

Sport Clubs Mission Statement

The Sport Clubs program is designed to serve the interest of Belmont University students, faculty and staff through sports and recreational activities. These interests may be competitive, recreational and /or instructional in nature. The clubs are meant to be a learning experience for the participants through their involvement in the organization and administration of club activities as well as the development of sports skills. Clubs may vary in focus and programming since the members are active participants in the leadership and decision-making process of club activities.

Preface/ Introduction

Welcome to the Sport Clubs Program at Belmont University! Sport Clubs are a component of the Campus Recreation program supervised by the Beaman Student Life Center. The Sport Clubs Program offers a wide variety of sporting activities, including team sports, individual sports, outdoor recreation and martial arts. Many of the clubs teach activities that can be lifelong leisure values and skills. Previous experience is not a prerequisite for membership. Sport Clubs may be competitive, instructional or social-recreational in nature. All Sport Clubs are recognized student organizations, designed to bring together students, faculty and/or staff with similar sporting interests. Sport Clubs, unlike varsity sports, are run by students for students, with a NO TRY-OUT policy. However, faculty/staff are allowed to participate. No dual clubs may exist, meaning only one club is allowed for each allotted sport, based on gender discrepancy (example: student v. faculty/staff). Sport Clubs at Belmont University are not permitted to charge mandatory membership dues. However, student, faculty, and/or staff membership of each club is responsible for all management decisions, leaving the option for the Campus Recreation program to step in and overrule at anytime.

Sport Clubs Philosophy

The philosophy of the Sport Clubs Program is to promote health, physical well being and the acquisition of physical skill development.

The Sport Clubs program is part of the Campus Recreation program. Sport Clubs are designed to serve individual interests in different competitive sports and recreational activities. These interests can be competitive, recreational or instructional in nature. Approved clubs may represent the university in competition or may conduct intraclub activities such as practice, instruction, social and tournament play.

Definition of a Sport Club

A Sport Clubs is a group of students, faculty and/or staff at Belmont University organized for the purpose of furthering their common interests in an activity through participation and competition. Sport Clubs are meant to be a learning experience for the members through their involvement in fundraising, public relations, organization, administration, budgeting and

scheduling, as well as, through the development of skills in their particular sport. Involvement in a group and team situation helps enhance the student's overall education while living in the university setting.

Sport Clubs Objectives

- (1) To make available to students, staff and faculty, opportunities for the instruction and participation in a wide range of recreational and competitive programs which can develop sound lifelong leisure values and skills.
- (2) To provide an avenue for camaraderie in the university community through common interests; to develop a feeling of belonging among individuals in the shared pursuit of leisure interests.
- (3) To develop leadership by providing opportunities for students to organize, administrate and solve problems for individual clubs.

Organization and Structure

The Belmont University Beaman Student Life Center Assistant Director is a full-time professional assigned to supervise Sport Clubs and their activities. The Assistant Director is responsible for insuring that the individual clubs operate in a safe and mature manner that benefits both the membership and the university community. The Assistant Director serves as a consultant to clubs on both their day-to-day operations and special events. The Assistant Director sees that all rules and regulations are followed and takes disciplinary action when necessary. The Assistant Director also serves as a liaison between the Sport Clubs program participants and the university administration. The Assistant Director is responsible for club and club member discipline, safety and is the primary consultant for trips, tournaments and events.

Rights and Expectations

As a member of the Campus Recreation program at Belmont University, each Sport Club is obligated to obtain the approval of the Assistant Director of the BSLC prior to acting on items, issues or ideas that are not covered in this handbook. If a Sport Club chooses to act independently, that club will risk losing its Sport Club status, and all the rights and privileges associated with that status.

Standards and Conduct

The basic concept underlying the Belmont University standards of conduct is that students, by enrolling in the university, assume an obligation to conduct themselves and their organizations in a manner compatible with the university's function as an educational institution. Individuals must always act in a manner that does not detract from the reputation of the university. This includes behavior in game situations. When involved in off-campus events or when traveling, be aware that you still represent the university, even though you are not on campus for the event.

Conduct

All Sport Clubs members are expected to function in a mature and responsible manner both on and off campus in all related club activities and in accordance with University policies and their club constitution. Any Sport Clubs member may face disciplinary action for inappropriate behavior while participating in any club-related activity. Disciplinary action may result in loss of recognition as a Sport Club, as well as further disciplinary action if deemed necessary. Members of Sport Clubs are also bound by the University Mission Statement, Values and the Code of Conduct. Violation of any of those statements will result in disciplinary action through the Division of Student Affairs. Please refer to the Bruin Guide if you are unclear of any of the statements.

Sports Club Membership

Belmont University Sport Clubs Program operates in accordance with all federal and state regulations requiring non-discrimination on the basis of age, sex, race, religion, ethnic group, national origin or handicap membership. All members must be currently enrolled full-time students, faculty and/or staff.

Alcohol and Drug Policy

Any student found to be in violation of the institution's alcohol and drug policy may be subject to one or more of the following disciplinary sanctions. Belmont University reserves the right to exercise total discretion in the imposition of disciplinary sanctions.

The use or possession of alcoholic beverages on campus or at any university-sponsored activity may result in required participation in a drug or alcohol treatment or rehabilitation program and placement on probation or suspension. The use or possession of illicit drugs on campus or at any university-sponsored activity may result in participation in a program and/or suspension from school. Please refer to the Bruin Guide for the rest of the policy.

Health and Safety

All members are required to sign a Sport Clubs Release Form before being permitted to participate in any club activity. If a participant is under the age of eighteen a parent or guardian must also sign this consent form. The Campus Recreation program strongly recommends all club sport members to complete an annual physical prior to participating in practice or competitions.

