Overview
The Office of Student Activities is the home for all recognized student organizations and is responsible for the management of organization life at Belmont University. Since Sports Clubs are designed to serve the interest of Belmont University students through sports and recreational activities, the Office of Student Activities classifies Sports Clubs as Affiliated Student Organizations due to nature in which they provide direct assistance to the Department of Fitness and Recreation in achieving their institutional objectives. To this end, sports clubs are expected to maintain a direct relationship with the Fitness and Recreation Department, specifically through the Assistant Director of Fitness and Recreation.

Sports Clubs offer a wide variety of sporting activities and may be competitive, recreational and or instructional in nature. Sports clubs provide activities that can provide lifelong leisure values and skills. Previous experience is not a prerequisite for membership. Sport Clubs may be competitive, instructional or social-recreational in natured are designed to bring together students with similar sporting interests. Sport Clubs, unlike varsity sports, are run by students for students with a NO TRY-OUT policy. No dual clubs may exist, meaning only one club is allowed for each allotted sport, based on gender discrepancy.

As a result of Affiliation organizational status, the Department of Fitness and Recreation provides support to Sports Clubs in the following ways:
- Administrative assistance and guidance
- Budget preparation assistance
- Assistance and supervision with finances
- Field and facility reservations
- Equipment storage, checkout, and purchase
- Consultation on publicity and promotion
- Administrative record keeping
- Risk Management

Sports Club Communications
All recognized Sports Clubs have a mailbox in the Office of Campus Recreation located inside the access control area in the Beaman Student Life Center. All written correspondence is expected to go through these mailboxes. Mailboxes should be checked on a weekly basis.

Below is the campus address for any off-campus mail correspondence.

[Name of Sport Club]
Beaman Student Life Center
Belmont University

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Sports Clubs have the option of having a Belmont email address, as a result of their Affiliation status. If a Sports Club chooses to use a Belmont email address, it is important for the members to regularly check the email account as all electronic communications from the Office of Student Activities will go to that email address.

Additionally, all messages and reminders from the Department of Fitness and Recreation will be emailed to the club’s officers through a Sports Club listserv. It is in the club's best interest to have all club officers e-mail addresses registered with the Assistant Director of Fitness and Recreation.

To request a Belmont email address, please contact the Assistant Director of Student Activities at 615.460.6407.

**Member Responsibilities**
All student organizations are student-led and student-run, therefore the overall success of the organization depends on the level of member leadership and participation within the organization. Club members are responsible for:
- Establishing officer expectations
- Communicating with members, Advisor and Assistant Director of Fitness and Recreation on a regular basis
- Managing club budget, competition schedules, equipment, facilities, health and safety of all members, etc.
- Representation at all mandatory monthly Presidents’ Council meetings and required Sports Club meetings
- Abiding by local, state and federal laws as well as all student organization and university policies
- Providing the Assistant Director of Fitness and Recreation all required forms, including but not limited to the Membership Roster and Individual Waivers (fall Membership Roster must be submitted by the third week of classes or before the first scheduled competition date, whichever comes first. Membership Roster must be updated as members are added or removed.

**Advisor Expectations**
Since Sports Clubs are considered Affiliated organizations, all clubs are required to have a Belmont faculty or staff Advisor. The Advisor must be a full time employee of Belmont University. Graduate Assistants are not eligible to serve as advisors.

For more information regarding the role of the Advisor see the “Advisors” chapter in the Student Organization Handbook.

**Additional Club Instructor and Coach Responsibilities**
Sports Clubs are permitted to seek additional support from a club instructor or coach. When possible, instructors or coaches should be a Belmont University student, staff or faculty member, but outside
instructors or coaches are permitted pending approval from the Belmont Advisor and the Assistant Director of Fitness and Recreation. Any Sports Club that would like to establish a relationship with an instructor or coach that is not affiliated with Belmont University must submit a written request to the Assistant Director of Fitness and Recreation. The written request must include the Advisor's signature verifying Advisor approval.

Instructors and coaches are strongly encouraged to have their own personal liability insurance as the University will not be held liable for any non-Belmont affiliated individuals involved in accidents that may occur during or in conjunction with the university Sport Clubs. 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. A student representative within the club is expected to act as the liaison between the club and the Department of Fitness and Recreation. Questions as to the coaches or instructors involvement in the Sport Clubs business should be presented to the Assistant Director of Fitness and Recreation. Sports club coaches or instructors are fully responsible for abiding by the local, state and federal laws as well as all student organization and university policies and procedures.

**Finances**

**Purchasing**
The Belmont Advisor must approve all purchases in advance. *Purchases exceeding $500 must receive approval from the Advisor as well as the Assistant Director of Fitness and Recreation.* Purchase requests must reflect the best interests of all club members. All purchase requests must include detailed information regarding price, color, brand, size, quantity, etc. Forms can be found on BruinLink or can obtained from the Assistant Director of Fitness and Recreation.

Whenever a purchase involves custom artwork, the Sports Club must receive approval of the artwork from the Assistant Director of Fitness and Recreation prior to placing an official order or making any financial commitments or purchases. Sport Clubs must get permission, in writing, from the Director of Media Relations for Athletics (6698) or the office of 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 Fitness and Recreation before being ordered. For any questions regarding University Branding Policy, refer to the Student Organization Handbook.

