

Recreational programs POLICIES AND PROCEDURES MANUAL



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1/ Mission Statement

The mission of AUI department of Athletics is to provide opportunities, to engage in activities, programs and special events that promote healthy active lifestyles, leadership development, social interaction and educational opportunities. These opportunities exist through programs, services and facilities that reflect the diverse needs of Al Akhawayn University Family.

2/ General statement

It is strongly recommended that each participant have a medical examination and physician approval prior to engaging in any physical activity with regards to any recreational facility. Users are responsible for any health problems incurred upon using AUI recreational facilities.

3/ Users Conduct

All students, faculty/staff members, community members, guests and other patrons must conduct themselves properly and respect staff directives while using AUI Recreation Facilities. Participants in all Campus Recreation activities should display high standards of sportsmanship and should cooperate fully with the Campus Recreation staff to ensure safe and successful operations.

4/ Recreation center procedures

Facility Hours

Academic Semesters:

The Fall Semester runs from September 1st through December 20th. The Spring Semester runs from January 19th through May 31st and summer session from 2nd June to 29 July. Hours of operation remain consistent throughout all semesters, except for the following:

Adjusted Hours:

- Weekends and holidays from 12:00 to 9:00 p.m.
- During the Holy month of Ramadan, opening hours will be adjusted and the hours of operation will be posted on a timely basis.

Closures:

The Recreation Center will be closed on the following holidays: Aid Al Fitr and Aid Al Adha
 The Recreation Center will be closed for graduation ceremonies. The Hours of Operation are posted at the entrance to facility. Changes to the above schedule may occur. Notification of adjustments to the hours of operation will be posted on a timely basis.

Recreation center hours of operation:

- Monday through Friday from 8:00am to 9:00pm
- Saturdays from 12:00pm to 8:00pm
- Sundays from 12:00pm to 9:00pm

Aquatic center hours of operation:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Open Session						
Open Session	Open Session	Open Session	Open Session		Open Session	
Women Session		Women Session		1:00 pm Open session		
					Women Session	
Open Session				Open Session	Open session & Fun and free swimming	
AUI Swimming School	Swimming lessons for Women & Women Session	AUI Swimming school	Swimming lessons for Women & Women Session			

5/ Membership

GENERAL MEMBERSHIP INFORMATION

Eligibility Requirements for Membership:

1. Enrolled Students at AUI are eligible to use all AUI recreation center facilities.
2. Al Akhawayn Ifrane school students, Ifrane Faculty and staff are eligible to use AUI recreation facilities for free except the swimming pool for which they will pay membership fees.
3. Current AUI full time employees with AUI I.D.
4. Alumni: those individuals who graduated from AUI University are eligible to memberships. Individuals must show proof of graduating in the form of alumni card.
5. Spouse: An individual married to a current student, AUI employee Member, or alumnus.
6. Dependent: an individual who is dependent of a current student, AUI employee member, or alumnus with a valid AUI ID card and aged 5-17 Dependents' ages must show proof of age.
7. Students, AUI employee members, and alumni members are entitled to bring in a maximum of two individuals 18 years or older who may become AUI swimming pool members.

NB: all AUI recreation activities are for free for eligible members except for AUI swimming pool. AUI employee needs to pay a swimming pool membership passes to have access to the swimming pool

ID Policy

All individuals upon entering AUI recreation Center must check in at the control desk.

- a. An official AUI ID card must be used to gain entry to AUI Fitness Center
- b. Members will be denied entry without an ID card.
- c. Guests accompanied by a student, staff, faculty, or an alumnus member will be charged 70 DH to use the exercise facilities courts and the swimming pool.

. All guests must be

Accompanied by a student, staff, faculty, or an alumnus member:

NB: Campus Recreation staff reserves the right to perform random identification checks and refuse any guest to ensure the safety and Security of all patrons using the facility

Guests of Students and Employees/Occasional Users

Guests may use the facilities for which a member is eligible only when accompanied by that member. Guest charges are 70 DH per day per person .People who are visiting AUI on official University business also qualify as guests by registering through the Department of development and communication.

Guest Policies:

AUI recreation center grants its members the privilege of bringing guests into the recreation center. Members are responsible for the conduct of their guests and must accompany their guests at all times when AUI sports complex facilities. The general welfare of the University community is best served by each member taking the time to familiarize guests with the recreation center Policies and Procedures. A member's failure to accept this responsibility will lead to suspension or revocation of membership privileges. For security reasons all guests must present a photo ID before being allowed into the building.

Facility Usage

1. All entry must be through the main control desk of the Rec Center.
2. Users must present a valid I.D. at the entry area. Any I.D. not belonging to the bearer or of a suspicious nature will be confiscated immediately. The bearer and owner will face disciplinary action.
3. The Recreation Center staff reserves the right to ask for identification at any time.

Swimming pool Membership procedures:

Entry fee:

AUI family pool visitors are required to pay an entry fee use fee prior to the purchase of a pool membership. A family membership is limited to one or both parents (married) and their unmarried children, under the age of 18 and living at the same home. Babysitters, grandparents, extended family members or others are not included in the family membership.

Individual pool visitors are also required to pay an entry fee to the purchase of a pool membership.

NB: Pool visitors need to fill in the swimming pool application form which needs to be signed by two guarantors from AUI community (faculty and staff)

Swimming pool membership rates per each semester:

Family entry fees: 2000 DHS

Individual entry fees: 1000 DHS

Fall and spring semester

<u>Membership type</u>	<u>Rates</u>
Individual	1250Dhs.
Family couple	2000Dhs.
Family couple children	500 Dhs per each child
Visitors Daily admission	70 Dhs

Swimming school for kids: 1000 Dh

Summer semester

<u>Membership type</u>	<u>Rates</u>
Individual	800 Dhs
Family couple	1300 Dhs
Family couple children	350 Dhs per each child
Visitors Daily admission	70 Dhs

Swimming school for kids: 500 Dh.

