

Sport Club Handbook

2024-2025



Table of Contents

Topic	Page
Frequently Asked Questions	3
Mission Statement and Introduction to Sport Clubs	4
• Definition of a Sport Club	5
• Steps to Creating a New Sport Club	5
• Club Constitution	6
• Sport Club Status	6
Membership and Participation Release	7
Program Leadership	7
• Sport Club Coordinator	7
• Sport Club Officers	7
• Sport Club Advisors	8
• Sport Club Coaches	8
Participant Conduct and Hazing Policy	9
• Standards of Conduct	9
• Discipline Guidelines	10
• Due Process Procedures	10
• Penalties and Disciplinary Action	11
• Hazing	11
• Risk Management	12
• Injury Reports	12
Facilities and Scheduling	13
• Sport Club Office	13
• Office Services	13
• Facility Reservations	14
Equipment	15
• Purchases	15
• Donated Equipment	15
• Inventory	16
• Equipment Check-Out	16
• Storage	16
Maintenance Issues	16
Finances	17
• Funding	17
• Description of Financial Accounts	17
• Account Procedures	17
Purchasing Procedures	18
Travel	19
Publicity and Promotions	21
Emergency Procedures	24
Important Telephone Numbers	24

Sport Clubs for 2024-2025

Basketball	Men's Ice Hockey	Sailing
Crew/Rowing	Women's Ice Hockey	Men's Soccer
Cross Country	Men's Lacrosse	Women's Soccer
Cycling	Women's Lacrosse	Softball
Dance	Nordic Ski	Ultimate Frisbee
Hip Hop Dance Crew	Men's Rugby	Men's Volleyball
Figure Skating	Women's Rugby	Women's Volleyball

Frequently Asked Questions

1. How can we update our portion of the website and how often should we do so?

-To get your team's website up to date, changes should be sent directly to the Sport Club Coordinator, who will work with the Graphic Designer to make those changes.

-Websites should be frequently looked over for accuracy and updates. Changes can be made at any time, as often as necessary. Minimum of once per semester is good practice for review.

2. Where can I find the appropriate guide for the use of NMU's logos on uniforms/publications/etc.?

-For the use of the university's logos, NMU's Athletic Department Style Guide can be found at <https://nmu.edu/mc/branding> along with the University logo.

-Anything with the use of NMU's logo must be approved by the Sport Club Coordinator prior to ordering/printing.

3. How can we get something printed and approved for posting on campus?

-During business hours, clubs will have access to a copy machine, printer, and fax machine at the Rec Sports Office-PEIF 126 (see p. 13 for details).

-Printed materials associated with promotion of individual sport clubs and any large-quantity printing must be approved by the Sport Club Coordinator prior to printing, posting or mailing.

-Materials intended for posting on campus need to be approved and stamped by the Center for Student Enrichment, who can provide approved locations and posting regulations (see p. 21). Bulletin board space is available in the PEIF Building and across campus.

Sport Club Program Mission Statement

The Northern Michigan University Sports Club Program actively promotes student participation in a variety of sport clubs and encourages the creation of new clubs that reflect the competitive interests of students. The NMU Recreational Sports Department assists with the development and growth of the program, but the primary guiding force behind the Sport Club Program is student involvement and leadership.

Handbook Terms Defined

Club officers/government/executive board/leadership each describes the elected officials of the highest position in each sport club team at NMU. Most clubs name a President for this position.

Sport, for the purpose of this manual, consists of an activity carried out with a purpose of using a publicly-agreed upon set of rules, and in an environment different from every day. Sport can be for competition, enjoyment, performance, for the development of skill, or some combination of these.

Introduction to Sport Clubs

The Northern Michigan University Sport Club Program is the governing body for all registered and approved sport clubs at NMU. The Recreational Sports department is responsible for the administration of the Sport Club Program. The NMU Sport Club Program provides student athletes with competitive, recreational, and social opportunities that complement existing intercollegiate athletic, intramural and recreational programming. **The success of the Sport Club Program and member sport clubs is completely dependent upon student interest, involvement, and leadership.**

Sport clubs are developed, governed, and maintained by student-athletes who have an interest in a particular sport. Student leadership, interest, involvement and active participation are the lifeblood of each sport club. Sport clubs are governed by University, department, and club rules, policies, and procedures.

This handbook was developed to help individual sport clubs with the administration of their club program. Club leaders and members are expected to be familiar with the handbook and use the procedures to guide the successful operation of their individual club. Issues or situations not covered by this handbook should be brought to the attention of department staff responsible for the administration of the Sport Club Program.

Club officers should know the operational policies and procedures of the Sport Club Program as outlined in this handbook. This handbook is intended to be a reference guide to assist club officers and supplement, but not a replacement of Northern Michigan University rules and regulations and all local and state laws.

Definition of a Sport Club

1. Sport club participation is voluntary in nature.
2. Sport clubs are non-profit organizations and members are expected to assume most of the financial burden of participating in that club.
3. Sport clubs work within the policies and procedures established by NMU, department of Recreational Sports, and the Sport Club Program.
4. Sport club members have the opportunity to further develop their skills and knowledge for the sport of their choice. This development occurs through practices, special workshops, clinics and coaching.
5. Sport club members have the opportunity to compete at NMU facilities and often travel to other universities to round their competitive schedule. The scope of a club's schedule is limited only by its operating budget and the desires of the club's members.
6. Sport clubs at NMU do not emphasize strict training rules, elaborate recruiting schemes, financial aid, scholarships, or profits.
7. Great emphasis is to be placed on student involvement and leadership. Successful clubs have outstanding leaders and club participation; their continued success is dependent on active student participation.
8. Sport clubs do not discriminate on the basis of race, color, religion, gender, national origin, age, or physical challenge.