It is required all Sport Clubs must have at least one member certified in CPR and First Aid to attend each practice and competition.

Recognition as a University Sport Clubs

Clubs are permitted to use the name "**Belmont University**" in describing their clubs only at such time as they are recognized as an official Sport Clubs. In using the university's name, Sport Clubs must make it clear that they speak only for their own members and do not represent the university or its student body as a whole.

Sports Club Procedures

All Sport Clubs are student operated organizations, so the key to its success lies in the degree of student leadership and participation. Students within each club are responsible for the internal administration of their club to include decision making in such areas as equipment, facilities, finances, game schedules, membership, practices and safety. An understanding of the basic principles of organization management, the ability to delegate responsibilities to other club management and the ability to delegate responsibilities to other club members will ensure the club's smooth operation and stability over time.

Purchasing Procedures/ Expenses

The purpose of a budget is to establish a sound financial record for club activities. Once the budget is created, it is used as an instrument to plan for future events, and provide an accurate historical record for new officers. *The Assistant Director must approve all purchases in advance.* Purchase requests must reflect the best interests of all club members. Purchase requests must be prepared on appropriate forms. Each purchase should be carefully investigated and include detailed information regarding price, color, brand, size, quantity, etc. Forms are obtained from the Assistant Director.

Purchasing Sport Clubs T-shirts

Sport Clubs must follow the same process as in advertisement for purchasing club T-shirts. After artwork is approved by the Assistant Director, the club must seek out a licensed or registered clothing store. Sport Clubs must get permission, in writing, from the Director of Media Relations for Athletics (6698) or the office of University Marketing and Communications (6632) for the use of any Belmont logo or Bruin logo on any flier, shirt or jersey. All T-shirts must be approved by the Assistant Director of the BSLC before being ordered.

Equipment Use

All equipment, which is purchased for club use as an approved budgetary item, remains the property of the Belmont University Campus Recreation program. **This equipment must be stored at the Beaman Student Life Center at all times. No team equipment will be stored in private residences at any time.** Use of the equipment for club related activity must be approved by the Assistant Director.

Advertisement

Assistance is provided to all Sport Clubs in the area of advertisements. Fliers, copies and signs can be made and distributed by all Sport Clubs in their permitted locations. If a club wants to design their own fliers and distribute them themselves, they must follow the proper guidelines as described in “Designing and Posting Your Own Fliers.” A two-week notice is required for permission of posting on all fliers.

Designing and Posting Your Own Fliers

The Assistant Director or Director of the BSLC must approve all fliers before printing. All fliers must have the following requirements:

- (1) Who
- (2) What
- (3) When
- (4) Where
- (5) A contact name and phone number

The Sport Clubs must get their fliers approved for posting through the Office of Campus Life and/or the Office of Residence Life. All posting guidelines listed in The Bruin Guide must be followed in order to post on campus.

Fundraising

Funding of club activities has become primarily the responsibility of Sport Clubs members. For a club to develop and thrive, the members must be active and willing to work. Clubs are encouraged to take advantage of every opportunity to raise funds.

Some suggested methods of generating funds include: auctions, bake sales, car washes, candy sales, dances, garage sales, selling T-shirts, spaghetti dinners, pancake breakfasts, rent-a-student services, exhibitions and concert /athletic concessions. The Assistant Director must pre-approve all fundraisers. Please fill out the proper paperwork with the Coordinator of Student Organizations and Greek Life before planning your fundraiser.

With proper marketing and promotion, plus some time and effort, competitive events or seminars can be very successful fund-raisers. Competitive events can include meets, races, regattas and tournaments.

Practice Times & Facility Reservations

Regular facility and practice times for Sport Clubs use are limited by Campus Recreation and the Athletic Department. To reserve practice times and facilities each club must fill out a Facility & Practice Request Form at the start of each semester. These forms are ONLY A REQUEST. There is no guarantee on REQUESTED practice times and facility space.

It is the club's responsibility to request the needed times and facilities. Once the club receives confirmation of the requested time, the practice time is a binding agreement between the club, the Assistant Director and the Campus Recreation program. If practice should be canceled for any reason, a club officer must contact the Assistant Director or Director as soon as possible. If the club is negligent by either not using their practice time or canceling too many practices, with or without notification, the club will be asked to come in for a meeting, at which they may lose all rights to the facility.

One-Time Requests

Requests for games or tournaments require a One-Time Request Form. The Facility Request Form must be filled out completely and returned to the Assistant Director no less than two weeks prior to the event.

All facilities are reserved on a first come first serve basis. Other campus organizations reserve the facilities as well, so it is very important to get your request in as soon as possible. Two weeks advance notice may be too late, so plan ahead. The office will take reservations up to one semester in advance.

Facility Inspection

In cooperation with Campus Recreation staff and Athletic Department staff each club shares responsibility for its own safety at games and practices. A detailed facility inspection should take place before all events. All hazards should be documented and avoided. Practices and games should be canceled if the safety of all participants involved cannot be guaranteed. If any hazards are found, notify the Assistant Director as soon as possible. If damages occur to any campus facilities as the result of any non-approved activity by Sport Clubs, the Club and its members will be held responsible for any costs that are incurred from repairing those facilities.

Non-Athletic Facilities

Clubs may hold business meetings in the Beaman Student Life Center. The Office of the Dean of Students (460-6407) reserves the conference room and the Tree House. The Curb Event Center Booking Coordinator (460-8064) is responsible for scheduling the BSLC Meeting Rooms, Maddox Grand Atrium and the Vince Gill Room.