Recreation center Users Medical Policy

- All users of AUI recreation center recognize and acknowledge that there are certain risks of physical injury and agree to assume the full risk of any injuries, including death, damages, or loss which I may sustain as a result of participating in any and all activities connected with sports activity at the recreation center
- Therefore, AUI is released and discharged for any all claims, including but not limited to, death, damage, injuries or Loss to which student may have, or which may accrue on account of participation in sports activities.
- to participation in AUI athletic activities are covered by the university insurance.
- Users of the sports center do not need to bring a medical certificate.
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6/ Facilities reservation procedures

Reserving Rooms

- All fitness classes and recreation programming takes precedence.
- The tennis Courts, Aerobic Room and the cardiovascular can be reserved.
- Room reservations are made through the sports complex reception
- Tennis courts must be reserved at the Control Desk

Tennis court:

- Tennis and squash courts can be reserved one day in advance.
- Tennis courts may be reserved for one hour per day, no back-to-back reservations.
- Check in at front desk and pay fees if required. Courts will be reassigned after 10 minutes.
- You may reserve your court in person or by phone 2022.

1. Courts are available on a first come, first serve basis. Tennis courts can be reserved for one hour only
2. No phone in reservations is permitted.

Locker Room Policies and Procedures:

- The following are designed to maintain clean and hygienic locker room and bathroom facilities:
- Food, gum, tobacco, glass, and Styrofoam are not allowed. Leak-proof personal water bottles are permissible.
- Pets are not allowed except for Guide, Service, or Signal Dogs.
- Over night lockers are not permitted.
- Facility use is restricted to the Pepperdine University community.
- Pepperdine University is not responsible for lost or stolen items.
- All participants are required to clean up the locker room and sink area after usage.
- Cameras, including cell phones, are not allowed in the locker room.
- External doors must remain closed and drape must remain down at all times.
- In case of emergency, incidences, and injuries contact Public Safety at X4441 immediately.

Equipment check out procedures:

- Users must surrender their I.D. at the issue area to check out equipment.
- Users are responsible for the equipment they check out. An individual who fails to return checked out equipment or who returns damaged equipment must pay to replace the lost, stolen or damaged equipment. In this case, the user's I.D. may be held for a period of 24 hours so that pertinent information can be recorded.
- A variety of equipment for use in all areas of the facility is available for checkout.

7/ Rules and Regulations

Tennis Court:

- Appropriate exercise attire is required. Only non-marking athletic court shoes are allowed. Open toe shoes are not permitted.
- Food, beverages, chewing gum, tobacco and glass are not permitted. Leak-proof personal water bottles are permissible on the court.
- Leaning, hanging, or pushing on the net is not permitted.
- Equipment may not be moved, altered, or removed without authorization from the Department of Athletics
- Follow proper court etiquette at all times (no pushing, swearing, yelling, throwing objects, or rough play).
- Willful or negligent damage caused to AUI Tennis Center will be paid for by the responsible member.
- The Department of Athletics reserves the right to alter, revise, or change the general policies and facility hours at any time.

Fitness room policies:

- Only club instructors can operate the sounds system.
- Non- marking athletic shoes is required: For salsa club members who want to use healed ones, they must place themselves on the black floor protection.
- Only scheduled activities will be permitted.
- Do not step over another club time; wait for your scheduled one and do not over use your club time.
- The fitness room door will be closed 10 minutes after the beginning of each session.
- Failure to observe posted regulations and schedules may result in suspension or termination of Fitness Center privileges at the discretion of the Athletic Director or the Sport Complex staff.

General fitness:

- AUI Fitness Center is an equal-access working facility for the use of current AUI students, faculty and staff. People who participate in the Fitness Center will be doing so at their own risk. The Athletic department is not responsible for any injury that may occur to individuals participating in any exercise activity. Participation in exercise activity is on a voluntary basis.
- Use of the Center is considered a privilege. Individuals who do not cooperate with established policies, or who use abusive language or act inappropriately toward a University employee will be asked to leave and may have their privilege to use the facility revoked. The sport complex staff has the right to reject or refuse admission to anyone who does not follow the rules as posted.
- Children under 15 years of age are not permitted in the fitness
- The Sport Complex personnel ARE NOT responsible for any personal items left behind.
- The fitness center participants should report all equipment malfunctions, personal injuries and specific concerns immediately to the Sport Complex staff.

Proper Dress is required at all times:

- Members must wear appropriate exercise attire at all times. The clothing must be for exercise purposes. Therefore, casual clothing is not allowed.
- Appropriate athletic wear (mesh shorts, T-shirts, tank tops, warm-ups, sweats, etc.) is REQUIRED for training. Jeans, cut-off jeans, and altered T-shirts are not permitted
- No open-toed shoes, open-backed shoes, boots, sandals, spikes, cleats, bare feet, boots or casual shoes are allowed.
- Failure to dress properly will result in denial to workout.
- No open beverage containers, food, gum, or tobacco products allowed. ONLY Sports bottles containing water or sports drinks are allowed.
- Consult the Fitness Center staff with any questions, concerns or suggestions.

Cardiovascular area:

- Users should sign up in the sport complex control desk the same day starting 8:00 a.m. No phone calls.
- Reservation on first come first basis. Users have the right to only 20 minutes. Users needs to leave the machine for the time reserved if you come late you need to free the courts at the reserved time
- If you are unsure of how to use a machine, the sport complex staff is available to assist with the proper use of each machine.
- Take pride in the cardiovascular equipment and keep it in order.
- It is each individual's responsibility to pick up after him/herself.
- Keep equipment in its proper location (do not rearrange or remove).
- Users should sign up in the sport complex control desk. Please limit use of cardiovascular machines to 30 minutes while others are waiting.

- If the machine you want to use is occupied, it is up to you to ask the person on it how long they have to finish their 30 minute limit and let them know you are waiting. If no one is waiting, you may stay on longer but please be courteous to those arriving and anxious to do their program.
- If you are unsure of how to use a machine, the sport complex staff is available to assist with the proper use of each machine.
- A towel is REQUIRED while training in the cardiovascular room.
- Users must clean equipment after every use. Use a "Gym Wipe" to clean your perspiration after use of each machine.
- Intermittent cleanup may occur at any time for safety/sanitary reasons. The Sports Complex staff has the authority to stop all activities at any time until the situation is corrected.

