

# Club Sports Handbook Fall 2024 – Spring 2025

## ***SAM HOUSTON STATE*** **CLUB SPORTS**



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## **Introduction**

A club sport is a registered student organization formed by a group of students that share interests in a specific sport or physical activity. These interests can be competitive, recreational, or instructional in nature, or any combination of the three. Clubs may represent the University in intercollegiate competition or conduct intra-club activities such as practice, instruction, socialization, and tournament play.

Each Club Sport has been founded, organized, managed, and maintained by volunteer student leaders. This provides opportunities for students to develop leadership, management, and organizational skills in addition to the benefits of competition, physical activity, and social well-being.

Although the Department of Campus Recreation will provide encouragement, guidance, and general supervision of the various affiliated Clubs, the emphasis in the Club Sports Program is on student leadership to initiate, organize, and conduct their respective involvement and participation. The Department of Campus Recreation will make sure that each club adheres to the University, Campus Recreation and Club Sports policies and procedures.

## **Administrative Organization**

### **Campus Recreation - Club Sports Office**

The Club Sports Office serves as resources available to assist Club Sports in conducting their business. It is the Club Sports Office's responsibility to monitor club activities, to ensure all University procedures are being followed, to assist Clubs in implementing sound safety practices, to manage Club funds in accordance with university fiscal policy, and to ensure all Club Sports and Campus Recreation policies are followed.

### **Club Sports Council**

The Club Sports Council is a group of leaders who are selected to be a part of the advisory council to the Club Sports program. This group of students apply for the positions they are interested in and complete an interview process with the Assistant Director of Club Sports and the Graduate Assistant. Students chosen for their respective positions demonstrate exemplary leadership in the realm of teamwork, communication, decision-making, critical and creative thinking, and reliability.

The Council supports the Assistant Director of Club Sports by recommending changes to the Club Sports Handbook, planning special events, evaluating aspiring student organizations who would like to become a club sport, and assisting in determining annual sport club allocations. Moreover, there are many other areas the Council can choose to focus on throughout the year.



## **Club Sports Activity Managers**

Club Sport Activity Managers are currently enrolled SHSU students. The Activity Manager within the Club Sports program is responsible for assisting in the administration, implementation, and supervision of a comprehensive Club Sports program. Activity Managers will have the opportunity to oversee different club teams and assist with administrative duties that pertain directly to sports marketing, administration, and risk management.

Activity Managers will help create content relevant to promoting the Club Sports Program and will assess the overall Club Sports Initiatives and will make recommendations to support the overall goal of the program. Activity Managers may be present at home games, practices and any other home event and have the primary responsibilities of opening and closing facilities, monitoring activities for risk management, providing basic first aid when necessary, and acting as a liaison between SHSU and visiting teams/individuals.

Activity Managers are not there to do everything for you. They can assist your club with pre-game preparations, in-game operations, and post-game clean up. However, your club is ultimately responsible for anything you want done on game days.

## **Advisor**

All Club Sport teams are required to have a faculty/staff advisor. The advisor must be a current faculty or staff member at SHSU and may not be an employee of Campus Recreation. The club is expected to meet with this advisor regularly throughout the year to keep them updated on the operations of the club.

The advisor is expected to help the club through guiding and assisting them with any questions or situations that the club officers feel they need assistance in handling. The advisor is to take an active role in helping the club and its members achieve success by lending their experience, judgement, and knowledge to the club. This includes (but is not limited to): familiarizing themselves with policies listed in the Club Sports Handbook, ensuring that university and Club Sports policies are being followed, offering advice to the club about best practices to follow that do not fall under policies listed in the Club Sports Handbook, signing off on required documents, and assisting the club in submitting a budget proposal every spring.

## **Coaches**

Coaches are not required for Club Sport Teams. If a team chooses to have a coach, the coach may be from inside or outside the university community with the approval of the club members. As a student organization, it is important to remember that the internal organization and decision making of the club must be left to the club membership. Coaches are not employees of the Department of Campus Recreation or Sam Houston State University. Coaches must follow all university and departmental policies and procedures. They do not replace the club's advisor or president. Within the Club Sports program, the coach should only be dealing with workouts, skill improvement, and game strategy.



All coaches must complete a Coaches Consent Packet prior to coaching a team. Included in the agreement packet is information on becoming a Campus Security Authority. All this information must be completed, submitted and then all coaches are required to attend a mandatory training in the middle of each Fall and Spring semester. Coaches may be paid externally but are not eligible for any benefits granted to SHSU employees. Coaches cannot be paid from the internal account, nor can they be reimbursed for travel expenses. Internal account funds cannot be used to pay for hotel or travel expenses for coaches. The Department of Campus Recreation and the Club Sports Staff has the right and obligation to protect the club by releasing any coach from their position if they are not deemed to be working in the best interest of the club. The dismissal of the coach is not subject to appeal.

## Membership

### Club Sports Organization

A club sport is a registered student organization formed by a group of students that share interests in a specific sport or physical activity. These interests can be competitive, recreational, or instructional in nature, or any combination of the three. Clubs may represent the University in intercollegiate competition or conduct intra-club activities such as practice, instruction, socialization, and tournament play.

