



Competitive Sports

Program Handbook 2024-2025

All team officers are expected to review and follow the policies outlined in this handbook

This manual is intended to:

- Outline the services available from Recreation & Wellness
- Outline the procedures for creating a Competitive Sport
- Outline the responsibilities of the University and of participants in the Competitive Sports Program
- Provide advice and recommendations to participants in the Competitive Sports Program

This is a tool to assist in effectively managing a competitive sport. Adherence to the policies and procedures in this handbook are required by Utah Valley University.

Any policy not covered in the handbook should be referred to the Competitive Sports office

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Introduction

The Mission of Recreation & Wellness

Our mission is to contribute to academic persistence and retention by providing a broad range of recreation, wellness, and student engagement opportunities to students and the UVU community that complement the academic experience.

Introduction to UVU Competitive Sports

A Utah Valley University Competitive Sport team is a voluntarily registered student organization established by students who participate and compete in a sport or activity in pursuit of the development, skills, and interests of its members. Competitive Sports are competitive in nature, a member of a Regional/ National Governing Body, and compete with teams from opposing universities located near Utah Valley University. Competitive Sports are administratively supported by the UVU Recreation & Wellness Office; however, there is an emphasis on student leadership as the teams are student-organized, student-managed, and student-operated.

Utah Valley University does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, age (40 and over), disability, veteran status, pregnancy, childbirth, or pregnancy-related conditions, genetic information, or other bases protected by applicable federal, state, or local law, in employment, treatment, admission, access to educational programs and activities, or other University benefits or services.

Add IX statement when it comes.

Competitive Sports Goals:

Competitive Sports are first and foremost student organizations. Therefore, it is important that the management and decision making of the team be made by its student members. Participation in the Competitive Sports Program allows individuals to engage the University at a unique level. Participation and management is an educational experience which will develop a set of skills, such as leadership, organization, responsibility, time management, teamwork, and decision making. Competitive Sports are meant to enhance the individual learning experiences through involvement, commitment, and working in a team setting.

Non-Discrimination Statement

Utah Valley University does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, age (40 and over), disability, veteran status, pregnancy, childbirth, or pregnancy-related conditions, genetic information, or other bases protected by applicable federal, state, or local law, in employment, treatment, admission, access to educational programs and activities, or other University benefits or services.

Political Statements

Individuals and groups of students may hold any political view they wish, however teams or their members may not take a stance on behalf of their team, the Competitive Sports Program, or the University.

Benefits and Privileges of a Competitive Sport

Below is a non-exhaustive list of benefits to being a Competitive Sport:

- Use of the Utah Valley University name and trademarks in connection with competition apart from the intercollegiate athletics program in both formal and informal sport settings.
- Use of Utah Valley University facilities free of charge, including table reservations, apart from the UCCU Events Center.
- Use of Recreation & Wellness facilities and priority scheduling.
- UVU Banner Index Account-Campus Financial System.
- Ability to hold fundraisers, events, service projects, etc. on campus with use of campus facilities.
- Ability to publicize on campus with the use of the resources provided by the CS Office, on campus bulletin boards, fliers, posters, and banners.
- Athletic Training Services.
- Graduation cord for athletes that have paid dues and are in good standing with the team the year of graduation.

All benefits and privileges offered to chartered teams may be removed from a team at any time due to misconduct and failure to comply with policy and/or procedures.

Competitive Sport Formation

The following must occur prior to the recognition as an official Competitive Sport:

1. Your team must register with the Competitive Sport Office (CS Office) through the Competitive Sport Application. The team will be placed on a one-year probationary period after an application is accepted.
 - a. This ensures that the team is self-efficient financially and will be sustainable.
 - b. Failure to comply with competitive sport rules and policies could result in the discontinuation of the probationary period.
2. Each team must provide a constitution with the following parameters:
 - a. Define the requirements, goals and expectations of the team for its members.
 - b. Set forth the procedures by which the team leaders, advisors, coaches, and affiliates are chosen.
 - c. Define the responsibilities of team leaders, council, advisors, coaches and affiliates.
 - d. Set forth the rules by which a team is governed and operated.
 - e. Meeting protocols.
 - f. A constitution writing guide will be supplied as requested by protentional teams.
3. Each team must consist of a minimum of 6 participants or the minimum set by their respective governing body, whichever is higher. 100% of the members must be currently enrolled UVU students (unless discussed prior with CS Office). This is a

minimum of 1 credit hour, but the National Governing Body may have a minimum requirement to compete. Names, UV ID numbers, and email address are to be provided upon chartering.