Equipment Check-out

Each club must prepare and maintain an inventory of the entire club's equipment. All equipment issued remains the property of the intramural-recreational sports department, and must be returned a full two weeks prior to the end of the spring semester.

Renting Off-Campus Equipment

The school does not co-sign for any off campus rental equipment.

Accessing Facilities

In order to access any of the University facilities, **all club members must have a current student or faculty/staff I.D. in possession at all times.**

Risk Management

PURPOSE

It is the purpose of the Campus Recreation program to not only offer a program of activity but also to endeavor to safeguard and protect all students, faculty and/or staff who participate in the Sport Clubs. Specifically, high-risk sports require individual and careful attention. A high-risk sport is considered by the Campus Recreation staff as any activity in which there is a dangerous factor, which could possibly lead to injury or loss of life. Each club member must sign a **liability waiver in the fall of each new academic year** stating their awareness of the risk and inherent dangers of the activity, which could lead to possible injury or loss of life.

Each club must elect a Risk Management Officer to check equipment for safety and to keep an ongoing equipment inventory checklist, which will be handed in to the Assistant Director at the end of the academic term. This Officer will also be required to be CPR certified and to go through a yearly training session with the Assistant Director of the Beaman Center.

It is **REQUIRED** that each club have at least one of its members certified in both First Aid and CPR and be in attendance at all practices and games. The Campus Recreation program may offer these courses, but in the case it does not, all inquiries will be given an optional contact by the Assistant Director. It is asked that each Sport Club sponsor **one member per club to** attend these sessions.

Accident/Incident Report Forms will be handed in to the Assistant Director after any incident. These forms can be found online (www.belmont.edu/beamanslc). The Risk Management Officer is required to submit an incident/accident report for injuries which occur to club members during on-campus or off-campus practice, competition, informal recreation or instruction within 24 hours of the accident, to the Assistant Director. If anybody participating in a Club Sport activity has to be taken to the hospital, a Club officer must notify Jamie Zeller (615-319-4191) or Angie Bryant (615-512-9045) immediately.

First Aid

Each Sport Club is required to have a first aid kit, which will be provided by the Campus Recreation program, present at each practice and/or competition.

Insurance

The Campus Recreation program **requires** that all club members have a medical insurance and dental plan in effect during any club related activity and recommend that all club members have a medical examination at Student Health Services before engaging in any strenuous physical activity.

Regular meetings will be held with the Assistant Director and all club presidents to ensure that they are all aware of safety and liability in high-risk activities and to ensure that the University rules and regulations are being followed.

Medical Emergencies Procedures

1. Contact facility staff immediately (Phone numbers may also be found on page 21.)

Beaman Center: (615) 460-6313 or 460-6262

Office of Campus Security: (615) – 460-6617

2. Send one person to call for help and always keep one person with the injured party to keep them calm.

3. What to say to security or police:

- Provide the exact locations and facility of the injured participant. Be as specific as possible.
For example: Soccer Field at Belmont University.
- Stay on the phone with the dispatcher and know the phone number you are calling from.
- If an accident occurs in a gym, it is important to notify the Beaman Center staff or security to call for help.

Belmont University security does not transport injured parties so an ambulance will be called. The ambulance's expense is the responsibility of the injured party, only if he/she is taken in an ambulance.

ALL accident/incident reports must be filed in the Assistant Directors office, within 24 hours of ALL injuries. Accident/Incident Report Forms need to be filed if someone is injured while participating in a Sport Club, either on or off campus.

Trip Preparation Form

A Trip Itinerary Form must be completed and turned into the Assistant Director at least ONE WEEK in advance of the pending trip (MONDAY BEFORE DEPARTURE). It is **required** that groups travel together.

Post Trip Procedure

The trip leader must report to the Assistant Director within two days of returning from the trip, with a summarized report of the trip (1/2 page Minimum). At this time all pre-approved expenses will be discussed with a relevant receipt in hand.

Belmont University Van Policy for Sports Clubs

Purpose: Belmont University owns several vans that may be checked out by employees for Belmont sponsored activities. The purpose of this policy is to ensure the safety of everyone using and occupying the vehicles, reduce the risks, loss, and liability involved in van use, and prevent harm to Belmont property, staff, students, and the public by reducing the likelihood of accidents.

Policy Administration

1. Van reservations *must* be made by a Belmont employee through Plant Operations.
 Phone Number: 460-6670
 E-mail Address: plantops@mail.belmont.edu
2. Vans are scheduled on a first-come, first-serve basis, so Plant Operations does not guarantee a van will be available.
3. If your Club's activities require an on-going van schedule, you should submit your requests in writing with the schedule attached.
4. ***Cancellations must be received by Plant Operations at least three hours prior to the scheduled key pick-up time. Failure to do so will result in a \$25 per van charge to the reserving Club's budget. Special consideration will be made to those last minute cancellations due to emergency situations.***
5. **Plant Operations reserves the right to hold the van(s) for servicing before they are released.**

Driver Requirements

1. Upon scheduling of the van(s), drivers must be approved and assigned through Plant Operations. In order to be approved to drive a Belmont University van, the proposed driver must:
 - Fill out the "Driver Approval Form" a minimum of one week prior to the date scheduled to drive
 - Present a current, valid driver's license
 - Be 21 years of age or older
 - Show proof of insurance coverage
 - Successfully complete van orientation class
 - Have an acceptable Motor Vehicle Record (MVR) dated no more than one year before the date of the scheduled van use (MVR's will be rated according to the attached rating system). Belmont cannot guarantee receipt of an MVR from all states, so some applicants may have to acquire an MVR for themselves.