All recognized Club Sports are supervised under the Department of Campus Recreation. Each club must comply with all policies in the Club Sports Handbook, University policies and procedures, and the Dean of Students Office Student Guidelines.

### Club Sport Requirements

The requirements for recognition and registration consist of:

- **Demonstration of Interest:** Submit a list of at least ten active members (Campus Recreation may make an exception to this rule under special circumstances). Sufficient members are required to field a competitive team above ten. All members must be valid full-time or part-time (part-time is defined as at least six hours) students at the university with good academic standing. Also, identify sport club advisors, who are university affiliated faculty or staff members.
- **Clubs must create an organization constitution** which will include the purpose of the club, establish officer roles and duties, timelines for any elections or continuity of officers, and define membership requirements.
- **Demonstration of Need:** An applying group needs to document that their sport is not already represented on campus as a recognized student organization.
- **Recognition with Student Involvement:** Must be an official student organization in good standing with the Department of Student Involvement.
- **Satisfaction of a "True Sport" Definition:** Demonstrate that the club is within the following guidelines:
  - Is a sport with a national, international, or independent governing body (i.e., USA Rugby, USA Rowing, Lone Star Alliance, etc.)
  - Has a set of rules published by the appropriate governing body.
  - Has established competitions, tournaments, and clinics.



- Participation in the sport is the main purpose or objective of the club.
- All Club Sports members are required to have medical insurance that cover the activity due to the level of risk and liability that is inherent to the activities of Club Sports. This is verified by the completion of mandatory player forms due upon membership.
- Must petition and present to the Club Sports Council by submitting their club constitution, roster of team members, a petition letter, proposed budget, calendar of competitions, meetings, fundraisers, etc., and an officer transition plan to the Club Sports Staff.
- Acceptance by the Department of Campus Recreation.

### **Membership Petition**

Once a student organization has become recognized with the Department of Student Involvement and has been in good standing with the Department of Student Involvement for one full (Fall/Spring) semester, then they may request to become a Club Sport. Organizations with high levels of inherent risk or organizations with the primary purpose of providing a program of instruction, recreation, or competition in a specific sport or physical activity, may be required to become a Club Sport upon recognition with the Department of Student Involvement. The university will evaluate an organization's risk level in consultation with the Texas State University System, as necessary. Once an organization gains Club Sports status, the organization must remain as a Club Sport. If the organization loses its recognition as a Club Sport, it will also lose status as a recognized student organization.

All requests will go through the Club Sports Council, which meets at least once a semester to review new Club Sports applications. Before the prospective club will be allowed to petition the Club Sports Council, the following documents must be turned into the Club Sports Staff in a binder (binder can be provided upon request):

- Club Constitution.
- A petition letter describing club interest and club contribution to the overall wellness of the students and an officer transition plan.
- Officer Information Sheet.
- Club roster with the minimum of 10 participants.
- Calendar of competitions, meetings, fundraisers, etc.
- Proposed budget for one academic year.
- Advisor Agreement.

After these documents are accepted by the Club Sports Office, the prospective club will give a 10–15-minute presentation to the Club Sports Council. The club should present on their plans for the upcoming year and present all submitted documents to the council.



## Results

The Club Sports Council will discuss the application of the organization following the application meeting. At a time of no more than 1 week from the meeting date a recommendation to onboard a new club or deny them Club Sports status will be given to the Club Sports Office. At that time the Club Sports Office will make a final determination on the status of the application and send written communication to the petitioning organization on the status of their application.

Petitioning clubs will either be denied or granted conditional status. If granted “New Club” status, the club will be placed into the New Club Tier for a period of at least one semester. If the organization is denied “New Club” status, they will be invited to reapply for Club Sports status in the following semester.

## Participant Eligibility

All the following are requirements in order to participate in any form with a Club Sport:

- Currently enrolled SHSU undergraduate or graduate student with good academic standing and taking a minimum of six credit hours at SHSU.
- A club member may compete in summer competition following spring graduation. After this period a player will lose eligibility to compete as a member of the Club Sports program.
- Club members are eligible for summer competition if they have either registered for a minimum of six credit hours in the fall semester, taking at six credit hours over the summer, or graduated in the Spring semester.
- Club regulations by national governing bodies may supersede SHSU Club Sports regulations regarding credit hours if minimum requirements are more.
- Graduate students, faculty or staff may be restricted from participating in league or association competition. Please check with your league or association in advance of competition for eligibility requirements.
- All students who participate in a Club Sport must be listed on the club’s OrgLink roster.
- Every club member must have completed, signed, and turned in the Insurance and Liability Release Form and the Club Sports Handbook Agreement Form located on Orglink.
- All Club Sports members are required to have medical insurance due to the level of risk and liability that is inherent to the activities of Club Sports.
- No club may restrict its membership on the basis of race, sex, sexual orientation, religion, color, national origin or ethnic origin, disability, or military service.
- All clubs are restricted from holding tryouts for membership into the club. The Club Sports program exists to offer SHSU students the opportunity to participate in any sport. Any student who is interested in participating in a club should be accepted and allowed to participate. The level of participation can be based on performance and club needs. Club



Sports are not exclusive to elite athletes and participation is a primary goal of the program.

