

The University of Texas at Tyler

The Louise Herrington Patriot Center Policies and Procedures

I. Mission

The University of Texas at Tyler Department of Rec Sports enhances student life and campus wellness through a variety of activities and programs for students, faculty, staff and alumni.

II. Rec Sports Pillars

UT Tyler Rec Sports programs provide a variety of programs for students, faculty, staff and the community to get involved. Recreational activities are available in the following pillars.

1. Fitness: Well-maintained fitness facilities, equipment, classes and personal training, providing great opportunities to improve your physical well being
2. Wellness Education: Valuable information on wellness topic throughout the academic year.
3. Intramural Sports: Competitive opportunities in individual, dual and team sports. Several tournaments, leagues and special events are scheduled each semesters
4. Outdoor Adventures: provides recreational opportunities outside the realm of traditional competitive sports. The traditional outdoor events of hiking, paddling, rock climbing and cycling are included, along with non-traditional events like paintball, skydiving and zip lining.
5. Aquatics: Features exceptional facilities, offers swim lessons and fitness classes that meet all your therapy, fitness and community needs, presenting great opportunities to improve your overall health
6. Club Sports: instructional, recreational and competitive sports activities. Events include practice sessions competitions against similar groups from other colleges and universities.

III. General Statement

The University of Texas at Tyler Herrington Patriot Center (HPC) fitness and recreation facility was created for the use of the University's students, faculty, and staff and their immediate family. Additionally, community members are welcomed to the HPC. Those students, community members, faculty, and staff and their immediate family who are at least eighteen years of age are hereinafter referred to as "Adult Users" and those who are less than eighteen years of age are referred to as "Minor Users". The use of the HPC is a privilege. Users assume all risk associated with the use of the HPC's facilities and equipment. All Users must execute a release each semester in order to obtain an approved University or Patriot Center ID Card. All Adult users must execute the release form for adults, and minors must have the release form for Minor Users executed by their adult parent or legal guardian. Each User must abide by the following Policies and Procedures. For non-students, failure to comply with any of the following Policies and Procedures can result in the loss of the privilege to use the HPC. For students, failure to comply with any of the following Policies and Procedures could face the Judicial Board.

IV. Inherent Risk

All University of Texas at Tyler Rec Sports activities and services may have an element of hazard or inherent danger and Users take full responsibility for their actions and physical conditions. Users agrees to indemnify and hold the University of Texas at Tyler Rec Sports Department and its employees harmless from liability, loss, cost, or expense (including attorney's fees, medial, and ambulance costs) that may incur while participating in University of Texas at Tyler Rec Sports activities and use of services.

V. Herrington Patriot Center

The HPC is named for the family of Louise H. Ornelas, who has been an avid supporter of UT Tyler for many years. The center also includes the Jean Lancaster Academic Wing, Maytee Fisch Convocation Center, Jim and Bonna Bess Vaughn Recreation and Therapy Pool and the Meadows Student Lounge.

Other features of the facility include classrooms, laboratories, faculty offices, a gymnasium/convocation area with basketball and volleyball courts seating for over 2,000, indoor walking/jogging track, aerobics and free weights areas.

"We needed a place where student life could thrive, and believe me, we now have it. With athletics and other student activities on the increase, the center, in fact will become the heart and soul of our campus for our students." --

President Rodney H. Mabry

Jean Lancaster Academic Wing

- Includes faculty offices and labs of the Health & Kinesiology faculty. Research and teaching labs include an exercise physiology lab and a biomechanical/anatomy lab with a "force plate" that allows for research on body movement in exercise.

Maytee Fisch Convocation Center

- The 30,000-square-foot area includes 3 full basketball/volleyball courts, chair back seating for 2000 at Patriot athletic competitions, university convocation and other special events. A custom sound system will allow for concerts in the center.

Jim and Bonna Bess Vaughn Recreation and Therapy Pool

- Heated pool and spa with sundeck will be a center of student recreation and also a tool for kinesiology research. Features include zero grade beach entry, 2-lane lap pool and bubble couch.

Meadows Student Lounge

- Comfortable, scenic space for students to study or relax after working out.

Fitness Center

- 6,340 square feet of pin selectorized machines, free weights, plate-loaded machines and treadmills. Also included are 2 racquetball courts, dance studio/recreation programming room and overhead suspended walking/jogging track.

Summer Tennis Center

- The Summers Tennis Center is available for use by all student, staff, faculty, and community members with a Herrington Patriot Center membership. The Tennis Center is free of charge and can be used any time the UT Tyler Tennis NCAA or club teams are not using them.

Intramural Sports Field

- The Intramural field is a natural grass field with space to run a competition soccer field. However, for Intramural use, it is often sectioned into smaller playing surfaces. It is a shared facility with Varsity Soccer also utilizing the space. Located on the corner of Old Omen and University Ave, this field also attracts heavy use from open recreation play.

VI. Memberships

Students

- No additional charge to currently enrolled students who pay the Recreation Facility Fee noted in the Tuition and Mandatory Fees section of the current Undergraduate and Graduate Catalog.
 - Students not enrolled for summer semester can purchase a summer membership for \$40.
- Currently enrolled student's spouses and/or dependent children: \$50 for each semester. full amount payable at the beginning of each semester.

Longview/Palestine Students

- To be eligible for the Longview recreational facility, you must attend at least one class on the Longview Campus; no exceptions. The facility is Good Shepard Institute. Here is their website: <http://www.gsmcinstitute.org>. Use of the facility is covered by the student's recreational facility fee.
- To be eligible for the Palestine recreational facility, you must attend at least one class on the Palestine Campus; no exceptions. The facility is the Palestine YMCA. Here is their website: <https://palestineymca.wixsite.com/palestineymca>. Students receive a discounted \$55 semester rate to the YMCA.

UT Tyler Faculty/Staff and Family

- (full or part-time faculty/staff) \$50 for each semester and/or \$50 for the summer. Full amount payable at the beginning of each semester or \$12.50 monthly by payroll deduction for UT Tyler Employees.
- (Faculty/staff + Family requires current Faculty/Staff membership) \$100 for each semester and/or \$100 for the summer. Full amount payable at the beginning of each semester. Or \$25.00 monthly by payroll deduction for UT Tyler Employees.

UT Tyler Alumni

- \$30/month (with paid UT Tyler Alumni Association Dues) with the option to pay for multiple months at one time (12 months maximum) or renew each month.

UT Alumni and Spouse and/or Dependent

- \$50/month (with paid UT Tyler Alumni Association Dues) with the option to pay for multiple months at one time (12 months maximum) or renew each month.

UT Tyler Retired Faculty/Staff

- \$50 for each semester and/or \$50 for the summer. Full amount payable at the beginning of each semester. Must be paid up front.

