

Campus Recreation Sport Club Manual 2025 - 2026



The Office of
Campus Recreation
A Division of the Office of Student Affairs

Table of Contents

Section 1 – Introduction	3
1.1 – Professional Staff	
1.2 – Directory	
1.3 – Hours of Operation	
Section 2 – Sport Club Introduction	4
2.1 – Overview	
2.2 – Purpose	
2.3 – What Sport Clubs Are	
2.4 – How to Join	
2.5 – Forming a Sport Club	
Section 3 – Sport Club Policies	5
3.1 – Requirements and Expectation	
3.2 – Constitution	
3.3 – Club Responsibilities	
3.4 – Officer Responsibilities	
3.5 – Club Membership Eligibility	6
3.6 – Club Advisor	
3.7 – Coaches Role and Responsibilities	7
3.8 – Sport Club Rights and Expectations	
3.9 – Standards of Conduct	
3.10 – Discipline Process	
3.11 – Role of the Office of Campus Recreation	8
3.12 – Reservation Procedures	
3.13 – Club Finances	9
3.14 – Equipment Use and Storage Facilities	11
3.15 – Risk Management	
3.16 – Travel Regulation and Procedures	12
Section 4 – Appendices	14
4.1 – Club Travel Roster	
4.2 – Hold Harmless Waiver	15
4.3 – Participation Information Form	16
4.4 – Travel Request Form	17
4.5 – Acknowledgment of Policies Governing the Operation of University Vehicles	18
4.6 – Vehicle Use Acknowledgment	19
4.7 – Accident/Incident Form	20

Section 1ORGANIZATIONAL STRUCTURE

1.1 Professional Staff

Eric Simmons, Director of Campus Recreation
Kimberly Olive-Milligan, Assistant Director of Campus Recreation
Peyton Wolfe, Coordinator of Intramural and Club Sports Barrett
Sarah Webb, Coordinator of Fitness and Facilities
Adrianne Rutledge, Student Services Assistant
Jennifer Stroh, Budget Analyst
Tony Warmath, Student Affairs Graphic Designer

1.2 Directory

Eric Simmons: Director: 731-881-7746, esimmon5@utm.edu
Kimberly Olive-Milligan: Assistant Director: 731-881-3754, kolivemi@utm.edu
Peyton Wolfe: Coordinator of Intramural and Club Sports: 731-881-7793, nwolfe1@utm.edu
Jennifer Stroh: Budget Analyst: 731-881-3748, jstroh@utm.edu
Adrianne Rutledge: Student Services Assistant: 731-881-7745, arutle11@utm.edu
Tony Warmath: Student Affairs Graphic Designer: 731-881-3746, awarmath@ut.utm.edu
Main Office, Campus Recreation: 731-881-7745
Student Recreation Center Front Desk: 731-881-3750

1.3 Student Recreation Center Hours of Operations

Office Hours: Monday-Friday 8:00 AM – 5:00 PM
Facility Hours: Monday-Thursday 6:00 AM – 10:00 PM
Friday 6:00 AM – 8:00 PM
Saturday 1:00 PM – 5:00 PM
Sunday 1:00 PM – 8:00 PM

Section 2Sport Club Introduction

2.1 Overview

University of Tennessee at Martin, (UTM) sport clubs are partially supported through student activity fees and administered through the Office of Campus Recreation, its professional staff, and the Office of Student Organizations. Sport clubs compliment the intercollegiate athletic programs and intramural sports activities. Each club is formed, developed, governed, and administered by the club president, the vice-president and treasurer, club representatives and its participating officers and members. The key to the success of this program is student leadership, interest, involvement and participation. Sport clubs are governed by the rules and regulations established for all recognized student organizations at UTM and those governed by the Office of Campus Recreation.

The primary function of this manual is to assist clubs in the administration of their programs while providing a thorough understanding of the role that each club/organization plays. Any situation involving

sport club business, which is not covered in this handbook, should be discussed with the Director of Campus Recreation.

2.2 Purpose

The purpose of sport clubs is to promote student participation in a variety of physical and athletic activities, give students the opportunities to engage in the activity of their choice at various skill levels, contribute to the development of student leadership, and to provide a bond between each individual club. The existence and success of any club is highly dependent on the development and strength of student interest and involvement.

2.3 What Sport Clubs Are

A sport club is a recognized student organization that exists to promote and develop interest in a particular sport or physical activity. A club may be instructional, recreational, or competitive or may involve any combination. Sport clubs are strictly voluntary. Involvement in a sport club enhances the student's collegiate experience and contributes to the student's overall education. All sport clubs must be officially registered as a student organization; complete with a written constitution, officers, and university advisor. Sport clubs are sponsored by the Office of Student Organizations, the Office of Campus Recreation and are partially supported through student activity fees (SAF).

2.4 How to Join

If you are interested in starting a club of your own, contact the Office of Campus Recreation at 731-881-7745 and find out how to get started. UT Martin students, faculty and staff are welcome to join.