- Clubs may keep potential members from participating in all club events due to lack of payment of dues, lack of attendance at club meetings/practices, or disciplinary issues.
- Clubs may form traveling squads if the club has enough members, as well as forming A and B teams if desired.
- Current varsity athletes are prohibited from club involvement as a player. Current/Former varsity athletes may be restricted from participation based on league rules. Please check with your league association prior to allowing a former varsity athlete to participate.
- All Club Sports participants must maintain a minimum of a 2.0 cumulative GPA to participate in any Club Sports function (practice, game, etc.) and maintain a good academic standing with SHSU. Participants below a 2.0 cumulative GPA will be allowed to participate in any capacity.
- Any Club Sport participant that has a semester GPA below a 2.0 must meet with the Assistant Director of Club Sports to discuss steps to improve their GPA for the upcoming semester. Participants will not be cleared to participate until this meeting has occurred.

### **Sportsmanship/Conduct**

All club members are expected to always display good sportsmanship. Clubs should strive to be as successful on the field as possible, however it is important that clubs are gracious in defeat and always represent the university admirably. Any sportsmanship related problems are required to be reported to the Club Sports staff immediately. Failure to report a sportsmanship problem could lead to financial penalties, possible suspensions, and/or removal from the team.

The University and Club Sports program will hold all participants responsible for any negative actions or behaviors. Irresponsible behavior can be punished with individual sanctions, as well as possibly affecting the club's privileges and status in the Club Sports program. This includes, but is not limited to, any and all posts through the individual club's public social media page, individual club members that have identified themselves as club members on their personal pages, and private social media pages affiliated with the club. It is important for all Club participants to remember that they are representing SHSU and the Department of Campus Recreation at all times.



## Club Officers

All clubs are required to always have a minimum of three officers. Club Sports officers must be current members of the club to be an officer. Officers are expected to be responsible, engaging, and honest. Each position is responsible to the entire Club membership. A current list of officers' names, phone numbers and email addresses must be provided to the Club Sports Staff before the 1<sup>st</sup> of December for the Spring Semester and the 1<sup>st</sup> of May for the Fall Semester. Failure to have this information by these dates will result in teams losing practice time priority.

Club officers must be elected each year at the same time with the exception of an officer leaving the team due to graduation or no longer being a member of the club. Clubs must hold elections and have an updated list of officers by March 15 of each year. Club Sport officer terms will begin on June 1 of each year and will terminate on May 31 of the following year. Newly elected officers are encouraged to attend the leadership workshops in both April and May along with

current officers. Newly elected officers must attend the New Officer training in April and any current club officer is invited to attend as well. Once elected, new officer are expected to meet with Assistant Director of Club Sports and the Sports Programs Graduate Assistant. If in your Club constitution it states that officers can serve multiple terms in a row if elected, that's fine. However, the officers' term length is always a maximum of one year. They can serve as many terms in a row as the club decides, but you can never vote in an officer for more than a year.

Elections for club officers must be held at a meeting that is open to the entire membership of the club. Everyone must be given equal opportunity to attend the meeting and vote.

Since Club Sports are self-administered, the daily operation of your Club is the responsibility of its officers. The contribution by each officer is vital to the overall success of the Club, but it is the President who is ultimately responsible for seeing that the Club functions properly.

The task of conducting the business of a Club Sport is usually too large for any one individual. A President should learn to delegate some of his/her general responsibilities to others.

Since each Club is different, the duties of the officers will vary from one Club to the next. A list of suggested duties follows:

### President:

- Preside over meetings.
- Know the handbook and follow its policies.
- Informing club officers and club members of all guidelines and requirements for acquiring, maintaining, and renewing Club Sports status.
- Attending all Club Sport meetings called by the Club Sports Staff.
- Ensuring that all necessary forms are turned in to the Club Sports Staff by the appropriate dates.
- Presidents from each club must meet individually with the Club Sports Staff during the course of the year to discuss issues related to their specific club. If this meeting is deemed necessary, additional meeting can be requested by the club officers.





- Ensure that a current list of club members and officers (including contact information) is on file with the Club Sports Staff.
- Have appropriate members in attendance at all meetings.
- Comply with Club Sports Guidelines as well as the policies and procedures of Sam Houston State University, including the alcohol policy.
- Ensure all publications and promotional materials (e.g., newsletter, posters, flyers, etc.) are approved by the Club Sport office prior to printing and circulation.
- Request and reserve facility use through the Club Sports Staff and complete the appropriate forms.
- Ensure supervision of all Club activities by qualified personnel.
- Ensure that each participant, prior to participating in the Club's activities, has signed a participation agreement in which he or she assumes the risks of participating and agrees to release Sam Houston State University from any possible claim arising from loss or injury attributed to participation.

### **Vice-President/Risk Management & Safety Liaison:**

- Preside over club meetings and business during the president's absence.
- Attend mandatory meetings with or in the absence of the president.
- Assist the president as needed.
- Learn the role of the president (typically, this position will later become the club president)
- