

**New Mexico State University  
Sports Club Addendum to the  
Student Organization Handbook  
2023-2024**

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### **DEFINITION OF A SPORT CLUB STUDENT ORGANIZATION**

A Club Sport is Sports/Recreation recognized student organization that has applied for and received recognition from the Office of Student Involvement and Leadership Programs (SILP). The Department of University Recreation, in partnership with SILP, wish to provide recognition to clubs that are athletic in nature, whose interests and pursuits are consistent with the mission and vision of the Club Sports program, and which can effectively benefit from available University Recreation facilities and resources.

### **CURRENT SPORT CLUB STUDENT ORGANIZATIONS**

Horsemen's Association  
Lady Chile Rugby Club  
Men's Rugby Football Club  
NMState Esports  
NMSU Badminton Club  
NMSU Swim, Bike, Run Club (Triathlon Club)  
Rodeo Team NMSU  
UDA@NMSU Men's Soccer

### **EXPECTATIONS OF A RECOGNIZED SPORT CLUB STUDENT ORGANIZATION**

- Event forms (formerly known as ARFs) need to be submitted for all practices, competitions, meetings, and events (both on and off-campus). Submissions should be made at least 10 days ahead of time to allow for space reservations and in case the ARF Committee needs to review the event.
- All clubs are required to have membership with a national governing body for their sport. Please become knowledgeable of the rules and regulations for such affiliations. All information related to such affiliations must be on file with the Department of University Recreation. The required information includes name, address, phone, website, fees/dues and bylaws (unless an exemption has been agreed to with the Directors of University Recreation and SILP).

### **PERKS OF BEING A RECOGNIZED SPORT CLUB STUDENT ORGANIZATION**

For clubs that do receive Sport Club recognition, benefits may include the following:

- Access to facility space including fields, gyms, and multipurpose rooms appropriate for the sport/activity
- Access to the Sport Clubs Lounge and Resource Center
- Club Mailbox (All clubs have mailboxes. All incoming mail will be distributed through the Campus Recreation Sports Office located on the first floor of the NMSU Activity Center room 103.)
- Access to meeting rooms
- Leadership training and development
- Recognition for achievement
- Game day event support (some fees may apply)
- Discounts for hotel and travel resulting from negotiations for bulk rates

- Administrative support
- Marketing and publicity support
- Assistance with member recruitment
- Financial support and assistance with budgeting and fundraising
- Support with the recruitment and selection of coaches
- Oversight of club operations for compliance with critical safety, policy, university policies, and behavior expectations
- Possible assistance with equipment needs (some fees may apply)

### **MEMBERSHIP IN A RECOGNIZED SPORT CLUB**

All officially enrolled students (undergraduate and graduate) with a 2.0 GPA are eligible to join a club as a member, though competitive eligibility is based on each sport's governing body regulations. Each Club shall not discriminate on the basis of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or genetic information in any of its policies, procedures, and practices. This policy will include, but is not limited to recruiting, membership, organization activities, or opportunity to hold office. Each club's constitution must carry a statement to this effect.

A club may not restrict the number of students seeking membership. However; it is recognized that only a certain number can realistically participate in competition. It is the responsibility of each club to work out a fair and equitable method by which to accommodate the needs of its members for instruction, practice, coaching, and competition.

The Department of University Recreation requires all club members to carry the proper identification at all scheduled activities. Students must have an NMSU ID. Coaches, instructors, and community members must have a picture ID with them during all scheduled activities.

### **LEADERSHIP IN A RECOGNIZED SPORT CLUB**

The day-to-day management of club operations and decisions are the responsibility of the club officers and its membership who work within the guidelines and expectations of the recognized club sport student organizations. Clubs are expected to follow the outline of officer positions, responsibilities, and election processes as outlined in their constitutions.

