or assign a representative to do so.
- e. Facilitate promotion of the club.
- f. Report results of completions to the Campus Recreation department.
- g. Notify Recreation Department of any schedule changes.
- h. Ensure all club members are up to date on Club Sports Handbook policies and procedures.
- i. Train future president on duties and responsibilities.
- j. Submit necessary paperwork, forms and reports by indicated deadlines.
- k. Delegate responsibilities to other club members as seen fit.

It is important for a Club Sport to be able to make a smooth transition from year to year and the President should be a huge factor in that transition. As the club moves from one President to another, it is important that they are left with all the tools to ensure that they club remains a striving and growing entity.

2) Vice President:

- a. Preside over club meeting and perform the duties of the president in their absence.
- b. Assist the president as needed.

Leadership Positions

3) Secretary:

- a. Attend all club meetings and record minutes.
- b. Update and maintain a current club roster as well as submit any changes to the Recreation Department.

4) Treasurer:

- a. Ensure all dues have been paid
- b. Coordinate with the Recreation Department to ensure the club has a positive and maintained club budget.
- c. Work with the President and other officials on annual club budgets.
- d. Maintain accurate financial records.

5) Club Member:

- a. Represent Dixie State College in a manner to be found suitable of a Dixie State student.
- b. Responsible to adhere to the Club Sport Handbook and sign all necessary documents needed to participate in a Dixie State College Club Sport.
- c. Responsible for all equipment/uniform issued to them as well as responsible for maintaining facilities while in use.
- d. Ensure that all information remains current and on file with the Dixie State College Recreation Department, and do not participate in club sport activities unless deemed eligible by the Intramural Specialist in charge of Club Sports.

The club is also highly encouraged to elect a **Team Captain. This person acts as a liaison during games to the other team and the officials and acts as a leader on and off the field. The team captain does not have to be any of the club officials, in fact, we encourage that the team captain be a different individual than any of the officers and that they be team elected.*

Non-Club Members/Faculty Positions: All clubs must have an advisor who is either a college faculty or staff member. This individual serves as an advisor for the club and works with the club in order to make decisions that are beneficial to the club and to Dixie State College.

- 1) **Advisor:** For the purposes of Clubs Sports, clubs shall put the Intramural Specialist in charge of club sport as their advisor. The club may also elect, and is encouraged, to find another faculty/staff member to serve as an informal advisor. This person should be a Dixie State College faculty/staff member and can be used as another liaison to other clubs and school officials, but will not make final decisions in terms of budget and team decisions. Any informal advisor must also be familiar with the Club Sport Handbook and sign any necessary documents that is seen fit by the Campus Recreation Department (i.e. Advisor agreement, Liability waiver, travel forms, etc.)

Leadership Positions

- 2) **Coach:** Club Sport teams are a student run organization and should be treated as just that. Students may to elect to bring in an outside coach to help out with training of their team, or they may to elect a student coach. In either instance, the club must identify who their coach is, either student or other, and must identify the role of the coach and their responsibility. Coaching a club team is a voluntary position and in most cases coaches are not paid. Teams can elect to give coaches a stipend out of their funds, but in no way can they give money to a student coach.

Coaches are responsible for the following:

- a. Signing a Coaches Letter of Understanding and becoming familiar with the Club Sport Handbook.
- b. Help recruit new players.
- c. Help inform players of and enforce all risk management policies.
- d. Employing safety procedures.
- e. Knowing and implementing emergency procedures, when necessary.
- f. Traveling with teams, be present and participate in practices, be present at home matches, and ensure the team conducts themselves in a positive manner on and off the field.
- g. Develop and improve player's skills and understanding of the game.
- h. Work with club officers to coordinate club activities and ensure that all students interested get a chance to tryout and/or [participate in the sport.
- i. Enforce rules and regulations and promote good sportsmanship.

Recruitment: It is the responsibility of the club and its members to recruit new players/members to ensure that their club grows and thrives. Clubs are Highly Encouraged to get underclassmen involved not only as members, but as club officers as well. In order to a club to withstand the test of time, there must be new member coming in and ready to take charge as the old ones are leaving. Dixie State College will not support a club that does not have the goal to be a long lasting club at Dixie State College.