UT Tyler Retired Faculty of Staff and Spouse

- \$100 for each semester and/or \$100 for the summer (requires current Retired Faculty/Staff membership). Full amount payable at the beginning of each semester.

UT Tyler Health Center Employees

- \$50 for each semester. Full amount payable at the beginning of each semester or \$100 each semester for family. Rotating UTHC students are \$30 each month.

Military/Law Enforcement/Firefighter Membership

- \$50 for each semester. Full amount payable at the beginning of each semester or \$100 for each semester for family.

University Academy Membership

- \$40 for each semester. Must have a parent/guardian present with a photo ID to sign paperwork for them. Additional \$50 per semester for University Academy family (family includes parent/guardians and siblings)

Community/Unaffiliated Memberships

- Limited community memberships are available during the academic year. Summer memberships available beginning June 1.
- 1 Month Membership
 - Individual = \$50
 - Individual + others = \$50 + \$20 extra for spouse and each dependent child.
- 3 Month Commitment Membership
 - Individual = \$125
 - Individual + others = \$125 + \$45 for spouse and each dependent child.

Day Passes

- Day passes are available for purchase for non-members. Day passes are valid for the date of purchase only. Day passes allow access to all open areas of the facility.
 - Day Pass Rates
 - Individual = \$7
 - Family (Spouse & dependents 25 and under) = \$25

VII. Herrington Patriot Center Use

General Policies

- University and HPC personnel are not responsible for injury or death of Users that result from the use of equipment or facilities, except to the extent provided by Chapter 101, Texas Civil Practice and Remedies Code.
- The HPC adheres to all Universities guidelines, policies and procedures which can be found here: <https://www.uttyler.edu/mopp/>
- University and HPC personnel are not responsible for theft of or damage to Users' personal property even if placed in a Center locker
- No food in fitness areas; drinks are allowed throughout center but must be in a non-breakable container with a closable lid
- No profanity, horseplay, damage or defacement of HPC property or equipment will be tolerated; Be courteous; Please be respectful toward all participants and staff; Use equipment as designed..
- A User who damages HPC property or equipment will not be eligible to use the HPC until payment has been made for all such damages
- All Users are required to have a current approved ID card
- All users and guests of users ages 16 and up must have a valid photo ID when purchasing and/or checking in for a day pass or membership
- Children 15 years old & under
 - MUST be accompanied and supervised by an adult at all times. Children 15 years old & under may not use the weight room or cardio area.
 - Children 15 years old & under may attend fitness classes with parental supervision and with the permission of the instructor
 - The Herrington Patriot Center does not provide childcare services. **Children 15 years old & under may not wait in the facility for parents while they work out**
- The Adult User who signed the release form for a Minor User is responsible for payment for any damage or loss of equipment checked out for use by a Minor User
- Family memberships are limited to Spouse and dependent family members 25 years of age and under. Family members 26 years of age and up must purchase their own membership.
- Athletics and HPC Professional Staff may use Center before or after posted business hours
- Users must be able to show their approved ID card at any time while in the HPC
- HPC Staff have the right to revoke privileges to any part of the facility at any time.

Check-in Procedures

- Each User of the HPC is required to present their current approved ID card at the check-in desk before entering the facility.
- Please enter and exit the HPC through the front doors located near the check-in desk

Equipment Check-out Procedures

- Users may check out equipment with a current approved ID card to the staff member working at the check-in desk and filling out any necessary check-out forms
- Once checked-out, the User is responsible for the equipment/balls. If damaged, lost or stolen, the User must pay the cost of replacement of that particular piece of equipment. All use of the HPC will be cancelled until payment is received

Lockers

- Lockers in the locker room can be reserved for a minimum of 1 semester in the membership office.

- Lockers are on a first-come-first-serve basis. You may not receive the same locker or combination if renewing.
- University and HPC staff are not responsible for personal items placed in lockers.
- Once a locker reservation has expired, any remaining contents will be removed and placed in storage for a period of 1 month to be reclaimed.
- The Herrington Patriot Center is NOT responsible for any content still remaining in the lockers after expiration of the term -- All remaining items not claimed after 1 month will be donated to Goodwill in Tyler.
- Users may use their own lock if desired.
- HPC Staff may access your locker at any time.

Personal Training

- No outside personal trainers allowed to train clients inside the facility
- Training sessions will begin promptly at the scheduled time agreed upon by the client and trainer
- If the client is late the session will not be extended beyond the agreed end time
- The trainer should be notified at least 24 hours in advance if you need to cancel or reschedule a training session. Failure to cancel within this time frame or failure to show up for a session will result in forfeiture of the session.
- Sessions expire after 3 months of purchase date.
- A Personal Training Request form must be filled out prior to any form of personal training services.

Free-Weight and Resistance Training Area/ The Dungeon

- Only closed-toe shoes may be worn (no sandals, flip flops, etc.).
- Use equipment as designed and re-rack weights when finished.
- Store bags and personal items in the designated cubbies by the front desk or in a locker.
- Wear full t-shirts, fitness apparel, or tank tops with shorts or fitness pants at waist level (no denim or thong style leotards) For further dress code questions, please refer to posted policy.
- Headphones are required for any music playing device.
- Do not rest weights on benches.
- No children 15 years old and younger allowed.

Cardio Area/Aerobics Rooms

- Limit use of each piece of cardio equipment to 1 hour if others are waiting.
- Large full-screen televisions are preset and may be changed only by HPC personnel.
- Do not rearrange equipment.
- Wear full t-shirts, fitness apparel, or tank tops with shorts or fitness pants at waist level (no denim or thong style leotards); only closed-toe shoes may be worn (no sandals, flip flops, etc.).
- No children 15 years old and younger allowed to use the cardio area.
- Children 15 years old and younger may use the aerobics rooms and associated fitness classes with permission from HPC Personnel

Gymnasium

- Equipment/balls may be checked out at the check-in desk
- Wear full t-shirts, fitness apparel, or tank tops with shorts or fitness pants at waist level (no denim or thong style leotards) Shirts and skins are allowed in basketball area only.
- All Shoes should be athletic and non-marking
- All children 15 years old and younger must be accompanied by an adult at all times.

