



NORTH AMERICAN  
UNIVERSITY  
INSPIRATION INNOVATION GLOBAL COMPETENCE

# Sports and Recreation Manual

Policies, Procedures and Eligibility Requirements

Dean of Students Office  
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North American University  
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## Introduction

## **Introduction**

College is more than just going to class, it is also about getting involved!

Students who become engaged in Student Life during their time at North American University are more likely to develop leadership qualities; such as social and communication skills which can be applied to their career and personal lives.

This “Student Guide Book for Organizations” is the student’s manual to starting an organization on the North American University campus. It is also a useful tool for already active/charter organizations.

“Studies show students involved in extracurricular activities are more likely to become leaders, more willing to complete tasks, more willing to voice opinions. Extracurricular activities are also a good way to explore social, political, and career interests.”- Montana State University

## **Mission**

**“North American University (NAU) is a private, non-profit, and non-denominational institution offering bachelor’s degrees in business administration, education, and computer science and a master’s degree in education. The University is committed to the systematic pursuit of academic excellence, professional and personal development, research, and scholarship. NAU strives to provide an environment promoting diversity, sustainability, global cultural competency, and responsible citizenship”.**

## **Benefits to Sports Clubs and Recreation Activities**

Dear Students,

Thank you for your interest in North American University's Club Sports Teams and Recreational Activities. The Student Services Office supports all students willing and wanting to participate in recreational, fun and healthy physical activity. Sports are a great way to keep in shape, remain healthy and promote a strong lifestyle. This manual is designed for students to understand the procedure, policies and eligibility requirements regarding Sports and Recreational activities.

The benefits include the following:

- Practice
- Team unity
- Healthy activity
- Participation in sports tournaments/games
- Suggesting development of change
- Use of NAU facilities for practice and/or tournaments , if available

Thank you for your interest in joining and/or starting a club sport. Again, we at the Student Services Office look forward to helping you succeed. Please feel free to visit or email us with any questions. We look forward to working with you!

Sincerely,

Alexis Lakers  
Student Life Coordinator  
Room: 843  
Phone: (832) 230-5543  
Email: [alakers@na.edu](mailto:alakers@na.edu)

## **Steps for Starting a Club Sport**

1. Interest- If you have an interest in starting a club sport on campus, express an interest with our Student Services Office
2. List- Provide a list or a sign-up sheet of potential interested team members of that particular sport.
3. Paperwork Submission- Once your application is received and approved you will receive a request to submit your paperwork (Completed membership roster, and advisor or coach confirmation form/contract, sports liability paperwork).
4. Meeting-The Student Life Coordinator will contact the person of interest to set up a meeting to go over the Sports Liability Packet.
5. Approval- The Student Services Office will review and determine if the club sport is eligible.

## **Paperwork Checklist**

- ✓ 1. Membership Roster\_\_\_\_\_
- ✓ 2. Tentative Practice Schedule (if applicable to consistency)\_\_\_\_\_
- ✓ 3. Sports Liability Paperwork of ALL Participants\_\_\_\_\_
- ✓ 4. Advisor/Coach Confirmation Form/Contract\_\_\_\_\_

## Definition of a Sports Club and Recreational Activity

**Sports Club-** A sports club is a club comprised of students wanting to participate in a team like environment that are enrolled in North American University. It involves physical activity and dedication to your team and sport. All Sports Clubs must meet the eligibility requirements that are stated in this packet. Sports Clubs hold practice and participate in games/tournaments against other schools. They are required to uphold all university standards as well as club conference standards. If you plan on being in a club sport please be advised that you now hold a responsibility that is not to be taken lightly. Also, note that all Intensive English Program Students cannot participate in Sports Clubs due to conference regulations. All sports clubs are inclusive to the following:

- Soccer
- Basketball
- Volleyball
- Golf
- Dance/Cheerleading
- Football
- Track
- Baseball
- Softball
- Tennis
- Wrestling

**Recreational Activity-** Recreational activity is inclusive to physical activity without participating in tournaments/games against other schools. Any student from North American University and the Intensive English Program can participate in recreational activity. Recreational activity participants don't need to have sports liability paperwork. All recreational activity is inclusive to the following:

- Billiards
- Darts
- Table Tennis
- Games/tournaments at North American University against other I.E.P. or NAU students.
- All sports (baseball, soccer, volleyball, etc.)

## **Sports Club Eligibility Requirements**

Sport clubs participate in tournaments and games within sport club conferences. These conferences have certain standards that all participants must be in-regulation with. Below is a list of requirements that must be upheld by the conference and North American University.

- Must be enrolled in North American University
- Must be taking at least 6 college credit courses
- Must have a cumulative grade point average of a 2.0
- Must represent North American University ONLY
- Cannot have been a professional in related activity
- May not be on academic probation
- May not be a current Varsity Player in the same academic year in related activity
- Must have valid student ID
- Must have matching uniforms

The following are ineligible participants:

- Faculty
- Staff
- Professional players
- Students on academic probation
- Intensive English Program (I.E.P.) Students
- Students that are not enrolled with North American University
- Students that are under Disciplinary Action
- Students that are under a 2.0 Cumulative GPA

*\*\*\*For any questions or concerns regarding Conference Rules and Regulations please see the current league Club Conference rules and regulations\*\*\**

## **School Recognition Requirements**

Each club sport is required for each participant to be in good academic and judicial standings. They must have all personal paperwork filled out completely and submitted to their team captain. The team captain is required to have a copy of all materials and the Student Activities Coordinator must have the original copy.