4. The president of the team must be a currently enrolled full-time UVU student (12 credit hours or more, not including LDS institute courses). The student may also be on a semester break if approved by Competitive Sports Office. If a former president leaves without a replacement, the Competitive Sports Office may select an acting president until the team can hold vote to determine the new president.
 - a. If someone has been elected/selected as president and is taking less than 12 credits, this will need to be approved by Competitive Sports Office.
5. The Competitive Sport department will have access to the Banner Index Manager (BIM). Banner is the campus financial system.
6. All Competitive Sport coach(s) must complete the COMPETITIVE SPORTS COACH AGREEMENT FORM.
7. The Competitive Sport must be in good standing with the university.
8. Collection of team dues must be handled through the CS Office. Coaches and students will NOT be allowed to collect dues.
9. Each team member will need to sign a risk management waiver prior to participating in any event, this includes practices, games, tournaments, etc.
10. Each member should be personally insured.

Competitive Sport Organization

Membership Requirements

Competitive Sports are competitive in nature, a member of a Regional/National Governing Body or Association in the sport, and travels and competes at local, regional, and national tournaments. The team has the right to host tryouts for perspective players, and the coach based on playing ability shall have the right to determine who to keep and put on the active roster for the season. Because a player makes the active roster, does not guarantee playing time, and that will be determined by the coach/president. To be in consideration for a roster spot, a student must have the following:

1. Be enrolled as a UVU student, minimum 1 credit OR the minimum set forth by the National Governing Body, whichever is greater. In some cases, students may be required to carry more credits and/or maintain higher GPA standards to be in compliance with National Governing Body guidelines.
 - a. Anyone enrolled as a UCAS student or a high school student are not permitted to participate in Competitive Sports.
2. The student-athlete must be in good standing with the university. Academic standing is determined by the grades a student earns at UVU. A student with the most recent semester grade point average (GPA) and cumulative GPA of 2.0 or higher on a 4.0 scale is in good academic standing.
 - a. When a student-athlete is not making adequate progress towards course completion and the instructor is unable to resolve the issue with the student, the student may be placed on alert status. A registration hold may be placed on

the student's record. The student must then meet with their academic advisor before the registration hold will be removed.

The following player eligibility requirements align directly with the Utah Valley University Academic Standards Policy. Each team member must be in good academic standing with Utah Valley University and/or meet certain requirements to be eligible to participate on a team sport team.

The following is a list and description of the information that each TEAM must submit yearly:

1. Competitive Sport Renewal
 - a. Once a team has been established in the Competitive Sports Program it must renew its profile annually.
 - b. The renewal process will ensure that the description, contact information for the team officers and other team information is correct.
2. Constitution
 - a. To ensure that Competitive Sports reflect the basic philosophy and function of the University, each team is required to prepare and submit a Constitution
 - b. A Constitution writing guide can be found at the web address below.
 - i. uvu.edu/clubs/docs/formal_club_constitution_08132021.pdf

Leadership Positions

The following are guidelines for different leadership positions associated with a team; a team must have a minimum of, but are not limited to the following positions:

President

1. Serve as a liaison between the team and the Competitive Sports administration.
2. Serve as a leader for the team as well as a role model of the community.
3. Ensure that all participants in practices and competitions are approved competitive sport members, meaning that all dues are paid and all proper paperwork is filled out and on file with the CS Office. This includes coaches, current and new members.
4. Attend assigned Competitive Sport meetings, or assign a representative to do so.
5. Facilitate promotion of the team.
6. Notify CS Office of any schedule changes.
7. Ensure all team members are up to date on Competitive Sports handbook policies and procedures.
8. Train future president on duties and responsibilities.
9. Submit necessary paperwork, forms, and reports by indicated deadlines.
10. Delegate responsibilities to other team members as seen fit.

Vice President

1. Preside over team meeting and perform the duties of the president in their absence.
2. Assist the president as needed.

Safety Officer (2)

1. The Safety Officer is an individual elected by the team that will be charged with maintaining safe practices during team events (practice, games/competitions) and travel.
2. Maintain emergency contact information for each team member and all coaches/affiliates.
3. Work with the Athletic Trainer to bring a first aid bag to away games with supplies for injuries if no trainer is accompanying the team on the trip.

4. It is recommended that there are two members and these individuals be First Aid/CPR/AED Certified.

Volunteer Coaches Expectations

Competitive Sport teams are a student run organization and should be treated as just that. Team officers and the team have the authority to make any decision regarding the status of their volunteer coaches/instructors. Competitive Sports and Recreation & Wellness will take measures to investigate and intervene should a coach/instructor reported behavior becomes unsafe, dangerous, hazardous or inappropriate to the athletes and/or the future of the team and/or staff.