NOTE: There will be a \$10 charge for running a MVR check for each driver assessed to the Club scheduling the van. Once a driver has been approved, he/she does not need to be rechecked

for at least one year. If, during the course of that year, the driver receives a traffic violation or has a vehicle accident, his application will be re-evaluated.

2. All drivers must be qualified to safely and lawfully operate a university van. Belmont reserves the right to refuse to allow anyone to operate a van if, due to any circumstances, he or she is not qualified to do so. In determining whether a driver is qualified, reasonable accommodation will be afforded to any disability the person may have.
3. If no drivers meet the above qualifications by the date for which the van is scheduled, the van will not be released for the event.

Van Rules

1. The vans are to be used *only* for Belmont University functions and not for personal activities or errands. No other driver is allowed to operate the vehicle other than those assigned to the van for the date scheduled.
2. All student organizations must have a Belmont faculty or staff member with them if they are staying overnight *or* if the distance is 150 miles or more one way. *If two or more vans are reserved for a student group traveling more than 150 miles one way or staying overnight, each van must have an employee on board (the employee does not necessarily have to be the assigned driver). On occasion, the Dean of Students or his or her designee may grant permission for groups to stay overnight in local areas or to travel distances that are more than 150 miles but less than 250 miles without a faculty or staff advisor.*
3. Each group should maintain enough approved drivers in the event of a driver receiving an injury during an event. No injured driver may operate a van.
4. No animal or pet may occupy a Belmont University van.
5. The possession of alcoholic beverages, firearms, or illegal drugs is prohibited inside the van(s).
6. Driving, operating, using or occupying a Belmont University van by anyone who has consumed or ingested alcohol, any controlled or illegal substance, or drug is strictly prohibited, unless the drug has been prescribed by a physician having knowledge that a vehicle may be operated or used by that person while under the influence of the controlled substance or drug.
7. Drivers are prohibited from operating a Belmont University vehicle when their judgement is impaired by any circumstance, such as fatigue or taking over-the-counter medications causing drowsiness.
8. Attaching a trailer hitch to the van(s) or pulling any type of trailer for any reason is strictly prohibited.
9. The use of tobacco in any form is prohibited inside the van(s).
10. The driver of the vehicle **must** announce to the van passengers before starting the vehicle that all occupants are required to put on their seat belts.
11. The driver of the van **must** obey all local and state traffic rules, laws and regulations at all times. Belmont University will not be responsible for any moving violations or parking citations received by the driver.
12. Drivers are prohibited from picking up hitch-hikers or giving rides to strangers.

13. The vans will be locked when unoccupied. Any expense incurred due to failure to follow this policy will be borne by the reserving Club.
14. The parking brake will be set each time the van(s) is parked.
15. Overloading or overcrowding the vehicle(s) is prohibited.
16. Hauling goods inside the van is prohibited.
17. No equipment is to be added to the van(s), including removable equipment, such as radio equipment, radar detectors, etc. Structural modifications to the van(s) will not be made in any form whatsoever.
18. No items may be transported on the roof of the van, including luggage.
19. Van equipment (spare tire, jack, road hazard equipment, etc.) that is missing upon the van's return will be charged to the reserving Club.
20. No driver may drive the vehicle longer than 8 hours in a 24 hour period. If the drive is longer than 8 hours, another approved driver must take over the wheel. Total drive time plus event time will not exceed 12 hours.
21. Between 9 p.m. and 12 a.m., a "co-pilot" will monitor the driver at all times while the van is in operation to prevent the driver from falling asleep at the wheel. Driving between the hours of midnight and 5 a.m. is prohibited. Trips that would necessitate driving past midnight shall require an overnight stay.
22. No cell phones will be used by the van driver while he/she is driving.
23. The van headlights will be on whenever the van is in motion.
24. At no time will the total number of passengers exceed eleven, including the driver.

Key and Mileage Card Pick-up

1. The reserving employee should pick up the keys and cards at Plant Operations during normal working hours—Monday through Friday—between the hours of 7 am and 3 pm. If the van is scheduled outside those hours or on a holiday, the keys and cards must be picked up during regular working hours on the last working day prior to the event.
2. If the reserving employee assigns someone else to pick up the key, call Plant Operations in advance to furnish the person's name and approximate time of arrival.
3. If a Plant Operations' employee is called in after normal working hours to supply a key(s) and card(s) for late pick up, a fee of \$60 will be charged to the reserving Club.

Van, Key, and Mileage Card Return

1. Vans, keys, and mileage cards must be returned within the time frame scheduled through Plant Operations. There is a \$25 per van per day charge for late return of vans, keys, and/or mileage cards.
2. Immediately upon return to campus, vans must be returned to the designated parking area, and the keys and completed mileage cards must be returned to Plant Operations. After hours, please leave keys and cards in the drop slot located in the front door of Plant Operations.

