



UNIVERSITY OF NEW MEXICO CLUB SPORTS HANDBOOK

2024-2025

<u>Contact Information</u>	2
<u>Program Overview</u>	3
<u>Chartering</u>	4
<u>Membership & Eligibility</u>	6
<u>Sports & Recreational Club Council</u>	7
<u>Club Officers</u>	10
<u>Coaches</u>	11
<u>Finances</u>	13
<u>Fundraising</u>	14
<u>Equipment & Inventory</u>	17
<u>Travel</u>	18
<u>Facility Scheduling & Access</u>	19
<u>Marketing & Publicity</u>	20
<u>Safety & Risk Management</u>	21
<u>Emergency Response Plan</u>	23
<u>Code of Conduct</u>	24
<u>Disciplinary Process</u>	25
<u>Diversity & Inclusion Statement</u>	28

Recreational Services

Johnson Center

MSC 04 2600

1 University of New Mexico

Albuquerque, NM 87131

recservices.unm.edu

***Click on title to jump directly to that section of the manual*

CONTACT INFORMATION

Website: recservices.unm.edu/recreation/club-sports/index.html

Address:

Johnson Center
MSC 04 2600
1 University of New Mexico
Albuquerque, NM 87131

RECREATIONAL SERVICES CLUB SPORTS STAFF

Victoria Perez

Coordinator, Club Sports
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PROGRAM OVERVIEW

UNIVERSITY OF NEW MEXICO

The University will engage students, faculty, and staff in its comprehensive educational, research, and service programs.

- UNM will provide students the values, habits of mind, knowledge, and skills that they need to be enlightened citizens, to contribute to the state and national economies, and to lead satisfying lives.
- Faculty, staff, and students create, apply, and disseminate new knowledge and creative works; they provide services that enhance New Mexicans' quality of life and promote economic development; and they advance our understanding of the world, its peoples, and cultures.
- Building on its educational, research, and creative resources, the University provides services directly to the City and State, including health care, social services, policy studies, commercialization of inventions, and cultural events.

DIVISION OF STUDENT AFFAIRS

The Division of Student Affairs provides access, support, and encouragement to all students in pursuit of academic excellence in the University of New Mexico's diverse community. As a Division, we establish inclusive partnerships, programs, facilities and services, build leadership, enrich academic and career goals, and enhance the quality of life for potential and current students, and alumni.

RECREATIONAL SERVICES DEPARTMENT

Mission

The mission of the Recreational Services Department of the University of New Mexico is to provide a wide variety of opportunities to enhance the educational, recreational and cultural experiences for a diverse University community. The Department is committed to excellence by offering services which stimulate a social, ethical, healthy and safe environment.

Our Pledge to Excellence

We are committed to making your experience in the Recreational Services Program the most positive and worthwhile adventure possible. If you ever encounter an inconvenience or if there is anything we can do to make your experience more positive please let us know. Let us prove to you our "Pledge to Excellence".

CLUB SPORTS PROGRAM

The Club Sports Program is designed to serve student interest in different sports and recreational activities. These interests can be competitive, recreational or instructional in nature as these clubs may represent the University in intercollegiate competition or conduct intra club activities such as tournament play, practice, instruction and social interaction. It is Recreational Services' desire to extend to any student at the University of New Mexico the opportunity to participate individually or with a team in the Club Sports Program.

CHARTERING

CHARTERED STUDENT ORGANIZATION STATUS

Chartered Student Organizations are groups that are officially recognized by the University of New Mexico. These student orgs are an opportunity for growth and leadership in a student-driven environment with the support of the University. Chartered student organizations are granted privileges including access to campus facilities, access to ASUNM and GPSA funding processes, and the ability to rent and checkout equipment from the Student Activities Center.

More information on Chartering can be found here: <https://sac.unm.edu/student-organizations/start-a-club.html>

The Student Activities Center will initially classify your club as Competitive or Recreational based on an assessment of risk and club activities. If the classification is incorrect, the Club Sports staff can assist with choosing the correct classification for your club. Club classifications are based on:

- Competitive – These organizations are recognized by a national sanctioning body, are highly competitive regionally or nationally at the intercollegiate level and represent the University in their respective sports; Recreational Services may limit the number of competitive clubs to avoid duplication.
- Recreational – The club holds practice sessions in which members compete with other members of the same club to develop and refine existing skills and enjoy the recreational and social fellowship of sports and recreation.

HOW TO CHARTER A CLUB SPORT

Requirement 1. Two officers must attend a [Charter Workshop](#) put on by the Student Activities Center.

If you have an SGAO account, you must attend an [SGAO Spending Workshop](#).

If you need money, budget workshops are available through [ASUNM](#).

Requirement 2. Submit your Charter online at unm.presence.io using the Presence Charter System Login.

As a sports group, your organization must be 100% registered students at UNM.

Requirement 3. All members of the club must complete a [Player Registration Participation Agreement](#) located on Recreational Services website, on the Club Sports [Club Resources](#) page.

Requirement 4. At least two officers of the club must attend a Club Orientation hosted by Recreational Services. There will be additional requirements depending on the club status (competitive or recreational).

Once you have completed all charter and other requirements with the Student Activities Center and Recreational Services, your charter will be approved.