Also, all clubs must ensure that all Dixie State College students interested have a chance to participate in their club. A club may do this by having open membership enrollment or may elect to have tryout for the club. If tryouts are scheduled, the information must be posted and accessible to all at least 2 weeks before the tryout dates and all tryouts must be approved by the Campus Recreation Department. If a club chooses to have open membership, they must have a manner in which students are selected to participate in game, be either home or away

Finances

Budgeting and proper finances are an important part of any Club Sport team. Clubs Sports are run and organized through the students and majority of their funds come from member fees, donations, sponsorships and fundraisers. It is the obligation of the club and its members to raise funds in order to function as a club and in order to finance club travel and other expenses.

All clubs must have an on campus account set up, and in no way can they have an off campus bank account set up for the purposes of their club. All club funds must be handled through Dixie State College and all revenue made through fees, sponsorships, donations, fundraiser, and any other money must be deposited into the clubs Dixie State College account within a timely manner. Any club found to have a commercial bank account set up for club funds will face harsh penalties that could include, but are not limited to:

- Loss of club funding
- Probation
- Loss of travel privileges
- Suspension
- Dismissal as a Dixie State College club

Clubs will not be allowed to spend more than what is in their clubs account. A club will not be allowed to carry a negative balance. Any club wishing to use funds must meet with the Recreation Department and fill out all necessary paperwork. The club must also check with the Recreation Department to ensure that they have the proper funding to finance the purchase.

Any time you are going to collect money or use club funds to buy or pay for ANYTHING, contact the Recreation Department for approval and assistance in following the proper cash handling and purchasing policy or you may be held personally responsible to pay for expenses.

Accessing Funds: In order for a team to obtain funds or make any type of purchase, they must fill out a Purchase Order form. This form must be filled out completely and done before the team can make any purchases. If a team wishes to requisition funds in order to travel, they must fill out Travel Authorization Form at least five days before they travel. They then must fill out a travel claim form upon their return in order to get reimbursed for travel costs. All of these forms must be approved by the Campus Recreation Department and then turned into the Purchasing Department.

Use of funds will not be approved by the Campus Recreation Department unless all travel, liability/waiver, insurance, and all other forms are filled out and on file with the Campus Recreation Department.

The purchase of any equipment or uniforms that result in the use of the clubs funds must be made through the Dixie State College Purchasing Office. A team must fill out a purchase order for any purchase they would like to make and must have the approval from the Recreation Department in order to do so. Any purchase of \$2999 and below can be made through a Purchase Order and the approval of all necessary parties. If a club wished to make a purchase of \$3000 and above, they must get three bids on the item(s) and submit those to the Recreation Department before a Purchase Order can be filled out. Once a Purchase Order is approved it will be forwarded to the vendor and then the vendor can ship the merchandise to the Campus Recreation Department.

Finances

Cash Reimbursements: Usually, all purchases will be made through the Campus Recreation Department or through the requisition of funds via Purchase Order. However, on the rare occasion that a cash reimbursement is required, approval must be obtained from the Campus Recreation Department before the purchase is made and then the proper steps will be followed in order to obtain the reimbursement.

Officials: Any club that pays their officials must fill out a contracted services form and all other paperwork necessary with that form (I-9, W-4). The officials fill these forms out and turn them into the Campus Recreation Department as soon as possible. Any official who does not fill these forms out will not get paid. To avoid non-payment, the club is responsible for making sure these forms are filled out by all officials.

Acquiring Funds: It is important for clubs to raise funds for their activities, games, travel and equipment. Teams can raise funds in a variety of different ways and are encouraged to seek out opportunities to raise funds. **Reminder, all money collected by clubs must be turned into the Recreation Department and deposited into their on campus club account.**

1. **Member Fees:** Clubs can choose to charge a fee to each club member. This fee must be clearly outlined within their club constitution and can be used for a variety of different club related finances.
2. **Fundraising:** Team may wish to raise funds through a fundraising event. Any fundraising event must be approved by the Campus Recreation Department and must adhere to all Dixie State College rules and regulations.
3. **Sponsorships:** If you have a sponsor, the terms of that sponsorship must be clearly outlined in a contract and submitted to the Campus Recreation Department for approval. The Recreation Department will submit the terms to the necessary department and then approve or deny the sponsorship. Sponsors can donate, equipment or other items to the club sport program but must have the terms clearly outlined in the contract.
4. **Donations:** Clubs can also receive donation in the form of money, equipment, uniforms, etc. If donations do occur, any money must be turned into the Campus Recreation Department and must be notified of any other form of donation. Do not accept a donation unless you have spoken to the Campus Recreation Department first and have gotten in approved.