## Student Recreational Activity Checklist

Student Recreational Activity can take place at any time or date dependent upon approval. If any student would like to hold a recreational activity please submit a brief summary of what kind of recreational activity you would like to hold on the North American University campus, along with contact information, a list of supplies needed and a list of dates and times. This also needs to include a list of students willing to participate in the recreational activity. Please be advised that you may want to check the date and time to make sure nothing else is going on at that time and place. You are more likely to get the space/supplies if there is not another event at the same time. Depending on the recreational activity you may need a certain amount of people in participation in order to get approval.

Below are examples of what is to be submitted upon approval in order to hold a recreational activity. Please review before submission.

### Brief Summary Example:

*I, Suzie Lu-Who would like to hold a table tennis tournament on campus. All North American University students can participate and I.E.P. Students can participate. We will need the use of the tennis tables, paddles, ping pong balls and the Main Buildings Cafeteria space. I would like to hold this event on November 5<sup>th</sup> between the hours of 4 and 6pm. If this recreational activity is approved you can reach me via email at [suzieluwho@na.edu](mailto:suzieluwho@na.edu) or my cell at (555) 555-5555. I have attached a sign-up sheet of the willing participants to this summary.*

### Sign-up Sheet Example:

<u>Name</u>	<u>Student ID #</u>	<u>North American Email Address</u>
Suzie Lu-Who	55555555	<a href="mailto:suzieluwho@na.edu">suzieluwho@na.edu</a>
Joe Schmoe	11111111	<a href="mailto:joeschmoe@na.edu">joeschmoe@na.edu</a>



## **Recruitment**

Once your sport club has been approved, it's time to get other students involved!! The best way to recruit is to appeal to a specific group of people. You may see more results targeting a specific group within the university, rather than trying to advertise to the whole student body. Think about what kind of student your sport club appeals to. In the first practice of the club discuss and plan how to advertise to gain more students. Word of mouth is usually the best form!

Students can create flyers and post them on them on the Bulletin Boards with Student Services approval, hold information tables, or host events to gain interest in the student population. For more information or ideas contact the Student Activities Coordinator.

## **Fundraising/ Events**

If your sport club would like to fundraiser or hold an event or activity, it must be first passed through the Student Athlete Association and Student Services and possibly the Student Government Association. You may hold an event/activity or fundraiser that withholds the policies and guidelines of North American University (please see Student Handbook).

You may fundraise for any charity of your sports club choice or you may fundraise for your club after you have received approval from Student Services and SAA and possibly SGA.

Student sports clubs can hold several types of fundraisers, including: bake sales, campus garage sales, lemonade stand sales, etc. Your sports club can also hold big fundraising events, walks, marathons, Relay for Life, etc.

Student sport clubs can hold a number of events or activities, including; dances, games, off-campus travel activities, etc.

Prior to the event/activity you must pick up a Budget Allocation Application or if you are planning a fundraiser you must pick up a Fundraising Request Form. After you have received approval, and the event/activity or fundraiser has taken place you must submit an event report to be turned in no later than 72 hours after the event or activity has taken place.

## **Instructions on Membership Rosters**

- Must be typed
- Must include all members of the club/organization team
- Must include all names
- Must include each members student I.D. number
- Must include Uniform number
- All members must be in alphabetical order

## **Instructions on Practice Schedule (if applicable)**

- Must be typed
- Must contain 1 practice time each week within a month
- Must have the practice space

Example:

Volleyball Club

September 4<sup>th</sup> at 12pm off campus at 2<sup>nd</sup> Baptist Church

September 11<sup>th</sup> at 2pm off campus at the Harmony School Gym next door

September 18<sup>th</sup> at 4pm off campus at the Harmony School Gym next door

September 25<sup>th</sup> at 6pm off campus at the Harmony School Gym next door

(Repeat for each month)

## **Instructions on Running a Practice**

If your club sport does not have a coach but is instead coached by students, please make sure that you do the following:

- Warm up/Stretch
- Drills
- Mock games/tournaments
- Meet at the end

## **Student Athlete Association**

Student Athlete Association is the governing board over all Sport Clubs. They hold meetings during both the fall and spring semester to go over any changes, such as conference rules, school rules, new procedures and policies. Any member of each club sport can attend any Student Athlete Association meeting at any time.

Student Athlete Association runs like a school sanctioned organization. They consist of a President, Vice President, Secretary, Treasurer, and Senator. The SAA plans events or activities that may require the help of sports clubs. They will notify you of their plans that may include club sport attendance or help.

They are responsible for putting on 4 programs. These programs require the participation of 50%. If you are a student in a club sport, you are an automatic member of the Athlete Association and you are required to be at the activities/events that the SAA chose to do.

## **Student Government Association Councils**

### Budget Allocation Council:

The Budget Allocation Council is comprised of the Student Government Association Executive President and Executive Vice President of Finances. Their job is to allocate all student fee funding in a fair and just manner. Every student club/organization is budgeted certain money dependent upon the amount and the situation it calls for. SGA is in charge of managing this money and this responsibility is taken very seriously. The Budget Allocation Council (BAC) receives budget proposals (BA) from student organizations and agrees upon the amount that each organization should receive for each activity, event, or request. The BAC along with the Student Services Office decides on the events or activities budget for organization and/or clubs.

### Organizational Council/ Senate:

Comprised of a representative from every organization under SGA's jurisdiction. Organizations/Clubs under SGA include any and all organizations that receive student activities funding allocated by the Budget Allocation Council. These organizations must also submit their constitutions and must be chartered by the school in order to receive funding through the Budget Allocation Council. The Senate also serves as a forum for organizations/clubs to express concerns, problems and upcoming events. Senator meetings occur during each semester and all organizations under SGA are required to send at least one representative to each meeting.