SECTION I

ORGANIZATION & STRUCTURE
KNOW THESE PEOPLE

• Mike Przydzial
  • Michael.Przydzial@nau.edu
  • 928-523-0567

• Erik Jaeke
  • Erik.Jaeke@nau.edu
  • 928-523-2772

• Rhonda Powers
  • Rhonda.Powers@nau.edu
  • 928-523-9500

• Kristine Heflin
  • Kristine.Heflin@nau.edu
  • 928-523-5181
CLUB E-MAILS

- my.NAU.edu
- Login with NAU credentials
- Add/Remove users
<table>
<thead>
<tr>
<th>Club</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Archery</td>
<td><a href="mailto:archery@nau.edu">archery@nau.edu</a></td>
</tr>
<tr>
<td>Badjacks (Dance)</td>
<td><a href="mailto:badjacks@nau.edu">badjacks@nau.edu</a></td>
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<tr>
<td>Badminton</td>
<td><a href="mailto:badminton@nau.edu">badminton@nau.edu</a></td>
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<tr>
<td>Baseball</td>
<td><a href="mailto:baseball@nau.edu">baseball@nau.edu</a></td>
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<tr>
<td>Bass Fishing</td>
<td><a href="mailto:bassjacks@nau.edu">bassjacks@nau.edu</a></td>
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<tr>
<td>Bowling</td>
<td><a href="mailto:bowling@nau.edu">bowling@nau.edu</a></td>
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<tr>
<td>Cycling</td>
<td><a href="mailto:cycling@nau.edu">cycling@nau.edu</a></td>
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<tr>
<td>Gymnastics</td>
<td><a href="mailto:gymnastics@nau.edu">gymnastics@nau.edu</a></td>
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<tr>
<td>Ice Hockey (D2)</td>
<td><a href="mailto:icejacksd2@nau.edu">icejacksd2@nau.edu</a></td>
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<tr>
<td>Ice Hockey (D3)</td>
<td><a href="mailto:icejacksd3@nau.edu">icejacksd3@nau.edu</a></td>
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<tr>
<td>Competitive Cheer</td>
<td><a href="mailto:jackdup@nau.edu">jackdup@nau.edu</a></td>
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<tr>
<td>Kendo</td>
<td><a href="mailto:kendo@nau.edu">kendo@nau.edu</a></td>
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<tr>
<td>Men’s Lacrosse</td>
<td><a href="mailto:m.lacrosse@nau.edu">m.lacrosse@nau.edu</a></td>
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<tr>
<td>Women’s Lacrosse</td>
<td><a href="mailto:w.lacrosse@nau.edu">w.lacrosse@nau.edu</a></td>
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<tr>
<td>Mixed Martial Arts</td>
<td><a href="mailto:mmaclub@nau.edu">mmaclub@nau.edu</a></td>
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<td><a href="mailto:m.rugby@nau.edu">m.rugby@nau.edu</a></td>
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<td>Shotokan Karate</td>
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<td>Snow Association</td>
<td><a href="mailto:snowassociation@nau.edu">snowassociation@nau.edu</a></td>
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<td><a href="mailto:tennis@nau.edu">tennis@nau.edu</a></td>
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<td>Triathlon</td>
<td><a href="mailto:trijacks@nau.edu">trijacks@nau.edu</a></td>
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<tr>
<td>Men’s Ultimate Frisbee</td>
<td><a href="mailto:m.ultimate@nau.edu">m.ultimate@nau.edu</a></td>
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<tr>
<td>Women’s Ultimate Frisbee</td>
<td><a href="mailto:w.ultimate@nau.edu">w.ultimate@nau.edu</a></td>
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<tr>
<td>Men’s Volleyball</td>
<td><a href="mailto:m.volleyball@nau.edu">m.volleyball@nau.edu</a></td>
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<tr>
<td>Women’s Volleyball</td>
<td><a href="mailto:w.volleyball@nau.edu">w.volleyball@nau.edu</a></td>
</tr>
</tbody>
</table>
SPORT CLUBS CALENDAR

• Located on Web Page
  • Click Event Schedule

• Shows:
  • Deadlines
  • Events
  • Trainings
  • Practices
  • Competitions
  • Facility Closures
CLUB REQUIREMENTS

• At least 5 members
• Two officers
  • 2.25 GPA
  • 7 credit hours
• Full-time Faculty/Staff Advisor
• Constitution
KEEPING YOUR CLUB ACTIVE

• Must re-register each year
  • Opens April 1st
• Done through True Blue Connects
  • Include all constitution updates
STUDENT HANDBOOK

- Be aware, understand, and abide by these policies!

nau.edu/student-life/student-handbook/
PARTICIPANT ELIGIBILITY

- Registered Students
  - CCC2NAU included
- Faculty/Staff of NAU
- Community Members
  - Access Membership
REGISTRATION

- IMLeagues
- Code of Conduct
- Health Insurance
- Waiver Form
- Membership Fee
NO TOLERANCE - HAZING

• Hazing is the imposition of strenuous, often humiliating, tasks as part of a program of rigorous physical training and initiation.

• “All affiliates of Northern Arizona University will not tolerate any acts of hazing, even if the victim provided consent to the hazing activity. All alleged acts will be reported to the Office of Student Life for further investigation. Consequences may include but are not limited to: suspension of sport club & student organization status, restitution for damages, statement of warning, probationary period, or suspension/expulsion”.
NO TOLERANCE - DISCRIMINATION

• “All sport club affiliates must to abide by Northern Arizona University’s policy prohibiting discrimination in organizational membership on the basis of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, and genetic information”.
ELIGIBILITY FORMS

• Submit 2 weeks in advance of deadline
• Complete all steps:
  1. Complete form with member info
  2. Turn into SC Coordinator for review
  3. Coordinator will drop-off & pick-up from Registrar
  4. Coordinator will contact club once complete
INSTITUTIONAL EXCUSE FORMS

• Are a privilege, not a right.
• 10 BUSINESS days before absence
• Fill out completely:
  • Typed
  • Names/IDs of all members attending
  • Advisor Signature
  • SC Coordinator Signature
• Submit to Student Life after complete
SECTION II
TIER SYSTEM
OVERVIEW

• Need to build a PROGRAM
  • Community
  • Accountability
  • Ownership
  • Responsibility

• Will effect funding levels
  • Collaboration with ASNAU
PLACEMENT YEAR

• Which Tier is right for your club?
• Conditional Tier Requirements = Good Standing
• Applications open in March 2016
  • Must re-apply after each year
WHAT’S NEW

• Service Drives
• Advisor Meetings
• SC Experience
• Leadership Series
• Club Support
• Activity Reports
DISCIPLINE POLICY

• Strikes
  • 5-9 = 10% total funding deducted
  • 10-14 = 20%
  • 15-19 = 40%
  • 20+ = Club moves to conditional tier

• 2015-2016
  • Strike levels will be used to determine funding allowance from ASNAU and Sport Clubs Fund
SECTION III

LEADERSHIP
SUCCESSFUL OFFICERS

- Communication
- Transparency
- Accountability

- What advice can you offer to help other officers become successful?
SPORT CLUBS COUNCIL

• Meetings typically held every 3-4 weeks
• Designate a representative!
• Attendance is mandatory
EXECUTIVE BOARD

• 5 Officers from various clubs
  • Kevin Farrell, Men’s Ultimate (President)
  • Marco Sliva, Men’s Lacrosse (Vice President)
  • Olivia Odell, Quidditch (Treasurer)
  • Nicole Bascelli, Gymnastics (Secretary)
  • Blake Souza, Triathlon (Events)

• Responsibilities:
  • SC Fund Allocations
  • Policy Changes/Advancement
  • Event Planning
  • Program Expansion
ADVISORS

• Requirement
• Don’t assume!
• Meetings
• Their role
  • Mentor
  • Resource
  • Listener
  • Advocate
  • Facilitator
COACHES