2.5 Forming a New Sport Club

- Your organization must be approved by the Office of Student Life. Contact Rachel Martin in the Student Life Office (University Center 245) or by email rstephe5@utm.edu to set up a meeting.
- Schedule a meeting with the Office of Campus Recreation to discuss establishing a new club.
- Schedule at least one organizational meeting to assess interest.
- Select a faculty/staff member to become the Sport Clubs advisor.
- Elect club officers.
- Provide constitution to the Office of Campus Recreation.
- Provide liability waivers for all members of the Sport Club.

Section 3Sport Club Policies

3.1 Requirements and Expectations

- Sport Clubs of UTM need to be aware of copyright laws pertaining to the logo(s) of UTM. Sport Clubs may use the 'UTM Campus Recreation' logo. Please see Campus Recreation professional staff if interested in using the 'UTM Campus Recreation' logo. All publications must be approved by the Office of Campus Recreation and the University Relations Department.
- Each club is required to maintain an advisor who is a full time administrator, faculty, or staff member of UTM.
- The president or a representative of each club is required to be in attendance at all scheduled meetings.
- Must be a Registered Student Organization.
- Compliance with all rules, policies, guidelines, requirements, and deadlines contained in this Sport Club Manual as well as those of UTM and the Department of Campus Recreation.

- All Members must have a completed waiver on file with the Office of Campus Recreation.
- All Clubs must have a complete roster on file with the Office of Campus Recreation.
- Two members of the sport club must be certified in American Red Cross CPR/First Aid/AED.
- Each Sport Club must have a Constitution on file with the Office of Campus Recreation.

3.2 Constitution

Each sport club must develop a constitution suited to the practical operation of their club. A constitution outline is available through the Office of Student Organizations online from the resource center. The constitution must be easily interpreted so the club can operate consistently from year to year. If modifications are made to the constitution, a new copy must be on file in the Office of Campus Recreation as soon as possible. Club constitutions may not conflict or supersede any of the policies or procedures contained in the sport club manual or University of Tennessee at Martin student handbook. The following elements should be included:

- General Information: club name, purpose, dues, meetings, officer elections and duties, advisor and coaching duties.
- Specific Information: membership and eligibility qualifications, officer's qualifications, and voting and quorum qualifications.

A club's constitution should be the "operating guide" on how the club should run, make decisions, and any other important matters that may arise.

3.3 Club Responsibilities

Each club must elect, appoint, or designate a president, vice-president, treasurer, and secretary to perform the following duties: (Only students are eligible to hold office).

3.4 Officer Responsibilities

The following list of responsibilities for each position is provided as a guideline.

President: preside over club meetings; be familiar with all contents of the Sport Club Manual and always follow its policies, maintain all club records.

Vice-President: assist the President; preside in the absence of the President.

Treasurer: maintain all financial records; ensure club monies are used properly.

Secretary: record minutes from all club meetings, assist with recording participation.

Conducting the business of a sport club is almost always too large for one individual to do. A good president will learn to delegate some of his/her general responsibilities to other officers. Here are some of the additional responsibilities.

- Seek membership and direction by regularly meeting with the advisor of the club.
- Attend and participate in semester sport club meetings for the purpose of gathering information, voicing club concerns, and voting on current club policies and regulations. (Student organization fairs, president's roundtables, etc.)
- Attendance at all club meetings.
- Know the contents of the sports club manual.
- Arrange facility reservations for club functions (practice, competitions, meetings, etc.) by making arrangements with the facility manager.
- Register the club with the Office of Student Organizations.
- Report any injury that occurs at sport club practices or events to professional staff within 24 hours. Incident forms can be obtained at the Office of Campus Recreation.
- Recreation and should be with each club for every activity. Failure to do so can result in disciplinary action by the Office of Campus Recreation.
- Train & bring an alternate club representative with you to all meetings, budget hearings and/or have them attend any meeting you miss.
- Maintain an **accurate membership roster** and submit it to the Office of Campus Recreation. Update it with the members' full name, phone number, student number, and status.

The above responsibilities should be considered as guidelines and not as a complete listing of the representative's duties. Anything pertaining to the relationship between the club and the Office of Campus Recreation is the responsibility of the student club representative.