Condition of Vans upon Return

1. Before and after the trip, a Plant Operations employee will complete a van condition checklist.
2. The reserving Club will be charged for any damage to the van(s), such as torn seat, broken door handle, scraped hubcap, small dents.
3. The driver and reserving employee are responsible for the cleanliness of the interior of the vehicle. All personal items and trash should be removed from the vans. All windows should be raised. All doors should be locked and lights should be turned off.
4. A \$25 charge per offense per van will be assessed to the reserving Club for returning vans with:
 - Trash left in van (paper, bottles, food, gum on floor or in ashtrays, etc.)
 - Spills or footprints on seats or dash, etc.
 - Windows not raised and/or doors left unlocked.
 - Lights left on
 - Excessive dirt or mud inside van

Accidents

1. In the event of an accident involving a Belmont University van, several requirements must be met. These requirements are:
 - Have a police report made on the accident. Get the Accident Number and Reporting Officer's name.
 - Obtain the names of other drivers involved, how they can be reached, and their insurance information.
 - At the time of the accident, call the Coordinator of Safety Programs:
Laura Prentice Office 615-460-6023 Cell 615-512-9046

Share the information on the insurance card, which is located in the pocket of the center console of the van, with the other people involved in the accident. Make sure the insurance card remains in its proper place at all other times.

 - Write down everything you can remember about the accident, including the names and phone numbers of all the van occupants.
 - Upon returning to Belmont, deliver all the above information to Laura Prentice, 3rd Floor Freeman, immediately.
2. The reserving Club will be responsible for payment of the insurance deductible amount.
3. Failure to comply with the accident portion of the van policy will result in a \$25 fine charged to the reserving Club, and may result in the reserving employee and/or Club losing van privileges.

Responsibilities

Plant Operations: Plant Operations is responsible for maintaining the vans in safe operating conditions. Mechanical failures requiring emergency repair during the trip will be paid for by Plant Operations. An emergency mechanical failure is any failure that causes the vehicle to be unsafe or impossible to operate. Service of the AC unit is not considered a mechanical failure.

Club Reserving the Vehicle: The Club reserving the vehicle is responsible for finding drivers who are eligible to drive the van(s). **Reserving Clubs should contact the office of Plant Operations to determine if their drivers are on the certified driver list no less than one month in advance of their trip.** They are also responsible for payment of an MVR check for all driver applicants, payment of the accumulated mileage charge, and any fines or fees incurred with Plant Operations for failure to follow the Van Policy.

Employee Reserving the Vehicle: The employee reserving the vehicle is responsible for ensuring that the Van Policy is followed at all times during the trip.

Van Driver(s): The van driver(s) is responsible for following all of the Van Policy and all traffic regulations.

I agree to follow all the above-mentioned rules while using Belmont University van(s). I agree to hold Belmont harmless from and indemnify it against any injury or harm arising out of my failure to observe these rules.

Renter Name

Date

Driver Name (If different than renter)

Date

Belmont University Van Usage Driver Criteria

Driver Eligibility

- All type ‘A’ violations (as defined below) will result in termination of driving privileges for employees and will disqualify any potential driver employees.
- Any drivers (employees or applicants) showing a ‘poor’ rating (using table below) will be restricted from driving company vehicles.
- Any drivers (employees or applicants) showing a ‘borderline’ rating may be required to attend a defensive driving course before driving on Belmont University business

Type ‘A’ Violations:

- Driving while intoxicated
- Driving while under the influence of drugs
- Negligent homicide arising out of the use of a motor vehicle (gross negligence)
- Operating a vehicle during a period of suspension or revocation
- Using a motor vehicle for the commission of a felony
- Aggravated assault with a motor vehicle
- Operating a motor vehicle without the owners authority (grand theft)
- Permitting an unlicensed person to drive
- Reckless driving
- Speed contest (racing)
- Hit and run (bodily injury or property damage)
- Driving while intoxicated or under the influence of narcotics (DWI or DUI)
- Any serious violation: i.e. reckless driving, racing, endangering the lives of others

Driver MVR Evaluation Table

Number of Violations	Number of Preventable* Accidents during the Last 3 years			
	0	1	2	3
0	Good	Average	Borderline	Poor
1	Average	Average	Borderline	Poor
2	Borderline	Borderline	Poor	Poor
3	Borderline	Borderline	Poor	Poor
4	Poor	Poor	Poor	Poor

* A preventable accident is an accident where any other reasonably safe driver would have been able to prevent the accident from occurring.

Personal Vehicle on Belmont University Business

Purpose: The purpose of this policy is to ensure the safety of everyone using and occupying a personal vehicle on Belmont University business, reduce the risks, loss, and liability involved in such use, and prevent harm to Belmont University staff, students, and the public by reducing the likelihood of accidents.

Driver Requirements and Responsibilities

1. Anyone using a personal vehicle on Belmont University business must provide a copy of his/her current drivers license to his/her Dean or Director to be kept on record. The Office of Safety Programs will perform an annual audit of this file.

For trips not exceeding 25 miles, one way, and not requiring an overnight stay:

- **No MVR approval necessary**

A signed copy of this policy will be maintained by the leader/manager of the group/office for whom the trip is conducted.

2. *For students and volunteers on trips over 25 miles, one way, or requiring overnight stay and: For faculty/staff on trips over 50 miles, one way:*

Upon scheduling of the trip, the driver(s) must be approved through Plant Operations. Drivers must be 21 years of age or older. In order to be approved to drive a vehicle on Belmont University business, the proposed driver must have an acceptable Motor Vehicle Record (MVR) report run.

- Come to Plant Operations one month before and no less than one week prior to the date scheduled to drive and fill out a Motor Vehicle Record (MVR) form. Plant Operations is open Monday through Friday from 7 to 11 a.m. and 12 to 3 p.m.
- Present a current, valid driver's license.

- Present current proof of vehicle insurance coverage.
- While at Plant Operations, driver will read the Personal Vehicle policy in its entirety, and then sign a statement verifying willingness to comply with and be responsible for the policy information.