Students may elect to bring in an outside coach to help with training of their team, or they may elect a student coach. In either instance, the team must identify who their coach is, either student or other, and must identify the role of the coach and their responsibility. Coaching a competitive sport team is a voluntary position and are not employees of UVU.

Coaches are responsible for the following:

1. Complete and submit the SPORTS COACHES AGREEMENT FORM.
2. Become familiar with Competitive Sports Program Handbook.
3. Provide additional support for the sport team.
4. Be in attendance of all sports practices, and games.
5. Coach the team and will not assume a leadership or management role within the team.
6. Expected to help students understand and comply with university procedure.
7. Remind students to pay their team dues in the CS Office.
8. DO NOT have the authority to sign any contracts, purchase items or make any agreements that will hold Utah Valley University (UVU) liable.

Competitive Sports thanks you for volunteering your time to make our programs better. Please ensure all rules are enforced and followed to ensure the continuation of the program at UVU.

Competitive Sport Conduct

Individual Disciplinary Procedures

Failure of any team member to abide by the rules and policies and guidelines of the Competitive Sports Program, or any conduct unbecoming to the team and detrimental to the University will result in one or more of the following penalties or disciplinary measures.

1. Warning or reprimand-written or verbal.
2. Probation in team participation-continued team participation will be based upon the team member satisfying certain requirements as specified by the Competitive Sports Administration
3. Suspension from team participation-temporary dismissal from team activities for a specified time, after which the member will be eligible to return.
4. Non-payment of team dues or refusal to return University property.

Team Disciplinary Procedures

Competitive Sport Teams who do not follow proper policies and procedures as outlined in the Competitive Sports Handbook and/or by the University will be subject to being placed on probation or being suspended from the Competitive Sports Program. Punishments for infractions will be determined and imposed by the Competitive Sports Program Director or Program Manager.

Minor infractions include, but are not limited to:

1. Failure to submit required documents.
 - a. Travel authorization forms
 - b. Budgets
2. Failure to clean up fields after events or to keep spectators off of fields during events.
3. Teams using fields they have not scheduled or occupying "Open Play" scheduled spaces as a team.
4. Failure to clean up after themselves at Geneva Fields.
 - a. This carries a \$100 fine

* Minor infractions will result in a warning given to the team and a \$75 fine.

The Program Director or Program Manager will notify the team representatives in an email about minor infractions. This email will state the reason for the infraction, and possible consequences if additional infractions occur.

Major infractions include, but are not limited to:

1. Two or more minor infractions.
2. Misuse of team funds and/or abusive use of team funds, includes UVU index or personal team funds.
3. Not following proper purchasing procedures.
4. Failure to submit University required paperwork, i.e. medical waivers, participant forms, team rosters, travel authorizations, eligibility forms, etc.
5. Displaying conduct that is incompatible with the University's function and purpose and the purpose of the Competitive Sports Program (i.e., unsportsmanlike behavior towards officials or opponents or inappropriate behavior on trips).
6. Destruction of property.
7. Not getting approval for logos and wordmarks, or misuse of. All designs must be approved.
8. Allowing ineligible individuals to participate in team activities. Ineligibility can be caused by a lack of waivers, low GPA, and non- UVU student status.

*A \$300 fine will be assessed for every major infraction

If more major infractions occur, or if the first infraction is serious enough, the following actions may also be taken:

- Probation (will last one year to date of punishment unless otherwise noted).
- Funds frozen.
- Loss of funding.
- Loss of facility usage.
- Suspension of Competitive Sports status and possible student organization status on campus.

Appeals Process

The student/team has the right to appeal any decision that they feel is unjust or unfair. The student/team must submit a written appeal explaining why they feel the punishment is unfair to the IM & CS Office within 48 hours of their sanction notification. Any appeals will be reviewed by the Recreation & Wellness Director, Program Director and Program Manager. The appeal will be processed within 72 hours or 3 business days of its submittal and the individual/team will be informed of any change within that time frame. If the individual/team still feels that they have been treated unfairly, they may schedule a meeting with the Dean of Students in order to discuss their case. All decisions made by the Dean of Students are final. *The Recreation & Wellness Department has the right and the duty to punish and/or suspend players or teams at any time if given just due cause.

Financial Guidelines

Teams Accounts

1. Competitive Sports all have a UVU Banner Index Account.
 - a. Use of this account is required for purchases involving trademarks of UVU.
2. Team Dues MUST be paid to the CS office yearly.
3. Competitive Sports are allowed to have and encouraged to have an **off-campus bank account**. Any funds generated from participation fees, dues, donations, sponsorship, revenue-generating events and etc. can be used by the teams' discretion.
4. Any purchase of gear, jerseys, shirts or anything with UVU trademarks is required to be paid through the teams UVU banner index account. Any purchase of UVU logos with an off-campus account will result in suspension of the team.