The NMU Sport Club Program is a program for students and led by students under the supervision of the Intercollegiate Athletics and Recreational Sports Department.

Creating a New Sport Club

Is the proposed activity competitive or instructional from a physical/active standpoint? Does the proposed activity require specific facilities or policies involving risk management? Does the proposed activity require participant or administrative expertise?

- If deemed yes, a representative would be directed to contact the Sport Club Coordinator. Please see page 24 for contact information.
- Provide the following in writing:
 1. A draft of the proposed sport club constitution. See page 6.
 2. The names of at least 10 interested student participants and the name of an interested faculty advisor who is committed to the future of the sport club.
 3. An anticipated risk statement. Detail the level of risk for the proposed activity, how participants may be injured and how the students would take measures to minimize injury. This should address the risk associated with the activity as well as possible risks associated with the facility usage during the activity (if any).
 4. A needs statement including facility needs, equipment needs, uniform/jersey needs and any other needs that can be identified.
- Once the appropriate documents have been received by the Sport Club Coordinator, they will be reviewed for approval. If approved, the club will abide by the policies and procedures set forth in the NMU Sport Club Program Handbook.
- All NMU Sport Clubs are also student organizations registered in the Center for Student Enrichment. It is recommended that clubs first become a student organization, build interest and involvement, and then attempt to become a sport club.

Sport Club Constitutions

Each sport club is required to develop a club constitution that is approved by the Sport Club Coordinator and made a part of the club's permanent file. The club constitution is developed with the future in mind. The constitution establishes the rules and principles by which the club will operate, and is difficult to amend because the originators strive to maintain the original founding principles. The constitution contains bylaws and standing rules. These bylaws and rules reflect the personality of the club and help the club maintain consistency and direction. Bylaws are established rules that govern the internal operations of the club. Standing rules pertain to details such as the number of times a club will meet or at what location. These rules can be adopted or rescinded by a majority vote and may not conflict with the constitution or bylaws.

Sport Club Program Club Status

No club is guaranteed automatic renewal of its Sport Club Program affiliation. The status of each club will be renewed at the end of the winter semester, or as needed. Clubs must meet the following requirements to retain Sport Club Program affiliation:

- Required forms were filed as specified by the Sport Club Coordinator.
- The club has maintained a minimum membership of at least 10 members.
- The club was represented at each Mandatory Sport Club Program meeting (Fall and Winter).
- The club participated in scheduled Sport Club Program community engagement events and held at least one of their own (when facility space is available to do so).
- Club equipment was issued, maintained, accounted for and stored properly, and an accurate account of the equipment was kept on file.
- University and NMU Sport Club Program policies and procedures were followed as outlined in the NMU Student Code and this handbook.
- The club's mission and activities continue to be consistent with those of the Sport Club Program and the University.
- Suitable facilities continue to be available for the club's meetings, practices, and competitions or performances.
- The University and the Rec Sports office continue to have adequate resources available to properly manage each club.

The Rec Sports office reserves the right to refuse admission of a club to the Sport Club Program when a particular club requires financial resources, equipment, or facility space that are beyond the capability of the Rec Sports office and/or the University. The department also reserves the right to refuse admission to any club involved in activities that present an extreme risk, excessive liability or whose activities do not positively represent the Rec Sports office and/or the University.

Additionally, sport clubs are first and foremost student organizations at NMU. Each club must register with the Center for Student Enrichment on a yearly basis in order to maintain their standing as a student organization. This is separate from the sport club administration. The Center for Student Enrichment office is located on the first floor of the Northern Center across from the bookstore.

Sport Club Membership and Release of Liability

Membership

Membership in any sport club is based on interest, but some teams have to keep a strict roster per their governing organization. Athletic scholarships are not awarded for sport club participation. Only NMU students who are carrying 6 credits or more as an undergraduate student or 4 or more credits as a graduate student are eligible for sport club membership, but each club may determine their own addition or stricter requirements. Membership in any club will not be restricted on the basis of disability, age, ethnicity, national origin, race, religion, sexual orientation or political affiliation. Clubs are required to give any student interested in membership a fair and legitimate opportunity to be a member of that club. Spouses of students, faculty or staff are not eligible for club membership. Intercollegiate athletes are eligible for membership in a sport club. There are no restrictions associated with varsity intercollegiate team affiliation.

Release of Liability/Participation Waivers

All club members are required to complete an acknowledgement of participation and waiver/release of liability before participating in practices or competitions. **Forms must be on file in order for that member to be approved and recognized as a member of that club.** All forms to be completed can be found in the Rec Sports Office (PEIF 126) and on the Sport Club website at <http://www.nmu.edu/recsports/handbook>. **Sport club members are required to keep their student recreation membership for the fall and winter semesters.** All members participating in club activities should be listed on the club official roster. It is the responsibility of the club officers to report any roster additions or changes that occur throughout the year to the Rec Sports office and this should be done as often as needed. **Complete rosters and waivers are due to the Rec Sports office (PEIF 126) before the club takes part in their first competition.**

Program Leadership

Sport Club Coordinator

The Sport Club Coordinator is responsible for the coordination and administration of the Sport Club program.