Pool Area

- Non-Service Animals are not permitted
- All children who are not yet toilet trained must wear a swim diaper along with their bathing suit when entering the water. A plastic or rubber diaper cover is highly recommended in addition to a swim diaper and bathing suit. A swim diaper or regular diaper must be worn while out of the water.
- Changing Diapers Within 6 Feet Of The Pool or Spa is Prohibited
- Use of the Pool or Spa if Ill with a Contagious Disease is Prohibited
- Use of the Pool or Spa When Ill with Diarrhea is Prohibited
- Do Not Drink the Pool or Spa Water
- Bicycles, skates or skateboards are not permitted
- Glass Containers of any type are not permitted
- Pool Maximum Occupancy: 432
- Spa Maximum Occupancy: 20
- If Any Unsafe or Unsanitary Conditions are Observed, Please call 903.565.5602 and Leave a message.
- No running!
- No diving!
- No jumping from or standing on the hot tub wall
- No climbing, jumping over or sitting on the whirlpool wall
- No hanging on the volleyball net or holding onto the basketball rim
- No HPC lap swim equipment out of the lap lanes
- No hanging on the lane lines
- Fighting or rough horseplay is not allowed. This includes chicken fighting and dunking
- The pool will close for 30 minutes when thunder is heard and/or lightning is sighted. The pool will reopen 30 minutes after the last thunder is heard or lightning is seen. Patrons must seek shelter under a man-made structure during a thunderstorm and remain clear of the pool deck. (weather sentry)
- Fountains are turned off from 6-8 am, 12-1 pm and 5-6:15 pm due to lap swim
- Employees only in the LG room
- DO NOT USE EMERGENCY SHOWER unless there is an emergency

Racquetball Courts

- Courts may be reserved at least one day in advance
- Reservations may be made in person or by calling the check-in desk and leaving your name, all the players names and a telephone number
- The User who reserves the court must be one of the players using the court
- Reserved court use is limited to one hour a day
- If all courts are reserved, a waiting list will be kept at the check-in desk
- If unable to keep a reservation, please call the check-in desk to cancel and make the court available to someone else. Failure to keep a reservation without proper cancellation of the reservation will result in a one month suspension of racquetball reservation privileges
- All children 15 years old and younger must be accompanied by a parent at all times
- Protective eyewear **must** be worn at all times.
- All safety measures are based on USAR official rules of racquetball
- All shoes should be athletic and non-marking

Track

- Academic wing doors are off limits.

- Only closed toed shoes may be worn. (No sandals, Flip-flops, etc.)
- Please follow the designated daily direction of the track. Clockwise on Mondays, Wednesdays, and Fridays. Counterclockwise on Tuesdays, Thursdays, Saturdays, and Sundays.
- All children 15 years old and younger must be accompanied by a parent at all times.

Lobby

- All general policies apply to this area except food and drink are allowed

Lost and Found

- If items are found that are not yours, please turn them into the check-in desk or other HPC personnel. If not claimed by the owner after 1 month, they will be turned over to UTPD (valuables) or Goodwill (non-valuables). If looking for a lost item, please come to the check-in desk and Center personnel will determine whether such an item has been turned in.

VIII. Aquatics

Pool Parties

- **Scheduling and Approval:** All Pool Events must be approved by the Aquatics Director. Any individual/organization can submit a request online or in-person. If the request will be made in-person please schedule an appointment with the Aquatics Director.
- **Rates:** A pool party during regular business hours is \$200 for two hours and each additional hour will be charged at \$100 per hour. After regular business hours, you will be able to enjoy the pool deck all to yourself. Private parties can only be held before or after regular business hours. An after-hours pool party is \$300 for two hours and each additional hour will be charged at \$100 per hour. If your party stays at the pool past the allotted paid for time, there will be a \$150 charge for each additional hour. Pool rentals may be requested any time of the year, semester hours will differ from summer hours.
- **Discounts:** UT Tyler students, faculty and staff who reserve a pool rental will receive 20% off. UT Tyler student organizations and departments who reserve a pool rental will receive 50% off.
- **Requirements for Reservations:** The full payment must be paid to confirm scheduling. You may submit an online request (see website) or request the rental in-person. All rental participants must agree to the facility policies and sign the release statement upon entering the facility (located at the HPC front desk) even if they are not intending to get in the water.
- **Cancellations and Refunds:** The pool rental must be cancelled 5 business days before the scheduled event in order to receive a full refund. There will be a \$10 service fee assessed. Cancellations made within 3-5 business days will lose 50% of the total rental fee and cancellations made within 2 business days will result in the total loss of the rental fee. There will be no refunds given within 1 business day of the scheduled event. This means if the event is on Monday, no refunds will be given the Friday before.
- **Rescheduling:** If the pool rental date is rescheduled there will be no additional charge. Rescheduling will be considered on a case-by-case basis.
- **Inclement Weather or Other Closures:** The host will have the option to reschedule the party at no additional charge. If the host wishes to cancel due to inclement weather (i.e. lightning) a full refund will be processed. There will be a \$10 service fee assessed. If the party lasts longer than 50% of the allotted time, then you will receive 50% refund. If the party does not last longer than 50% of the allotted time, then you will receive a full refund minus the \$10 service fee or will have the ability to reschedule. If there is an incident prior to the host's party that causes a closure of the pool, the host will have the option to reschedule the party at no additional charge. The host may

also cancel the event and receive a full refund minus a \$10 service fee or the host may also choose to move into the gymnasium, if it is available.

Group Swim Lessons

- **Registration:** The student will not be registered until payment is received and the Personal Release waiver is signed.
- **Refunds:** Up to three business days before the start of the class a \$10 service fee will be assessed. Two business days prior to the start of class 50% of the fee is refundable. No refunds will be given within one business day the first day of class. This means if the event is on Monday, no refunds will be given the Friday before.
- **Weather:** All swimming lessons will continue as planned until they are cancelled by the Aquatics Director. If the lessons are cancelled, the email address and phone number on file will receive a message stating the lesson is cancelled. If you are not contacted, then assume the lessons are still on. The pool will be closed for 30 minutes each time lightning/thunder is seen or heard as well as if there is lightning within an 8 mile radius of UT Tyler campus. (Weather Sentry) Lessons will still be held during rain as long as the rain doesn't block vision to the bottom of the pool. The HPC only guarantees four lessons per session. Makeup lessons will only be scheduled for the second cancelled lesson.
- **Lessons:** There needs to be a parent/guardian at the facility the entire time during group swim lessons. During the swimming lesson, all parents and family not participating in the lesson must proceed to the observation deck above the pool on the entrance level (for classes at the HPC). No one is allowed in the water at any point unless they are registered in our group swim lessons. Parents are encouraged to stay in the observation area or away from the pool side for lessons held at Liberty Landing.

Private Swim Lessons Policies and Procedures

- **Registration:** Once you register online you will be contacted after the Private Swim Lesson Request form is filled out and submitted. The HPC's swimming instructors are available on a limited basis for private swimming lessons for all ages. Private lessons are \$25 for one-hour lesson or \$15 for 30-minute lesson. Only 1 lesson can be paid for at a time upon arrival of your lesson.
- **Refunds:** No refunds will be given since payment will only be taken upon arrival of each lesson. If you are a no call, no show cancellation, you will be charged the amount of the lesson and will not be able to reschedule until the charge is paid.
- **Weather:** All swimming lessons will continue as planned unless they are cancelled by your instructor or anyone part of the Aquatics team at the HPC. If the lessons are cancelled, the contact number will receive a call. If the contact number does not receive a call then assume the lessons still on. All pools follow the same weather policies and are closed for 30 minutes when thunder/lightning is heard or seen. Lessons will still be held during rain as long as the rain doesn't block vision to the bottom of the pool. Please be at least five minutes early to the lesson to ensure the lessons start at the scheduled time. Lessons will be over 30 minutes or 1 hour after the start of the lesson.
- **Lessons:** All swimmers must sign in at the front desk for their lesson. Use the "Swim Lesson" pass given by instructors to make payments in the office. If you need to cancel a private swim lesson, it must be done no later than an hour before the start of the lesson or you will be charged the amount of the lesson and will not be able to reschedule until the charge is paid.