• Not a requirement
• Club’s Responsibility
• Stipends
• Liability Insurance
• Training
SAFETY OFFICERS

- Handle Risk Management of Clubs
- CPR/First Aid Certified
- Must attend training
SECTION IV
FINANCIAL MANAGEMENT
OFF CAMPUS BANK ACCOUNTS

• Who has an off campus bank account for their club?
  • Open one ASAP if you have not already!
• Federal Tax ID
  • IRS Web Page
• Keep good records of account numbers and location
• Checks and balances
  • Two signers
  • List advisors name on account (or SC Coordinator)
PROTECT YOURSELF

• DON’T
  • Deposit club funds into personal account
  • Use personal debit or credit cards for club expenses
  • Keep cash around
  • Sign any contracts on behalf of NAU
  • Allow coaches to have access to accounts
BUDGETS

- Be realistic
- Keep close track
- Control spending
- Assess changes
FUNDRAISING

• Membership Dues
• Host fundraiser on or off campus
  • On-campus must be approved through Student Life
  • Local restaurant profit share
    • SC Nights
  • Concessions at NAU Athletics events
    • Must meet insurance requirements

• DO NOT HOST:
  • Bake sales
  • Human Auctions
  • Car Bashes
  • Any event involving alcohol
DONATIONS

• Don’t make promises for tax deductions

• NAU Foundation
  • 5% taken
  • Sends letter with tax info
  • Available through reimbursement
  • Can also accept in-kind gifts

• Letter campaigns

• Kristine Heflin (Kristine.Heflin@nau.edu)
  • Currently handles donations for all student organizations
SPONSORSHIPS

• Great funding source
• Get approval before committing to a sponsor
  • Some sponsors may not be permitted by the University
• Violation may risk Sport Clubs and Student Orgs status
FUNDING

- **Available Sources:**
  - ASNAU Senate Bill
  - SC Fund
  - STAC
  - Sodexo

- **Reimbursement basis**

- **Nothing guaranteed**
  - Must meet requirements & receive approval
ASNAU FUNDING

• Stop by ASNAU office in Union
  • Can also contact Senator for Sport Clubs
    • Drake Ridge (dr544@nau.edu)

• 10 business days

• Attend Appropriations Committee Meeting & Full Senate Meeting
  • Thursdays at 5:00pm

• Keep all receipts if approved!
  • Submit within two weeks of event
  • Must be itemized
ASNAU CRITERIA

• How does the request contribute to your mission?
• How does the request educate, enhance, or enrich NAU?
• Does the request duplicate something available on campus?
• Fiscal responsibility of organization and/or request.
• Club’s contribution and/or efforts to obtain other funding.
SPORT CLUBS FUND

• Criteria
  • Meet all tier requirements
    • Conditional tier for 2015-2016
  • Membership paid for all members
  • Be in good standing with Sport Clubs & Student Life
    • No code of conduct violations

• How to apply
  1. Meet criteria
  2. Complete Fund Request on IMleagues
  3. Present to SC Executive Board at next scheduled meeting
STAC

• Apply through Student Life web page
  • 30 days before event
  • 15 minute presentation

• Events
  • Small Scale ($500-$4,999)
  • Large Scale ($5,000+)
    • Max $20,000

Max $20,000
STAC REQUIREMENTS

• Events Must:
  • Be open to all students
  • Take place on campus
  • Not raise money for charitable organizations
  • Not raise money for club
PRIVILEGES

- University name & trademarks
- Funding
- Facilities
- Events
- Institutional Excuses
- Eligibility Forms
- Marketing/Promotion
- Risk Management
- Pro-Deals
- Administrative support
LICENSING & TRADEMARKS

- NAU Sport Clubs logo
- Use of NAU’s name
- DO NOT:
  - Print items with Athletics Logo
  - Print items with unapproved use of NAU or any of it’s trademarks
OFFICE SERVICES