CHARTERED RECREATIONAL SERVICES CLUB SPORTS PRIVILEGES

Recreational Services can provide aid in chartering, funding, facility reservations, recruitment, promotion, and equipment storage. Additional benefits and privileges of being a chartered Club Sports may include:

- Access to American Red Cross First Aid, CPR, & Preventing Disease Transmission certifications
- Storage for equipment in Recreational Services spaces as available. *All equipment purchased with University funds must be stored on campus.*
- Ice from the ice machine in either the Outdoor Shop or Equipment Room for First Aid needs.
- A Club Sport discount to sign-up your team for the Recreational Services Challenge Course and Leadership Development Program to strengthen your club's trust and team building, communication, problem solving, and strategy skills.
- Written permission to excuse Club Sport members from class to compete in registered pre-planned games and/or tournaments. Players must give Club Sports staff one week written notice for excusal letter(s). *Excused absence is not guaranteed, depending on professor approval.*

NOTE – Club Sports have no affiliation to the UNM Athletics Department or the National Collegiate Athletic Association (NCAA). As such, club sports members will not receive the same accommodations or resources that varsity athletes receive.

CHARTERING REQUIREMENTS FOR COMPETITIVE CLUBS

In addition to the Student Activities Center and Recreational Services regular chartering requirements, Competitive Club Sports must also provide the following to the Club Sports staff:

- Proof of membership in the collegiate division of the national association or governing body of your sport.
- Copy of your facility use agreement or contract with your practice and game facilities.
- Schedule of your club's games, competitions, and events. All games, competitions, and events must be sanctioned by your national association or governing body.
- Schedule of your club's practice schedule.
- Copy of Club roster submitted to the national association or governing body.
- Coaches Agreement, if applicable.

All club members must maintain a minimum 2.0 GPA to be in good standing as defined by UNM and adhere to the minimum grade point average required by the national association or governing body, which may be higher. Members below the 2.0 GPA requirement will be placed on probation and will not be allowed to travel or compete in club activities. Violation of this policy can lead to indefinite suspension and repeat offenders may be removed from the club.

MEMBERSHIP & ELIGIBILITY

Each club sport will determine its own membership guidelines, but they must be free of any restriction based on race, skin color, national or ethnic origin, culture, religion, gender, gender identity, gender expression, sexual orientation, socioeconomic status, disability, age, and every other human characteristic. Some clubs may limit membership based on eligibility rules of the club's league or governing body.

All participants **MUST agree to and sign the Participation Agreement** by the established deadline prior to participating.

STUDENTS

All currently enrolled undergraduate and graduate students at the University of New Mexico are eligible to participate in club sports.

SPORTS & RECREATIONAL CLUB COUNCIL AND EXECUTIVE BOARD

OVERVIEW

The Sports & Recreational Club Council and Executive Board will provide a place for all active Sport & Recreational Clubs at the University of New Mexico to feel welcomed, supported, recognized, and have access to the tools necessary to succeed.

The Sports & Recreational Club Council meets on a monthly basis during the Fall and Winter semesters, to address matters that impact the program. It will be comprised of 1-2 representatives from each club and the Executive Board.

EXECUTIVE BOARD

The Executive Board is comprised of five elected officers; President, Vice President, Finance Chair, Marketing Chair and Administrative Chair. The executive board will facilitate Council Meetings, solicit feedback regarding new policies and procedures, and assist with the planning of Club Sport Special Events

OTHER COUNCIL COMMITTEES

The Executive Board may create committees as they find necessary, to accomplish tasks for the Council. Committees may be filled through appointment or volunteers.

GENERAL COUNCIL MEMBERSHIP

Each Club Sport Team may send 1-2 club representatives attend council meetings. It is recommended that these two members remain the same for the duration of the year for continuity at meetings. If both members cannot attend, a temporary or designated proxy can be sent in their place.

SPORTS & RECREATIONAL CLUB ADMINISTRATIONS

Includes Recreational Services, the Student Activities Center, the Graduate & Professional Student Body Association (GPSA) and the Associated Students of UNM (ASUNM), all of whom play a role in the success of Sport & Recreational Clubs on the UNM campus.

EXECUTIVE BOARD (E-BOARD) APPLICATION & ELECTION PROCESS

Eligibility Requirements

- You are eligible for the E-Board if
 - You have attended at least 1 council meeting this year and
 - You have held an officer position on your team
- To be considered, you must fill out the E-Board Interest Form that includes:
 - Which position(s) you are interested in (Choose up to two positions in order of preference)
 - Why you are interested in each position
 - Current E-Board members who wish to return must reapply each year
 - Members may hold the same E-Board position for a maximum of 2 school years.
- Representation on the E-Board
 - No team may hold more than 1 E-Board position
 - If, after elections, there are winners from one team in more than one position, the person who was elected for the highest position will hold that position
 - Positions are ranked (top to bottom):
 1. President
 2. Vice President
 3. Finance Chair
 4. Marketing Chair
 5. Administrative Chair

Election Process

- Names of candidates who filled out the E-Board Application will be emailed to the Club Sports Contacts 2 weeks before the election meeting and again 1 week before the election meeting to ensure voting members have time to review the candidate information.
- Elections will be held during the March or April Club Sports Council Meeting, or as necessary
 - Applying candidates should prepare a 2-3 minute speech about why they are interested in the position and why they should be elected; questions will not be asked/answered – speeches only
 - Candidates who are running uncontested are not required to make a speech
 - If a candidate cannot attend the meeting, they can create a video speech, have someone read a speech for them, or a current E-Board member or Club Sports Staff can read the information submitted on their Application
 - Each Club will get 1 vote for each position
- Those elected will be notified after the Club Council Meeting, and will be required to accept the position by the given date.

EXECUTIVE BOARD POSITION DESCRIPTIONS

PRESIDENT

- Organize the Executive Board function, Oversee the Executive Board members and duties
- Maintain a strong and positive relationship with the Sports & Recreational Club Administrations
- Serve as the primary contact for Club Sports Staff and disseminates information to the E-Board
- Facilitate Executive Board prep-meetings 1-2 weeks before the Sports & Recreational Club Council meets
- Co-facilitate Sports & Recreational Club Council meetings with the Club Sports Project Assistant or Coordinator.
- Serve as Club advocate when communicating to Sports & Recreational Club Administrations
- Serve as the Co-leader of the Executive Board on Club Sports disciplinary process with the Vice President and Sports & Recreational Club Administrations
- Serve as mentor to Club officers as requested/needed

VICE PRESIDENT

- Oversee sub-committee progress and ensure deadlines are met
- Serve as mentor to Club officers as requested/needed
- Serve as Club advocate when President is unavailable.
- Serve as the Co-leader of the Executive Board on Club Sports disciplinary process with the President and Sports & Recreational Club Administrations

FINANCE CHAIR

- Updates and tracks the Executive Board and/or Club Council Budgets
- Seek-out cost-effective Travel, Supplies, Equipment, Referees, and any category a club may be struggling with.
- Search out and inform Council of fundraising opportunities.
- Co-plan and deliver Joint Sports & Recreational Club event opportunities (1-2 per Semester) with the Marketing Chair.
- Serve as mentor to Club officers as requested/needed

MARKETING CHAIR

- Co-plan and deliver Joint Sports & Recreational Club event opportunities (1-2 per Semester) with the Finance Chair.
- Collect professional, up-to-date stories, articles, and photos from Clubs to send to The Sports & Recreational Club Administrations to post to their Department Social Media pages, for a "Sport & Recreational Club Takeover."
- Leader of Sports & Recreational Club Council Newsletter or Daily Lobo Club Publications
- Seek out opportunities for Sports & Recreational Club representatives to be involved on campus through focus groups, advisory boards, and spread club awareness on campus.
- Serve as mentor to Club officers as requested/needed

ADMINISTRATIVE CHAIR

- Alert Clubs of Council meeting dates and times
- Co-Prepare agenda for Council meeting if the Club Sports Project Assistant or Coordinator is unable
- Take minutes during Council meetings and send to participating parties afterwards.
- Serve as informant for changes in the Sports & Recreational Club Manual, Policies and Procedures, and Handbooks.
- Serve as mentor to Club officers as requested/needed

CLUB OFFICERS

Club Sports are student-led organizations that are developed, governed, and administered by student officers and the members of the club. Clubs may choose to divide the responsibilities of the club any way they prefer, however each club is recommended to have a minimum of four designated officer positions which include: **President, Treasurer, Travel Coordinator and Safety Officer**. An individual may serve in multiple roles, but Clubs should clearly designate who fills each of the previously mentioned roles. All Chartered Student Organizations must have at least two officers.

PRESIDENT

The President serves as the primary liaison between the club and the Club Sports Staff by:

- Presiding over all club business, serving as the primary contact for Club Sports staff, and disseminating information to other Club Officers and Members
- Maintaining a strong and positive relationship with the Club Sports Staff, the Department of Recreational Services and Student Activities Center
- Enforcing the club constitution
- Informing other officers and members of and adhering to all Club Sports policies and procedures
- Completing all necessary paperwork and meeting all deadlines

TREASURER

The Treasurer ensures that all club financial obligations are met and will keep records of all club transactions to provide accountability for use on all funds by:

- Working closely with the Student Government Accounting Office (SGAO)
- Ensuring the Club's financial operations follow University guidelines
- Understanding all financial procedures and protocols and overseeing all club financial transactions
- Completing the necessary financial paperwork in a timely fashion

TRAVEL COORDINATOR

The Travel Coordinator is responsible for all elements of team scheduling and travel by:

- Submitting the Club Sports Travel Form
- Ensuring there are an adequate number of approved drivers in the club if utilizing University vehicles
- Arranging lodging accommodations

SAFETY OFFICER

The safety officer is trained to respond to accidents and emergencies that may occur during practice, home events or during travel by:

- Holding current certifications –CPR/AED and First Aid (American Heart Association or Red Cross)
- Completing online concussion education requirements
- Submitting Club accident reports or confirming others have submitted them
- Checking out the Club First Aid Kit, ensuring it is present at all events and restocking if necessary
- Understanding proper procedures for accidents and emergencies that may occur

OFFICER TRANSITION

While Recreational Services and SAC can offer transition resources, it is ultimately the responsibility of the current officers to train the new officers on Club operations. Because of this, Recreational Services recommends new officers are voted into office in January or February each year so outgoing officers and incoming officers have time to train and collaborate on Club operations and duties.

COACHES

Clubs may seek the assistance of a coach or instructor experienced and knowledgeable in the respective sport. It is highly recommended the selected coach or instructor obtain a coaching certification or endorsement by the sport's National Governing Body.

All coaches or instructors must complete the Club Sports Coach/Instructor Form prior to assuming any club responsibility.

Coaches and instructors are not considered UNM employees and are not covered by UNM medical, health or liability insurance plans.

ACCESS TO JOHNSON CENTER

Coaches may purchase a Rec Card as a University Affiliate from Recreational Services to gain access to Johnson Center after review and approval from the Club Sports staff. Rec Cards for coaches will only be available to clubs that reserve facility space within Johnson Center. Only a reasonable number of Rec Cards will be allowed for each club. Each club will be reviewed independently.

CONDUCT

All coaches and instructors are expected to follow all policies and procedures as described in this handbook, as well as all policies and procedures outlined by the Student Activities Center and UNM Student Code of Conduct. Any coach or instructor found in violation may be terminated at any time.