IX. Outdoor Adventures

Outdoor Adventure Trips

- Registration: You must pay in full to register for an event. Payment Plans are only available for trips exceeding \$500. Registration is first-come, first-serve. Once all of the trip spots are filled you may request to get added to the “wait list.” Please email hpc@uttyler.edu and request to join the wait list for that specific trip. Anyone is allowed to register for these trips. Students, non-students, family members. Students are subject to judicial and academic reviews. You may not be allowed to come on a particular trip for any reason. Every trip cost is different. Students will pay less than non-students.
- Refunds: You must fill out the refund request form and turn it into the HPC office. The form must be completely filled out, otherwise the request will not be accepted. No refunds will be granted 1 week prior to the pre-trip meeting.
 - E.g. pre-trip meeting: Wednesday 9/25/2019 @ 6 p.m., form must be turned in before 9/11/19 by 5 p.m.
 - Late requests will not be accepted.
- After registration and before the 1 week cut-off, a \$10 administration fee will be collected. If the trip cost is \$10 no refund will be given. If the trip cost is less than \$10 no additional charges will be applied. For trips set up with payment plans:
 - 50% non-refundable deposit is required to register
 - If you pay more than 50% of the trip and submit the refund request form before the 1 week cut-off then you will be refunded that amount.
 - E.g. 50% non-refundable deposit of \$250 for ski trip. You pay \$300. If your refund request form is accepted you will receive \$50 back.
- Mandatory Pre-Trip Meetings: Pre-trip meetings must be attended. These are listed on the website and on the online activity registration form. You are responsible for showing up. A courtesy email reminder will be sent to all participants. Even if you do not receive or read the courtesy email you are still responsible for showing up on time. Accommodations can be made for students who have classes during pre-trip meetings, but you must contact the trip coordinator prior to the meeting. You could be replaced by a student on the wait list and no refund will be granted.
- Fitness Assessments: Some trips will have a fitness assessment requirement (backpacking trips, hiking, multi-day trips etc.). The activity will have the specifications listed. The trip coordinator will contact you about the assessment. It is to be scheduled and completed before the trip date.
- Weather: Any trip can be cancelled at any time due to unsafe weather conditions.
 - E.g. lightning, harsh conditions, low water levels for river trips etc.
- Trips will first be rescheduled but could be cancelled all together. If the cancellation happens then a full refund will be given minus a \$10 service fee or the participant has the option to transfer funds towards a different trip.

Equipment Rental

- All rental equipment and resource materials are available to University of Texas at Tyler students and faculty/staff with current RecSports memberships. A valid UT Tyler ID is required.
- Reservations may be made in person up to 7 days in advance at the Rental Center or online. The full rental fee must be paid upon making a reservation. Equipment not reserved is available on a first-come, first-served basis
- Rentals are only issued on a per weekend basis: Rentals must be picked up Thursday between 12 and 2pm in the rental center. Rentals must be returned Mondays between 12 and 2pm in the

rental center. If you cannot meet during these times then you may arrange another meeting time by calling 903.565.5602 or emailing bbrunson@uttyler.edu

- Cancellations made more than 5 business days in advance of the reservation date will be issued a full refund minus a \$10 administrative fee, cancellations made within 3-5 business days will lose 50% of the total rental fee and cancellations made within 2 business days will result in the total loss of the rental fee.
- Cancellations of contracts or items totaling \$20 or less are not eligible for refunds of any kind.
- No credit or refund will be issued for items rented but not picked up, unused equipment or for early return. Rain checks will not be issued.
- Late fees will be assessed at .5 times the weekend rate for each business day the equipment is late past the agreed return date.
- Equipment must be properly cleaned, dried and packed prior to its return. Users will be assessed a \$20 cleaning fee for equipment that is returned dirty or wet.
- Fees will be assessed at the current retail price for repair or replacement of damaged or lost equipment.
- Individuals abusing equipment or not following procedures may be ineligible to rent equipment in the future.
- If renting equipment for a group, please be aware that the individual renting the equipment is responsible for all equipment as indicated on the contract and any late, lost, repair or cleaning fees.

X. Intramural Sports

Administration

- **Mission:** The mission of the University of Texas of Tyler Intramural Sports Program is to foster student development in important life skills such as teamwork, leadership, sportsmanship, and competitiveness. Participating students will demonstrate living a balanced life-style, establishing time management and stress management skills, while developing habits that have a positive impact on their health. Participation promotes individual development by providing co-curricular recreational activities for students, faculty, and staff which enhances their liberal education experience.
- **Office:** Intramural Sports is a component of RecSports within Student Affairs. The program is based in the RecSports Office in Room 1130 of the Herrington Patriot Center. The office is open from 8:00 AM until 5:00 PM, Mondays through Fridays.
- **Contact Info:** 903-565-5571, tartley@uttyler.edu

Health and Safety

- Participants must be aware of the possibility of accidents and injuries which are inherent to recreational and sporting activities. Moreover, participants should follow the instructions of their physician concerning their participation in these events. The University is not responsible for injuries to participants or spectators while competing or observing intramural recreational sports.
- Cost for medical care beyond the basic first aid provided by the intramural staff is the responsibility of the injured party.
- Participants may not compete with open wounds or while wearing clothing that contains any amount of blood or other bodily fluid (other than perspiration).
- Participants should remove jewelry and wristwatches prior to any contest.
- **Waiver of Liability:** Every participant, either by registering online for an activity or registering at an event, must read and sign the waiver of liability form prior to participation in that event.

- **Athletic Trainer:** The role of the athletic trainer is to provide a strong, positive, and professional atmosphere consistent with that of University of Texas at Tyler, recreational athletics, and the philosophy of the national collegiate athletic association. Create an athletic training program with clear and effective policies and procedures as well as recruiting and maintaining an athletic training staff with the knowledge and skills to provide quality care. The athletic trainer will provide adequate coverage for University of Texas at Tyler recreational sporting events. The athletic trainer will also practice duties and responsibilities under the guidelines of the National Athletic Trainers' Association and the governing laws, both federal and by the state. Prevent injuries/conditions through health and safety promotion and maintaining a clean and safe working/athletic participation environment.
- **Communications:** All information for participants is available on our website at www.uttyler.edu/recsports including event information and registration, playing schedules and rules, and a copy of this handbook. Communication with participants or team captains will be via telephone, texting, or email. Tournament brackets and other intramural information will be posted on imleagues.com.
- **Amendments:** This Handbook will be reviewed every summer for possible changes, additions or deletions. Any questions about policies or policy disputes should be directed to the Assistant Director of RecSports.