Team Dues

Team membership dues provide the necessary funds for team sustainability. Prices will be set by each to team to anticipate for the cost associated with their season. The amount decided upon must be communicated out to the team. **Each team is required to charge each team member a minimum of \$25 per year in team dues.**

Collection of Team Dues:

1. Each member is required to pay a team due in order to be a paid member. Members may pay their team dues by cash, check, online, or credit card in the Intramural and Competitive Sports Office.
2. Due to credit and debit card fees, 1.5% -3% of each card transaction will be taken out of the amount deposited. The CS Office does not control the fee amount.

Refunds

Paid dues are not refundable but may be issued on a case by case basis with approval from the Competitive Sports Office and team officers. All monies collected by the Competitive Sports Office will be deposited at the end of the workday to the cashier's office.

Purchasing

A team may make purchases using their UVU index through three available options when working with the Competitive Sports Office. These purchases will be paid for by the team's UVU

index and depending on the method of purchasing may take up to 1 month for delivery. All purchases must be pre-approved and obtain an official email approval before any purchase is made. Failure to do so will result in a violation. If multiple violations are received, the team will lose all purchasing privileges as well as possible dissolution of the team. There are no exceptions to this policy as it is based off federal and state law.

Requisitions

Required for purchases over \$2,500. A requisition is a request for a purchase order. Purchase orders are used by the University to place orders. It is against University policy to place an order prior to the creation and approval of a purchase order. Requisitions are not purchase orders and should not be treated as such.

Credit Card

The Pro-Card may be used for purchases under \$2,500. Prior approval is needed from the Competitive Sports office before a purchase may be made via the pro card. Please work with the Competitive Sports office for all purchasing. An example of this purchase using a UVU Pro-Card is for team uniforms with a UVU logo on them.

Journal Transfer

Any purchase for services on campus will utilize a journal transfer between department. Services this might be used for including photography, marketing, printing, catering, and banquets.

Independent Contract Agreement

No independent contractor forms are allowed to be used by competitive sports.

Every team member must be aware that the Competitive Sports Office does NOT issue reimbursements. Items bought without proper approval or with licensed vendors will result in a purchasing violation and products purchased will be confiscated due to copyright infringement.

Donations and UVU Tax ID

The use of Utah Valley's Tax ID benefits is prohibited.

Competitive Sports Office Funding

Competitive Sports Office has allocated funds for Competitive Sports. These funds will be allocated to all teams that qualify and apply for funding at the end of the spring semester.

- Allocation will be distributed equally to all team that apply and qualify for funding.

Be aware that allocated funds from Competitive Sports Office should NOT be your only funding money for your team. Amounts available may change year to year depending on the amount of Competitive Sport teams, possible budget reductions, or amount of funds team qualify for.

To qualify for funding teams must complete the following requirements:

- Complete Competitive Sport Renewal Form.

- Be in good standing with Competitive Sport Office.
 - Team cannot have received suspension or probation status during the fiscal year.
- Coaches agreement form has been filled out and submitted to the Competitive Sports Office for all coaches.
- All team members have paid dues and completed the Competitive Sports Waiver.

Facility Use Guidelines

Each Competitive Sport that remains in good standing has the privilege of using UVU facilities for practices, competitions, meetings, and events. Indoor gymnasiums, outdoor fields, and meeting rooms are all available to competitive sports free of charge. To utilize these facilities, the team must work directly with the competitive sports staff to reserve facilities well in advance (at least 2 weeks). While the competitive sports staff will try to meet the needs of each team, please note that facilities are limited.

Scheduling and Usage:

- Requesting game times:
 - Teams can begin requesting field space for games up to 1 academic year in advance.
 - Teams must list their opponent, a reservation start time, game time, and end time in order to request space. (Ex: School Name, Reservation start time of 6pm, game time 7pm, end time 9:30pm)
 - Facility Requests for games and scrimmages must be submitted via the Event Request Form in DSE.
 - Games will not be allowed at the Geneva turf fields during Intramurals operations, Monday – Thursday 5pm – 11pm. Please communicate facility needs on weekdays in advance with the Competitive Sports office.
 - A minimum of 2 weeks' notice is required for requesting home games at UVU facilities.
- Requesting practice times:
 - Prior to each semester, a time will be set up to sign up for practice times. The instructions and methods to schedule times will be detailed in the email/message sent out to competitive sport presidents and officers on the mailing list.
 - During finals week, breaks, and other holidays, facility hours are subject to change. If a team wishes to practice during adjusted hours, it must confirm its normal time or request a new time within adjusted hours at least 2 weeks prior to the break.
- Weather Conditions: At the discretion of the competitive sports office, team practices or competitions may be cancelled due to inclement weather conditions, wet play surfaces, or unsuitable conditions.
 - Every effort will be made to make a decision about canceling due to weather 24 to 48 hours before a team competition is to take place so that the team can notify the visiting team(s) however cancellations may be made the day of the event.