Sport Club Officers/Government/Executive Board

It is recommended that each sport club have at least two elected officers: President and Treasurer. Elections for each club must be held in March/April (or the end of the club's season) and reported to the Sport Club Coordinator by the last week of classes. The term of office for club officers is one year, from May to May, or as otherwise designated in each club's constitution. It is suggested that the following duties are allocated between all club officers:

- Administer all club meetings
- Register the club as a Student Organization at the beginning of each school year

- Register the club through the Rec Sports Office (“Registration Form” found at <http://www.nmu.edu/recsports/handbook>)
- Attend all Sport Club Program meetings and training sessions
- Complete and submit all required forms, reports, and requests by the established deadlines
- Prepare yearly budget requests and maintain financial records
- Approve expenditure of funds in accordance with club member’s desires
- Obtain travel approval and make all travel arrangements
- Publicize club events
- Maintain club equipment and supplies
- Enforce and update club constitution as necessary
- Supervise all club events (home and away)
- Ensure compliance of the club with all campus, local, state and federal regulations
- Train newly-elected officers and facilitate the transition
- Notify the Sport Club Coordinator of all newly elected officers and of all changes in membership, officers, advisor and coaching/instructing positions

Sport Club Advisors

All sport clubs are required to have an advisor that is a full-time faculty or staff member. The term of the advisor is one academic year. All advisors are to be approved by the membership of the club. Advisors are not expected to assume club leadership, but to work with the officers to ensure sound leadership and decision making is taking place. The duties of an advisor include: guidance regarding club management and adherence to policy, eligibility, status of members, monitoring the conduct of members, assisting the club officers in creating and maintaining sound fiscal management procedures and providing continuity and smooth transition of club officers. Advisors are encouraged to attend club meetings. It is the responsibility of the officers to maintain clear communication with advisors. In order for the sport club program to run smoothly, it is essential that advisors have a clear understanding of NMU policies and procedures related to operations of student organizations.

Sport Club Coaches

The NMU Sport Club Program requires that all coaches be volunteers. Once a club has made a decision to secure a coach, the club officers will set up a meeting with the Sport Club Coordinator to meet the prospective coach or volunteer. At this meeting, the direction of the club will be discussed and the club officer will explain how the coach will benefit the club. The coach will have the opportunity to present his/her qualifications and complete the “Coaches Code of Conduct Form” found online or at the Rec Sports Office, PEIF 126. The Sport Club Coordinator will make a decision on whether or not to allow the coach or volunteer to be affiliated with the club. The coach will not be permitted to work with the team until this meeting takes place. Background checks will be processed prior to participation and on a yearly basis.

Sport Club coaches assist with the coaching duties for practice and contests. Coaches should possess knowledge of the technical and risk management aspects of the sport, provide quality instruction

related to skill acquisition and strategies and be knowledgeable about safety issues related to the sport. Below are some roles and responsibilities of Sport Club Coaches:

- The coach will be responsible for learning and following all University and departmental policies and procedures related to the Sport Club Program.
- The coach will refrain from involving him/herself in the actual management of the club and focus on coaching.
- The club officer is the liaison with the Sport Club Coordinator. The Sport Club Coordinator may request to meet with a coach periodically and invite the coach to be a part of any student meeting, if so desired.
- Coaches are expected to teach, mentor and emphasize good sportsmanship.
- Coaches serve in an advisory capacity. Club business matters are to be handled by student leaders.
- Participation in the Sport Club Program is voluntary. Monetary rewards such as scholarships should not be promised or arranged for any prospective student/athlete.
- The Sport Club Coordinator has an obligation to ensure that each coach focuses on what is in the best interest of the club and the University. The Sport Club Coordinator will monitor the activities of coaches, suggest changes when necessary and in extreme situations may relieve a coach of his/her duties when a conflict or problem cannot be resolved.
- Coaches must be recommended by the club and must renew their coaching status each academic year. Renewal is not automatic.
- Coaches are permitted to utilize recreation facilities at no charge when used in conjunction with club activities. Use of facilities outside of club activities will require that the coach purchase a recreation membership.

Participant Conduct

Member clubs of the NMU Sport Club Program are obligated to obtain approval from the Sport Club Coordinator on any items or issues not covered in this handbook prior to acting on them. Clubs that choose to act independently risk losing their membership in the Sport Club Program. Club social events are not sponsored or endorsed by Northern Michigan University or Recreational Sports. Social events are not to be advertised as part of the club's official schedule of activities. **Use of alcohol during club competition or related activities is prohibited.**

Standards of Conduct

Students enrolled at NMU assume an obligation to conduct themselves and their member organizations in a way that does not detract from the reputation of the University and remains compatible with the University's role as an educational institution. Sport clubs and their members must always remember that they are representatives of the University both at home and away. At home, clubs should be gracious hosts and make sure that visitors have a positive experience. When on the road, clubs need to make a good impression and behave in a professional and respectful manner. Good sportsmanship needs to be emphasized at all times. Misuse of equipment and facilities, disregard for University and department policies and procedures and inappropriate conduct while participating in any club related activity will jeopardize a club's continued status as a member in good standing.

Information regarding the standards of conduct and responsibilities assigned to each individual are available in the NMU Student Handbook which is available in the Dean of Students Office or at <http://www.nmu.edu/dso/studenthandbook>.

Discipline Guidelines

Violation of or non-compliance with the NMU Student Code and Sport Club Program policies, regulations and standards of conduct will result in disciplinary action against individual student-athletes as well as sanctions against individual clubs. Sport Club Program disciplinary guidelines and policies were developed to help club leaders prevent violations and proactively correct problem situations before they occur. Sanctions may apply to both the individual and the club for which the individual plays depending upon the nature and severity of the incident.