ROLES AND RESPONSIBILITIES

Recreational Services has established that the roles and responsibilities of a coach or instructor include, but are not limited to:

Coaching

- The coach's primary role is instruction and coaching. In addition, coaches are encouraged to consult and support the club's student leaders in the management of the club. A club sport is first and foremost a student organization and as such, the student representative must serve as the liaison between the club and the Club Sports Office. The key to the Club Sport program is the emphasis placed on student leadership and participation.
- The coach makes player attendance at practice a priority
- The coach seeks to actively develop and improve the skills of new and returning club members
- The coach attends all practices and games on time unless discussed previously with the captains and team leadership
- The coach is prepared for all games and practices, and sets goals with the team

Conduct

- The coach is familiar with the current Club Sports Handbook and is required to conform to and abide by any applicable rules and regulations of University of New Mexico Club Sports
- The coach keeps their interactions with the team at a professional level
- The coaches work together actively and collaboratively
- The coach is approachable and willing to listen to suggestions from the team
- The coach promotes good sportsmanship both in practice and in competition
- The coach will act as a role model to the team members and ensure that all team members positively represent the University of New Mexico at all times
- The coach must be familiar with and enforce the University of New Mexico Student Code of Conduct
- Romantic relationships between a coach and members of the club/team are prohibited

Risk Management

- The coach develops and employs safety practices for all participants including the inspection of sports gear and the reporting of any hazardous facility conditions
- The coach shall report all accidents and injuries to the Club Sports staff within 24 hours of the event. In the case of a severe injury, the coach will notify the Club Sports staff immediately.
- The coach should immediately report any instance of sexual assault, sexual harassment, domestic violence, stalking or retaliation to the Title IX Coordinator
- In the case of an emergency, the coach shall follow all procedures as set forth in the Club Sports Handbook
- It is recommended that all coaches purchase medical and liability insurance

Other

- The coach should give two weeks' notice if they decide to terminate their Coach Position
- The compensation of the coach shall be determined by the individual team and shall be agreed upon in the Coach Agreement

FINANCES

Note: Recreational Services does not administer or maintain financial accounts. This section is a paired down version of information available through the Student Government Accounting Office (SGAO). For more in-depth information, please contact SGAO and visit the Student Organization Handbook.

BANK ACCOUNTS

All student organizations who receive University funding must deposit all funds received from any source into a University account and must have no outside bank accounts.

UNIVERSITY FUNDING OPPORTUNITIES

Budget Process

The spring budget process is the primary funding opportunity. Clubs will request funds for the following year. Clubs must complete the necessary requirements, including attending a Budget Workshop, before requesting a budget. The budget process is for typical, recurring purchases. Awarded funds must be used for the requested purpose. Clubs with undergraduate students, no matter how many, may submit a budget request with ASUNM. Clubs with graduate students, no matter how many, may submit a budget request with GPSA. ASUNM does operate a fall budget process for clubs who missed the spring budget process or are a new student organization.

Appropriation Process

Clubs may request an appropriation for unforeseen or one-time expenses not included in their budgets. Examples of these include costs for travel, events, and equipment. Chartered student organizations may request an appropriation once per semester. Awarded funds must be used for the requested purpose.

Self-Generated Funds

Clubs will deposit any outside received funds into their self-generated account. This will include money from sponsorships, donations, or any fundraising event. These funds may be used for any purpose (within SGAO guidelines).

CLUB SPORTS NATIONAL TOURNAMENT FUND

The Club Sports program oversees and distributes a national tournament fund from which clubs can apply for funding to offset a portion of the cost that teams incur when competing at a national tournament/championship, or other traveling tournament. Clubs who are 100% compliant with all Club Sports and SGAO requirements and are in good standing within the program are eligible to apply to receive funding.

Fund requests are judged based on the following factors:

- Whether or not a club must qualify for their national tournament
- The distance that the club must travel to compete
- The amount of money the club fundraised during the year
- The number of athletes required to participate in the national tournament/championship

FUNDRAISING

What is fundraising and what are the differences between each method?

Fundraising is obtaining money through sponsorships, donations, or special events.

Sponsorship – Support from a company or organization with products, money, or services. Recognition can be provided by putting their logo on banners, jerseys, club website, etc. Donation of services is not a charitable contribution with a tax receipt but can be acknowledged.

Donation – Funds or goods acquired from businesses, family, friends, or any supporter (ex. grandma gives you \$20). Donations can be recognized on a list of donors, announcements, etc.

Special Event – An event designed to raise funds for your club (ex. a bake sale)

Process of Obtaining a Sponsorship

1. Generate a list of potential individuals and/or business your club would like to reach out to.
2. Email list to Victoria Perez: missvperez@unm.edu
 - a. Andy can email your list to the UNM Foundation (sarah.fair@unmfund.org) for review and suggestions.
3. Andy will return the reviewed list to the club.
4. The club can then submit their sponsorship request to the approved individuals and/or businesses.

If the approved individual and/or business accepts your request:

5. Complete the Sponsorship Agreement Form with the accepting individual and/or business for both parties to understand and commit to the agreed upon sponsorship.
6. Individual and/or business will send money to the UNM Foundation and in their correspondence, inform the UNM Foundation which club they are working with.
7. The money will be deposited in the club's Banner index under a gift account code. The funds are considered 'self-generated' and can be used for any purpose (within SGAO guidelines).
8. The UNM Foundation will follow up with the individual and/or business to thank them and send a receipt for their tax-deductible donation (if applicable). The club should also follow up with an additional thank you.