Sportsmanship

- **Ratings:** Sportsmanship ratings are assigned by the Intramural employees following each contest. If a team captain believes an error has occurred in either recorded game results or sportsmanship rating an appeal needs to be made in writing to the Intramural Recreational Sports Director within 48 hours following the contest. Sportsmanship ratings will not be discussed on the field/court. Teams earn a sportsmanship rating based upon participant and spectator behavior and attitude during the contest. The rating system is as follows:
 - 5 - Clean game, team members fully cooperate with IM Officials and opposing team
 - 4 - Verbal warning issued, yellow card given, team received 0-1 unsportsmanlike technical foul
 - 3 - Harassment of IM Officials, complaining continued after verbal warning, players other than captain question IM Officials' decisions, team received more than 1 unsportsmanlike technical foul or yellow card
 - 2 - One ejection from contest, multiple harassment incidents
 - 1 - Multiple ejections, threatened opponent or IM Official, fighting, used ineligible player, damaged facility or equipment
- **Violations and penalties:** An average sportsmanship rating below 4 at the end of the season for each sport/team results in team ineligibility for playoffs; if a sportsmanship rating below 4 is received during playoffs, the team is immediately ineligible to continue play in the bracket. An average sportsmanship rating below 3 at the end of a sports regular season, or a sportsmanship rating of 1 or 2 during any playoff contest results in team ineligibility for playoffs, and the team/organization may be placed on program probation or suspension.
- **Unsporting behavior:** All participants and spectators are expected to hold themselves to a high degree of sportsmanship. This includes showing respect for authority, other participants and spectators, facilities and equipment. Intramural officials may cite any participant or spectator for acts of unsporting behavior, and may link spectators to participants for the purpose of assessing penalties.
- **Minor unsporting conduct** will be handled in-game by the game officials with a technical foul, yellow card, penalty flag or other appropriate penalty. No ejection is expected to occur for a first time minor offense.

- Serious unsporting conduct or repeated minor unsporting conduct will most likely be handled in-game by the game officials or by an Intramural sports supervisor. The appropriate penalty will be applied, and ejection from the contest is probable. Any player or spectator ejected from the contest is also ejected from the facility. Any ejected player may face additional suspension from future contests depending on the severity.
- Extreme unsporting conduct, including malicious contact and fighting, will most likely be handled in-game by the game officials or by the sports supervisor. The appropriate penalty will be applied, and ejection from the contest is mandatory. Any player or spectator ejected from the contest is also ejected from the facility. Any ejected player may face additional suspension from future contests depending on the severity and must meet with the Assistant Director before returning to play.
- Any player or spectator ejected for extreme unsporting conduct will be suspended from attending any intramural event for a period of at least sixteen weeks. If the extreme unsporting behavior includes physical abuse or assault of an intramural official or other applicable authority, the offender may be permanently suspended and their case may be handed over to the Office of Judicial Affairs.
- Any serious or extreme unsporting conduct that could be considered a violation of the Student Conduct Code may be referred to the appropriate law enforcement agency and the Office of Judicial Affairs for further disciplinary action.
- Participants or spectators will be held responsible for intentional or negligent damage to personal or public property, and appropriate penalties will be applied. The incident may also be referred to the appropriate law enforcement agency and the Office of Judicial Affairs for further disciplinary action.
- Repeated minor or serious unsporting conduct or any extreme unsporting conduct linked to a campus organization may result in that organization placed on program probation for a period of sixteen weeks. Any further unsporting conduct during the probation period may result in program suspension for the organization. Organizations that are suspended from Intramural Sports may not sponsor teams or individuals in any division, and may not sponsor by direct, or indirect, or colloquial reference their organization in team naming or structure. No team or doubles partnership in any division may be composed of members from the suspended organization by more than fifty percent of the number permitted on the playing surface at any given time, specified by the published rules of the particular activity, rounded to the least whole number.
- Any sanctions from the Office of Judicial Affairs or the Dean of Student Affairs Office concerning the privilege of an individual or organization to participate in intramural sports will be observed.
- Any individual or organization suspended from competition may appeal such suspension in writing. The written appeal must be submitted to the Assistant Director of Rec Sports, and a decision will be made within 72 hours after receipt of the appeal.

Player Eligibility

- General eligibility: UT-Tyler students enrolled in graduate or undergraduate semester hour(s) are eligible to compete in intramural activities. UT-Tyler faculty and staff are eligible to compete in Open Division intramural activities.
- Identification: Participants must have proper identification in order to participate (Photo ID). Intramural officials may request identification from any participant at any time. Failure to provide such identification, or use of false identification, may result in disqualification of the individual, team, or both.
- College varsity or former college varsity athletes: Any otherwise eligible participant listed on a varsity athletic roster is not eligible for the related intramural activities.
- Individual limit: A former varsity athlete is eligible for related intramural activities provided that the former varsity athlete has not been listed on the varsity athletic roster for at least one semester

(summer does not count as a semester) prior to intramural competition. For example, a varsity soccer player listed on the official roster in the fall may not participate in that fall's IM Soccer or the following spring IM Soccer.

- Team limit: A singles participant or doubles may not have more than one former varsity athlete, or a combination of one sport club member and one former varsity athlete from the related sport on the intramural roster. Likewise, a team participating in an activity may not have more than two former varsity athletes, or a combination of one former varsity athlete and one sport club member from the related sport on the intramural roster. Individual limits still apply to each of these players.
- Status limitation: If a former varsity athlete has not been listed on an athletic roster for 2 years, they are no longer considered a former varsity athlete for intramural purposes.