- Regarding practice during inclement weather, the Competitive Sports Office will notify the team as late as the day of the scheduled practice. Decisions about closing the fields will be made by 3:00 PM each day. Teams are encouraged to have an inclement weather back-up site available.
- Facility availability may be withheld when improper usage is reported or when teams fail to adhere to University and Competitive Sports policies and procedures. All facility users are expected to use proper conduct.
 - Teams who are practicing after normal business hours are expected to properly lock/secure the facility being used.
- Competitive Sport teams requiring special facilities located off-campus must make arrangements with the owner of the off-campus facility.
- Each team will be financially responsible for damages that occur or if the facility has not been left in clean and suitable condition during use of any facility.
- Teams are responsible for the set-up and clean-up of all facility sites.
 - Failure to do so will result in a \$100 fine.
 - Possible facility suspension.

Revocation of Facility Usage:

- The following behaviors will result in the revocation of team facility usage privileges, as well as additional disciplinary action as described in the Team Conduct section of this manual.
 - Failure to obey all posted regulations and comply with decisions made by Intramurals & Competitive Sports Staff.
 - Use of abusive language toward any University employee.
 - Any other behavior that could result in discipline as described in the Team Conduct section of this manual.
 - Use of fields and facilities outside of scheduled or approved time with result in loss of privileges and possible legal action from the University.

Travel

All Competitive Sport travel is at the leisure and discretion of the team. If using a UVU banner index to pay for travel, all purchase will need to be completed in the competitive sports office and be approved a minimum of two weeks prior to travel. Teams can contact the Competitive Sports office regarding rental car reservations. The Competitive Sports office will not reserve or pay for a team's hotel reservations, flights, gas or other related travel expenses.

Teams may encounter a time where they will be traveling off-campus. To ensure the team members safety, the team must follow the campus travel policy:

1. A **Travel Request** must be completed by the President or other officers and submitted to the Competitive Sports Office, **at least two (2) weeks prior to the event.** This must be completed for in-state overnight and out of state travel. By submitting this itinerary, the campus can recognize the travel as official campus business and more effectively protect students in the case of an emergency.

2. If renting vehicles through UVU, Enterprise Rent-A-Car will be required to be used and the Competitive Sports office will coordinate the reservation. A Minimum of two (2) weeks is required to reserve the rental vehicles.

Plan ahead! The more time the Competitive Sports office has notice of travelling will allow us to accommodate your requests and to follow University Procedures.

Using Private Vehicles

If a team decides that it wants to take personal vehicles, the driver and their insurance will be liable of any accidents or injuries if they were to occur. Each vehicle should have appropriate insurance, current inspection and registration as required, and that individuals traveling in private vehicles understand they do so at their own risk. Drivers need to be aware that by choosing to drive, they assume responsibility for the safety of those traveling in their vehicle. This means that drivers must follow all traffic laws and safety guidelines and should also ensure that their vehicle is in safe working condition before beginning a trip.

1. Team may use private vehicles for travel.
2. It is recommended that a driver, that is transporting another individual(s) to or from an official team event, has completed the University's Driving Training. It is recommended that each vehicle that travels to an event at least have 2 certified drivers with it to make sure that this policy is followed. If a team travels in a privately chartered vehicle this policy is waived.

Risk Management

ALL Competitive Sports participants must fill out a risk management waiver each year they are participating with the team. 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 Competitive Sports develop, implement and practice the following safety policies:

1. Have at least two Safety Officers and be certified in First Aid/CPR/AED. Also, work with the Athletic Trainer to schedule coverage for home games.
2. Ensure the participant has accident and liability insurance. Participants are STRONGLY encouraged to have individual health insurance.
 - a. Some governing bodies provide insurance to players.
3. Inspect fields and facilities prior to every practice session, game/match or special event.
4. All members of Competitive Sport teams are recommended to have a physical exam prior to participating.
5. Develop and practice safety guidelines relevant to your sport.

Athletic Training

A Large benefit to being a Competitive Sport is athletic training services. The athletic trainer will render aid to Competitive Sport student-athletes by providing services within their scope of practice. Education on safety protocols, injury prevention/rehabilitation initiatives, proper hydration, baseline concussion testing and preparedness for practice and competition are just

some of the offerings the Athletic Trainer will assist with. Utilizing the Athletic Trainer is FREE to Competitive Sport athletes.