Events & Travel

Home Site Events: Before each home match, you will need to ensure that all participating members are eligible for play. The club President should come into the Recreation office before the scheduled home game and update the current roster and inform the Recreation Department of any changes. Also, before every home match, club officials should:

1. Come in 3-4 weeks before the match in order to reserve any facilities needed, pay referees, have staff collect tickets, collect visiting team fees, sell concessions or set up any other cash handling. All cash handling must be approved by the Recreation Department.
2. Club representative should come in and check out equipment needed to set up playing area (i.e. paint, markers, goals, etc.) in ample time for the start of the event.
3. The club President should clear all activities with the Recreation Department and inform them of any last minute changes that may occur.
4. All teams are expected to maintain a safe atmosphere during the event and are expected to maintain and clean all Dixie State College equipment and facilities during and after use.

Away Site Events: In order for Club teams to travel, they must fill out all necessary paperwork and take all necessary steps. All club members who travel must be eligible to do so and cleared by the Campus Recreation Department. Before a team can travel, they must:

1. Come in 3-4 weeks in advance to set up any travel arrangements that might need a Purchase Order in order to use club funds (i.e. hotels, vehicle rentals, entry fees, etc.).
2. Come in to the Recreation Office and fill out a Travel Authorization Form at least five working days before the departure date. Allow 30 days if the team intends to fly or need to make extended travel arrangements.
3. Fill out a travel roster no later than five working days before the departure date and make sure all players traveling are eligible and have signed all the proper forms, including liability forms and personal vehicle forms, if applicable.
4. Ensure that all travel arrangements are made properly and that the Campus Recreation Department has all the information needed for the team to travel. Any violation of these policies can result in club suspensions, probation or fines.
5. Only Club members are allowed to travel with the team to and from events, any violation of this policy could result in club suspensions, probation, fines, or even termination of Club Sport status.

Transportation: If the club is in need of transportation to and from events, there are a variety of options available to them:

1. College vehicles: If you wish to reserve a college vehicle (i.e. bus, van, etc.), come by the Recreation Department 3-4 weeks in advance in order to set the reservation up with the proper parties.
2. Rental Vehicles: Dixie State College prefers you to rent vehicles from our contracted agencies. To do so contact the Recreation Department at least five working days before the rental is needed. If renting from an outside agency, the club President must come into the Recreation Department at least five working days before the travel date and reserve a vehicle and fill out a Purchase Order.
3. Airline: Give the Campus Recreation at least three weeks notice before the travel date and we will work with you in purchasing tickets and making reservations. Make sure all the proper forms are filled out and turned in before the departure date.

Events & Travel

4. Personal vehicles: If a club members are using their personal vehicles to transport themselves or other club members to and from events, they must have a personal vehicle liability form filled out and on file with the Campus Recreation Department. Also, any club member traveling in another member vehicle must also have a Personal Vehicle liability form on file with the Campus Recreation Department. Also, regarding personal vehicles:
 - a. The club can decide to cover gas expenses during the trip. If they do, they must fill out the proper travel forms to do so and keep all receipts.
 - b. Individual club members may not drive for a period of time that extends longer than 6 hours in one day. If a trip takes longer than 6 hours, club members must either split the travel into different days or rotate that driving so that no club member drives longer than 6 hours.
 - c. Club members are only allowed to drive between the hours of 6:00 am and 1:00 am. Also, the club cannot drive more than 12 hours in one day, if the trip takes longer than 12 hours, they must split the drive time up into multiple days.