- Unacceptable behavior is defined as any behavior that reflects badly on the image of the University or violates the NMU Student Code and/or local, state and federal laws.
- Criminal activity is defined as any misdemeanor or felony level offenses that can include but are not limited to criminal activity involving violence, sex related incidents and drug and alcohol related offenses.
- The Sport Club Violation Review Committee will consist of the Sport Club Coordinator, the Associate VP-Northern Student Experience, the Director of Public Safety, and the Dean of Students and their designees.

Behavior that does not meet the standards set for sport club student-athletes is subject to review by the Sport Club Code Review Committee. Student-athletes acknowledge their understanding of the rules and regulations governing behavior in the following ways:

- Sport Club Handbook is available to review online along with the NMU Student Code. Printed copies will be made available upon request. Each student-athlete is required to sign a document acknowledging that they understand that participation is a privilege and agree to the standards of behavior outlined in the Sport Club Handbook and the NMU Student Code.
- Each student-athlete is required to acknowledge their obligation to self-report any violation of the Sport Club Handbook to their coach or the Sport Club Coordinator. Failure to self-report a code violation may result in disciplinary action once reviewed by the Sport Club Violation Review Committee.
- Action taken pursuant to the Sport Club Handbook will be considered separate and distinct from any action that may be initiated by the NMU Dean of Students Office, or any action initiated by law enforcement agencies involving a student-athlete.

Due Process Procedures

- The Review Committee will meet to consider alleged violations. The staff member notified of the alleged violation will initiate the review process within five business days of the report.
- The Review Committee will request pertinent information from coaches, student athletes and other parties who can provide relevant information.
- Once the Review Committee fully investigates the alleged violation and related charges, a recommendation on the appropriate response or action to be taken will be made.
- The penalty imposed by the Review Committee may include but is not limited to exclusion from further participation, partial or full revocation of allocated funds, loss of facility privileges or loss of sport club status.

- If the Review Committee cannot reach a consensus on an action or penalty, the matter will be turned over solely to the Associate VP-Northern Student Experience to determine what action, if any, will be taken.
- The Sport Club Coordinator will provide notice of the disciplinary action imposed by the Review Committee to the Associate VP-Northern Student Experience, sport club representatives, volunteer coaches and the athlete(s) involved in the violation within two business days of the decision.
- Student athletes may appeal the decision of the Review Committee to the Associate VP-Northern Student Experience. This written appeal must be made within 72 hours of notification. E-mail appeals will not be accepted. Cases decided by the Associate VP-Northern Student Experience will be decided by the President of the University or his Designee.

Penalties and Disciplinary Action

Disciplinary action that may be taken as the result of code violations includes:

- Suspension (individual student-athlete or entire sport club)
- Probation (individual student-athlete or entire sport club)
- Extended probation
- Loss of current and/or future funding
- Loss of facility privileges
- Loss of Sport Club status
- Any other appropriate disciplinary measures as outlined in the NMU Student Code.

Hazing

Hazing is any willful act or practice by a member or associate member, directed against a member or associate member, which, with or without intent, is likely to: cause bodily harm or danger, offensive punishment, disturbing pain, or compromise the person's dignity; cause embarrassment or shame in public; cause the person to be the object of malicious amusement or ridicule; cause psychological pain or substantial emotional strain; or impair academic efforts. Acts may include but are not limited to whipping, beating, and branding, forced physical exertion, exposure to the elements, forced consumption of food, liquor, drug or other substances. Acts can involve physical activity which adversely affects physical health and safety or extreme mental stress such as sleep deprivation, forced exclusion from social contact resulting in extreme embarrassment or any other forced activity that may adversely affect the mental health or dignity of an individual. Acts also include forced or willful destruction or removal of public or private property.

Hazing involving sports club members will result in the loss of club status with the incident being referred to the Dean of Students for further action.

Risk Management

Proactive prevention of accidents and player injuries is a key element in providing safe and positive recreational experiences. Sport clubs are responsible for making the following safety guidelines an integral part of the operation and management of each individual club.

NORTHERN MICHIGAN UNIVERSITY AND THE RECREATIONAL SPORTS DEPARTMENT ARE NOT RESPONSIBLE FOR INJURIES OR PROPERTY LOSS INCURRED BY PARTICIPANTS INVOLVED IN ANY RECREATIONAL SPORTS PROGRAM.

- Sport club officers, student-athletes, and volunteer coaches should emphasize safety during all club related activities.
- Each club should have a written emergency response plan for incidents that occur both at home and on the road. Emergency plans should be reviewed by the Sport Club Coordinator and be on file.
- Each club must include safety guidelines specific to their particular sport in the club's emergency response plan.
- It is recommended that each club keep a first aid kit onsite during practices and competitions.
- Club members and volunteer coaches are required to carry personal health insurance. Club members and coaches should also be familiar with and consider accident and liability plans made available to them through the various sport associations.
- Outdoor fields and indoor athletic facilities should be inspected prior to each practice session or event. Unsafe conditions should be reported to the Sport Club Coordinator and must be corrected before any activity takes place. Unsafe conditions present at off-campus sites should be reported to the proper managing authority. Do not use unsafe facilities and field spaces.
- **An injury report form is required for injuries of any caliber that occur during sport club practices and competitions, both on and off campus.** Reports must be submitted to the Sport Club Coordinator within 24 hours of the incident. Forms are available in the Rec Sports Office (PEIF 126) and on the Sport Club website: <http://www.nmu.edu/recsports/handbook>
 - When to fill out injury reports:
 1. If a player is sent to the hospital or medical center.
 2. If a player cannot continue to play in the game or practice. This may or may not lead to a player seeking medical care.
 - Filling out injury reports:
 1. Please print the information with a pen.
 2. Please fill in all areas of the form including date and time, etc. Be as specific as possible.
 3. Return form to PEIF 126 as soon as possible. Hours are Monday-Friday 8am-5pm. For weekend events, forms need to be turned in on Monday before 5pm.
- If injury occurs away from the University, the Sport Club Coordinator must be notified and an injury report must be filled out once the team returns to town. Contact information is located on page 24 of this Handbook.
- Club members are encouraged to have a physical exam prior to participation in club activities.