See Appendix 1 for information on Athletic Training Policies

Critical Policies and Guidelines

Concussion Protocol

The on-site sport supervisor will determine when an injury occurs if there is a suspected head injury for any participants on our facilities. If the supervisor determines there might be a suspected head injury from their observation, then that individual(s) will be removed from all participation and the concussion forms will be filled out. If a participant has been removed, that individual(s) cannot play or practice until they are cleared by the UVU Student Health Center or a primary physician with written documentation (return to play form) sent to the CS Office.

If a participant is transported to the hospital for a head injury when playing at another campus or facility, the CS Office must be contacted by a member of that team. Proper documentation and a return to play form must be submitted to the office before that individual(s) will be cleared to participate.

Alcohol and Illegal Substances

First, it is important for student leaders to know and follow the University's policy on alcohol and illegal substances policy 155 & 157). Specifically, it is the policy of Utah Valley University to maintain a drug-free workplace and campus. The unlawful manufacture, distribution, dispensation, possession and/or use of controlled substances or the unlawful possession, use or distribution of alcohol is prohibited on the Utah Valley University campus, in the workplace or as a part of any of the University's activities. The workplace and campus are resumed to include all Utah Valley University premises where the activities of the University are conducted. Violation of this policy may result in disciplinary sanctions up to and including terminations of employment, expulsion of students, expulsion of team. Violations may also be referred to the appropriate authorities for prosecution. Second, student group leaders should be aware of any alcohol policy that relates to their Competitive Sport activities.

Hazing

Hazing is prohibited by state law and University policy. A student assumes the responsibility to conduct himself/herself in an appropriate manner. Categories of misconduct that are not considered responsible behavior include, but are not limited to the following:

1. Failure to respect the right of every person to be secure and protected from fear, threats, intimidation, harassment, hazing and/or physical harm caused by the activities of groups or individuals.
2. Sexual assault, harassment, or any other unwelcome verbal or physical sexual activity, including the support or assistance of such activities.

There will be consequences to any team and/or students found to have violated hazing laws or University policy by the Dean of Students Office. Sanctions may include loss of its status as a

recognized Team in addition, individuals alleged to have engaged or participated in hazing or committed any hazing act may be referred to the Dean of Students Office for disciplinary action.

Appendix 1: Athletic Training

Team Tiers

Each team has been categorized into a tier level based on physicality, contact level, head injury probability and risk of emergency injury. If you have any questions or concerns, please contact the Athletic Trainer. Any team is subject to change tiers at any time during the semester and will consider sports that are in season versus sports that are in the off season.

These tiers were created to organize the priority level for game coverage, importance of pre-participation exam forms, and baseline concussion testing. Tier 1 sports are considered high risk collision sports that have a high probability of serious injury, specifically to the brain. Tier 2 sports are considered low risk contact sports and Tier 3 sports are no contact.

Tier	Sport
1	Hockey M+W Lacrosse M+W Rugby
2	M +W Soccer M+ W Volleyball Ultimate Climbing
3	Disc Golf ESports

Pre-Participation Documentation and Testing

In conjunction with the Athletic Trainer, the Student Health Services can provide the sports physicals. Every student-athlete is recommended to complete a physical, and the proper documentation must be turned in to the Athletic Trainer upon completion. If participants prefer to see their primary care physician for a sports physical, please provide proper documentation of completion to the Athletic Trainer. Please note that it is extremely difficult to provide adequate care without an up to date physical. For this reason, every athlete is encouraged to complete and turn in a physical. However, physicals are only required for Tier 1 sports.

Each tier 1 sport will be also required to complete baseline concussion testing to participate prior to the start of their season. Each sport will have a designated day for baseline testing. Please refer to the teams communication chats for more details.

Scheduling

To schedule appointments with our Athletic Trainer, visit <https://calendly.com/11039654>. There are 7 categories to choose from when using the scheduler:

- New Injury Evaluation – 15 min. For new injuries only. If you are a tier 1 athlete, you must have a physical on file to schedule this meeting. - **SEE NOTE
- Chronic/Maintenance Evaluation – 15 min. For long-term injuries that have flare ups and need extra attention. This appointment is for a long-term injury that is having a flare up and needs extra attention.
- Staff Injury Evaluation – 15 min. For new staff injuries only.
- Corrective Exercise & Rehabilitation – 15 min. For an injury specific, guided rehab protocol.
- Manual Therapy – 15 min. For manual therapies that include trigger point, athletic massage, ART, IASM, etc.
- Modalities – 15 min. For modality treatments like e-stim, ultrasound, game ready, cryotherapy, thermotherapy, etc.
- 1:1 Meeting – 15 min. For any discussion points outside of musculoskeletal injuries like mental health, nutrition, exercise programs, etc.