3.5 Club Membership Eligibility

- Sport club membership shall be limited to currently enrolled students and faculty and staff at the University of Tennessee at Martin, undergraduate students must be enrolled in 9 hours, graduate students must be enrolled in 6 hours, faculty must be teaching a minimum of 9 hours, & staff must be working a minimum of 30 hours per week.
- All eligible participants must be given the opportunity each semester to try out for or join a sport club.
- Only **student** members of a club may hold an office in the club and vote on club matters.
- Membership cannot be restricted based on ability, race, gender, religion, color, nationality, ethnic origin, age, sexual orientation or disability. Faculty and staff may be restricted.
- Each member and coach of a sport club must fill out his or her portion on the membership roster and complete a liability waiver form.
 - These forms must be completed and on file at the Office of Campus Recreation before he/she is recognized as an official member of a sport club.
- Intercollegiate athletes are eligible for membership in a sport club **with restrictions** due to intercollegiate team affiliation.
 - They cannot participate in the like or related sport.
 - For clarification verify with the Office of Campus Recreation.
- All guidelines governing the sport clubs program are written to protect the rights and safety of each participant and are designed to provide fair and equal opportunity for all persons eligible to participate in club activities.
- All undergraduate and graduate students that are paying student fees at UTM.
- All faculty/staff are eligible to join any club, however membership to the Student Recreation Center will be required if practicing in the facility
- Graduate students, faculty and/or staff members may be restricted from league or association competition. Please check with each league or association prior to competition for eligibility guidelines.

3.6 Club Advisor

The club advisor must be a faculty, staff, or administrative member at the University of Tennessee at Martin. The advisor essentially serves as a resource person for sport club matters and encourages the development of leadership, initiative, and the ability of student leaders to accept responsibility.

Faculty advisors responsibilities often include:

- Serve as an information source
- Serve as a liaison between the club and university
- Be knowledgeable of the guidelines and procedures for sport clubs and ensure that student leaders are also informed of these policies
- Provide guidance and leadership
- Assist members and officers in organization
- Assist in planning projects
- Ensure club abides by university policies and procedures
- Advisors are not responsible for any actions taken by any member(s) of the sport club team.

3.7 Coaches Role and Responsibilities

If a club wishes the services of a coach, the members must secure a **volunteer** who fulfills the responsibilities established for coaching a Sport Club program. The Office of Campus Recreation prior to their involvement must approve all coaches with the club.

Responsibilities:

- The coach must be aware of and follow all university and divisional procedures relative to the sport club program.
- The coach should restrict his/her contributions to coaching and should refrain from activities involved in the club's management.
 - A sport club is first and foremost a student organization and, as such, the student representatives (not the coach) must serve as the liaison between the club and the Campus Recreation staff.
 - The philosophy and key to the success of the sport club program has been the continued emphasis placed on student leadership and participation.
- Club business matters such as hosting tournaments, submitting forms, and equipment requests must be handled by student members with the coach serving in an advisory capacity.
 - Club activities and events should be a team effort and not left solely to the coach or student representative.
- Participation in the sport club program is completely voluntary, therefore monetary rewards or scholarships shall not be promised or given to any player or prospective player by the coach.
- Coaches must help ensure good sportsmanship at all times.
- The director has the right and obligation to protect the club, and if, in the staff's opinion, the coach is not in the best interests of the club, the coach will be relieved of his/her coaching duties.
- Coaches must be recommended by club members each year.
 - Continuation of coaching duties is not automatic.
- It is strongly recommended that all coaches purchase medical and liability insurance.

3.8 Sport Club Rights and Expectations

As a member of the sports club program, each sport club has the obligation to have the approval of the Office of Campus Recreation and the Office of Student Organizations prior to acting on items, issues, or ideas that are not covered in this handbook. If a club chooses to act independently, they are risking losing sports club privileges and membership.

3.9 Standards of Conduct

The basic concept underlying the university's standards of conduct is that students, by enrolling at 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 and organizations must always act in ways that do not detract from the reputation of the university. When involved in off-campus events or when traveling, be aware that you are still representing the university.

3.10 Discipline Process

Violation of, or non-compliance with, university policies, campus regulations or Campus Recreation standards and manual policies may result in loss of student organization/sports club membership or other disciplinary action taken against the sport club involved.

Minor Infractions

- For any minor infraction, the club may be placed on probation for a designated period of time or until the club corrects the situation.
- A club that is placed on probation may be penalized by freezing the club's funds, forfeiting part of the club's allocated money, or paying individually.
- Notification of probation will be provided by the director.

Additional infractions will lead to stricter consequences.

Major Infractions (these include club actions which are outside acceptable standards of conduct or are in violation of the Campus Recreation program and/or UT Martin policies)

- Displaying conduct that is incompatible with the university's function as an educational institution and the purpose of the sport club program (i.e., unsportsmanlike conduct toward officials or opponents or disruptive behavior on trips).

- Misusing club funds and/or abusive use of club funds.
- Allowing ineligible individuals to participate in club activities.
- Club initiations or promotional events which encourage alcohol consumption, drug use, sexual connotations or any unsafe behavior, i.e. hazing.
- Alcohol consumption either at home/away games or at practices.
 - This includes opposing teams and spectators as hosts are responsible for the behavior of their guests and all fans.

In these cases, due process rights of accused organizations are as follows:

- Oral or written notice of the charges.
- An explanation of the evidence against them.
- An opportunity to present their side of the story in a hearing.
- A written notice of the sanction(s) imposed.
- An opportunity to appeal the sanction(s).