It is required that at least 2 members of each club be First Aid and CPR certified, and those members are designated as the "Safety Officers" for the sport club. A Safety Officer must be available at practices and competitions. If the designated Safety Officer cannot attend a competition or practice, another athlete is required to take his/her place and must also be First Aid and CPR certified. A copy of the Safety

Officers' certifications must be on file in the Sport Club office. **It is also required that two members be certified for Heads Up Concussion Training.**

Facilities/Scheduling

Sport Club Program Office

The Rec Sports Office (PEIF 126) is the administrative office designated to provide support to registered NMU Sport Clubs. Office 126 is located in the 1st floor lobby of the PEIF building, near the link to the Superior Dome.

Office hours: Monday – Friday, 8:00 am – 5:00 pm during the academic year
 Summer hours are 7:30 am-4 pm

Club representatives should conduct their routine business during regular office hours. Most questions related to sport club policies and procedures can be answered by consulting this Sport Club Handbook.

Guidance

The role of the Sport Club Coordinator is to provide guidance to clubs with a focus on preserving student initiative and leadership. Administrative support and advice is available to any club wishing for assistance with planning club activities and competitive schedules. Student club representatives are responsible for seeking assistance when necessary.

To schedule a meeting with the Sport Club Coordinator, call the Rec Sports office at (906) 227-2519.

The Sport Club Coordinator's mailing address to be used for club correspondence is:

ATTN: Sport Club Coordinator
NMU Recreational Sports
Northern Michigan University
1401 Presque Isle Ave
Marquette, MI 49855

The Sport Club Coordinator's office is located in the Rec Sports Office (PEIF 126 A), near the link to the Superior Dome.

Administrative Services

Registered clubs may schedule NMU Sport Complex conference rooms and class rooms for club meetings and other events. Club representatives must complete a Facility Reservation Request Form and provide adequate lead time to accommodate the request. Normally, two to three working days are expected.

Sport Clubs, after properly registering as Student Organizations with the Center for Student Enrichment, also have free access to reserve meeting spaces in other University buildings, such as the Northern Center. This can be done at <https://nmu.edu/studentenrichment/student-organization-resources>.

Clubs will have access to a copy machine, printer, and fax machine in the Rec Center. Clubs may make copies for club-related business. Office staff will need sufficient lead time and specific instruction in order to complete printing requests. All large-quantity printing requests must be approved by the Sport Club Coordinator.

A Student Graphic Artist is available in the Rec Sports Department to assist with creative design work, such as promotional fliers and posters, table displays for the dining centers, or other advertisements for sport clubs. The Student Graphic Artist is responsible for the website, however all changes should be sent directly to Sport Club Coordinator for approval.

Facility Reservations

To reserve PEIF gym space, Superior Dome turf/track or Berry Events Center contact Rec Sports office or Club Sport Coordinator. Contact information can be found on page 24 of this handbook.

Practice Requests

Registered sport clubs may request use of facilities within the NMU Sports Complex and designated outdoor field spaces. Use of non-University facilities and outdoor field spaces also require approval from the Sport Club Coordinator. Facilities and field spaces may be reserved on a weekly basis for one semester and then must be renewed for subsequent semesters. Clubs must remember that because the demand for facilities is great, making major changes in a facility request that has already been approved may be difficult once the semester has begun. Requests must be made based on what meets the needs of a majority of club members.

Special Events Requests

Three weeks advanced notice is required for approval of requests for club sponsored special events. Three months may be required for facilities that are heavily used. Requests can take up to five working days for consideration. Recreational facilities are shared by classes, programs within the Rec Sports areas, athletic teams, NTS and other campus programs, so sufficient lead time is necessary. Club representatives are responsible for ensuring that facilities are confirmed and those changes are communicated at least two weeks prior to the event.

Everything will be done to approve a club's facility request but due to heavy demand on facilities a compromise or alternative schedule may need to be worked out. The Sport Club Coordinator will work to achieve an acceptable compromise that will meet the needs of all parties involved. In some cases, other University programs and commitments may take priority.

ID Cards

Student sport club members must have their PEIF Recreation Membership for fall and winter in order to be eligible to participate. An NMU I.D. card is required and will be checked when using the facilities. If you are taking less than 6 credit hours in class, you can sign up for your PEIF Recreation Membership in the Rec Sports office (PEIF 126).

Expectations for Facility Use

Clubs are expected to honor their facility reservations. Cancellations of practices, games, or other club events must be made with appropriate facility manager at least 24 hours in advance. The following are guidelines related to facility use:

- Failure to use an activity space that has been reserved may jeopardize the club's future facility privileges.
- Clubs are responsible for maintaining and cleaning activity spaces that they use.
- Clubs should arrange for additional trash receptacles and clean-up assistance when needed.
- Facility supervisors responsible for monitoring activity spaces used by clubs will periodically count participation and check member eligibility.
- Department staff members are authorized to deny access to ineligible participants or those participants who are abusing facilities.

NOTE: Alcoholic beverages may not be used in conjunction with club activities taking place on campus. It is the club's responsibility to monitor club events and do its part to discourage use of alcohol during club events. Club events may be delayed or in extreme instances cancelled because of problems associated with alcohol use.