****The Athletic website and official rosters obtained from athletic office will be used to determine who is considered to be on the roster for each sport****

- Sport Club Members: A member of a sport club is eligible for related intramural activities. However, a singles participant or doubles may not have more than one former varsity athlete, or a combination of one sport club member and one former varsity athlete from the related sport on the intramural roster. Likewise, a team participating in an activity may not have more than two former varsity athletes, or a combination of one former varsity athlete and one sport club member from the related sport on the intramural roster.
- If a sport club player removes his/her name from the official sport club roster because he/she is no longer affiliated with that club, he/she will be in compliance with the eligibility rules. However, if a player removes his/her name from the official roster just to be in compliance with the eligibility rules to play Intramurals and then returns to their sport club for contest and/or practices, all placement points earned by that team will be removed and a deduction of unsportsmanlike penalty points for use of an ineligible player will be applied.
- A sport club member cannot remove him/herself from the respective sport club roster after his/her sport club season is completed and play Intramurals as a non-sport club member. For example, in the fall, the club soccer season has completed and a club player wants to play Intramural Soccer. He/she is no longer eligible to remove him/herself from the club soccer roster to be eligible for Intramurals, since the club season has been completed.
- Status limitation: If a former club sport athlete has not been listed on an athletic roster for 2 years, they are no longer considered a former club sport athlete for intramural purposes.
- Professional Players: Any otherwise eligible participant who receives or has received money for participation in a sport is not eligible for the related intramural activities for 2 years after playing professionally.
- Use of ineligible players: Teams using any ineligible players will be disqualified from competition and/or the illegal player will be disqualified from competition in the division which they were found to be participating illegally. A Patriot Cup eligible team using an ineligible player (non-student, varsity athlete, club sports member, alumni, etc.) will lose all placement points won by that individual/team, a deduction of unsportsmanlike penalty points for use of an ineligible player will be applied; however participation points won by a team may stay intact. Teams defeated by other teams subsequently disqualified for using ineligible players will win placement points as if they had won the contest in question, but will not be reinstated to the tournament. A protesting team, however, may be reinstated to the tournament.
- A player found playing when not listed on the team roster or not listed on the game score sheet or not signed in on waiver sheet will immediately be declared ineligible and ejected.
- Protest of player eligibility: When a person is believed to be ineligible to participate in an intramural contest, the protesting team's captain or manager must notify the game officials of the eligibility question either before the game, at halftime, or immediately after the game. Protests

made after this deadline will not affect the outcome of the contest but will still be considered. The protest procedure will be:

- The game official will suspend play.
- The protesting captain will explain the eligibility rule basis for protest.
- The game officials and the sports supervisor on duty will record the protest for action by the Assistant Director of Rec Sports. The official Protest Form must be used.
- Play will then be resumed if time is remaining in the contest.
- The Assistant Director of Rec Sports will review the protest the next work day and a decision will be issued promptly.

Patriot Cup

- Guidelines: The Patriot Cup is intended to promote friendly rivalries, encourage good sportsmanship and participation, and reward success. The Intramural Sports Patriot Cup is a competition to see which team/organization is the best all-around Intramural Sports team. Teams/organizations will accrue points throughout the entire school year. You can earn points three different ways: by registering and showing up for your games/events, having an above average sportsmanship rating and succeeding in the sports that you play. The winning teams will receive an award determined by the IM Sports staff (t-shirt, water bottle, etc.) and will have their name placed on a trophy prominently displayed in the Herrington Patriot Center.
- Eligibility: Team members are subject to established IM Sports eligibility guidelines. Patriot Cup teams do not have to be registered student organizations on campus. Organization/team affiliation must be declared at time of entry in order to represent a particular organization/team for Patriot Cup points. Your team must use the same team name and have the same captain for every sport. The captain must give us permission to allow another person to captain a team with his/her team name. The captain can choose to have different players on his team for every sport, but as long as he uses the same team name that team will accrue points. Patriot Cup points will be tracked for Men's and Women's divisions.
- Patriot Cup Points:
 - Sportsmanship: Each Team is awarded one hundred sportsmanship points at the beginning of the academic year. Deduction of sportsmanship points is at the discretion of the Assistant Director. To penalize poor and improper sportsmanship, points can be deducted from a team's standing for the following reasons, as well as for other unspecified acts of non-sporting conduct:
 - Sportsmanship Infraction: Depending on severity (Ex: Ejections, Sportsmanship Rating below 3)
 - Forfeit: -10
 - Use of Ineligible Player: -20
 - Participation: Teams may gain participation points by playing in each activity:
 - Major/Minor Team Sports: 15 points
 - Individual/Dual Sports: 10 points
 - Placement: Each organization that finishes in the top four in tournament play will earn the following points:
 - Major Team Sports
 - a. 1st – 50
 - b. 2nd – 40
 - c. 3rd – 30
 - d. 4th – 20
 - Minor Team Sports
 - a. 1st – 30
 - b. 2nd – 25

- c. 3rd – 20
 - d. 4th - 15
- Individual/Dual Sports
 - a. 1st – 15
 - b. 2nd – 10
 - c. 3rd - 5
- Major sports: 7v7 Flag Football, Outdoor Soccer, 5v5 Basketball, Indoor Volleyball, Softball.
- Minor Sports: Sand Volleyball, Indoor Soccer, 3v3 Basketball, 4v4 Flag Football, Dodgeball
- Individual/Dual: Tennis, Table Tennis, Spikeball, Cornhole, Disc Golf
- *The Assistant Director may add or remove events depending on facility space, weather, etc**
- Point Protest: team captains/managers who believe an error had occurred in the awarding of points for any activity may challenge the points by notifying the Assistant Director in writing of the challenge. The team captain must provide specific information as to why they believe an error has been made. This challenge must occur by the last day of classes in the semester when the points were awarded, or by noon on the fifth day after the points in question are first published, whichever occurs latest.

Activity Information

- Registration: Teams, doubles partnerships, and individuals wishing to compete in an event must submit an entry on imleagues.com before the published deadline. The minimum number of participants must be on the roster for the team to be confirmed within the league. Teams that fail to reach the minimum number of players on their roster by the deadline will not be scheduled. Teams must be formed prior to entry; no individual entries are allowed for team sports (see 5.2 Finding Teams).
- An individual may play for only one team per sport, plus one co-rec team per sport if a co-rec division is offered.
- Roster additions: New players may be added to a team's roster up to 14 days after the signup deadline. No additions may be made to a roster once that period has passed.
- Leaving a team: an individual may only leave a team if the player has signed into less than two games for their respective season.
- Finding Teams: Free Agents/Individuals who are interested in playing in the Open or Co-Rec Division for a team sport may join the free agent section of the preferred sports league through IM Leagues on the Intramural website. Individuals are responsible for contacting each other to arrange meeting times and/or to discuss forming a team. Existing teams may utilize this information to look for participants to add to their roster prior to the first tournament game.
- Team captains' meetings: Captains' Meetings will be sent to all participants on the day following the signup deadline through IM Leagues to review playing rules, special situations, and changes to intramural policy.
- Captain's Responsibilities:
 - The team captain is a vital link between the individuals participating in a sport and the Recreational Sports staff. For this reason any person assuming the role of a team captain has a number of responsibilities he/she is obligated to.
 - Informing all players of the game time and location. This includes checking the playoff schedules the first day of posting and every day following competition.
 - Making sure that all members of their team present a valid ID prior to the start of every game. Valid ID is required at all intramural events and should be presented each time an individual plans to participate in an event.
 - Represent each member of their team and be the only one to discuss rule interpretations and calls with the umpires/officials.
 - Be familiar with all rules, schedules, policies, and procedures of the Recreational Sports Office and pass this information along to all team members.