For all major infractions:

- Any or all probation policies for minor violations will be implemented.
- Input from UTM through the hearing process, appropriate administrators and staff members is solicited for determining the proper penalty or course of action against a club.
- If the extent of the incident is so severe, or if in the interim an administrative sanction by Campus Recreation administrators is appropriate, they have the right to temporarily suspend the club from any or all club activities and functions, or place the club on probation.

Disciplinary Actions:

- Probation
- Funds are frozen
- Loss of funding
- Loss of facility reservations and privileges
- Loss of recognized student organization status and privileges
- Being reported to Student Affairs

3.11 Role of The Office of Campus Recreation

Services provided to sport clubs include (but are not limited to) the following:

- Financial assistance
- Assistance in publicizing sport club programs
- Secretarial assistance in relation to required forms
- Equipment storage
- Facility use

3.12 Reservation Procedures

Sport Club officers should become familiar with policies and procedures pertaining to reserving facilities. To reserve a departmental facility, a Facility Reservation Application must be completed and submitted to the Office of Campus Recreation on line at <http://www.utm.edu/departments/campusrec/>. The following guidelines are suggested/required:

- Facility reservation applications should be submitted at least two weeks in advance and only by a club officer. All the requested information should be completed.
- Facility reservation applications can be made for singular events or on a weekly basis throughout a semester.

- All practices, games, or competitions must have confirmation the facility has been reserved before making a commitment to the opposing teams. It is the responsibility of the sport club to notify the opposing team(s) if a game or tournament has been cancelled.
- Please notify the Office of Campus Recreation of any changes to your schedule.
- Visiting teams may use the Locker Rooms in the Student Recreation Center or the Elam Center contingent upon approval of the Campus Recreation facility staff. It is the responsibility of the host club to communicate any information to the facility staff member in charge of reservations. One may make a note on the facility reservation application to request that visiting teams are allowed to use the locker room areas.

All sport club participants, visiting clubs, and spectators must abide by all facility rules and regulations. It is the responsibility of the sport clubs to communicate all facility policies to visiting clubs and spectators including but not limited to the following”

- Mud must not be tracked into the Student Recreation Center or Elam Center either via shoes, clothing, or skin
- Cleats are not allowed inside the Student Recreation Center or Elam Center
- Club members must be present when visiting clubs are using the locker room.

It is recommended that practices may be canceled due to unsafe field conditions due to inclement/dangerous weather.

Expectations When Using University Facilities: Any time a club has reserved a facility, it must be used. Failure to use a reserved area jeopardizes the club's ability to reserve spaces for future use. Misuse of equipment and facilities (including not using reserved space, and/or neglect in following facility-use procedures, i.e., leaving debris or equipment in a facility) as well as inappropriate conduct and actions while participating in any sport club related activity, will jeopardize the club's continued status and privileges as a recognized student organization. Any club using a facility is obligated to clean up after the activity. Damage to the facility must be reported immediately to the professional staff, failure to report may lead to a club infraction.

NOTE: Alcoholic beverages are not permitted in or on UT Martin facilities. It is the club's responsibility to monitor all club events (including the actions of spectators) to assure that alcoholic beverages are not on site. Games will be delayed until the problem is corrected or may be canceled if the situation is not addressed. Club initiations involving alcohol, drugs, or other inappropriate behavior are not permitted and will result in a strict penalty.

3.13 Club Finances

Although sport clubs receive some funding from student fees through Campus Recreation, each sport club should strive to become financially independent. Sport clubs monies must be used for the benefit of the entire group according to university rules and regulations. Funds for sport club activities will normally come from the following sources:

- Membership dues
- Fundraising; all activities require the approval of the Campus Recreation staff.
- Budget allocation from student fees.

This money shall be spent in a manner that reflects university spending codes and policies. Money the club collects and earns of its own accord should be deposited into the specific club account to be withdrawn at any time for expenses incurred. The use of appropriate University forms is required to make these financial exchanges.

Appropriate/Inappropriate Expenditures for University Funds: All expenditures from Campus Recreation accounts must have **prior approval** of the Campus Recreation staff. Below are lists of frequently requested items.

Examples of Appropriate Expenditures:

- Approved purchase of equipment
- Approved travel expenses
- Payment for services rendered such as instructor and referee costs.
- Registration and entry fees
- Conference/association/league dues for an organization or team
- Approved vehicle use
- Uniforms
- Newspaper advertisements
- Other items approved by the Professional Staff

Examples of Inappropriate Expenditures: (Must use personal funds)

- Banquets
- Stipends paid to coaches
- Gifts or awards
- Telephone calls
- Individual player dues
- Food, drinks or meals of any kind.
- Personal equipment or personal uniforms

Budget Appropriation Process:

1. Satisfactory fulfillment of club obligations such as required meeting attendance, timeliness with forms, participation figures, and the degree of cooperation demonstrated by the club representatives are all taken into account when making final allocation decisions. In addition, the amount the clubs collect from dues and fund raising activities will be considered when determining final allocations. Clubs who do not meet the guidelines and standards provided above would not be given as much consideration as those who do.