**Fundraising**
Funding for Sports Club activities is the responsibility of the individual Sport Clubs. Sports Clubs are encouraged to take advantage of every opportunity to raise funds. As an Affiliated Student Organization, Sport Clubs have the opportunity to petition for funds through the SGA Grant Petition Process. For more information about SGA’s Grant Petition process, contact SGA at sga@belmont.edu.

Additional possible methods of generating funds include: auctions, bake sales, car washes, candy sales, garage sales, selling T-shirts, etc.
With proper marketing and promotion, along with significant time and effort, competitive events or seminars have the opportunity to be successful fund-raisers. Competitive events can include meets, races, regattas and tournaments.

**Equipment**
All equipment, which is purchased for Sports Club use as an approved budgetary item, remains the property of Belmont University. This equipment must be stored at the Beaman Student Life Center during the summer months. Team equipment may be stored in private residences during the fall and spring semesters.

Sports Clubs must prepare and maintain an inventory of all of the club's equipment. All equipment issued and must be returned at least two weeks prior to the end of each spring semester.

**Facilities**
Belmont’s Department of Athletics and Fitness and Recreation receive top priority when reserving campus facilities for team practices, games and intramural programming. To that end, sports clubs can reserve campus facilities when available. To request reservations for practice times and facilities, clubs 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 or 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 Department of Fitness and Recreation. 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.

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

**Inspection**
In cooperation with the Department of Fitness and Recreation staff and the Athletics Department staff all Sports Clubs share responsibility for the safety of club members 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 of Fitness and Recreation as soon as possible.

**If damages occur to any campus facilities as the result of an unapproved activity by Sports Clubs, the club and its members will be held responsible for any costs that are incurred for facility repairs.**
Risk Management

Due to the high risk nature most Sports Clubs, all Sports Club members are required to sign Assumption of Risk forms stating their awareness of the risk and inherent dangers involved with Sports Club activity.

Belmont University requires that all students are required to have medical insurance and a dental plan. Additionally, it is strongly recommended that all club members complete an annual physical prior to participating in practice or competitions.

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 the Release Form.

All Sports Clubs are required to have at least one club member to serve as a Risk Management Officer. The Risk Management Office must be certified in both First Aid and CPR and must be in attendance at all practices and games. The Department of Fitness and Recreation offers these courses, but in the case they are not able to, clubs will be given an optional contact by the Assistant Director of Fitness and Recreation. Advisors and coaches are strongly encouraged to attend these sessions as well. Regular meetings will be held with the Assistant Director of Fitness and Recreation and all club presidents to ensure a clear understanding of safety and liability involving high-risk activities and to ensure that student organization and university policies and procedures being followed.

Accident/Incident Report Forms

In the case of an accident or incident, whether on or off campus, the Risk Management Officer club is required to complete an Accident or Incident Report Form for injuries or incidents that occur during any official organizational activity, practice, competition. Form are to be turned into the Assistant Director of Fitness and Recreation within 24 hours of the accident/incident. The Assistant Director of Fitness and Recreation is responsible for communicating the accident or incident information with the appropriate Student Affairs professionals.

Medical Emergencies Procedures

1. If on-campus, call Office of Campus Security at 615.460.6911
2. If off-campus, call 911
3. Send one person to call for help and always keep at least one person with the injured party to keep them calm
4. When speaking with a Security or Police Officer, you need to:
   - Give exact location 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 until help arrives
   - Know the phone number you are calling from

If anyone has to be taken to the hospital because of the accident or incident, a club officer must notify the following Belmont professionals immediately (please contact in order):

1. Faculty/Staff Advisor
2. Assistant Director, Fitness and Recreation – Jamie Zeller 615.887.8532
**In the event that you are not able to reach your Advisor or the Assistant Director of Fitness and Recreation, please contact the Assistant Director of Student Activities, Sara Stacy at 865.789.1580.**

The Assistant Director of Fitness and Recreation is responsible for communicating the accident or incident information with the appropriate Student Affairs professionals.

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.

**First Aid**
Each Sport Club is required to have a first aid kit present at all team practices and competitions. The Beaman Student Life Center provides the first aid kits to sports clubs after the club receives official university recognition.

**Travel**
In addition to the requirements found in the official Travel Policy found in the Student Organization Handbook, all Sports Clubs must provide the following information to the Assistant Director of Fitness and Recreation whenever traveling over 50 miles from campus:

1. Trip Itinerary Form – must be completed and turned into the Assistant Director of Fitness and Recreation at least **ONE WEEK** in advance of the pending trip. It is required that groups travel together. Trip Itineraries must include the following information:
   - Destination
   - Activity
   - Drivers
   - Departure time
   - Estimated Travel Time to destination
   - Lodging (if necessary) and contact info
   - Time of game/activity
   - Arrival Time back in Nashville
   - List of all club members traveling

2. Proof of Motor Vehicle Record (MVR) for all drivers dated no more than one year before the date of the scheduled event.

   See the “Policies” chapter in the Student Organization Handbook on the Student Activities BruinLink page for MVR procedure and any further information regarding organizational travel.

**Post Trip Procedure**
The trip leader must report to the Assistant Director of Fitness and Recreation within two business days of returning from the trip, with a summarized report of the trip including trip expenses, competition results, etc. At this time all pre-approved expenses will be discussed with relevant receipts in hand.
Withdrawal of University Recognition

Any Sports Club found not adhering to these expectations will be subject to the Withdrawal of University Recognition Policy found in the Student Organization Handbook.