SPENDING

Common Abbreviations

- Recreational Services (**RS**)
- Club Sports (**CS**)
- Associated Students at the University of New Mexico, Undergraduate Student Government (**ASUNM**)
- Graduate & Professional Student Association, Graduate Student Government (GPSA)
- Student Activities Center (SAC)
- Student Government Accounting Office (SGAO)

Budgetary Guidelines

General Guidelines:

- o Club sports are primarily self-supported. The University will provide a limited amount of financial assistance through Recreational Services. All other expenses must be covered by the club through member dues, fundraising events, gifts, donations, and sponsorships.
- o All purchases must be made through Rec Services. All purchases not made by Rec Services must be approved prior to the purchase, or reimbursement may not be granted.
- o Unspent money at the end of the fiscal year does not carry forward to the following year.
- o All money that the club collects must be deposited into the club's Self Gen account through Recreational Services. **No club may have any other bank account off-campus.**
- o Club officers are responsible for seeing that expenses do not exceed income and that allocated funds are spent according to the University budget policy.
- o Stay within your budget. Spend and track your money carefully.

General Guidelines continued:

- o All expenditures should have a direct and positive impact on your club.
- o Every purchase must be accompanied by an explanation and a description of the purpose for which it is being made.
- o Document all income and expenses on a spreadsheet or other budgeting software. Informal documentation is not appropriate and will not be accepted.
- o **The Club Sports Coordinator must approve all expenditures and reimbursements.** Plan and submit all quotes, invoices, etc., to Rec Services no later than two weeks in advance.
- o Secure and submit official company receipts for all expenditures. All receipts should be itemized, and have the last 4 digits of the card used.
- o Reimbursements should be made within two weeks of the purchase.
- o Record all income received, including the date, amount, and person making payment. Submit any income as soon as possible to Rec Services.
- o Any club that ends the school year with outstanding bills will not be funded the following year and will become inactive until all outstanding bills are paid.

List of Do Not's

- **Don't sign any contracts.**
All contracts must be signed by Victoria Perez
- **Don't spend any unapproved funds.**
You must spend according to your budget, no exceptions
- **Don't pay taxes on goods.**
UNM is a tax-exempt organization. Recreational Services cannot reimburse taxes paid on goods.
- **Don't make any purchases on your own.**
All purchase orders should be submitted through our Recreational Services Club Sports Account System.
All purchases must be approved by Club Sports Coordinator.
All purchase orders must first be approved by two authorized signers designated by the Club .
- All purchases will be made by Recreational Services
- **Don't use your personal address for any shipments**
All orders should be delivered to Recreational Services
Recreational Services address is:
1 University of New Mexico
MSC04 2600 – Johnson Center
Albuquerque, NM 87131

List of Do Not's

- **Don't hold onto Club self-generated funds.**
Funds should be turned into Recreational Services within 1 week
Upon turning in funds, you will receive a receipt of the deposit
Ensure that the amount on receipt is correct
- **Don't take sponsorships without thanking donors**
A thank-you note should always be sent to donors within 1 week of receiving the donation. This is crucial not only to show professionalism and appreciation but also to create longevity with the donor.
- **Don't place orders directly with UNM SUB Catering.**
Recreational Services must place these orders for you
- **Don't purchase gift cards.**
Recreational Services is required to make these purchases for you. We cannot purchase e-cards.
- **Don't try to buy alcohol**
- **Don't confuse Honorarium with Professional Services.**
An honorarium is a nominal payment as a courtesy for a University visit. Professional Services are identified as services provided for a standard fee.
- **Don't offer gift cards in lieu of an Honorarium payment.**
UNM must report honorarium payments to the payee and the Internal Revenue Service (IRS) on Form 1099. Payment to foreign persons is subject to 30% U.S. Federal tax withholding
- **Don't hire consultations/consulting services**

List of Do's

- Do submit purchase requests at least two weeks prior to the date the item is needed
- Purchase must be approved by multiple parties, purchase requests submitted just a few days before needing the item will not be approved
- Do plan your season and season expenses in advance
- Sit down with necessary team leadership and plan all events for the season prior to submitting budget request
- Do keep track of all your clubs purchases
- Start an excel sheet with all your clubs expenses and keep it up to date
- Do save (or take photos of) ALL receipts for an/all purchases

Finance Disciplinary Tier Procedure for Clubs with Rec Services Awarded Funds

The following disciplinary tier procedure is designed to ensure adherence to the rules and regulations set forth by our club sports program. It aims to maintain integrity, fairness, and accountability among all participating teams. Violations of the rules will result in progressive disciplinary actions, with the ultimate consequence being the forfeiture of the entire award.

Tier 1 - First Violation:

- Upon the first violation of the rules, the offending team will receive a 10% reduction of their approved budget amount.
- The team will be notified of the violation and the corresponding reduction in their budget allocation.
- A meeting may be scheduled with the team captain or representative to discuss the violation and reinforce the importance of adherence to the rules.

Tier 2 - Second Violation:

- If a team violates the rules for the second time, they will incur a 20% reduction of their approved budget amount.
- The team will be informed promptly about the second violation and the consequent reduction in their budget.
- A mandatory meeting will be scheduled with the team captain or representative to address the recurring issue and emphasize the significance of compliance with the rules.

Tier 3 - Third Violation:

- Upon the third violation of the rules, the team will face a 30% reduction of their approved budget amount.
- The team will receive immediate notification of the third violation and the resulting reduction in their budget.
- A formal meeting will be held with the team captain or representative, along with program administrators, to discuss the repeated infractions and potential consequences.

Tier 4 - Subsequent Violations:

- If a team continues to violate the rules beyond the third instance, they will risk forfeiting their entire award.
- The team will be notified of the potential consequences, including the complete loss of funding.
- A final meeting will be scheduled to review the violations, consider any mitigating factors, and determine the appropriate course of action, which may include revocation of the award.