Sports Club Equipment

Equipment Purchases

Equipment purchases using money from a University-allocated account becomes the property of Northern Michigan University. Clubs do not have the authority to sell or dispose of University-owned equipment. Equipment that needs to be retired must be inventoried and left with the department for proper disposal. Equipment must be purchased using the University- approved purchasing system.

Donated Equipment

All donated equipment must be approved by the Sport Club Coordinator before it can be accepted. Donors who need proof of their tax-deductible donation must follow the following procedures before any item can be accepted:

- Donor specifies in writing their desire to donate a specific item.
- The value of the item, including any shipping costs, must be outlined in the letter.
- The letter must be addressed to the Sport Club Coordinator.
- The condition of donated items must be verified.

- The NMU Donated Property Form indicating acceptance of the donated item will be forwarded to the appropriate University departments.
- When final approval is granted, the donor is notified and the item officially accepted.
- The donation is then added and listed to the club's inventory.
- All donated items added to the club's inventory become property of NMU and approved for use by the club.

Donors not looking for tax credit for their donation may simply give the item(s) directly to the club once approved by the Sport Club Coordinator.

Inventory

An equipment inventory form itemizing club equipment will be kept on file. Sport club staff will monitor the equipment inventory list for accuracy. A club representative is expected to be responsible for the monitoring of the inventory and conducting regular inventory checks and producing a complete season-ending inventory accounting for all club equipment.

Equipment Check-Out

The following items are available to be checked out from the department inventory for club competitions and events. This equipment must be reserved in advance to ensure availability:

- Drink containers
- Timing equipment
- Extension cords
- 10x10 Canopy

Equipment Storage

Sport club equipment should be stored in University facilities whenever practical. Sport club staff will assist in finding an appropriate location. Keys that are issued to club members responsible for equipment storage are the responsibility of the club. Doors must be locked at all times and keys must be safeguarded against loss or theft.

Maintenance Issues

All requests for equipment or facility repairs should be made in writing and submitted to the Sport Club Coordinator. All concerns should be addressed in a timely manner – do not wait until the day before an activity/game to submit a request.

Finances

Funding

The NMU Recreational Sports department provides limited financial support for approved sport clubs. Sport clubs submit tier applications as part of an overall budget that is developed to support the operation of the club. Sport club allocations supplement the operation of each club with the majority of funding coming from membership dues and the fundraising efforts of club members.

A sport club's operating budget comes from the following funding sources:

- Department allocated funds
- Membership dues
- Fundraising activities
- NMU Foundation donations

Fundraising activities both on and off campus must be approved by the Sport Club Coordinator prior to the start of the fundraising event. A fundraising proposal must be submitted and discussed.

Description of Financial Accounts

A sport club could have up to three financial accounts with which to support the operation of their club. Two accounts are University accounts and are referred to as the internal Rec Sports account and the NMU Foundation account. The club needs to request and gain approval in order to use funds from these accounts. The third account is maintained by the club and is referred to as the external account. This account is completely managed by designated leaders of the sport club. The following is a description and associated guidelines for accounts:

Prior to establishing an external club account, it is strongly recommended that the club apply for non-profit status. The club will be assigned a federal tax ID number that allows a club to make purchases tax free. Non-profit status takes approximately 2 weeks from the time of application.

- **NMU Foundation Account** – Each club is eligible to receive donations through the Club Sports website. Donations are regulated by the IRS and prospective donors must meet certain requirements in order to be eligible to deduct contributions. Prospective donors should check with his/her accountant to make sure they are eligible for tax relief on their contribution. The donation must be made through the [NMU Foundation page](#). Unspent funds in this account carry over to the next academic year. It is important that each club keep a detailed report and receipts on how much was donated and how much of the donation was used.
 - **NMU Foundation Account Procedures**
 - Sport Club Coordinator provides the NMU Foundation with a list of approved clubs.
 - The NMU Foundation uses the list to set up an account for specific clubs once the club receives its first donation.
 - Donor contacts the NMU Foundation to make a donation.
 - Donation is deposited into the appropriate fund. This donation then becomes a part of the allocation account.

- All NMU Foundation sport club accounts are managed by the Sport Club Coordinator.
- **Internal Account** – The Sport Club Program receives a set amount of money from the student rec fee to provide financial assistance to approved clubs. Approximately \$10,000 is allocated each year. A sport club’s internal account is under the control of the Sport Club Coordinator and approved allocations must be used to benefit a majority of club members. The total allocation is divided among approved clubs using the approved appropriation process outlined below. The Sport Club Program fiscal year is July to June. Supplemental requests may be submitted at any time during the course of the year, but there is no guarantee that monies will be available after the deadline for requests.
 - **Internal Account Procedures**
 - Tier applications and/or funding requests are submitted to the Sport Club Advisory Council through the Sport Club Coordinator.
 - Requests are reviewed, analyzed and adjusted by the council. Special attention is given to the types of expenditures requested prior to approval.
 - The final club allocation is determined by the Sport Club Coordinator after careful consideration of a club’s ability to manage funds, club business and the club’s record and performance over a two year period. Other factors playing a part in the final allocation include a club’s participation in the Advisory Council, timelines when submitting required forms, participation figures and the degree of cooperation by club representatives.
 - Allocated monies are then transferred into existing club accounts and the clubs receive final notification of the amount appropriated. Notification should occur during the beginning of fall semester.
 - Use of allocated monies must be approved by the Sport Club Coordinator.
- **External Club Account** - This account is the most flexible account and is the mainstay account for clubs. Establishing an account involves choosing a bank, setting up an account and making a deposit. It is important to make sure that signature approval is discussed and set up in such a way that club business can be easily conducted, yet has sufficient safeguards in place to prevent financial problems. Club dues, entry fees and fundraising proceeds should be deposited in the club account. Accurate records of deposits and receipts for purchases must be maintained.