NB. Remember- consistency is more important than intensity. Begin slowly, build up gradually, and listen to your body. You cannot become fit in one day or one week by working extra hard!

Weight- room:

- Do not bang or drop weight stacks when using the fitness machines.
- Leaning weight or bars against the wall, pillars, or mirrors is strictly prohibited. This action damages the equipment
- Don't forget to re-rack the weights after use.
- Do not step on equipment.
- Do not use weight room equipment if you do not know how to use them. Weight room staff can inform you how to do it properly.
- For considerable weight, use spotters.
- Please be courteous to others and limit your time on the equipment. Time on Weight room machines is limited to 15 minutes when others are waiting.
- The weight room staff is not responsible for injury due to improper use of equipment.

Fitness/Conditioning Room

- Children under 15 years of age are not permitted in the fitness room.
- Do not use, adjust, or operate fitness equipment without proper training or instruction.
- Users should keep head and limbs clear of weights and moving parts at all times.
- Never put head, hands or feet in or under weight stacks. Use hand grips and foot pads.
- Do not operate equipment that has loose or damaged parts. If machine fails to operate correctly, do not attempt to repair. If in doubt, do not use the equipment until the machine is checked by a staff member.
- Check that all seats are securely locked before using machines.
- Failure to comply with instructions may result in personal injury.
- Towels (minimum 24" by 12") are required in this area. All equipment must be wiped down after each use. Clothing may not be used as a towel and sharing is prohibited.
- Use of electronic cardio equipment is limited to 30 minutes when others are waiting.
- Drinks in non-breakable, spill-proof sealable containers are permitted. NO gum is allowed.
- Only personal "headphone" cassette/cd/radios are permitted.
- It is under the discretion of the supervisor to deny equipment usage if they deem activity performed inappropriate or harmful.
- Unauthorized personal training is strictly forbidden in the fitness/free weight rooms.

Multi-Purpose Area/Gym Courts

- Slapping the backboards, dunking and hanging on the rims or nets are strictly prohibited because of the risk of injury and potential damage to the equipment.
- Scheduled recreational programming has priority usage.
- Only on-duty staff has the authority to take down or setup volleyball/badminton nets and standards. Participants should contact the athletic office to request this service.
- No gum is allowed. Spitting is strictly prohibited.

Track

- Walkers should stay on the inside lanes (closest to the railing). Runners pass on the outside lane.
- Unsupervised children are prohibited on the track.
- All users must follow directional signs. The direction is changed daily (odd days-clockwise, even days-counter).
- Standing or spectating is strictly prohibited.
- Spitting on the track floors or walls is prohibited. Violation may result in loss of Rec Center privileges.

Swimming pool policies

- Lifeguards are authorized and directed to enforce rules and regulations. The cooperation of the AUI community is expected.
- Use of the pool by children under 15 unattended is prohibited. A parent or guardian must supervise them.
- Any behavior deemed inappropriate or dangerous will not be allowed (pool privileges may be suspended).
- Activities potentially harmful to swimmers (horseplay, dunking, running and fighting) will not be tolerated.
- Each swimmer must shower before entering the pool.
- Each swimmer should provide his/her own towel, which should be left on the sides of the pool.
- Food, drinks and gum are not allowed anywhere in the swimming pool.

- No tobacco of any kind is allowed inside pool enclosure.
- No electronic equipment may be brought into the pool area.
- Use of cream and oils are not allowed.
- Number of guests is limited to 2 family members (special requests can be discussed with Student Activities).
- Only hygienic attire specifically designed for swimming will be allowed in the pool.
- Ladies : one or two piece swim suit or an overall suit
- Boys: Swimming briefs or an overall suit, attire with pockets is not allowed.
- Bathing caps are mandatory.
- You are not obliged to buy your attire from the campus store. Attires meeting the regulations are accepted.
- No public display of affection in the swimming pool is allowed.
- Swimmers should exit the pool 15 minutes before closure except for women session.
- No swimming is allowed unless a lifeguard is on duty.
- Pool rules vary according to facility and are not limited to those listed above.
- Only 64 Swimmers are allowed into the pool (8 swimmers per lane) the principle of first come first served will be applied.)
- Lap swim etiquette:
- Swimmers please select appropriate lane speed for your ability.
- Lap swimmers are expected to circular swim at all times.
- When resting on the wall –move to the outside corner to allow other swimmers to pass easily.
- When passing please be aware of on-coming swimmers. Wait to pass if necessary, to avoid collisions. When ever possible, wait at corner to allow faster swimmers to pass.
- Please modify your stroke to avoid collisions.
- Please be courteous and responsive if asked to change lanes by a lifeguard. He-she has final say in lane placement
- If you use kick-boards or pull buoys, please put them away when exiting the pool.

Free and fun Swimming

- The swimming etiquettes are not applicable during free during free and fun swimming sessions. 3 lanes will be removed for swimmers to be free within the limit of reasonable behavior.

GENERAL LOCKER ROOM RULES AND REGULATIONS:

- Valuables Items should not be brought into AUI facility and stored in either long term or daily use lockers. The athletic department is not responsible for lost or stolen property.
- No locks may be left on daily use lockers overnight. Locks left on these lockers after the building closes will be removed by the sports complex staff and the locker contents will be placed in the sports complex control desk. However, Lockers may be rented on a semester basis for a 200 DH rental fee per semester. Locker rental is conducted on first come first services basis. Please see with the sports complex supervisor for a designated locker.
- Members must provide their own locks.
- Be sure your lock is securely fastened on your locker when you leave for an activity.
- Damp clothing or towels should not be stored in rental lockers. If an odor becomes offensive, damp items will be removed from the locker and placed in the sport complex control desk.
- Lockers will be cleared at the end of each rental term, and equipment taken from them placed in claim for 15 days in the equipment room.
- Sharing of lockers is not permitted.
- For the privacy of our patrons, use of cell phones or cameras of any kind is prohibited in the locker room.