If any accident occurs while the club is traveling, they must contact the Campus Recreation Department immediately after the proper emergency authorities have been contacted. Do not wait until you return home to contact Campus Recreation, do so immediately.

Risk Management

Dixie State College strives to create a safe atmosphere for all participants in the Club Sport program and believes that it is essential for all participants to prevent accidents and injuries before they happen. It is **HIGHLY** recommended that all Club Sports develop, implement and practice the following safety policies:

- a. Club Sport officers, coaches, members, volunteers, and all others associated with the club, will emphasize safety during all club related activities.
- b. Establish and set up a club emergency procedure and see to it that all members and coaches are aware of these procedures.
- c. Develop and practice safety guidelines associated with the sport.
- d. Have a safety officer or trainer present at all club activities that could result in injury.
- e. Dixie State College highly recommends that at least two players and the coach be certified in CPR and a Sports Safety Training/First Aid course.
- f. All clubs must require their members to have either personal or team health insurance. Most Club Sports have a national governing body and some may offer health insurance through that body. If not, all club members must have some form of health insurance on file with the Campus Recreation Department.
- g. Club Members and/or coaches are required to inspect all playing services before use. For any on campus facilities that are deemed unsafe, report these unsafe conditions to the Campus Recreation Department immediately. For any off campus site, report any unsafe conditions to the proper management authority.
- h. Coaches/safety officers are required to submit any Incident Report forms to the Recreation Department in a timely manner (24hrs after incident occurs). Failure to do so can result in harsh penalties.
- i. Club Officers are responsible to ensure that all club members have all the proper forms filled out and on file with the Campus Recreation Department in order to compete and participate in club sport games/practices.

Home Events

When hosting an event on the Dixie State College campus, the club must adhere to the following:

- a. Clear all events with the Campus Recreation Department
- b. Schedule facilities needed for the event 3-4 weeks prior to the date the facilities are needed.
- c. Any registration or registration fees should be handled through the Campus Recreation Department. Also, any collection of fees should be turned into the Campus Recreation Department to deposit into the clubs account.
- d. Each participant should sign an assumption or risk/release of liability form, if the event allows participants under the age of 18; they must have a parent/guardian signature(s).
- e. A club advisor or representative of the Campus Recreation Department must be present at all home games/matches.
- f. The teams must adhere to any other policies that the Campus Recreation Department sees fit to implement.

First Aid

All clubs should have a first aid bag present with them at all times during Club Sport events. This bag should include materials needed for basic first aid and first aid should only be performed by the individual or by a certified athletic trainer.

Risk Management

Bleeding Policy

If a player is bleeding, has an excessive amount of blood on their uniform, or has an open wound, they must be removed from the game/practice to receive medical attention. In order for the individual to be returned to the game, they must have the bleeding stopped and the wound covered. Their clothing must also be free of blood or otherwise cleared by the games official. These rules are in place for the safety of all participants involved in the activity/event.

Weather Conditions

Severe weather conditions can affect the safety of club participants and their fans. Any change in weather that can potentially put participants in danger should be taken into account and officials have the right to cancel any game/practice in the event of bad weather. It is the responsibility of the clubs coaches/officials to determine if the weather is creating an unsafe atmosphere and to call off events accordingly. If an event is cancelled/postponed, it is the responsibility of the clubs officials to inform all necessary parties. In the event that a game must be cancelled/postponed, club officials must call the Campus Recreation Department to inform them of the change.

Emergency Procedures

It is the responsibility of the clubs officials to be familiar with Dixie state College emergency procedures and to inform/educate their club member of these procedures. In the event of an emergency, the club participants are required to follow Dixie States emergency procedures. The Dixie State College Emergency Procedures Handbook can be found at <http://www.dixie.edu/campus/File/Emergency%20Procedures%20booklet%284%29.pdf>.

Trademark/Logo Policies

Any logo used by a club must be approved by the Campus Recreation Department and Dixie State College. The Campus Recreation Department has a list of approved logos and a club must go through the Campus Recreation Department and Dixie State College in order to put any logo associated with Dixie State College on t-shirts, jerseys, sweats or any other club apparel. Also, any current logo the club might have has to be approved by the Campus Recreation Department and Dixie State College.