### **OFFICERS TRANSITIONS IN A RECOGNIZED SPORT CLUB**

The successful transition from outgoing to new leadership is vital to the continued success of the club. The following steps must be taken by the outgoing and incoming officers to ensure a successful transition:

- Complete the Officer Transition training module offered by SILP
- Turnover of all club records and inventory of all club equipment to new club officers
- Review of all financial records with outgoing officers
- Update signing authority at external bank account
- Review all forms including last year's budget allocations and end of year report
- Attend mandatory officer training scheduled each semester

- Complete the officer addendum for in Crimson Connection to update the organization's records with SILP

### **RISK MANAGEMENT**

There are risks and hazards, minor and serious, associated with participation in athletic and recreation related activities. Participants voluntarily assume all responsibility and risk of loss, damage, illness, and/or injury to person or property associated with participation in University Recreation activities. New Mexico State University, its officers, agents, and employees are not responsible for any loss, damage, illness, or injury to person or property arising out of or relating to participation in University Recreation activities, including the use of Activity Center facilities and equipment.

### **INSURANCE**

New Mexico State University does not provide accident, medical, health, sickness, facility rental or other insurance for participants and is not responsible for paying or reimbursing cost associated with participation in voluntary club activities. Purchasing adequate health/medical insurance prior to participation is strongly recommended. Clubs are also encouraged to consider the insurance options provided through their respective NGBs and/or NIRSA.

### **ASSUMPTION OF RISK**

Each participant in the club program is required to complete an Assumption of Risk form prior to any club activity. Assumption of Risk forms are valid for only the academic year in which they are signed. This document informs the participants of the potential dangers associated with participation. Individuals who have not completed this form are not permitted to participate in any Club Sport activity. Those clubs found not to be in compliance will be subject to program and student organization sanctions.

### **MEDICAL EXAMS AND FIRST AID**

It is strongly encouraged that all participants complete a physical exam before participation. New Mexico State University and the Department of University Recreation assume no responsibility for any participant with an existing health condition that makes it inadvisable for him/her to participate in any given activity.

### **AED (AUTOMATED EXTERNAL DEFIBRILATOR) LOCATIONS**

In the event of an emergency, there are multiple AED's available around the sports fields. Professional staff and the firefighters in each of these buildings have been trained to use the devices and assist in an emergency.

- Activity Center
- Aquatic Center
- NMSU Fire Department
- NMSU Fire Department mobile fire units (accessed by calling 911)
- Aggie Health and Wellness Center

### **INCLEMENT WEATHER (OUTDOOR FACILITIES)**

To ensure the playability of outdoor facilities throughout the year, careful consideration will be given when programming during rain or on wet fields. If standing water is visible or the possibility of damaging the fields exists, practices and/or events will be cancelled. For weekly practices, the decision to close fields will be on a case by case basis. The basic guideline for assessing the situation in the absence of the Department of University Recreation staff is to cancel if there is any question or doubt.

### **COACHES, INSTRUCTORS, AND ADVISORS**

A club may choose to secure the services of a coach/instructor. Coaches may be volunteers or receive compensation. This decision will be made by each club, based on their unique circumstance. Clubs that wish to compensate a coach or coaches must be able to demonstrate a stable and adequate funding source through dues or other fundraising methods to fulfill the financial commitment made to a coach or coaches. NMSU Recreation staff are available to assist clubs with the recruitment, interview and selection process for coaches.

Clubs should take special care in selecting a coach as this individual will be an integral part of the club's success and stability. Accordingly, it is suggested that all clubs that wish to solicit the support of a coach, whether volunteer or paid, consider the guidelines detailed below.

### **Suggested Coach/Instructor Recruitment and Selection Process**

Clubs should consider the following when deciding if a coach or instructor is needed.