- For the privacy of our patrons, please use your pans in the locker room. Do not shower naked.
- Children 4 years of age and older may not enter the locker room of the opposite sex. Family changing rooms are available for members with small children of the opposite sex. Please use discretion when bringing younger children of the opposite sex into the locker room.
- Security and the facility director reserve the right to open and inspect the contents of any lockers deemed necessary

Lost and Found:

1. AUI athletic department is NOT responsible for lost, stolen or damaged articles, including property left in lockers or cubicles. Do not bring valuables to the facility. always use a lock, even when in the shower.
2. The Recreation Center staff is not permitted to hold valuables for users.
3. Contact the athletic reception desk (2022) for inquiries about lost or forgotten clothing and equipment.

Miscellaneous:

1. The Varsity Swim Team and Water polo uses AUI pool for practices and meets. During these times, recreational swim time is cancelled
2. Special programs and/or events may necessitate closure of a particular area of the facility. Advance notice will be given during these times.

Inappropriate Conduct

Anyone who behaves in a manner inconsistent with Yates Field House rules and regulations set forth in the Policies and Procedures, or fails to follow AUI policy or law will be asked to leave the Field House. Yates Field House management may suspend or revoke membership privileges in accordance with our policies. Student infractions will be reported to the Office of Student Conduct.

The building supervisors will determine the safety of all activities in accordance with Field House policy. Management reserves the right to revise these regulations in the best interest of the students and members. Any revisions of the Policies and Procedures will be posted.

8/ Accident Procedures- Injuries/Emergencies

If an injury occurs, please contact a member of the Rec Center staff immediately.

Everyone that utilizes the Department of Campus Recreation Facilities does so at their own risk and is responsible for their own welfare and safety. Anyone injured while utilizing the Department of Campus Recreation Facilities must contact a Student Facility Supervisor at the front desk immediately. The Campus Recreation Staff will attend to these situations and act as a first responder. 555 will be called for vital emergencies and patrons will be taken to the health center . Please report all hazardous conditions or injuries to the Facility Supervisor immediately.

9/ Club Sports Home

The Club Sports Program promotes participation in a wide variety of activities, complementing the University's Intramural Sports Program and Outdoor Recreation Program. Club Sports are designed to help students develop leadership, financial, and organizational management skills through the opportunity to create, organize, and run their own club. The Department of Campus Recreation provides advisement and administrative assistance to clubs, but emphasis is placed on student leadership and involvement, with the success of each club dependent on the dedication and commitment of its student leaders and members.

Want to join a club sport? Contact the President of the club at the Club Contacts Page!

Club sports:

The Club Sports Program consists of recognized student organizations that are established to promote and develop common sport and/or recreation related interest.

Each club has been founded, organized, managed, and maintained by volunteer student leaders and may vary in focus and programming. Club members are actively involved in the leadership and decision making process of club activities.

The Badminton Club: plays throughout the academic year. Meetings are quite informal, and we operate under an open door policy: anyone with access to the gym is welcome to play. As a result, the quality of play is quite varied, ranging from beginning to very high. Almost anyone wishing to join will be able to play competitively with someone of their own skill level. At practices we play singles and/or doubles (depending on the number of people present) and drill together. The Athletic department provides nets, birds (nylon), and club racquets to those who need them.

Rugby club: AUI University Men's Rugby Club was founded in 2004 and coached each time by one of the members of the club. The club training train twice a week Mondays and Wednesdays from 8:30 to 10:00 p.m. If you are interested in joining the rugby club please email Ek Hadri Khalifa at k.elhadri@au.ma or call 2022

SKI & SNOWBOARD: AUI Athletic department organizes awesome Ski trips to Michlifan each time it snows in Ifrane. Students will have the opportunity to have a fun and at the same time learn how to ski according to their skiing abilities.

SWIMMING: AUI Swimming Club welcomes students with all ability levels. The club accommodates students who want to improve their swimming skills and achieve their personal goals in a fun and supportive environment.



TABLE TENNIS: AUI University Table Tennis Club encourages players of all skill levels to come and play at practices in a casual environment, where they can have fun and improve their skills. The athletic department organizes training sessions for the students who want to improve their skills twice a week meets in AUI gymnasium. If you want to join AUI table tennis club please email AUI table tennis coach Mr. Nourdine el Bied at n.elbied@au.ma or call 2022

TENNIS: AUI Club Tennis is a wonderful opportunity for students to play tennis in an informal atmosphere. The club offers tennis classes for all levels even those who have never picked up a racquet. If you want to join AUI tennis club please email AUI Mr. El hadri Khalifa at k.elhadri@au.ma or call 2022



Triathlon Club: offers training session training sessions in a multi-sport endurance event consisting of swimming, cycling and running.



Martial arts club: offers a variety of martial arts classes in a number of different styles including: Karate, full –contact and Boxing. Training in martial arts imparts many benefits for students both corporal and spiritual. Also the martial arts class can boost a students’ physical fitness

Salsa Club: offers classes in the cheerful, colorful, vibrant sound that is an Afro-Cuban Music mixture of Rhythms from the Caribbean with African and Latin influence. La Salsa is all about having fun, getting away from the stress of day-to-day routines and expanding people's boundaries. The salsa club offers Salsa workshop directed by famous salsa instructors

Golf Club: Club offers Golf lessons for all levels. AUI does not own a golf court or the students to Practice golf at AUI. Lessons are organized by club in AUI neighboring cities.

Shooting Club: The shooting club offers classes in different shooting styles classes vary from basic equipment maintenance to proper shooting stance, grip, trigger control, shooting on move/kneel/ prone, tactical reloading techniques, target of different distances, breathe control etc. Like Golf and equestrian Club, Shooting club does not have a shooting venue but trips are organized in cities that national shootings clubs Like Tangier and Rabat.

8 pools club: If you're interested in 8 pool team play & single competition at all experience levels or just social use with friends & family, the 8 pool club is ready to serve your need. Feel free to join us.

Extreme sports association: the extreme sports association organizes events and trip in a variety of extreme sports such as Skiing, Hiking, climbing, surfing, camping, Mountain biking, jet-skiing and accro-cedre



Chess Club: a club where students are welcome to come to play chess. We also have the members of the chess club participate in chess tournaments against other state universities in Morocco.



Water polo club: consists of men and women of varying skill levels who want to learn or continue playing water polo.



Ultimate Frisbee club: aims to allow AUI students easily to participate in the sport and enjoy the spirit of the game. The club wants to encourage all students to play at some level. Even if you can only come part-time, you are welcome to join in.