Purchasing Procedures

Club representatives are required to meet with the Sport Club Coordinator to gain approval for purchases and to make arrangements for the actual purchase. All purchases involving University funds must be approved by the Sport Club Coordinator. DO NOT commit or make equipment purchases prior to gaining approval. Researching equipment, contacting companies for prices and getting estimates should be done prior to meeting with the Sport Club Coordinator.

Ownership

Equipment purchased with University funds is and will remain the property of Northern Michigan University. Sport clubs cannot sell or dispose of University equipment without the approval of the Sport Club Coordinator.

Purchasing Procedures

Purchases involving allocation or donation accounts and exceeding \$2,500 must be made with a University Purchase Order. Purchases under \$2,500 can be made with the University Credit Card. Club representatives should coordinate these purchases with the Sport Club Coordinator so that the forms are filled out correctly or online and telephone purchases are properly accounted for when using the purchase card. The Rec Sports Account Clerk will assist club representatives with final purchases.

Appropriate / Inappropriate Purchases

The use of University funds is strictly regulated and requires the approval of the Sport Club Coordinator. The following is a list of University-approved purchases. This list should be used as a guideline and is not meant to limit the creativity and imagination of club representatives when it comes to doing what is in the best interest of the club. The Sport Club Coordinator has the final say on what might be considered an appropriate or inappropriate purchase.

Examples of Appropriate Purchases

- Club equipment
- Approved travel expenses (must follow University travel policies)
- Payment/Reimbursement for services rendered (referee, competition judges). These types of payments need a lead time of at least one month and must be coordinated with the Sport Club Coordinator
- Entry fees for competition
- Conference/association/league dues
- Awards
- Uniforms, t-shirts, warm-ups that are property of NMU and not for individual members
- Printed materials (must be done on campus)
- Other purchases outside of the list, but approved by the Sport Club Coordinator

Examples of Inappropriate Purchases

- Club banquets or parties (does not include Sport Club Program functions)
- Flowers or decorations
- Coaches stipends
- Gifts of any type (see Sport Club Coordinator for clarification)

Travel

Sport Club representatives should work directly with the Sport Club Coordinator when they need assistance with club travel. Sport clubs must make sure they have sufficient funds to cover travel expenses prior to making any travel plans.

Club travel must be approved by the Sport Club Coordinator whether the travel will use University funds or not. Travel requiring NMU Vehicles or rental vehicles must be approved by the Sport Club Coordinator and arranged through the Rec Sports Office. Club representatives making arrangements without approval incur responsibility for travel expenses.

Travel Roster and Itinerary

Sport Clubs are required to submit a travel roster and itinerary for all travel outside of Marquette. The following travel procedures should be followed:

- **Sport clubs will use the “Sport Club Travel Form” to help plan travel arrangements.**
- An accurate roster of student athletes who will be traveling with the club and a listing of vehicles and vehicle plate numbers must be listed on the form.
- **Travel Forms must be submitted to the Sport Club Coordinator for approval prior to a weekend trip.**
- Club travel is for sport club business only. Only travel between the event, lodging, meals or while seeking medical treatment shall be conducted. Travel for personal business/pleasure may result in disciplinary action.
- In accordance with State law, drivers must have sufficient automobile insurance coverage for the vehicle designated for the trip and all of its passengers
- Drivers must have valid, suspension-free driver’s licenses. Club members with poor driving records (two or more violations/accidents) should not be allowed to transport student athletes.
- Club representatives must also check the condition of the vehicles designated for the trip to ensure that the vehicle is safe and in good working order.
- Club travel plans must include a realistic itinerary, maps and vehicle-to-vehicle communication. Special emphasis must be placed on making sure that vehicles are not overloaded, seat belts are in use and that appropriate travel time is allowed so that excessive speed never has to be a factor.
- Coaches and faculty/staff advisors are considered club members for travel purposes. Only approved club members should be traveling with the club.
- ALCOHOL AND ILLEGAL SUBSTANCES are forbidden and should not be associated with any part of sport club travel.
- Only travel requests for activities considered to be sport club-related and in the best interest of the club and University will be approved.
- Sport club representatives are required to immediately report all travel-related incidents to the Sport Club Coordinator, who can be reached by telephone (see information on page 24). This includes traffic violations and accidents, and injuries related to those violations or accidents.
- All club members traveling should stay together and follow the approved route.
- If a club member is not traveling with the club, but is meeting up with the club at the destination, and then traveling back with the club, or vice versa, specific arrangements must be made.

SAFETY MUST BE A TOP PRIORITY.

Consumption of alcoholic beverages or use of illegal substances during travel is strictly forbidden. Failure to abide by this policy jeopardizes your club’s standing and subjects student athletes and the club they represent to penalties as outlined in the Student Code. During away competitions, student athletes are representing the University and need to abide by all University codes and regulations.

Publicity/Promotions

NMU Sport Club Websites

Each Sport Club is given webpage space on the Recreational Sports website. These pages are maintained by the Rec Sports office. **The following should be submitted in email to the Sport Club Coordinator as it becomes available or needs updating on the website:**

- A schedule of try-outs, practices, and competitions
- Current club contact information
- Team photos and action shots
- A description of the club, club dues, and any additional information
- **Results from competitions (to be submitted by 2 pm Monday following a weekend competition)**
- Individual photos and biographies (the Graphic Design Student can assist with team photos)

Printed Materials

Printed materials associated with promotion of individual sport clubs must be approved by the Sport Club Coordinator prior to printing, posting or mailing. Once approved, materials intended for campus posting will need to be approved for posting and stamped by the Center for Student Enrichment. The CSE office can also provide locations of approved posting areas and posting regulations.