**Note: Competitive sport athletes are only required to schedule an appointment when they have a new injury that needs to be evaluated for the first time. The other options for scheduling are highly recommended if you want to ensure time with the Athletic Trainer and can only be scheduled during drop-in hours. There will be sport specific blocks on the Athletic Trainers schedule, so please pay attention when making an appointment.

ATR Hours of Operation & AT Availability

Please refer to the calendly link for specific hours that the athletic training room will be open. Typically, you can expect the hours of operation to be M-Th from 11am-4pm and Friday's from 10am-12pm by appointment only. These hours are subject to change and there will be periods blocked off for specific sport treatments and lunch breaks at which times drop-in hours are not allowed.

Practices

The athletic trainer will make it a priority to show up at practices periodically though the week. If there are certain days/times that work best for your team, please communicate that with the Athletic Trainer. Tier 1 sports will have priority practice coverage for heavy contact days.

Teams will need to provide their own source of hydration for practices unless otherwise requested and communicated with the Athletic Trainer.

Home Game Scheduling & Coverage

The Athletic Trainer is here to cover as many home games/matches as possible. Please be aware again that if your team would like game coverage, all participating athletes must provide a sports physical prior to the start of your season. All physicals need to be turned in to the Athletic Trainer.

On game days, the Athletic Trainer will arrive 2 hours prior to the game for pre-game taping, bracing, and treatments. Any additional time outside of the 2-hour block will need to be discussed and agreed upon 2 days prior to game day. Emergency equipment, additional tape,

first aid supplies, ice, etc. will be present at the game. Any other necessities within reason will need to be discussed prior to game day.

All game and practice schedules will be due to the Athletic Trainer at the start of each semester at least 1 week prior to the start of classes. All changes to these schedules need to be communicated with the athletic trainer and updated on a monthly basis or as often as necessary. Any last-minute games (within one week or less) that are scheduled and failed to be communicated effectively are subject to not have any game coverage and the Athletic Trainer will not be held liable for any negligence in the event that there is an injury.

**Note: Tier 1 sports will have priority game coverage if there are overlapping games

Away Game Scheduling & Coverage

There will be medical kits stocked with supplies that can be taken to away games. Team officers/captains will be put on a list and only those approved people are allowed to check out a medical kit for their games. The kits will need to be reserved and picked up at least 2 days prior to the scheduled depart date. You can reserve kits via email. Please be respectful of the equipment. The Athletic Trainer keeps a list of what goes in each kit. If a kit is returned with missing equipment, that team will be responsible for the replacement of that item. If your team needs something specific or more than what goes in the kit, that will need to be discussed at least two days prior to the scheduled travel day to plan accordingly.

In the event that a team wants game coverage for an away game, that team will be responsible for all travel expenses for the Athletic Trainer including plane/bus tickets, hotel rooms, etc. That team will also need to let the Athletic Trainer know at least two weeks in advance for adequate preparation. Please know that not all requests will be granted due to home game responsibilities. Also, please know that away game coverage is not required of the Athletic Trainer and will be at the digression of the Athletic Trainer.

**Note: Tier 1 sports will have priority game coverage.

Disclaimer

The Athletic Trainer is not a doctor. It is difficult to treat anyone who is not compliant. The Athletic Trainer will only evaluate and treat what they are licensed to and that falls within their scope of practice. The Athletic Trainer is happy to provide medical advice and give suggestions and we hope you will respect that medical opinion as it will be in your best interest. However, the athletic training services are most often a two-way street that requires effort on your end, please do not expect treatment without being willing to do your part!

Scope of Practice

Found in Utah legislature 58-40a-303. Scope of practice.

An athletic trainer may:

- (1) prevent injuries by:
 - (a) designing and implementing physical conditioning programs, which may include:
 - (i) strength and range of motion testing;
 - (ii) nutritional advisement; and