How to start a sports club

This guide is intended for students who want to start a new sports club. It takes you through some of the questions and processes that you need to consider if you are to establish a successful new club. Please find below the step you need to start a new club



Step 1: Check whether there are existing clubs in your area

There's little point in duplicating something that already exists. So, no matter how good your ideas are for a new club, please do first check around to see whether anything similar already



Step 2: Make sure there is a reasonable demand for a new club

There is a minimum number of people required to make any club viable. This number very much depends on the nature of your sport. You can probably start an Ultimate freebee with just five or six people, but if you want to start a cricket a realistic team each week, you'll need at least 15 to get going.

You probably know two or three other people who share your interest in forming a new club. Now is the time to build a list of potential members. At this stage you're not asking people for subscriptions or playing commitments; you're want to build a potential membership list of people who might join any new club.

There are many ways of doing this:

- Organize an open meeting
- Promote the club during the Athletic club Fair
- Publicize it well through Flyers ,
- use AUI Email ,

- Arrange a leaflet distribution around the campus.
- Use even face to face communication



Step 3: Ask for help from the athletic office and the existing sports clubs Board members.

There are three organizations that should be able to help you as each of them is committed to helping develop sport throughout AUI. You should make contact with each of them, and find out what practical help they can offer. They are:

- The Athletic department.
- AUI Athlete council
- Existing sports club board members

Make sure you speak to each of these groups in the early stages of creating new sports club.



Step 4: Put the basics in place

Whilst some very small clubs can along with just one person running the show, it's usually a good idea to recruit a few people to form a small club Board. This helps to spread the load by dividing out the tasks, and also brings different ideas and skills into your club. Once you give your club a name and form a committee, you have effectively become what are known as sports club. With a simple constitution and an adviser you can benefit from the athletic department budget for sports club:



Step 5: Get an attractive sports activity going

What brings people into clubs and an interesting and enjoyable sports program. So the first thing you need to focus on is getting the sports program together. Don't forget that many members also enjoy the social side of any club and the opportunity to make new friends; your program may include social activities as well.

Step 6: Start to plan for the longer term success of the club

If your club just keeps the same members and doesn't review its activities, it runs the risk of becoming obsolete and eventually withering away as members drift off. A healthy club is one that has a regular influx of new members and a periodic change of the board members. Board members should always coach freshman so that they will lead the club when needed.



Step 7: Have fun and celebrate your successes!

It can be hard work as well as rewarding to be involved in the establishment and running of a sports club. So don't forget to take time out to enjoy it and celebrate all your successes:

- Keep a photographic record of your activities.
- Organize some social events that bring members together.
- Host an annual dinner or awards ceremony to provide a focal point for recognizing the achievements of your members and your club.

Sport Clubs Procedures:

Sport Clubs Election Procedures

- **Timing:** Elections are to be held no later than April 15 of each year. The club secretary is required, either by mail or by personal delivery, to give notice to each member of the club at least fourteen (14) calendar days prior to the date of election.
- **Nomination Committee:** The Club President appoints the nomination committee, which submits the names of candidates for various club offices to the club membership at the nomination meeting.
- **Eligibility for Office:** To be eligible for club office, the person must be an active member in good standing. The president is entitled to one vote, so long as he or she is in good standing.
- **General Voting Guidelines:** Unless otherwise provided in the respective club constitution and bylaws, the election shall be by ballot by those present and eligible to vote. A plurality vote is necessary to elect, which means that the candidate receiving the largest number of votes is the one to be elected.

NB: If $\frac{3}{4}$ of the members of the club are not satisfied with the performance of the board members, they can form a general assembly to dissolve the board by submitting an application sheet to the athletics office.

Sport Clubs Purchasing Procedures

The process for purchasing equipment and services for clubs is a detailed process. Each club's president and treasurer should understand the process and make sure their club members follow it. Each club's treasurer should be keeping a detailed running ledger of expenses. Treasurers and presidents are encouraged to work closely with the Athletic department assistant to maintain an accurate balance of the club's accounts.

The Athletic Director must approve all purchases in advance.

ALL PURCHASES INVOLVING SELF-GENERATED CLUB FUNDS MUST HAVE PRIOR APPROVAL OF THE DIRECTOR IF THE CLUB SEEKS REIMBURSEMENT.

Purchase requests must reflect the best interests of all club members.

Purchases and requests should be submitted well in advance of when they are needed if possible. Please set up a time to meet with The Athletic Director to make a purchase.

Purchasing CLUB SPORTS Uniforms: (Tee-shirts, tops, jackets, pants etc)

Club Sports who purchase uniforms must consider these as club equipment and not the personal property of the club member. Any club member seeking to purchase the shirt or any other equipment from the club must pay the club the full purchase price.

Sport Clubs Complaints Procedure

There is an informal procedure where possible a member or a group of members of a Club should try and sort out the problem first by raising the complaint with the other party/ies involved or with the president of the Club. Most complaints can get resolved at this stage without having to go through a formal process. If the problem is not solved, you will then have to follow the guideline below.

General Principles

Complaints will be dealt with under the following guiding principles:

- A full written account of the complaint must be submitted.
 - Those being complained against will receive a copy of the complaint and will have the right to reply.
 - The complainant has a right to be accompanied by friend or Union¹ representative to any meetings regarding the complaint.
 - An individual who is the subject of a complaint is entitled to be accompanied by a friend to any meetings regarding the complaint.
 - If the complaint relates to an individual Club member or Club Committee member, it will normally be dealt with by the Committee of the Club with an appeal to the Athletic department being possible.
-

Sport Clubs Travel Procedures

All Sport Clubs must follow the procedures outlined below for all club-related travel – regardless of whether or not the club requests funding for that trip.

Failure to do so may result in loss of future travel privileges, loss of funding, or other sanctions.