- Assist the intramural sports staff with the implementation of the sportsmanship policy and stress to each participant its importance.
 - Be at the site at least 15 minutes prior to the start of every contest in order to be sure the team roster is recorded on the score sheet and that any necessary equipment is checked out.
 - Communicate with the intramural sports office throughout the season about any problems or concerns that may be occurring at the site.
 - Making sure that all members of your team are eligible to play in an intramural contest. This not only includes whether or not they are a student or faculty/staff member at UT Tyler but also having full knowledge that each member is playing on a legal number of teams.
 - Represent his/her team by cooperating with the supervisors at the site concerning any protests, incidents, or accidents that may occur as well as with the Recreational Sports staff the day following such occurrences.
- 5.4 Fees to play: There are no entry fees for Intramural participation other than the golf scramble, bowling, and Putt Putt.
- Event scheduling: Generally, intramural contests and tournament brackets are posted the day following the published activity deadline. Participants should remember that facilities and funds are limited and that event scheduling is reflective of that fact. We will strive to provide participants twenty-four hour notice for most schedule changes. For most team sports, we will endeavor to at least 3 regular season games plus a single elimination tournament. Individual sports are usually scheduled as single or double-elimination tournaments. Participants should be aware of their path and schedule throughout the entire tournament. Participants should be familiar with reading and understanding standard tournament brackets. If you need help, please contact an Intramural staff member.
 - Postponing contests: Intramural Recreational Sports may postpone contests due to several reasons: inclement weather, unplayable field conditions, space usage conflicts, unavailable officials, emergencies, or other unanticipated reasons.
 - Rescheduling contests: Team captains or singles/doubles player(s) may request a contest be rescheduled. The request must be in writing and must be received by the Assistant Director of Rec Sports 24 hours prior to game time. If the requesting team has not filled out time preferences on imleagues.com, the request may not be taken into consideration. In most cases, contests will be rescheduled using the following principles:
 - The Assistant Director has final say in determining contest times and dates. They may make exceptions to these guidelines in the case of extreme circumstances or emergencies.
 - Rescheduling requests will not be considered if the postponement will impact subsequent but already scheduled contests. For example, if the request is to postpone a 6:00pm contest, yet the winner or loser of that contest is to play again that same evening, then the request will be denied. Another example, if the request is to postpone a 6:00pm contest and winner or loser of the 6:00pm contest is to play the next day, and there is no opening in the facility schedule or officials are not available before the winner or loser would play the next contest at its scheduled time, then the request will be denied.
 - Contests that will be rescheduled will be scheduled for the soonest possible date that the space is available.
 - The players (for single or doubles activities) or team captains must agree on a makeup date/time in consultation with the Assistant Director if facility or officials availability is to be considered.
 - This agreement of a makeup date/time must be reached and communicated in writing by each player (for singles and doubles activities) or team captain to the Assistant Director 12 hours prior to the contest start time.
 - Failure to reach an agreement as to a make-up date/time by the deadline results in the original contest time being in effect.
 - Defaults: If a team or individual/doubles participant notifies the Assistant Director 12 hours prior to the scheduled event that the team or individual will not be able to compete in a scheduled contest for

any reason; the opposing contestants will win the contest by default. Also, a team or individual participant who has started a game but cannot continue due to injury, illness or disqualification will lose the contest by default. There is not a forfeit fee associated with defaulting a contest.

- Organizations whose teams or individual/dual participants who lose a contest by default still receive participation and placement points already earned so long as they have actually participated in a contest or subsequently actually participate in a contest.
- If the notification occurs within 12 hours of the scheduled event, the contest is considered forfeited.
- Forfeits and forfeit fees: A fee of \$20.00 for Team sports and \$10.00 for Singles and Doubles events will be assessed for each contest forfeited due to no show or failure by a team to reach the minimum number of players present to play by game time. If the team or player(s) pay the forfeit fee before their next contest, then the team or player(s) will be reinstated to competition. If the fee is not paid prior to their next scheduled contest, that game will be also declared a forfeit. The captain then will be charged for two forfeits and according to the current rules will be removed from further play in that sport.
- At the end of each event, an email will be sent through imleagues notifying the captain of forfeit fee and suspending them from play. Fees not paid by the team captain will result in that captain/organization being suspended from entering further teams and or individuals in Intramural events. At the end of the current semester and the bill is still not paid a request to put a hold on the student's account will be issued through Student Accounts. Once the fee is paid the account will return to good standing.
- A team forfeiting two regular season games will be removed from the league and will not be eligible for tournament play.
- Tournament Seeding: Tournament seeding will be determined by the following criteria: Win Pct., Head to Head, Sportsmanship Rating, Points for, points against, and coin flip.
- Protest of playing rules: Participants may not protest judgment calls of intramural officials. Some examples of judgment calls are: balls and strikes, out or safe, fair or foul, ball in or out of bounds, fouls or no call, carry/lift or legal hit. Protests are allowed only for misapplication of rules. When a participant believes that a game official has misapplied or misinterpreted a published playing rule, the respective team's captain or manager must notify the game officials of the protest before the next play of the game. If the decision in question happens to be the final play of the game, the protesting team must file a protest with the event supervisor before leaving the facility. Protests made after these deadlines will not be considered.
- When a team captain protests a non-judgment decision made by an intramural official, the officials will follow this protest procedure:
 - The game official will suspend further play.
 - The protesting captain will explain the playing rule for protest.
 - The game official will respond with rationale for the original decision.
 - The game officials and the supervisor on duty will discuss the situation in the absence of all participants. These officials will decide whether a misapplication of the rules has actually occurred, and if so, will correct the decision.
 - The decision will be communicated to the team captains.
 - If the team captain(s) is not satisfied with the decision, the captain may then file a formal protest with the Assistant Director before 12:00pm noon of the following business day.
- A team filing a formal protest with the Assistant Director must follow this procedure:
 - The team must have protested the decision to the game official following the procedures listed in Section 5.6.1. Other protests will not be considered.
 - The formal protest must be in writing, detailing the date, time and place of the situation in question, as well as a detailed description of the decision in question. Formal protests submitted via e-mail will be accepted. This detailed description must include the precise rule citation from

the published playing rules. Protesting teams may borrow necessary publications. The team must also record all factors necessary to restarting or reconstructing the game, such as possession, inning/half, time remaining, players on base, number of outs, etc.

- The Assistant Director will review the protest and a decision will be issued promptly. The Assistant Director will only order a game be replayed when he/she believes that the decision of the official had a deciding influence on the outcome of the game.
- Awards: Intramural Championship tee-shirts will be awarded to the winner in each League in all Intramural events.
- Number of tee-shirts awarded: Individual and doubles champions are each awarded champion tee-shirts. For Meets/Special Events, tee-shirts will be awarded to event winners in each league. Team sport captains will receive tee-shirts equaling 2 times the standard number of players needed to compete, (for example, 5v5 basketball will receive up to 10 shirts, regardless of team roster size).