Creating a Sponsorship Letter

When looking for sponsorships, it is important to have a letter that is personal, direct, and clear. You are looking to create a partnership. This letter is a starting point for a more direct conversation. While every letter will be different, there are key attributes that should be highlighted in each to create an effective partnership:

1. On letterhead paper, address the potential sponsor by their full company or individual name.
2. Tell them who you are. Briefly describe your club and the club's goals.
3. Address the need for a sponsor and why you believe the individual or business is a perfect fit for your club.
4. Suggest potential sponsorship opportunities that may be appealing to the donor, but mention that you are open to discussing other opportunities as well.
5. Sign the letter and give your contact information. The more options of contact you give them, the better.

The following is an example of an invitation letter to a sponsor.

June 6, 2022

Dear Company Name,

The Sport Ball Club at the University of New Mexico is currently seeking sponsorships for the upcoming season! We believe that your company is a great fit with our club due to our common interest in getting students healthy and mentally well. Our club is in the fifth year of existence and was founded on the belief of spreading the game of sport ball and ultimately becoming national champions. We want you to be a part of this journey with us. Some potential options we have for sponsorships include, but are not limited to:

Practice equipment sponsor - \$500

Uniform sponsor - \$1000

Tournament travel sponsor - \$1500

We thank you for taking the time to look at our offer and we look forward to hearing from you soon.

Sincerely,

Victoria Perez

Victoria Perez, Sport Ball Club President

andypb@unm.edu

505-277-3753

Continuing Relationships

Signing a Sponsorship Agreement Form is just the first step in getting the relationship going. Like all relationships, there needs to be more invested interest than just placing a logo on a jersey and calling it a day. When landing sponsors, it is important to maintain the relationship so that the sponsorship can be continued as well. Hand written notes are wonderful. Consider inviting them to a practice or event. You will set your club up for success for years to come!

Frequently Asked Questions

I have a donation (gift) of cash or checks. What do I do?

Great! Cash and checks must be hand-delivered to the UNM Foundation. The Foundation is open Monday-Friday, 8 am – 5 pm to assist you. Bring the donations and your Banner index to the Foundation. You will need to complete a Transmittal document so the Foundation knows what to do with the money and who to contact if there are questions.

Can in-kind gifts be accepted?

Yes! Non-cash gifts, such as apparel, equipment, or food, can be accepted. A Sponsorship Agreement Form must still be completed. Once you receive the donation, complete the Report of Non-Cash Gifts form and submit to the UNM Foundation. The individual and/or business will then be sent a letter from the Foundation that will serve as a receipt for tax purposes, and will thank them for their 'in-kind gift'. The donor is responsible for certifying the value of their item.

Is crowd funding an option?

Yes! The UNM Foundation has their own crowdfunding platform called Impact UNM. Email Victoria, missvperez@unm.edu, and he will be able to connect you with Angel Lancaster, the Managing Director of Acquisition at the UNM Foundation, and can assist you in setting up a crowdfunding opportunity.

Can we accept donations online?

Yes! Online donations can be accepted 24/7/365 at unmfund.org. Email Victoria, missvperez@unm.edu, and he will connect you with UNM Foundation's Marketing and Communications department, and can assist you in setting up an online giving account. You will need your index set up at the Foundation. Andy will connect you with the Foundation's Information Acquisition and Quality Department who will assist you with this.

Can we host a special event on campus?

Yes! For more information on fundraising on campus, please see the [SAC Student Organization Handbook](#).

EQUIPMENT & INVENTORY

STORAGE

Storage of equipment in Recreational Services spaces is one perk of being a chartered student organization. All equipment purchased with University funds must be stored on campus. Storage spaces are used by multiple groups and are expected to be treated with respect. They should remain in a clean, organized manner and each club should only use their own equipment. A select number of keys will be given to each club. If keys are lost, the club may be responsible for covering the cost of obtaining a new key. Contact the Club Sports staff if you have storage needs.

INVENTORY

Select equipment purchases over certain dollar amounts must be inventoried with the University. SGAO will assist you with this process should your purchases exceed the threshold.

PURCHASES

SGAO will assist you with making equipment purchases. This will be done by completing an Internal Requisition (IR) Form. If you have questions about making purchases, please contact SGAO.

DONATIONS

Clubs may accept in-kind donations of equipment from donors. Clubs are not required to accept equipment donations.

DISPOSAL

All equipment purchased with University funds or donated to the club must follow all University Property Disposition policies.

Clubs **MAY NOT:**

- Sell old equipment to club members, community members, or online (eBay, Craigslist, etc.)
- Dispose or throw away equipment without approval from Club Sports staff
- Donate equipment

Clubs must work with the Club Sports Staff to complete the necessary University forms in order to receive authorization from to sell, donate, or throw equipment away.

TRAVEL

Each club's designated Travel Coordinator will be responsible for submitting all travel forms and documentation for their club.

TRAVEL PROCEDURE

Clubs must complete and turn in a Travel Request Form to the Club Sports staff at least **ONE WEEK** prior to the first travel date. The Travel Request Form includes a travel itinerary and passenger list.

SGAO will assist the club in booking all travel logistics including hotels, airfare, etc.

FAILURE TO COMPLETE PROCEDURES

Failure to submit a Travel Request Form may result in the suspension of travel for the club until a meeting is completed between the club leadership and the Club Sports staff.

UNM VEHICLE RENTAL POLICIES

UNM has vehicles available for rent. To use a rental vehicle, the Automotive Department requires a letter of authorization from a Department Director or Dean authorizing the use of the rental vehicle and assumed responsibility for the vehicle and the occupants of the vehicle, and the use of approved drivers who have completed the UNM Defensive Driving certificate on UNM Learning Central. The Club Sports staff can provide you with more information about renting UNM vehicles.

ACCIDENT PROCEDURES AND POLICIES

Clubs must notify the Club Sports staff in the event an emergency arises or a change of plan occurs. Additionally, any accidents or incidents that occur on the trip should be reported immediately upon your return.