At least 1 week prior to Travel Date

- Complete the Travel Request Form
- Have the Athletic Director verify the following on site:
 - Club has sufficient funds available and has indicated from which account funds will be drawn
- All travelers must be registered in order to travel
 - Confirm all travelers have registered prior to submitting the form
 - Those without a waiver will not be permitted to travel
- Athletic department has final authority to approve/deny travel
Prior to Travel Date
- Make changes as necessary to Travel Request Form
 - Update (add/remove) list of travelers
 - o Adjust the following as necessary:
 - ☐ Departure time, arrival time (back to Ifrane), lodging information, transportation details, or driver list
- Check out First Aid Kit and Travel Notebook from the Athletic office

10/ AL Akhawayn University intramural sports program

Intramural Sports are primarily organized to provide AUI students, faculty, and staff an opportunity to spend their leisure time in organized sports, Have fun The program now offers a variety of different activities designed to help meet the needs of the university people. Hopefully, students, faculty and staff can meet outside their academic and professional background.

Participation in intramural competition can foster participant's spirit of competition, sportsmanship and friendship. Thus, we encourage you to get involved whether you are a student, staff or faculty member

We encourage your suggestions and invite everyone to stop by the sport complex or call 2015 or 2022 to inquire about any further information. We look forward for your active participation in intramural competition.

Responsibilities and duties of team captains

The success of the Intramural Sports program depends largely on the leadership qualities and interests of team captains. Each team must have a captain for the coordination between players and the Intramural Sports program. Some of the team captain's duties are as follows:

Attend the captain's meeting prior to start of competition and weekly meeting for making the weekly schedule. For individual sports, participants must attend the meeting on personal basis. Attendance at the mandatory captains' meeting is required. Rules and schedules will be covered at this meeting. Team captain not present in the weekly meeting must not complain about the schedule inconvenience.

- Submit the team rooster before the deadline.
- Notify team members of all scheduled games: date and time
- It is the captain's responsibility to have his/her team ready to play as scheduled.
- Team captain must fill in the game score sheet and present team members Identification card prior the start of games and.
- Be familiar with all rules and ensure that his team members are aware of those rules.

- Make and effort to see that those representing his/her team play according to the rules of the game and conduct themselves in a sportsmanlike manner.
- Notify Intramural Sports whenever his/her team must default a contest. Receive all information from Intramural Sports concerning changes in rules, tournament structure, etc., ineligible players
- Inform the Intramural Sports Office immediately of any change of address, telephone number, or change in team captains. The captain is the only individual allowed to approach an official during any contest regarding questions, rule clarifications, protests, etc.
- Maintain control over his/her team members during, and after competition. Team sportsmanship will be in effect. Poor sportsmanship will result in elimination from the tournament or for grave case disciplinary measures.
- The captain is the only individual allowed to approach an official during any contest regarding questions, rule clarifications, protests, etc.

Sports Scoring System:

- The team accumulating the greatest number of points throughout the tournament will be the champion
- A win is three points, a draw one point a loss zero point.
- Team forfeiting one game will be suspended from the tournament
- A team forfeiting the last game will lose all the point won during the tournament and will not be allowed to take part in the next SEASON TOURNAMENT.

Participation Conduct

The purpose of intramural sports is to provide participants with exercise, recreation, and fun in a relaxed, yet structured environment. Each participants is encouraged to play to the best of their ability to achieve success, however, a win at all cost attitude is strongly discouraged. The emphasis in intramural sports should be in the playing of the game and not solely measured by the outcome. An individual or team must be able to accept defeat wholesomely without blaming others. The conduct of the players before, and after the game is as important as the conduct during the game. To discourage unsportsmanlike like conduct

Unsportsmanlike is seen to be the following behavior:

- Loud verbal assaults
- Threats and attempts to intimidate
- Throwing of articles in a deliberate or aggressive manner
- Aggressive approaches to another individual
- Physical striking of another individual
- Audible obscenity
- Disrespect toward intramural officials
- Shoving or striking
- Attempt to strike
- Becomes involved in a fight ‘ ‘ he hits me first ‘ ‘or ‘ ‘I was defending myself ‘ ‘are not acceptable excuses for fighting.
- Destruction: any person/ a team that willfully cause destruction of or damage to equipments shall assume responsibility for the damage and will be assessed to full cost.

Consequences:

Individuals who engage in any of the above behaviors will be subject to immediate ejection from intramural competition. In case of aggravated behavior and violation of the code of conduct will be treated by AUI Disciplinary committee.

DISCIPLINARY REPORTING PROCESS

- Officials and supervisors are empowered to eject a player or suspend a contest whenever deemed necessary.
- Individuals or teams displaying undesirable behavior are to be reported by the officials to the Associate Director of athletics
- The official will circle the name of the player on the scores sheet and indicate on the score sheet the reason for the disciplinary action.
- The referee will submit a written report to the Associate Director of athletics. An incident report will be completed for all cases involving ejection from a game.
- The disciplinary committee will assess the disciplinary action deemed appropriate.

Game protest

Protest will not be received or considered if they are based on a decision involving the accuracy of judgement on the part of an official or a referee. Only protest on player eligibility can be received. An intramural sport protest form must be completed by the team captain at the conclusion of the contest.

Referees

An official is unique in that he receives little praise; Great deal of criticism; and no compensation for such an integral role in intramural sports program. The individual participants, teams and the competing teams must assume the responsibility in helping to make the officiating program at Al Akhawayn University one of quality. Referees are assigned from the team participating in the tournament. If a team fails to assign a referee for their assigned games, it will result in the loss of one point.

PENALTIES FOR ELIGIBILITY INFRACTION

People who do not belong to AUI community are not eligible to participate in Intramural sports activities.

- Any team including a player not existing in the roster will be disqualified from the tournament
- The roster is final after the start of competition. Teams are not allowed to add new players. New players may be added only if one of its members is badly injured provided that they did not play with another team.
- Team must respect the timing of their games. A team that comes 15 minutes late will result in a loss.
- A team that forfeits one game will be disqualified from the tournament.
- Any team playing an ineligible player (not registered on the roster) will result in an automatic loss.

Medical Information

Participation in intramurals is on a voluntary basis. All intramurals play at their own risk. The University is not responsible for injuries or any special health problems or physical ailments which could be aggravated by participation.

Injuries and liabilities

All injuries should be reported to the sport complex office. An accident report form will be filled out. The injured athlete will be assisted. The university health center is available to assist in providing primary medical care.