2. All purchases and uses of this allocation must be approved by the Campus Recreation staff prior to reimbursement or expenditure of these funds.

NOTE: At the beginning of each academic semester, all clubs should contact the Campus Recreation staff and provide a phone number and email of a club representative or contact person so interested participants have a name they can contact to receive more information about the club.

Approval: All purchases involving budgeted funds must first receive approval of the **Campus Recreation staff**. Do not purchase any item before meeting with a staff member to have proper purchasing procedures outlined. It takes time to process purchase orders; seek approval two (2) weeks prior to the date an item is needed. **Three written quotes are required for purchases over a \$5000.00 value. The director cannot reimburse equipment purchases without prior approval.** To make a purchase from a selected vendor, please provide the vendors name, billing address, phone/fax number, shipping and handling charge, and an itemized list of all equipment costs to the director. At least three written quotes are prudent to get the best price on all purchases. Allowable reimbursement for expenses incurred is at least a three-week process once the forms are submitted to the Business Office.

3.14 Equipment Use and Storage Facilities

Purchases: All equipment purchases made by a sport club from university accounts become the property of the university. Clubs do not have the authority to sell or dispose of equipment. All purchases must be delivered to the Office of Campus Recreation.

University Equipment/Property: Any unsafe, outdated, or unstable equipment must be turned in to the Office of Campus Recreation. All equipment must be marked so as to identify it as university property. Marking should include UTM CREC and club name.
(i.e. Soccer Balls: UTM CREC-Men's Soccer).

Donated Equipment: The Campus Recreation staff must approve all donated equipment before acceptance.

Inventory: An equipment inventory form for each club should be kept on file in the Office of Campus Recreation. The Campus Recreation staff will monitor the equipment inventory list. The club representative is expected to conduct a thorough, hands-on inventory update and complete the inventory form by the end of each season. All equipment that is checked out should be inventoried with the club member's name, phone number, student number, and an itemized UTM equipment number. The club representative who distributes the equipment is responsible for collecting it. Equipment, which is not returned, will be billed to the individual who checked it out. Any unsafe equipment should be reported (returned, if possible) to the Office of Campus Recreation ASAP.

*Please use this manual as a resource and guide for Sport Club purposes, but feel free to contact the professional staff with questions at any time throughout the academic year.

3.15 Risk Management

In order to provide a safe and positive recreational experience for all participants, it is necessary to prevent accidents and injuries before they happen. It is strongly recommended that every sport club develop, implement, and practice the following safety policies:

- Sport club officers, club members, volunteer coaches and instructors should emphasize safety during all club related activities.
- Encourage all of your members to have a physical examination and to purchase personal health insurance prior to participation if members are without it. Campus Recreation does not provide any medical insurance.
- Accident Reports: Sport club representatives are required to submit an incident report for injuries that occur to club members during club events, including practices, games, etc. within 72 hours of the event. Incident reports can be obtained from the Office of Campus Recreation. Should an accident occur within the Recreation Center, please contact a Campus Recreation staff member at the front desk if assistance is needed. The staff member may complete the accident/injury report. Explain in full detail events surrounding the injury/accident to the staff member. The Campus Recreation Staff should proceed with the proper steps necessary to handle the accident/injury.
 - Notify professional staff or Campus Security if there is an accident while traveling.
 - Kimberly Olive-Milligan: 731-881-7747
 - Campus Security: 731-881-7777
 - Eric Simmons 731-881-7746
 - Peyton Wolfe 731-881-7793
- Always have an incident report form and first aid supplies with you, in case of injury. They are available in the Office of Campus Recreation. In the event of an emergency, contact the Director at 731-881-7745, campus security at 731-881-7777 and/or 911 and a medical dispatch team will be sent.
- Inspect fields and facilities prior to every practice session, game, or special event. Report unsafe conditions to the professional staff on duty and contact security (#7777), especially for any blood related mess and clean up. Equipment or facilities that appear unsafe should not be used.

It is recommended that each sport club have at least one member who is certified at all club events/activities. This includes contests, practices, meetings, and official sport club gatherings.

It is encouraged that more than two club members per club attain First Aid/ CPR/ AED Failure to comply with this policy will result in disciplinary action by the Office of Campus Recreation.

The University of Tennessee at Martin and the Office of Campus Recreation are not responsible for any injury or property loss incurred by participants while involved in any sport club program. Please note that athletic trainers are not provided.

3.16 Travel Regulations and Procedures

The Campus Recreation staff will assist clubs with their travel plans. **Club members must receive staff approval prior to departure and have sufficient funds to cover travel expenses prior to the trip.**

As representatives of UTM, you are expected to behave and dress in a positive manner respective of the university.

Alcoholic Beverages: The transportation and/or consumption of alcoholic beverages are prohibited while traveling on university-sponsored sport club trips. Failure to abide by this policy will jeopardize the club's affiliation with UTM, the Office of Campus Recreation & as a recognized student organization.