Note: There will be a minimum \$10 charge for running a MVR check for each driver assessed to the requesting department. Belmont cannot guarantee receipt of an MVR from all states, so some applicants may have to acquire an MVR for themselves through their vehicle insurance companies. Once a driver has been approved, he/she does not need to be rechecked for at least one year. If, during the course of that year, the driver receives a traffic violation or has a vehicle accident, his application will be re-evaluated.

3. No other driver is allowed to operate the vehicle other than those assigned for the event scheduled.
4. The possession of alcoholic beverages, firearms, or illegal drugs is prohibited inside the vehicle(s).
5. Driving, operating, using or occupying a vehicle on Belmont University business by anyone who has consumed or ingested alcohol, any controlled or illegal substance, or drug is strictly prohibited, unless the drug has been prescribed by a physician having knowledge that a vehicle may be operated or used by that person while under the influence of the controlled substance or drug.
6. Drivers are prohibited from operating a vehicle on Belmont University business when their judgment is impaired by an circumstances, such as fatigue or taking over-the-counter medications causing drowsiness.
7. The driver of the vehicle *must* obey all local and state traffic rules, laws and regulations at all times. Belmont University will not be responsible for any moving violations or parking citations received by the driver.
8. The driver of the vehicle *must* announce to the vehicle passengers before starting the vehicle that the passengers are required to put on their seat belts.
9. Drivers are prohibited from picking up hitch-hikers or giving rides to strangers.
10. Overloading or overcrowding the vehicle is prohibited.

Accidents

1. In the event of an accident involving a vehicle on Belmont University business, several requirements must be met. These requirements are:

- Have a police report made on the accident. Get the Accident Number and Reporting Officer's name.
- Obtain the names of other drivers involved, how they can be reached, and their insurance information.
- At the time of the accident, call the Coordinator of Safety Programs:

Office 615-460-6023

Cell 615-512-9046

- Write down everything you can remember about the accident, including the names and phone numbers of all the vehicle occupants.
- Upon returning to Belmont, deliver all the above information to the Coordinator of Safety Programs, 3rd Floor Freeman Hall, immediately.

Annual Registration

Returning Sports Clubs

Recognition as a Sport Club is granted for one year only (August until May). It is necessary for each club to register (at the end of the April term) their intent to return as a Sport Club the following year. This is usually done in the year-end report submitted to the Assistant Director in April. Clubs may operate throughout the summer months (May to August). Clubs may access **self-generated funds** during this time.

Registration procedures for returning clubs are as follows

- (1) Register with the Assistant Director, (if possible, this should be determined at the end of the club term, in the Year-End Report and submitted in typed form to the Assistant Director).
- (2) Turn in an updated listing of officers to the Assistant Director.
- (3) Submit an updated or revised club constitution.
- (4) Meet with the Assistant Director to explore the possibilities, benefits and requirements for retaining your current Sport Clubs Status.

Unless a club has completed the above procedures and is recognized by the Campus Recreation program, it will be ineligible to receive any assistance or use of facilities from the department. In order to retain its "active" status, any Sport Clubs must continue to meet the criteria outlined in this Handbook.

Mandatory Club Meetings

Each Sport Clubs must send a representative to attend each mandatory Sport Clubs Meeting per month. These meetings are held at the same time every month, at the Beaman Center, unless otherwise stated. All clubs must be in attendance unless otherwise stated (ZERO TOLARANCE FOR ABSENCE).

Meeting Representatives

Only current members of the Club who hold an office may attend the mandatory meeting. The officer will report meeting information back to the rest of the club officers. A Club Sport will be held accountable for each meeting missed without an approved excuse.

Club Communications

a. Mail Service - Each Sport Clubs has a mailbox located in the Office of Campus Recreation. All correspondence, announcements and memos between the Sport Clubs office and individual Sport Clubs go through the mailbox. The individual Sport Clubs should also receive outside mail through this mailbox at least twice a week.

The Sport Clubs Address is:

[Name of Sport Clubs]

Beaman Center

Belmont University

1900 Belmont BLVD

Nashville, TN 37212

b. E-Mail - An important means of communication for the Sport Clubs office is e-mail. All important messages and reminders are sent out to the club's officers through a Sport Clubs listserv. It is in the club's best interest to have all club officers e-mail addresses registered with the Sport Clubs Office. Email is also one of the easiest ways to get in contact with the Assistant Director and staff to discuss problems.

c. Web Page - The Sport Clubs program has a Web page to disseminate important information:

www.belmont.edu/beamanslc

The Web page is the place for club members and officers to find an on-line calendar with important Sport Clubs events. Please keep your club information current. The Web page can be a successful way to recruit new members to your club. All Sport Clubs have a Web page attached to the main Sport Clubs page. The Campus Recreation program has a Web master on staff to keep the pages updated. Due to limited space, the Sport Clubs Web pages contain only the basic contact information for the club. If your club would like a more elaborate Web page it needs to be maintained by the club. The Web master and the Assistant Director can be contacted for advice.

Constitution

In order to be successful, any organization must have a set of operational guidelines or rules by which the members govern. Each Sport Club should develop a constitution suited to the practical operation of that particular club. General provisions (club name, purpose, dues, meetings, officer elections and duties, qualifying regulations) should provide for the internal needs of the club. Specific provisions (membership, eligibility and qualifications, officer qualifications, voting quorum and amendments) should insure fulfillment to the Belmont University Sport Clubs Manual.

The constitution must be easily interpreted, so that the club can operate consistently from year to year.

All constitutions must contain statements regarding the following:

- (a) The purpose, to include the general goals, objectives and direction of the group and how it contributes to the Belmont University community.
- (b) A definition of membership requirements.
- (c) A listing of officer titles, duties and requirements.
- (d) Quorum requirements for conducting official business.
- (e) The process for accessing dues and fees.
- (f) Any changes made to the constitution must be approved by the Sport Clubs Coordinator.

