

Policy and Procedure

Department: Recreation & Wellnes	Section: Sport Clubs
Title: Event Policies	Effective Date:
Authored by: Greg Durham	Approval Date:
Approved by:	Revision Date:
Type: [Departmental Policy]	

Purpose: The purpose of this policy is to inform students of their rights and responsibilities to host events in Recreation & Wellness spaces.

Scope: This policy applies to all members of the Sport Club Community

Policy: See Attached.

Procedure: Outlined below

Accountability/Follow-up: What happens when a student fails to comply or is in violation of the policy/procedure? (e.g. If a student organization does not enter an event into CU Involved, they would be referred to the Office of Community Standards and Wellbeing for failure to comply with the event entry procedure.)

Students who violate these polices will be contacted by Recreation & Wellness.

Reservations, Facilities, Events and Usage

Reservations

All reservations for Sport Club Events must be submitted via email to the Assistant Director for Competitive Sports or their designee(s). Reservation requests should be submitted at least 10 days in advance of the requested date.

Cancellations

Cancellations of Sport Club Practices should be communicated as early as possible.

Teams that fail to communicate a cancelled practice shall be charged in accordance with the Creighton Recreation & Wellness reservation policy. Repeated cancelled practices will result in the loss of reserved times.

Teams wishing to change the location of their practice must submit a request, in writing to the Assistant Director of Competitive Sports or their designee 24-hours in advance.

Recreation & Wellness Office

The Recreation & Wellness office is in room 211 in the Kiewit Fitness Center. Sport Club Officers can utilize this area for club administrative purposes. Large club meetings may be held in a Kiewit Fitness Center room upon approval from the Creighton Recreation Staff. Abuse of office policies will result in the loss of privileges. The office will only be open from 9:00am to 4:00pm Monday through Friday.

Kiewit Fitness Center

Sport Clubs are permitted to reserve the Racquetball Courts, Courts B, C, D and E, as well as the Multi-Purpose Room and non-lab related classrooms.

Sport Clubs are not permitted to use the Fitness Forum or pool for any Club-related activities without written consent from the Assistant Director for Operations.

Locker Rooms are free to use as clubs need. These are not reserve-able spaces.

Rasmussen Center

Sport Clubs are permitted to reserve the Fieldhouse. Sport Clubs are not permitted to use the Fitness Forum other areas for any Club-related activities without written consent from the Assistant Director for Operations.

Locker Rooms are free to use as clubs need. These are not reserve-able spaces.

Sports Complex

Sport Clubs are permitted to reserve the Sports Complex fields. The Softball field should be reserved through the appropriate Athletic offices.

Practice Schedules

Practice schedules are assigned by the Assistant Director for Competitive Sports. Practice schedule priority is as follows;

1. Competitive Sports Clubs currently in season
2. Competitive Sport Clubs current out of season
3. Recreational Sport Clubs
4. Conditional Status Competitive Sport Clubs
5. Conditional Status Recreational Sport Clubs

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6. All other student organizations.

Game Administration

- 1) Sport Clubs are required to request and confirm facility with the Competitive Sports Office prior to scheduling a contest with the team(s) and/or conference.
- 2) The designated facility will be available to the teams to warm-up and setup 60 minutes prior to the scheduled game start time.
 - a. In the event that two (2) or more games are scheduled on the same date at the same facility, teams playing may not be afforded the entire 60-minute warmup.
- 3) A Competitive Sports Supervisor will be on site to assist with game operations. Duties include, but are not limited to:
 - a. Facility oversight
 - b. Equipment setup
 - c. Risk management.

****Supervisors are not responsible for competitive functions of the game, including but not limited to: officiating, scorekeeping or compiling statistics**.**
- 4) Upon competition of the game, the teams are required to immediately clean up and exit the facility.
- 5) Locker rooms are available to visiting teams at the request of the club president organizing the contest. This request must be made to the Competitive Sports Office no later than three business days prior to the event.

University Closing

In the event of University closing, all Sport Club activities are cancelled for that day.

Rescheduling Activities

1. Sport Club activities are subject to inclement weather and/or poor field conditions. Sport Clubs activities are also subject to either cancellation or a mandatory reschedule due to special events held in the requested facility at the same time.
2. The Competitive Sports Office will contact the club president or team representative to communicate all potential cancellations and reschedule requests.
3. Weather based reschedule procedure for practices
 - a. The Competitive Sports Office will notify the club president of a practice cancellation no later than one hour before the scheduled practice.
 - b. The Rasmussen Center shall be used as a weather location for outdoor practices that are cancelled. Should the facility be available during the scheduled practice time, clubs will be allowed to move their practice into this facility
 - c. If the Rasmussen Center is unavailable during the originally scheduled practice time, clubs will be offered opportunities to reschedule the cancelled practice at a later date at either the Rasmussen Center or at the originally scheduled facility.
 - d. If a rescheduled time cannot be agreed upon between the club and the Competitive Sports Office, the practice will be cancelled and there will be no rescheduled practice.
4. Non-weather based reschedule procedure for practices:

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- a. If the club wishes to cancel or reschedule a practice, the club president must notify the Competitive Sports Office no later than one business day (two business days for weekend practices) before the scheduled practice. Clubs who fail to give notice shall be subject to reduced facility offerings and/or monetary fines.
 - b. If the Competitive Sports Office cancels a club practice due to a special event, clubs will be offered opportunities to reschedule the cancelled practice at a later date at the originally scheduled facility.
 - c. If a rescheduled time cannot be agreed upon between the club and the Competitive Sports Office, the practice will be cancelled and there will be no rescheduled practice.
5. Weather based reschedule procedure for games:
- a. The Competitive Sports Office will only cancel games due to poor or unsafe field conditions. Weather cancellations or delays will be made by the teams and game officials, in accordance with national governing body, conference, or sport-specific rules and procedures.
 - b. Should a game be cancelled, the Competitive Sports Office will make every attempt to work with the teams and/or conference to ensure that the game is rescheduled.
 - c. If a rescheduled game time cannot be reached, national governing body or conference rules and procedures shall apply.

Non-Creighton Recreation Facilities

Teams are expected to adhere to all policies, procedures, rules and guidelines at all times while representing Creighton University at all off-campus locations.