- Create a job description for the coaching position which includes the minimum qualifications for the following:
  - Coaching experience and technical knowledge of the sport or activity
  - Experience with student development
  - Excellent communication skills and demonstrated ability to foster a strong team environment
  - Certification by the sport's governing body, if applicable
  - Risk management experience
  - Fundraising experience
  - CPR/AED and First Aid certification
  - Valid driver's license or ability to obtain one within 30 days of start date with club
- Each club should have a search committee of at least three members, two of whom should be officers
- Interested candidates should submit a cover letter, resume and three professional references to the club
- All finalists should participate in a documented interview process
- Clubs should conduct and document reference checks of new coaches prior to offering the position
- Clubs should perform a background check on all coaches

- Clubs should draft an offer letter signed by at least two club officers that clearly outlines the job expectations, salary, start date, and other terms of employment for the successful candidate's signature. Terms of employment should not exceed current fiscal year.
- The *Terms of Employment* should be specified in the offer letter and include the following:
  - The contract for services is between the coach/instructor and the club.
  - The coach is not an agent or employee of University Recreation or New Mexico State University
  - A coach/instructor may not use University Recreation facilities for personal gain.
  - It is recommended for their own protection that coaches carry their own liability and medical insurance.
- A copy of the offer letter (with all pertinent signatures) must be provided to University Recreation administration to be kept with the club's records.

Clubs should be aware of the guidelines and procedures pertaining to the employment of coaches and instructors with regards to the Internal Revenue Service.

### **Coaches Guidelines and Expectations**

The following guidelines have been developed to assist coaches/instructors to most effectively work within the Collegiate Club Sports framework.

Coaches/instructors are expected to:

- Attend University Recreation meetings pertaining to Club Sports when necessary.
- Read and sign the Coach/Instructor Agreement form on an annual basis.
- Maintain and provide current copies of required certifications and/or licenses to the club who in turn provides copies to University Recreation.
- Be aware of and follow all NMSU and University Recreation policies and procedures.
- Restrict his/her contributions to recruiting, practice and game planning, coaching/teaching, and player and student development. Coaches should refrain from activities involved in the club's operations and management. A club is first and foremost a student organization and, as such, the student officers are responsible for club operations and serving as the liaison between the club and the SILP or University Recreation administrative staff.
- Some clubs, due to size and complexity of the budget, travel coordination, fundraising, etc., need additional administrative support.
  - Clubs that would like additional support with club operations and management should consult with the University Recreation administration to discuss how the Club Sports program can best assist their efforts.
- Understand that student participation in the club program is completely voluntary; therefore monetary rewards or scholarships shall not be promised or given to any member or prospective member by the coach/instructor.

- Exercise reasonable care and caution in the execution of all coaching/teaching duties in order to reduce the risk of injury.
- Model good sportsmanship at all times. Coaches/instructors must conduct themselves in a manner that does not detract from the reputation of New Mexico State University. This includes behavior in practice and game situations, travel, contact with other teams, and interactions with NMSU personnel and community members.
- Understand that continuation of service is left to the discretion of the respective club and that the coaches/instructors will be evaluated annually by the club.

Coach/Instructor guidelines, expectations, and duties should be clearly outlined in a job description. Coaches/Instructors are not a way to outsource student officer responsibilities.

### **Facility Access for Coaches**

- Coaches will be allowed free access to the facilities during the allotted times of club sport organization practices and events but will need to show proof of membership to access the facilities outside of these designated times.
- All coaches are eligible to purchase memberships as Recognized University Recreation Affiliates.
- Coaches who do not have a current membership will be provided limited access during scheduled club practices and events.
- Coaches must provide a photo ID in order to gain access to the facility, regardless of membership status.

### **Club Advisor**

All clubs are required by NMSU and University Recreation to have a faculty/staff advisor. Clubs can rely on them for assistance with activity planning, fundraising, budget preparation, and problems with club members. The advisor can serve as a resource regarding University matters, offer advice to club members regarding club business, and help members balance club/school activities. They should in no way be directly involved in the daily operations of managing the club or be relied on to make club decisions.

As the role of the club advisor is to provide advice and counsel, the advisor is most helpful when they use mature judgment and experience to help club members refine their programs, plans, and discussions to a point where they are effective, realistic, and reflect favorably on the University. The faculty/staff advisor is considered a valuable link between the club and the University.

The advisor for a club is selected by the members of the club. The advisor should be an individual who is accepted and respected by the members of the club. The club advisor must be a faculty or staff member of New Mexico State University. The advisor should be available during the development of plans and programs for the club and attend club meetings on a regular basis.