Organization and Management

Responsibilities

Each Sport Club is conducted by the participants; therefore the key to success lies in the degree of student leadership and participation. Students within each Sport Club are responsible for the internal administration of their club to include decision making in such areas as finances, competition, schedules, equipment, facilities, membership, practices and safety. The ability of a Sport Club to communicate with its members and delegate and follow through with responsibilities will ensure the Sport Club's smooth operation and stability over time.

Belmont University, Sport Clubs and their individual members are fully responsible for abiding by local, state and federal laws, as well as university regulations in all activities.

Each Sport Club must annually resubmit for renewal of affiliation with the Campus Recreation program.

Each Sport Club must have a completed Membership List on file with the Assistant Director. The Fall Membership List must be submitted by the third week of school or before the first scheduled competition date, whichever comes first. The membership lists must be updated as members are added or deleted. Individual waivers must also be accompanied with the membership lists.

Responsibilities of Members

- Determination of membership requirements
- Recommendation of club advisers and coaches/instructors
- Establish officers' duties
- Assist with the development and administration of club budget

Faculty/Staff Adviser

Each club must have a faculty/staff adviser. That person should be a full time employee of Belmont University. Graduate Assistants are NOT eligible to serve as advisers.

Competent advisers lend their experience and expertise to help each club mature and reach its full potential. The adviser should help the club's officers and members plan effectively and realistically. The adviser can insure that the club achieves its aspirations on and off the field. However, the adviser/coach/instructor should never interfere with the student decision making process.

The adviser should be consulted as one part of the decision-making process. Consequently, club officers should always keep their adviser aware and informed. They should be informed of all communication and regularly invited to practices, games and business meetings. Advisers need not be full-time coaches or instructors to make a contribution to the club.

Officer Responsibilities

(1) Responsibilities of the President

(Each Sport Club President is responsible for)

- (a) Serving as a liaison between the club and the Campus Recreation program, with the contact being the Assistant Director.
- (b) Informing club officers and club members and complying with the content of the Sport Clubs Manual. The president will sign a form stating that he/she has read the Manual and will abide by all the rules and regulations stated within the Manual.
- (c) Holding regular elections of officers as stipulated in the club constitution.
- (d) Informing the next club president of the routine guidelines for club operation prior to the next president assuming office. This would include transferring this Manual to the new president and arranging a meeting between the new president and the Assistant Director.
- (e) Submitting reports at the end of each term/year summarizing club activities.
- (f) Meeting financial obligations incurred as a club.
- (g) Making a regular weekly check of the club mailbox in the Beaman Center.
- (h) Completing the **Accident/Incident Report** form for all accidents/incidents requiring some form of medical attention that occurs during on-campus or off-campus practice, competition, informal recreation or instruction. These reports should be submitted to the Assistant Director within 24 hours after the occurrence.
- (i) Reporting the results of all club-associated competitions to the Assistant Director.
- (j) Appointing a qualified individual to be in charge of checking on the equipment for safety and inventory purposes. Inventory Report Forms must be submitted to the Assistant Director on an annual basis.

****NOTE:** The Sport Club President may appoint a liaison representative, but for the successful communication, it is advisable to have the president as the link between the club and the Campus Recreation program.

(2) Responsibilities of the Vice-President

(Each Sport Club Vice-President is responsible for)

- (a) Presiding over meetings and business in the President's absence.
- (b) Assisting the President with his/her duties.

(3) Responsibilities of the Secretary

(Each Sport Club Secretary is responsible for)

- (a) Recording and circulating minutes of all meetings.
- (b) Maintaining updated membership lists.
- (c) Submitting to the Assistant Director (third week of each semester) an updated membership list.
- (d) Developing and circulating publicity regarding club activities as approved by the Assistant Director.

(4) Responsibilities of the Treasurer

(Each Sport Club Treasurer is responsible for)

- (a) Preparing with the club president the annual budget request.
- (b) Maintaining all appropriate records of your financial activity.
- (c) Aiding in fund raising activities.

(5) Responsibilities of the Equipment Manager

(Each Sport Club Equipment Manager is responsible for)

- (a) Submitting an **equipment inventory report** annually (two weeks prior to the end of the Spring semester) to the Sport Clubs Coordinator for computer inventory update.
- (b) Obtaining club equipment for club functions through the Campus Recreation program.
- (c) Ensuring that all club equipment is stored appropriately at the Beaman Center.

Campus Recreation Program Duties

The Campus Recreation staff and the Assistant Director will assist Sport Clubs in the following ways:

- Administrative assistance and guidance.
- Budget preparation assistance.
- Assistance and supervision with finances.
- Field and facility reservations assistance.
- Equipment storage, checkout, and purchase.
- Consultation on publicity and promotion.
- Administrative record keeping.

Club Instructors and Coach Responsibilities

- (1) Wherever possible, Sport Clubs instructors and coaches should be Belmont University students, staff or faculty.
- (2) Any Sport Clubs wishing to use an instructor or coach not affiliated with Belmont University must submit a written request to the Assistant Director.
- (3) Instructors and coaches are strongly encouraged to have their own personal liability insurance as the University will not be held liable for any accidents that may occur during or in conjunction with the university Sport Clubs.
- (4) The selection of instructors and/or coaches is the responsibility of the club, but is subject to the approval of the Assistant Director.
- (5) The instructor and/or coach must restrict their involvement with the club to teaching and coaching in practice and may not participate in any area of competition as part of the club. Instructors and coaches may not be involved in club administration or decision-making related business. The student representative will act as the liaison between the club and the Campus Recreation program. Questions as to the coaches or instructors involvement in the Sport Clubs business should be presented to the Assistant Director. The Belmont University club coaches or instructors are fully responsible for abiding by the local, state and federal laws as well as the Belmont University regulations in all Sport Clubs activities.