All university regulations must be followed when a club desires to travel. It is recommended that the club advisor accompany the club on all road trips. Failure to submit all travel forms on time may result in a club not being allowed to travel. All clubs wishing to travel must follow the proper procedures.

Approvals: All club travel must be approved by the Campus Recreation Director when using university funds or a UT vehicle.

- All sport club travel must be authorized in advance by the Office of Campus Recreation two weeks prior to travel.
- A Sport Club Travel Request Form must be completed and on file in the Office of Campus Recreation two weeks before departure regardless whether you are being reimbursed or not. If this is not done, there will be no travel and no reimbursement.
- The Sport Club Travel Request Form must be filled out regardless of the number participants taking a trip. It must be filled out regardless the distance traveled.
- All receipts must be turned in to the Office of Campus Recreation within seven (7) business days of returning from the trip for reimbursement of club members.
- All receipts must contain name, address, and phone number of business or hotel, as well as being itemized with room charges, fuel charges and taxes. Hotel receipts must be in the name of the individual filing reimbursement (no exceptions). Reimbursement is for room charges only, charges for television, phone, etc. will not be covered.
- All receipts must contain a date that is within the given travel dates from the Sport Club Travel Request Form.
- Transportation is the responsibility of the individual club.
- When privately owned vehicles are used, the owner assumes responsibility for the safety of the passengers. Drivers of privately owned vehicles must be licensed and insured individuals. Only the individuals that drive and have an active personnel number with the UT system can be reimbursed.
- When university vehicles are used, all drivers must have signed an Acknowledgment of Policies Governing the Operation of University Vehicles Form and a Vehicle Use Acknowledgment Form.
- A travel roster must be submitted with the travel request form. This roster includes members, emergency contacts, etc.
- Club must provide published documentation showing the validity of the trip. Examples include things such as: tournament packets, opposing team schedules, etc.
- A report must be filed with the Office of Campus Recreation concerning all accidents, collisions, personal injury or property damage involving club members while on road trips within twenty-four hours.
- Have a competition/game schedule for the year on file with the Office of Campus Recreation for display.

4.1 Club Travel Roster

Club Travel Roster

Sport: _____ Date(s) _____

[illegible]

UT Martin is an Equal Opportunity Institution. All qualified applicants will receive equal consideration for employment and admissions without regard to race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, or covered veteran status. Eligibility and other terms and conditions of employment benefits at The University are governed by laws and regulations of the State of Tennessee, and this non-discrimination statement is intended to be consistent with those laws and regulations. In accordance with the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, The University affirmatively states that it does not discriminate on the basis of race, sex, or disability in its education programs and activities, and this policy extends to employment by the University. Inquiries and charges of violation of Title VI (race, color, national origin), Title IX (sex), Section 504 (disability), ADA (disability), Age Discrimination in Employment Act (age), sexual orientation, or veteran status should be directed to the Office of Equity and Diversity (OED), Gooch Hall, Room 2406; Martin, TN 38238, telephone (731) 881-7847 (V/TTY available) or (731) 881-7202. Requests for accommodation of a disability should be directed to the ADA Coordinator at the Office of Equity and Diversity. E05-0235-00-008-11

4.2 Hold Harmless Waiver



THE UNIVERSITY OF TENNESSEE AT MARTIN Hold Harmless Agreement and Waiver Release

Name of Club Sport _____

I, the undersigned, hereby acknowledge my receipt of the permission and privilege to participate in the UT Martin Club Sports program of the University of Tennessee at Martin.

In consideration of the permission and privilege allowed me there under, I do hereby specifically agree that I will indemnify, save and hold harmless all members, officers and advisors of the University of Tennessee and all of its full and part time employees and representatives and officers and trustees from any and all losses, claims, actions or proceedings of any kind which may be presented or initiated to recover money, property, damages for any injuries to persons, injurious results or any damages to property suffered during the conduct of activities of the program and arising directly or indirectly from my participation in this activity.

In accepting the permission and privilege to participate under this "Waiver, Release, and Hold Harmless Agreement", I understand that this extends and applies to any personal injuries, injurious results, damages or losses which I myself may experience or sustain directly or indirectly arising out of said activities organized or sponsored by this organization. I covenant for myself, my estate, executor, heirs and assign not to file suit or initiate any claim procedures in respect to any personal injuries, property damages or losses I may experience or sustain arising directly or indirectly out of my activities thereunder.

I freely assume all risk, hazards and losses which shall apply to activities of the organization. I hereby declare and represent that I am 18 years of age or over, if under the age of 18 years I am represented by my parent or legal guardian, and that in making, executing and tendering this voluntary consent, it is understood and I acknowledge that I am relying wholly upon my judgment, belief and knowledge of the circumstances involved in my participation in UT Martin Club Sports and that I have read this statement, understand its contents and execute it of my own free will and choice.