It is very important that club promotional materials identify the club as being a member of the NMU Sport Club Program. Northern Michigan University should also be included on printed materials. An example of the proper identification is as follows:

Member of the NMU Sport Club Program
Northern Michigan University

Do not misuse the University or Wildcat athletic logos. Proper logo use information can be found on the NMU Marketing and Communications Website. NMU Marketing & Communications is located in 409 Cohodas and staff members are available for promotion and publicity advice in addition to the Rec Sports staff.

Posting within the NMU Sports Complex

Bulletin board space is available in the PEIF Building, Superior Dome and Berry Events Center. Postings must be restricted to approved posting areas. See the Rec Sports Office for clarification. Flyers that are posted on entry/exit doors or random wall spaces will be removed by Rec Sports employees.

Commercial Advertising Guidelines

The following is a list of guidelines for advertising. Please be advised that sponsors advertising alcoholic beverages or tobacco products in name or likeness, or implied sponsorship of those products are strictly forbidden.

Program Ads

- The price structure for any type of ad must be approved by the Sport Club Coordinator.
- Club representatives must submit a list of potential sponsors to the Sport Club Coordinator prior to making any contacts related to sponsors.
- Potential sponsors that market products that raise health or safety concerns will be eliminated from consideration.
- Ad formats and layouts must be approved by the Sport Club Coordinator prior to publication. Planning for sufficient lead time will minimize communication problems and limit the need for last minute changes.
- The Sport Club Coordinator has the authority to disapprove a potential sponsor and promotional materials that may fall outside of these guidelines.
- Northern Michigan University and the department of Recreational Sports have no desire to endorse specific products and services. All programs must include a disclaimer statement to that effect.
- **The word “sponsor” may not be used** to describe the relationship that any organization may enjoy with a particular club or even sponsored by the club. The word “supporter” is a more appropriate choice.

T-shirt Designs and the Use of Supporters

Clubs who wish to list a supporter on a club t-shirt must get authorization to do so from the Sport Club Coordinator prior to ordering and printing. Requests will be handled on a case-by-case basis. Specific guidelines include:

- The design must be tasteful.
- Supporters whose products raise health or safety concerns will not be considered.
- A club’s name and logo and a supporter’s name cannot appear on the same side or section of the shirt.
- The Sport Club Coordinator has the authority to refuse an ad request even when all of the above conditions are met.
- If a team T-shirt is being designed with the University’s name, it must be approved by the Sport Club Coordinator before placing an order.

Other Use of Company Names/Logos

Banners that specifically advertise a commercial enterprise are generally not permitted at sport club events. Requests for exceptions to this rule must be made in writing to the Sport Club Coordinator.

Companies wishing to display their names on tournament bracket or draw sheets require the authorization of the Sport Club Coordinator.

Companies wishing to display products as part of a sport club event require the authorization of the Sport Club Coordinator.

Authorization of product displays will be based on the type of product, appropriateness, location of display, length of display time and size of display.

Companies will not be allowed to sell products from authorized displays.

All promotional materials associated with company name use require the authorization of the Sport Club Coordinator.

Souvenirs bearing a company name will require the authorization of the Sport Club Coordinator.

COMPANY NAME AND LOGO USE POLICIES ARE MEANT TO BE GENERAL GUIDELINES. EXCEPTIONS TO THESE POLICIES REQUIRE A WRITTEN REQUEST FROM THE SPONSORING CLUB.

EMERGENCY Procedures

- * In the event that an athlete has a **life-threatening injury or car accident, or if there is a fatality**, contact the following personnel in order:
 1. 911
 2. NMU Public Safety – *after emergency responders arrive*
906-227-2151
 3. Tricia Bush – Sport Club Coordinator
Office: 906-227-1692 PEIF126: 906-227-2519 Cell: 906-362-7467
Leave a message if no answer or send text to cell phone
Fill out an Injury Report upon return to NMU, and return to Rec Sports Office

- * In the event that an athlete has a **non-life-threatening injury but needs medical treatment**, contact the following personnel in order:
 1. 911 (or transport to medical services by yourself)
 2. Tricia Bush – Sport Club Coordinator – *after medical services are sought*
Office: 906-227-1692 PEIF126: 906-227-2519 Cell: 906-362-7467
Leave a message if no answer or send text to cell phone
Fill out an Injury Report upon return to NMU, and return to Rec Sports Office

- * In the event that an athlete is **injured, but does not need medical treatment**, fill out an Injury Report upon return to NMU, and return it to Rec Sports Office.
- * See page 12 for guidelines on when to fill out injury reports.

Important Contact Information

NMU Recreational Sports – Sport Clubs

Tricia Bush	Sport Club Coordinator	tsheldon@nmu.edu	Office: 906-227-1692 Cell: 906-362-7467
Stacy Busch	Principal Account Clerk	recsport@nmu.edu	906-227-2519

NMU Foundation for donations \$500 or higher

Andrew Hill	Asst. Director-Annual Giving	anhill@nmu.edu	906- 227-2531
-------------	------------------------------	----------------	---------------

Center for Student Enrichment

Principal Secretary – CSE		Northern Center	906-227-2439
---------------------------	--	-----------------	--------------

Health Center

healthcenter@nmu.edu	906-227-2355
----------------------	--------------

Injury Evaluation and Care Clinic

PEIF 226	iecc@nmu.edu	906-227-2174
----------	--------------	--------------