• HLC
  • Copies
  • Faxes

• Student Life
  • Club Headquarters (Mon-Fri 11:00am-7:00pm)
    • Butcher paper
    • Paint pots and letter press
    • 10 dozen balloons/semester
    • 75 black and white copies/day
    • 30 posters or color copies/event
PRACTICE & MEETING SPACE

• Up to 4 hours/week on-campus
  • Extra 2 hours Friday-Sunday

• Facilities
  • South Fields Rec Complex
  • Observatory Fields
  • Health & Learning Center
  • Union Fieldhouse
  • Rolle Activity Center (Limited)
  • HLC 2407 (Classroom)

SPRING PRACTICE DEADLINE – NOVEMBER 15
PRACTICE POLICY

• On-Campus Clubs must report cancelations
  • 4:00pm and later – By noon
  • Earlier than 4:00pm – Within 2 hours of practice start time

• Consequences
  • Loss of practice space
  • Inability to host events
  • Loss of funding
READING & FINALS WEEK

• Reading Week
  • Sport Clubs may still practice with certain exceptions
    • Cannot hold official practice
    • Failing to attend must not affect member status within club

• Finals Week
  • No practices held
  • Reservations closed
CLUB EVENTS

SPORT CLUBS

- Competitions
- Matches
- Seminars

STUDENT LIFE

- Tournaments
- On-campus fundraisers
- Non-athletic events
MARKETING & PROMOTION

• HLC Advertisements
  • Submit content to SC Coordinator
    • Club event
    • Info about club membership
  • Outlets
    • HLC TV Screens
    • Flyers
    • Whiteboard Space

• Other Ideas
  • Tabling in Union or DuBois
  • Pepsi Banners
  • Lumberjack, KJACK, UTV62
ON-CAMPUS PROMOTION

• Do not imply you represent:
  • NAU

• Reserve space through Student Life

• DO NOT
  • Chalk on sidewalks
  • Post flyers other than approved bulletin boards
  • Place flyers on windshields
  • Go door to door in residence halls to distribute
SOCIAL MEDIA

- Not required, but recommended
- Make appropriate posts
  - Should not project a negative image of NAU
- Use only NAU Sport Clubs logo or approved alternative logo

Social Media Statement

“The views expressed on this page are solely those of the [insert sport club name] and do not in any way represent the views of Northern Arizona University or any of their affiliates.”
PRO-DEALS

• Discounts with various companies
  • Equipment
  • Apparel
• Contact SC Coordinator if interested
  • Submit order details
• Adidas
  • 40% discount from team shop
SCHEDULING

• Is the competition available locally?
• Combine competitions into one geographical area
  • GCU and ASU during the same weekend
• Confirm with host one week prior
• Notify SC Coordinator of any cancellation

• SEMESTER SCHEDULES DUE SEPTEMBER 27TH
NOTIFICATIONS

• Must complete for ALL travel
• Available on IMleagues
  • Submit at least 3 days before departure
• Trip Leaders
  • Serve as head contact
  • Communicate details with all traveling members
INSURANCE

• Sport Clubs are NOT covered under NAU travel insurance
• Personal automobile insurance recommended
VEHICLES

• University Vehicles NOT available
• Must use:
  • Personal vehicles
  • Outside rental agencies
    • Can still rent to drivers under 25 for additional fee
• Defensive Driving Course
  • Not mandatory but available to take through Facility Services
EMERGENCIES

- Ensure safety of everyone
- Call 911 if necessary
- Contact SC Coordinator ASAP
CONDUCT

- Represent NAU with respect
- Must follow:
  - Student Code of Conduct
  - Sport Clubs Code of Conduct
  - NAU Policies
  - State and National Laws

“I will conduct myself accordingly, responsibly, and professionally at any and all Club sponsored activities. This includes but is not limited to practice, home and away matches/games/tournaments/events, as well as travel to and from a destination where members are visible to the public.”
QUESTIONS?

THANK YOU FOR ATTENDING

MICHAEL.PRZYZDZIAL@NAU.EDU/ 928-523-0567