- (iii) psychosocial intervention and referral;
 - (b) performing preparticipation screening;
 - (c) fitting protective equipment;
 - (d) designing and constructing protective products; and
 - (e) continuously monitoring changes in the environment;
- (2) recognize and evaluate injuries by:
- (a) obtaining a history of the injury;
 - (b) inspecting an injured body part and associated structures;
 - (c) palpating bony landmarks and soft tissue structures; and
 - (d) performing clinical tests to determine the extent of an injury;
- (3) provide immediate care of injuries by:
- (a) initiating cardiopulmonary resuscitation;
 - (b) administering basic or advanced first aid;
 - (c) removing athletic equipment; and
 - (d) immobilizing and transporting an injured athlete;
- (4) determine whether an athlete may return to participation or, if the injury requires further definitive care, refer the athlete to the appropriate directing physician;
- (5) rehabilitate and recondition an injury by administering therapeutic exercise and therapeutic and physical modalities, including cryotherapy, thermotherapy, and intermittent compression, electrical stimulation, ultra sound, traction devices, or mechanical devices as directed by established, written athletic training service plans or protocols or upon the order of a directing physician;
- (6) provide athletic training services administration, including:
- (a) implementing athletic training service plans or protocols;
 - (b) writing organizational policies and procedures;
 - (c) complying with governmental and institutional standards; and
 - (d) maintaining records to document services rendered; and
- (7) educate athletes to facilitate physical conditioning and reconditioning by designing and implementing appropriate programs to minimize the risk of injury.

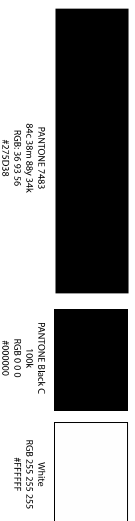
Appendix 2: Approved University Logos

UTAH VALLEY UNIVERSITY is the owner of all rights, title and interest in and to the following indicia, which includes trademarks, service marks, trade names, designs, logos, seals and symbols.

UTAH VALLEY UNIVERSITY *Official Color Palette*

PRIMARY COLOR PALETTE

The primary color palette for the University is shown below.



Club Word Mark



*Color options: green, white, black or combo of green & black

Mascot with Team Name



*Color options: green, white, black or combo of green & black

Combo (Wordmark with Mascot)



*Color options: green, white, black or combo of green & black

- * No other logos or colors are approved for use, unless special permission has been granted each school year by the Competitive Sports Office
- * Use of outside funds (non UVU Banner Index) to purchase anything with UVU logos is prohibited
- * Sports with an UVU Athletics Department counterpart are required to have "Club" before their sport name
i.e UVU Club Soccer

Appendix 3: Strongly Suggested Protocols & Guidelines

Injury Response

These guidelines are intended to provide representatives of UVU Recreation & Wellness Department with a standardized process to evaluate, document, and report incidents that involve a program participant injury.

EMERGENCIES

1. Assess the Situation:
 - Ensure the safety of the injured person and those nearby.
 - Assess the severity of the injury and call for help if needed.
2. Call for Help:
 - Call UVU Dispatch (5555) or 911 for any life threatening situations involving airway, breathing, circulation (ABC's) loss of consciousness.
 - Provide clear and concise information about the location and nature of the emergency.
 - Individuals will not be billed unless they are transported.
3. Administer First Aid:
 - Administer first aid within your scope of training and if consent is given or implied.
 - Stay with the individual until medical personnel arrive.
4. Complete an Injury Report:
 - Document the details of the incident on Connect2 or online at www.uvu.edu/riskmanagement/docs/2023.07.12.accident.report.form.pdf.
 - If using an online form- Print PDF, make 2 copies and send one to riskmanagement@uvu.edu
 - Comp Sports:
 - If using an online form- Print PDF, make 3 copies and send one to riskmanagement@uvu.edu, send one to the Program Director, Jake.myers@uvu.edu and keep one for the teams records
 - Inform Program Director and Sr. Director of incident.

NON-EMERGENCIES

- Assess the Situation:
 - Carefully evaluate the nature and severity of the injury.
 - Ensure the individual is comfortable and able to communicate.
- Administer First Aid
 - If minor injuries are involved (e.g., cuts, bruises, sprains) offer appropriate first aid assistance within the scope of your training and if consent is given.
- Seek Medical Advice:

- Encourage the injured person to seek medical evaluation if necessary through the following options:
 - Student Health Center (on campus Mon-Fri 8am-5pm)
 - Individual Health Care Provider
 - Athletic Trainer (on campus, and if eligible)
 - Offer to call for medical transportation if necessary (individuals will not be billed unless transported)
- Complete an Injury Report:
 - Document the details of the incident on Connect2 or online at www.uvu.edu/riskmanagement/docs/2023.07.12.accident.report.form.pdf.
 - If using an online form- Print PDF, make 2 copies and send one to riskmanagement@uvu.edu
 - Comp Sports:
 - If using an online form- Print PDF, make 3 copies and send one to riskmanagement@uvu.edu, send one to the Program Director, Jake.myers@uvu.edu and keep one for the teams records.
 - Inform applicable Program Director and Sr. Director of incident.