ADDITIONAL RESTRICTIONS

Additional travel requirements may be placed on clubs at the discretion of the Club Sports staff or the Student Activities Center.

FACILITY SCHEDULING & ACCESS

Recreational Services provide numerous facilities for Club Sports' use. Access to all facilities is a privilege, and misuse of any facility by the club or their guests will not be tolerated. Club officers should inform all club members, coaches/advisors, and guests of their responsibility to maintain the facilities.

FACILITY USE

Chartered Club Sports may request use of UNM Johnson Center and/or field space for practice or competition. Any official use must receive prior approval.

FACILITY REQUESTS

For club practice schedules, each club will submit their own Facility Request Form located on the Rec Services website at recservices.unm.edu through EMS. Requests may be made up to 365 days in advance.

For special events, clubs will submit a Facility Request Form through the Club Sports staff. A special event is anything that is not a regularly scheduled practice including but not limited to competitions, fundraisers, tournaments, scrimmages, or alumni events. Upon approval, the Club Sports staff will complete the required EMS information. This will allow additional oversight and facility needs for the more in-depth events. Requested times are not guaranteed as there may be other groups renting the space and so clubs are recommended to submit their requests as early as possible.

RECREATIONAL CLUB SPORTS

Club Sports classified as recreational or instructional, and practice in the Johnson Center or Johnson Field will be supervised by the Rec Services Staff on duty. They will handle appropriate response to any emergency or injury. Any competition in the recreational classification must be intra-club only.

FACILITY USE POLICIES

At no time are dogs or vehicles allowed on Johnson Field. For certain special events security, portable toilets, crowd control barriers, or additional trash cans may be required at the cost of the club. Club Sports Staff will provide assistance in obtaining the necessary requirements. Additional policies and requirements can be found on the Rec Services website.

MARKETING & PUBLICITY

USE OF TRADEMARKED LOGOS

Any use of University trademarked logos must be approved by Recreational Services.

UNM LOGOS ON APPAREL

Use of University trademarked logos, including the Athletics Lobo mascot, are typically approved for use on Club Sports uniforms, with the understanding the uniforms are collected at the end of each year and must not be sold. Clubs must use licensed vendors when purchasing apparel or promotional items with University trademarked logos. Rec Services or SGAO will assist you with this process.

Failure to comply with these policies could result in the loss of use of Athletics logos and/or mascots for all clubs so pay extra attention when ordering new materials.

MARKETING OPPORTUNITIES IN RECREATIONAL SPORTS

RECREATIONAL SPORTS MANAGED WEB PRESENCE

Club Sports page on Recreational Services website

Recreational Services lists each club with contact information and links available for club social media accounts and web page. Contact the Club Sports Staff to update necessary contact information.

Social Media

Recreational Services has multiple social media accounts:

- **Facebook:** UNM Recreational Services
- **Twitter:** @UNM_RecServices
- **Instagram:** @unm_recservices

Clubs can request the Recreational Services post pictures or create events for club activities, fundraisers, competitions, recruiting events, clinics, etc., on their social media accounts through the Club Sports Staff.

There are options throughout the year to “take over” the Rec Sports Instagram account to highlight your club or event. Talk to the Club Sports Staff about how to get involved.

CLUB MANAGED WEB PRESENCE

Clubs are encouraged to have individual websites and social media accounts. Clubs are reminded that all clubs represent the University and must behave as such. This includes proper use of University logos and appropriate information posted. Clubs may be required to remove information from their websites or social media accounts at request of the University.

SAFETY & RISK MANAGEMENT

PARTICIPATION AGREEMENT FORM

All participants must sign the Club Sports Participation Agreement prior to participating in any event, practice, or competition with a club.

Participants under 18 years old require parent or guardian signature on the participation in addition to their own. Contact your advisor if you need a participation agreement for someone under 18.

SAFETY ORIENTATION

All chartered Club Sports must complete the Club Sports Safety Orientation before competing.

HOME COMPETITIONS

During home competitions, each club must provide an on-site individual certified in First Aid and CPR. This individual shall not be allowed to compete or participate in the event and whose sole purpose is to provide care should the need arise. This individual will be presented on the Facility Request Form. Failure to provide such an individual will result in postponement or cancelation of an event until this requirement can be met. A basic first aid kit should also be on site during competitions and practices.

CPR/AED AND FIRST AID CERTIFICATION

It is recommended that an appropriate number of club members of each club be currently trained in CPR & First Aid. The Club Sports Staff can provide more information for training and certification information.

COMPETITION OFFICIALS

Clubs must adhere to the requirements set by the National Governing Body for selecting officials for their home matches/games. Every effort should be made to use experienced and licensed officials.

ACCIDENT/INJURY REPORTING

An **accident/injury** report should be completed by a club member or officer when:

- A club member or coach is injured and requires treatment for an injury that occurred during club practice, competition or special event (both at home and when traveling)
- Someone is injured during an event the club is hosting – this includes participants, spectators, coaches, referees/officials or supervisors

INCLEMENT WEATHER

Outdoor club practices or competitions may be cancelled due to inclement weather. This final decision is up to the Facility Supervisor and/or the Department of Recreational Services. If the club is concerned about holding outdoor practice due to weather, they should consult with the Club Sports Staff.

MEDICAL INSURANCE

UNM cannot require club sports members to have personal medical insurance, however UNM highly recommends clubs within their bylaws require members to have medical insurance. In the event of an injury to a club member, UNM will not be held liable for an injury to a person's body or loss of a person's property for any reason arising from participating in Club Sports.