Regional Tournaments

- Eligibility: It is up to the Assistant Director to determine if teams will be allowed to go to regional tournaments. If Assistant Director does allow teams to go, the Rec Sports Department MAY pay for the entry fee and hotel cost for all teams that are eligible to attend. Requirements are as follows:
 - Must win sports championship.
 - Must sustain a 4.0 sportsmanship throughout the regular season AND playoffs.
 - Must have 60% of original roster attending the regional. Can pick up players if team needs to but majority of roster must go.
 - Must be an undergraduate (or graduate student) and be enrolled in at least 9 hours (6 hours) with the registrar.
 - a. Teams must pay for all other expenses (i.e. gas, food, etc.).
 - b. Teams that do not meet requirement ONE can still attend regional if the team meets requirements 2-4. They must pay for ALL expenses, including entry fee.
- Guidelines: All UT-Tyler teams attending regional events must abide by University policies and tournament rules. In addition, all travel paperwork must be completed and turned in prior to leaving for tournament. Failure to abide by guidelines will result in team repaying RecSports for their contributions and may result in discipline from the office of Judicial Affairs.
- Captains Agreement: All captains must complete the following agreement prior to registering team for regional tournament:

By signing below, I, _____, agree that my team will attend all required games and meetings at the NIRSA Regional Event. In addition, my team and I will abide by all tournament conduct rules as well as University of Texas at Tyler policies. Lastly, I agree to return all RecSports equipment in working order the week following the event. If I and/or my team fail to do abide by these statements, I will be responsible for repayment of RecSports contributions to the event.

Signature _____ Date _____

XI. Club Sports

General Policies and Procedures

- All club sports must file required paperwork with Student Life and Leadership as well as Rec Sports each semester. Required paperwork includes:
 - Club Constitution
 - Risk Management
 - Club Roster

- Upon approval from Student Life and Leadership, all above paperwork must be submitted to Assistant Director of Intramural and Club Sports

Club Requirements

- In order to maintain good standing as a Sport Club, each team must take care of five requirements.. If good standing cannot be maintained, clubs may be put on probation or removed from the organization.
 - Maintain 5+ Active Members
 - Must be enrolled UT Tyler students
 - Active membership
 - ❖ All dues paid
 - ❖ Forms complete and turned in
 - ❖ Participate in 25% of team practices OR attend 50% of non-playoff
 - May be put on probation if there is an issue with low membership
 - Probation give the club 1 semester to make positive progress towards a bigger membership
 - ❖ Return to full status if club returns to 7 or more members
 - ❖ If club fails to attain 7 members or have significant improvement, the sport club will lose its sport club status
 - Maintain Risk Management Officers (RMO)
 - Each club needs at least 1 RMO officers that are currently CPR, AED, and First Aid Certified for every 10 members. (clubs with 11 members need 2, 21 members need 3 etc.)
 - ❖ Less than 10 active club members
 - Only 1 RMO required
 - ❖ One of the RMO's may hold another position on the sport club, but not both RMO's

Budget Request System

- Reasoning
 - To be able to distribute budget fairly between all clubs
- System
 - Club Sports team must submit a typed request form at least 10 days before purchase date.
 - Assistant Director will review all request forms and distribute all funds on an equitable basis among all teams.
 - Budget requests must include cost estimates, quote If possible and reasoning for the request.
 - Budget requests submitted with less than 10 days prior to purchase date will not be considered.

Community Service

- Encouraged 20 hours for the academic year
 - Teams that have 20+ community service hours will have priority in requests for space use when available
- Ideas
 - On Campus
 - Volunteer opportunities through school events
 - Off Campus
 - YMCA
 - Parks and Recreation

Paperwork

- Each club must complete all paperwork required by the Sport Club Office. Most forms are found Student Life and Leaderships website.
 - Officer Contact Form: Due within the first 2 weeks of the academic year or after tryouts, after club officer elections, end of the year prior to finals
 - Roster: continually updated throughout the year; due 2 weeks after practice starts and after tryouts are completed
 - Fall Schedule: due as soon as possible to ensure facility reservations and travel accommodations, must be completed prior to the first event of the semester
 - Updated Bylaws: due on November 1st; each club is required to update their club bylaws to ensure current club practices are reflected in the club bylaws
 - Spring Schedule: due as soon as possible to ensure facility reservations and travel accommodations, must be completed prior to the first event of the semester
 - UT Tyler Email Check: completed randomly throughout the year to ensure that the club email is being checked continuously
 - End of Year Report: Due May 1st or after the last competition is completed by the club
 - End of Year report to include games/tournament participated in, number of members, SWOT analysis for team, action plan for next academic year.
 - Inventory Report: Due May 31st; all equipment must be returned to the proper storage unit

Membership

- Requirements
 - Must be listed on club roster (form below)
 - Both liability and medical release form on file
 - Be considered “active” member of club

Travel

- Travel request form must be completed at least 10 business days prior to trip
 - Travel Approval Request
 - Post-Travel Report
 - Travel Options
 - Personal Vehicles
 - Most frequent method
 - Be aware of owner’s liability insurance
 - All passengers must be on approved travel roster
 - Gas charges eligible for reimbursement
 - ❖ Must fill up prior to departure and upon arriving to Tyler
 - ❖ Must have receipts
 - Rental Vehicles
 - Must inform Sport Club and Events Coordinators of rental plans
 - Not over 12 passenger vans
 - Rental discount through Enterprise
 - ❖ Reimbursement for rental vehicle may be covered by REC account if funds are available
 - ❖ Must have receipts
- *Note: this option will not allow RecSports to fund registration fees*
- Planes, trains, and buses
 - Make reservations as far in advance as possible
 - Consider reservation fares that have no penalties for changes or cancellations
 - Reimbursement for rental vehicle may be reimbursed if funds are available

Storage

- Equipment Storage
 - equipment purchased by the club with UT Tyler funds or club dues is UT Tyler property and needs to be stored on campus
 - Return
 - All equipment must be returned by May 31st deadline unless previous arrangements have been made
 - Inventory
 - Return or replace (if lost, stolen, or destroyed) items by this deadline
 - If not returned, students will be billed
 - Fusion
 - Equipment checked out to individual students inventoried on Fusion software program

Club Sport Funding Request Form

****All funding request forms must be typed and submitted at least 10 business days before purchase date****

Name of club: _____

Name of person(s) requesting: _____

Role(s) within club: _____

Reason for request:

Costs associated with request (provide specific details):

Other information for Assistant Director:

Total amount requested: _____ **Representative Signature:** _____

Assistant Dir. Notes:

Amount Funded: _____ **Assistant Dir. Signature:** _____

Roster Form