11/ Contacts

Contact Us

- Sports complex Control Desk 2022
- Athletic office 3159
- Athletic director 2015

Staff Directory

Athletic Director	a.kamane@au.ma	2015
Intramural Sports supervisor	k.elhadri@au.ma	3159
Fitness Supervisor	M.loune@au.ma	2022
Athletic department office	N.bouchanine@au.ma	3159

12/ Athletics Forms



Athletic Department

Fitness program Form

Spring 2012

Instructor name: _____

Fitness class: _____

Mobile phone number: _____

Spring 2012 Fitness class time and date: _____

Equipment needed:

Action plan: if you need to organize an event related to your fitness class, please attach to this form, a copy of the event description: logistic and budget.

Instructor signature



Athletics Department

Club Sport Registration Form

PLEASE NOTE: An incomplete or inaccurate registration form will not be processed and will be returned to the Club mailbox. Please be sure that all information is complete and accurate. This completed registration form must be submitted to the athletic department office

Basic Information

Name of Club Sport: _____

Academic Year: _____

Mission Statement: (This is what will be published about your student organization.)

Membership Information

Is your membership open to? (Circle all that apply) Undergraduate Graduate Faculty Staff
Alumni All

Membership Policy: (circle one) Open Closed

During what month do you hold executive board elections?

Is your Club a member of national association? (Circle one) Yes No

If yes, please specify: _____

Website Information

Website URL Address: _____

Website Administrator Contact Information:

First Name: _____ Last Name: _____

E-mail Address: _____

Faculty/Staff Advisor Information (Required to be registered)

First Name: _____ Last Name: _____

E-mail Address: _____ Phone Number: () _____ - _____

Advisor's Signature: _____

Club Officer's Information (Four officers are required to be registered)

Name: _____ Position: _____

E-mail Address: _____

Cell Phone Number: () _____ - _____ Phone Number: () _____ - _____

AUI University ID # _____ Class Year: (circle one): Fr Soph Jr Sr Grad

Signature: _____

NOTE: This person's information will be considered public information and will receive all e-mails via the Club Sport listserv.

Name: _____ Position: _____

E-mail Address: _____

Cell Phone Number: () ____ - ____ Phone Number: () ____ - ____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

AUI University ID # _____ Class Year: (circle one): Fr Soph Jr Sr Grad

Signature: _____

Name: _____ Position: _____

E-mail Address: _____

Cell Phone Number: () ____ - ____ Phone Number: () ____ - ____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

AUI University ID # _____ Class Year: (circle one): Fr Soph Jr Sr Grad

Signature: _____

Name: _____ Position: _____

E-mail Address: _____

Cell Phone Number: () ____ - ____ Phone Number: () ____ - ____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

University ID # _____ Class Year: (circle one): Fr Soph Jr Sr Grad

Signature: _____

Officer Statement

My signature below confirms my organization's understanding of and agreement to comply with AUI *University Code of Student Conduct*.

Name: _____ E-mail: _____

Position: _____

Signature: _____



Athletics Department

Sport Clubs Travel Request Form

- *This Travel Form must be submitted at least 2 weeks prior to the departure date. The Athletics Department must be notified of any changes to information on this form no later than 48 hours prior to departure (drivers, list of travelers, lodging info, etc)*

Club Name: _____ Date Submitted: _____

Date(s) of Event: _____ to _____ Date(s) of Travel: _____ to _____

Destination (City and Country): _____

Name of Event: _____ Number of Travelers: _____

Team Event Contact: _____ Phone #: _____ - _____

-
- | | | |
|--|-----|----|
| • Is this event part of your league/conference/division? | Yes | No |
| • Is this an “open” or “invitational” event? | Yes | No |

TRANSPORTATION INFO

___ Personal vehicle ___ Rental vehicle (who are you renting from) _____

Driver Name/Phone # _____

Make/Model/Lic. Plate _____

Air Travel _____ (Airline) Departure City _____

Arrival city _____

=====

Please estimate how much money from each of the following areas this travel will be funded.

Club Allocation \$ _____

Out-of-Pocket (no funding) \$ _____

Print all travelers' names below. ***Attach additional sheet if necessary***

1. _____ 13. _____

2. _____ 14. _____

3. _____ 15. _____

4. _____ 16. _____

5. _____ 17. _____

6. _____ 18. _____

7. _____ 19. _____

8. _____ 20. _____

9. _____ 21. _____

10. _____ 22. _____

11. _____ 23. _____

12. _____ 24. _____

Athletics Coordinator has approved club for travel

Date



Athletics Department
Accident Form

First Name: _____

Last Name: _____

ID: _____

Date of Incident: __/__/____

Sport in which accident occurred: _____

Location of accident: _____

Time of incident: __:__ AM/PM

Name of person filling out report: _____

Accident Description: _____

Was immediate first aid administered? _Y/_N

Was person referred to Health Services? _Y/_N

Was person taken to hospital? _Y/_N

If yes name the hospital: _____

Other actions taken at time of injury: _____

Signature:



Athletic Department

Complaints Forms

YOUR DETAILS

Full name:

Student ID:

Staff position :

Describe your complaint (attach additional pages if necessary)

Student or staff Signature:

Date:

Office Use Only

Date Received: _____ File Number: _____ Athletic staff signature _____



Athletic Department

Rental Agreement form

RENTAL AGREEMENT:

I the undersigned accept for use the equipment listed on this form and accept full responsibility for the care of this equipment.

I understand that bicycling is a hazardous activity. I understand that the sport of bicycling and the use of this equipment involve a risk of injury to any and all parts of the user's body. I hereby agree to freely and expressly assume and accept any risks and all injury to the user of this equipment while bicycling. I understand that bicycle protective gear such as helmets are recommended, but they do not eliminate the risk and may not reduce the risk of injury in the event of an accident.

I agree that I will release AUI from any and all responsibility of liability for injuries or damages to the user of the equipment listed on this form or to any other person.

The equipment, at all times, remains the exclusive property of AUI. The renter is responsible for damage to or loss of the equipment. If the equipment is lost, destroyed or damaged beyond repair in the judgment of the athletic department, the renter agrees to pay the Athletic department the value of the bicycle. All repairs needed as a result of the use of the equipment will be performed at the normal labor rates and the cost of such repairs, including all parts, shall be paid by the renter.