EMERGENCY RESPONSE PLAN (ERP)

1. Assess the situation and determine extent of emergency

- Administer first aid for the victim(s) that is appropriate to the level of your certification
- If it is a life threatening emergency, direct someone to call 911 immediately
- If the injury is not life threatening but serious, recommend they go to the closest medical facility and assist them in finding transportation to a doctor or the Emergency Room

2. Contact Club Sports Staff in the event of any serious accident/injury, including:

- Loss of consciousness
- Head and/or neck injury (including suspected concussions)
- Severe fractures/broken bones
- Any time an ambulance is called and/or hospitalization is required

3. Report the Accident using the online Injury form on the Club Sports Website

- **This MUST be filled out for all Club Sports related injuries, including those at practices and competitions both on and off campus**
- Clubs should fill out the Injury Report even if Recreational Services staff also fills out a report

CODE OF CONDUCT

CLUB SPORTS PROGRAM CODE OF CONDUCT

Individuals representing the club, including player, coaches and spectators, must always act in a way that does not detract from the reputation of the University, both on and off the field of play. When involved in Club Sports events, on and off campus, and when traveling, Clubs continue to represent the University of New Mexico.

Any reports regarding your club by other teams or administrators of activities that reflect negatively upon the University will result in disciplinary action which could include loss of practice space/time, short term suspension, loss of club status, etc.

Examples of Code of Conduct violations can include, but are not limited to, the following:

- **Behavior** - Disregarding the Club Sports Program policies about drugs, alcohol, and behavior
- **Staff/Participant Safety** - Jeopardizing the [perceived] safety of staff, participants, and/or officials by words or actions.
- **Facility Policies** - Intentionally disregarding existing facilities policies
- **Access infraction** - Engaging in unauthorized entry and exit from University Facilities
- **Financial Infraction** - Misappropriation of Club money, or disregard for Club Sports and UNM policies, or IRS tax code
- **Travel** - Inappropriate behavior while on club/University business

DRUG/ALCOHOL POLICY

Alcohol is not allowed at any Club Sport event. When hosting a home event (competition or practice) drugs and alcohol may not be used by club athletes, coaches or spectators from either team. When traveling, the time the club leaves campus to the time the club returns to campus is considered a club event and drugs and alcohol are not allowed at any time. Additionally, events hosted by clubs outside of practices and competitions (i.e. banquets) are subject to these expectations, and clubs disregarding alcohol and drug policies during their events are subject to the same disciplinary measures as during other Club functions.

HAZING

The University of New Mexico condemns hazing practices associated with membership, advancement, leadership or continued good standing in organizations.

Hazing is any action or situation, with or without the consent of the participants, which recklessly, intentionally, or unintentionally endangers the mental, physical, or academic health or safety of a student. There are consequences for individuals and organizations involved in hazing activities. It is important to understand how actions impact the individuals being hazed, those conducting the activities, and the organization they belong to.

It is the responsibility of Club leaders, members and coaches to report hazing to their Club Sport advisor or to an appropriate office on campus.

CLUB SPORTS DISCIPLINARY PROCESS

While there are incidents that occur which may not directly relate to a Club's function and operation, the relationship between Clubs and Recreational Services establishes a role and responsibility for the department to be informed and responsive.

Because of this connection, it is expected that Officers and Coaches who are informed of or witness a situation that may be of concern to the team and/or the department, report the information to Club Sports staff immediately. Additionally, Claims that are filed by Claimants other than Officers and Coaches will be processed the same way.

The disciplinary process herein will be applied to situations classified in the following three ways:

- Team Issues - a situation in which most or all of the team is involved. This could be during a Club activity or an activity not relating to Club Sports/University business
- Individual Issues during Club activities - a situation in which a member or a few members of a Club Sports team is/are involved in an incident that is during a sponsored Club activity
- Individual Issues during non-Club activities - a situation in which a member or a few members of a Club Sports team is involved in a University or legal issue that does not directly relate to Club activities

For the above situations, the same general process will be used:

1. Written notice of Claim and/or Policy Violation sent by Club Sports staff to Respondent(s), Club officers, Club Sports Council Executive Board, or any other parties the Club Sports staff feel are relevant
2. Meetings with Respondent(s) – Meet with Club Sports staff to discuss steps of disciplinary process
3. Recommendations on proposed resolution gathered from Executive Board, Club officers and Respondent(s)
4. Recreational Sports review or recommendations and determination of final resolution
5. Written notice of final resolution and available appeal procedures sent to Respondent(s) and Club officers

Should an incident require, the Student Activities Center, Dean of Students Office, or other campus partners may become involved in the necessary steps.

Definition of Terms (in alphabetical order):

- Appeal - a request for a formal review of the final Resolution by a higher party
- Claim - an alleged or confirmed violation of Club Sports or University policies or law
- Claimant - the party alleging or notifying of the violation
- Relevant Parties - in most situations, Recreational Services has the authority and obligation to notify other offices, departments and on-campus parties of the situation. Additionally, the Club Sports Council E-Board may be consulted for a recommended resolution.
- Resolution - actions taken in response to the Complaint. These measures may be both punitive and restorative in nature
- Respondent - the student(s) and/or Club officers named in the Claim

DIVERSITY & INCLUSION

The Club Sports Program is designed to serve students interest in different sports and recreational activities. These interests can be competitive, recreational, or instructional in nature as these clubs may represent the University in intercollegiate competition or conduct intra club activities such as tournament play, practice, instruction, and social interaction.

It is Recreational Services' desire to extend to any student at the University of New Mexico the opportunity to participate individually or with a team in the Club Sports Program. All individuals are welcome regardless of race, color, age, ethnicity, sex, religion, disability, sexual orientation, marital status, and political affiliation.