I have read this agreement; I understand it, and I agree to be bound by it.

Participant's Signature: _____

Printed Name _____

Date _____

Witness Signature: _____

Printed Name _____

Date _____

If participant is a minor (under 18 years of age), a parent or guardian must also sign this form.

Parent or Guardian's Signature: _____

Printed Name _____

Date _____

Note: You are **strongly** advised to carry personal health insurance for the duration of your participation in UT Martin Club Sport activities. The University is not responsible for any cost or care associated with any personal injury associated with these activities.

(over)

THE UNIVERSITY of TENNESSEE **UT**
MARTIN

4.3 Participant Information Form

UT Martin Participant Information Form

Name of Participant: _____
Birth Date: _____ Skyhawk ID #: _____
Home Address: _____
City, State, Zip: _____
Phone Number: _____ Email: _____
Student / Faculty / Staff (*circle one*) If student, class rank is: Freshman / Sophomore / Junior / Senior / Graduate (*circle one*)
Expected Graduation Date: _____
In an Emergency, Notify: _____
Relationship: _____
Home Phone : _____
Work Phone: _____
Address: _____
City, State, Zip: _____

I hereby confirm that I have no emotional or health problems incompatible with Sport Club participation. I understand that I need the approval of a physician if I am uncertain as to my physical fitness for the rigors of Sport Club participation. I understand that I may be required to seek approval from a physician if there is a health or safety question relative to my condition before being allowed to participate in Sport Club activities.

I understand that the availability of medical emergency assistance will be limited or non-existent while participating in Sport Club activities, and that successful treatment of injuries requires early and immediate treatment.

Condition(s) which a medical care provider should be aware of (i.e. allergies, etc)

I certify that the above information is correct to the best of my knowledge. I further understand that treatment for any medical problems I may suffer is my responsibility and will be paid for by me.

Participant's Signature _____

Printed Name _____

Date _____

If participant is a minor (under 18 years of age), a parent or guardian must also sign this form.

Parent or Guardian's Signature _____

Printed Name _____

Date _____

The University of Tennessee is an EEO/AA/Title VI/Title IX/Section 504/ADA/ADEA institution in the provision of its education and employment programs and services. All qualified applicants will receive equal consideration for employment without regard to race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, or covered veteran status. In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (The Clery Act), UTM's annual security report includes statistics for the previous three years concerning reported crimes that occurred on or around the campus and UTM's emergency response and evacuation procedures. You can view the report at <http://www.utm.edu/departments/finadmin/publicsafety/annualreport.php> or you may obtain a paper copy of the report by contacting the Office of Public Safety, 215 Hurt Street, Martin, TN 38238 or calling (731) 881-7777. Data on intercollegiate athletics program participation rates and financial support may be found at http://www.utm.edu/webshare/consumer_docs/09-10%20DOE-EADA%20Report.pdf and printed copies may be obtained through the Office of Intercollegiate Athletics, 1022 Elam Center, Martin, TN 38238 or by calling (731) 881-7660. E05-0235-00-006-12

4.4 Travel Request Form

Office of Campus Recreation

THE UNIVERSITY of TENNESSEE **UT**
MARTIN

Sport Club Travel Request

*Must be submitted sixteen (16) BUSINESS DAYS prior to date of travel in order for expenses to be reimbursed.
All club travel must be submitted for approval to the Office of Campus Recreation.*

Club _____ Account # _____ Date submitted _____
 Trip Leader _____ Phone # _____ E-mail _____
 Club Adviser _____ Adviser Phone # _____ Adviser e-mail _____
 Estimated Amount Requested from Sports Club Account \$ _____

Seeking reimbursement for the following: ☐ Lodging ☐ Transportation ☐ Registration ☐ Other _____
 Departure Date _____ Time _____ AM/PM
 Returning Date _____ Time _____ AM/PM
 Destination City/State _____ Host School _____

Names of People Requesting Reimbursement for Travel:

Name _____ Phone # _____ Email _____
 Name _____ Phone # _____ Email _____
 Name _____ Phone # _____ Email _____
 Name _____ Phone # _____ Email _____

Mode of travel: ☐ Private Car ☐ UT Vehicle ☐ Plane Other (explain) _____

Registration Fee \$ _____ (Attach registration forms if requesting funds.)

Registration Deadline _____

Lodging: ☐ Private residence ☐ Campground ☐ Hotel ☐ Other _____

Hotel Name _____ Phone () _____

Address _____ Fax () _____

Confirmation # _____

Estimated Cost per night _____ Total Lodging Cost _____

All drivers must be on university payroll (including students) AND drivers must leave a copy of driver's license with the Campus Recreation office.