(6) The coaches will be need to fill out all of the same forms as the Sports Club members.

(7) All coaches are encouraged to have their own personal liability insurance since the University will not cover the coach with the University's insurance (unless the coach is a faculty/staff member of the University.)

Appendix

Facility Agreement

Club Advisor:

Thank you for serving as an Advisor for one of our Sports Clubs here on campus. It is extremely important that you take an interest in the Club or Organization that you are advising. In being the advisor for this club you are encouraged to attend Club meetings, keep constant contact with the officers in the club and hold the members accountable for their behavior (please refer to the Statement of Values in the Bruin Guide). You can be a great asset to the Club and the students who have dedicated their time and effort in making this Club a reality. If you have any questions please contact me at any time and I will help you out as much as possible.

In order for your club to use the Recreation and Athletic Facilities, we need this signed form from you as the Club Advisor to be returned to us before reservations can be made.

Please sign this statement and return it to the Assistant Director of the Beaman Student Life Center as soon as possible. Thank you.

Sincerely,

Assistant Director, BSLC

I, _____ agree to be the Club Advisor for the approved

_____ Club for the Academic Year _____. I will be

accountable for the Club members' and their activities during the Club's use of the Belmont University Facilities.

I am aware of the Club's actions and I understand the Club Guidelines set forth in the Sports Club Manual.

Organization Advisor's Signature

**Belmont University
Campus Recreation
Personal & Medical Information Form**

Sport Club: _____ Date: _____

Name: _____

Social Security #: _____

Local Address: _____

Telephone #: _____ City: _____ State: _____ ZIP: _____

Home Address: _____

Telephone #: _____ City: _____ State: _____ ZIP: _____

Age: _____ Date of Birth: _____

Male: _____ Female: _____

Family Physician: _____

Physician's Address: _____

Person to Notify in Case of Emergency:

Name: _____ Relationship: _____

Address: _____ City: _____

State: _____ Telephone #: _____

Business Telephone #: _____ Cell Phone #: _____

Additional Medical Information

Please list below any health problems or concerns that we need to be aware of concerning your physical health condition:

I hereby affirm that I have filled out the above to the best of my knowledge.

Signature Date

**Belmont University
Campus Recreation
Purchase Order Form**

Club: _____ **Date:** _____

Recommended Dealer: _____

(Address and/or phone number): _____

**Campus Recreation
Purchase Request Form**

Name: _____ Date: _____

ARE THE NECESSARY FUNDS FOR THIS PURCHASE INCLUDED IN YOUR CURRENT BUDGET

Allocation? _____ Yes _____ No

Account Name _____ Account Number _____

Suggest Supplier (Please include name and mailing address)

<u>Quantity</u>	<u>Description</u>	<u>Unit Cost</u>

Notes: _____

Sports Club Supervisor Use Only:

Purchase Order Received: _____

Purchasing Notified: _____

Items Received: _____

Belmont University Campus Recreation Trip Itinerary Form

CONFIRMATION OF AN INTERCOLLEGIATE
EVENT BETWEEN
BELMONT UNIVERSITY
AND

Sports Club: _____ Date of Event: _____

Location: _____

Number of teams you will bring: _____ Number of Games/Matches: _____

Warm-up time: _____ Event Time: _____

Color of Visiting Team's uniform: _____

Visiting team's arrival in Nashville: _____

Coach of the Visiting Team

Coach of the Home Team

Name: _____

Name: _____

Address: _____

Address: _____

University Phone: _____

University Phone: _____

Phone: _____

Phone: _____

Home Phone: _____

Home Phone: _____

Signature: _____

Signature: _____

Return to: Jamie Zeller
Beaman Student Life Center
1900 Belmont BLVD
Nashville, TN 37212

Comments: _____

In accordance with Belmont University Van Policy for Sports Clubs, I, _____, give the _____ Club permission to travel to the above event without a Belmont representative or advisor.

SIGNATURE/TITLE/DATE

Travel Registration Form

This form is to be completed by organizations traveling to a university sponsored and approved event. It must be submitted no later than 14 days prior to the event.

Date form submitted: _____

Name of sponsoring University Organization: _____

Dates of travel: _____

Destination: _____

Reason for Travel (Be as descriptive as possible):

Mode of transportation: University Vehicle Personal Vehicle Public Transportation
(please circle)

*** You are required to fill out an M.V.R. form with Plant Operations at least 7 days before you travel if you are driving personal vehicles and are traveling more than 25 miles each way.**

Approximate one-way travel distance: _____ Will you be staying overnight? _____

Note: Any student organization that is traveling as a Belmont University recognized organization must have an approved Belmont faculty or staff member with them if they are staying overnight or if the distance is 150 miles or more one way.

*** Please include a list of attendees on a separate sheet of paper.**

Emergency Contact: _____ Phone: _____

We have read The Guide and The Student Leader Handbook, and we agree to abide by all policies and procedures listed as well as other Belmont policies. We realize that failure to obey Belmont policies may result in the loss of status as a recognized student organization.

Contact Printed Name Date

Contact Printed Name Date

Contact Signature

Contact Signature

Contact Phone and Email Address

For Office Use Only

Date Received: _____

Approved ___Y ___N