I hereby accept the terms of this contract. This document constitutes the final and entire agreement between the Athletic department and the undersigned. The Athletic Department itself provides no warranties express or implied, and this equipment is accepted "as is."

I have carefully read this agreement and release of liability and fully understand its contents. I am aware that this is a release of liability and a contract between me and the athletic Department

Students name:

Id card number:

Signature

Office Use Only

Date Received: _____ File Number: _____ Athletic staff signature _____



Athletic Department

Bikes Rental form

GET MOVING

Bike is easy and fun because you don't have the hassle or expense of owning and storing your own bike. Students, faculty and staff are allowed to rent bicycles. AUI athletic department offers quality bicycle rentals at a low price! Bike to all your favorite places in Ifrane. All rentals are conducted through the Athletic office and require a valid AUI ID. Students, faculty and staff can rent bikes at the front desk in the sports complex during regular business hours. The program has 7 bikes and helmets available for use

Policies and Payment Procedures

- Bikes **MUST BE RETURNED** to the sports complex no later than 8 pm on the day of rental.
- AUI student, faculty, or staff member renting a bike may rent one (1) bike for a non-affiliated guest. Guest riders must be 18 years old and must accompany the host and have valid identification to rent the bike. Both bikes will be rented to the host.
- Patrons are responsible for the full cost of the bike in the event of damage, loss, or theft. Should this occur, **THE ID card** on file will be charged.
- Helmets are available at no additional charge and you are encouraged to use them. The ID card on file will be charged up to the full cost of the item for helmets that are lost, stolen, or damaged

Reservation Policies

- Reservations are accepted beginning Monday for the current week. The minimum rental period for reservation is one day.
- Although reservations are encouraged, walk-in rentals are also welcomed.
- Most of our rentals are done on a walk-in basis: first come, first serve. Reservations cannot be canceled so please do not reserve a bike unless your plans are very firm.

Bike rental fees

- Bikes can be rented by current AUI students, faculty, and staff.
- Patrons must bring a valid AUI ID and must sign up for bike rental fees to be deducted from cash wallet.
- Bikes are 50 DH per day to rent. The time of the day the bike is rented does not alter the cost.
- Bikes not returned before the sports complex closes will be charged a 50 DH late fee.

Rental Period	2 Hours	Daily	3 Days	Weekly
---------------	---------	-------	--------	--------

Bike rental fees	20 DH	50 DH	130 DH	250 DH
------------------	-------	-------	--------	--------

HOURS OF OPERATION

Bikes may be rented seven days a week. Monday through Sunday bikes check-out is available from 8:30 a.m to 12:15 p.m. and from 2:30 to 6:00 p.m. . Weekends rentals can be done from 12:0 to 8:00 p.m. Bikes **MUST BE RETURNED** to the sports complex no later than 8 pm on the day of rental. All bicycles must be returned by the end of rental operation the same day to avoid late fees. Bikes rented for the weekend shall be taken on Friday at 9:00 p.m.

WEATHER

During inclement weather, bike rentals will be stopped when rider safety is in jeopardy. The staff regularly checks local news stations for weather precautions. If a snow storm, severe thunderstorm or heavy rain is issued in Ifrane area, bike rentals will be stopped until the weather passes. Riders who are already out will be called on their cell phone and notified of the warning.

RESPONSIBILITY

During the time you rent the bike, you are responsible for the bike. You will take full responsibility for the bicycle as well as your own riding safety. If the bicycle is stolen while you have it on rental, you will pay the depreciated value of the equipment. You will be responsible for up to a 4000 DH replacement fee if you do not return the bike within 24 hours after the designated rental period is over or if the bike is otherwise damaged, lost or stolen. All fees for lost, stolen or damaged equipment will be billed to the patron ID. Please find bellow the rental agreement.

Rental Agreement:

Accept for use the equipment listed on this form and accept full responsibility for the care of this equipment.

I understand that bicycling is a hazardous activity. I understand that the sport of bicycling and the use of this equipment involve a risk of injury to any and all parts of the user's body. I hereby agree to freely and expressly assume and accept any risks and all injury to the user of this equipment while bicycling. I understand that bicycle protective gear such as helmets are recommended, but they do not eliminate the risk and may not reduce the risk of injury in the event of an accident.

I agree that I will release this AUI bicycle from any and all responsibility of liability for injuries or damages to the user of the equipment listed on this form or to any other person.

The equipment, at all times, remains the exclusive property of AUI. The renter is responsible for damage to or loss of the equipment. If the equipment is lost, destroyed or damaged beyond repair in the judgment of the athletic department, the renter agrees to pay the Athletic department the value of the bicycle. All repairs needed as a result of the use of the equipment will be performed at the normal labor rates and the cost of such repairs, including all parts, shall be paid by the renter.

I hereby accept the terms of this contract. This document constitutes the final and entire agreement between the Athletic department and the undersigned. The Athletic Department itself provides no warranties express or implied, and this equipment is accepted "as is."

I have carefully read this agreement and release of liability and fully understand its contents. I am aware that this is a release of liability and a contract between me and the athletic Department

Students name:

Id card number:

Signature



End of Semester Report
(Use additional paper as necessary)

Club: _____ Date: _____

Semester Summary: _____

Practice: Number: ___ Hours: ___ Attendance Total _____ Location: _____

Meeting: Number: ___ Hours: ___ Attendance Total _____ Location: _____

Membership: Number of Official Members: _____

Financial Summary

Dues: Semester: _____ Total Received: _____

Fundraising: Total \$ _____ Describe the club efforts this semester: _____

LU Funds: Revenue total: \$ _____ Expenses total: \$ _____ Balance: \$ _____

(If App) Off Campus Acct: Revenue total: \$ _____ Expenses total: \$ _____
Balance: \$ _____



Athletic Department

Facility Reservation Form

Name: _____

ID: _____

Facility: _____

Date: __/__/____

Time: __:__

Signature: _____

Office Use Only

Date Received: _____ Approval: _Y/_N Athletic staff signature _____