Driver's Name: _____ Name of Passenger: _____

State of Driver's License: _____ Name of Passenger: _____

Driver's License Number: _____ Name of Passenger: _____

License Expiration Date: _____ Name of Passenger: _____

Driver's Name: _____ Name of Passenger: _____

State of Driver's License: _____ Name of Passenger: _____

Driver's License Number: _____ Name of Passenger: _____

License Expiration Date: _____ Name of Passenger: _____

Driver's Name: _____ Name of Passenger: _____

State of Driver's License: _____ Name of Passenger: _____

Driver's License Number: _____ Name of Passenger: _____

License Expiration Date: _____ Name of Passenger: _____

Pre-Trip Meeting Date: _____

(Pre-Trip meeting must take place at least 5 days prior to trip)

4.5 Acknowledgment of Policies Governing the Operation of University Vehicles

THE UNIVERSITY OF TENNESSEE

**ACKNOWLEDGMENT OF POLICIES GOVERNING
THE OPERATION OF UNIVERSITY VEHICLES**

1. Vehicles may be used only for University business. Personal use is prohibited.
2. Vehicles may not be used for commuting unless authorized in writing under provisions of Class B assignment in University Policies and Procedures on the Use of University-owned Motor Vehicles.
3. Overnight retention—The conditions under which a motor pool vehicle may be retained overnight are as follows:
 - a. The employee's home is located some distance from the University and such retention would result in substantial savings in time and distance traveled.
 - b. If an employee must depart before Transportation Services opens, the vehicle may be procured and retained the preceding night.
 - c. If an employee is required, by reason of University duties, to return from a trip after working hours, he or she may retain the vehicle at home overnight, provided it is returned to Transportation Services the following morning.
4. Authorized drivers—Employees, including part-time student employees, Board of Trustee members, and registered volunteers are the only individuals authorized to operate a University vehicle. (Student employees are authorized to operate a vehicle provided they have departmental approval and driving is a job-related responsibility.)
5. The operator is responsible for the protection and safe operation of the vehicle. The operator should observe all traffic laws and rules of safe driving, and the operator is responsible for traffic violations and fines including parking violations. Further information is outlined in the *Driver's Reference Manual*, which is located in the glove box of each vehicle or may be obtained from Transportation Services.
6. The operator must have a valid driver's license.

I acknowledge that I have read and understand the above policies. I also understand that violation of these policies may subject me to disciplinary action under The University of Tennessee Personnel Policies and Procedures.

Driver's Name & Signature

Department

4.6 Vehicle Use Acknowledgment

THE UNIVERSITY OF TENNESSEE

VEHICLE USE ACKNOWLEDGMENT

In consideration of use of a University of Tennessee vehicle, I acknowledge that:

1. I have been informed that the University's liability coverage applies only to vehicles driven by UT employees within the course and scope of their employment **and** only while on official University business.
2. I will not allow any person who is not a UT employee to drive a UT vehicle in my possession and control.
3. I understand that individuals under personal services contracts and students and spouses who are not on the UT payroll are not employees of the University and therefore not eligible to operate a UT vehicle.
4. While using a UT vehicle I am responsible for its condition and will make every reasonable effort to return the vehicle in substantially the same condition as I received it, ordinary wear and tear excepted. I also understand that I or my department may be financially responsible for damages resulting from a abusive use of the vehicle in my possession.

Employee: _____ Date: _____

Department: _____ Vehicle Number: _____

6.7 Accident Incident Form



THE UNIVERSITY OF TENNESSEE REPORT OF AN OCCURRENCE*

Not to be used for healthcare incidents, automobile accidents, or worker's compensation claim reporting

Entered _____
PF _____
CF _____
Space Reserved for Risk Mgmt.

	_____ (Campus or Facility)	_____ (Date of Occurrence)	_____ (Time of Occurrence)	_____ (Date of Report)
List Comments to Factual Information	Type of Occurrence			
	_____ Exact Location of Occurrence	☐ Injury ☐ Property ☐ Security		
		☐ Unsafe Condition ☐ Other (Explain) _____		
Description of Occurrence (Use Separate Page if Necessary)				
Complete if Injury and/or Property Damage	Persons Injured:			
	_____	_____	_____	_____
	(Name)	(Street Address, City, State, Zip)	(Telephone)	(Relationship to UT)
	_____	_____	_____	_____
	(Name)	(Street Address, City, State, Zip)	(Telephone)	(Relationship to UT)
	_____	_____	_____	_____
	(Name)	(Street Address, City, State, Zip)	(Telephone)	(Relationship to UT)
	Medical Treatment Required ☐ No ☐ Yes Where _____			
	Other Medical Information:			
	Property Damaged (Description – Damage):			
Witnesses:				
_____	_____	_____	_____	
(Name)	(Address)	(Telephone)		
_____	_____	_____	_____	
(Name)	(Address)	(Telephone)		
Other Information	Occurrence Reported to: ☐ UT Campus Police ☐ Local Police ☐ Other _____			
	Other Comments:			

_____ Person Making Report
 _____ Signature
 _____ Address
 _____ Telephone
 _____ Relationship to UT

*Occurrence: The event or condition that could or did cause injury or property damage.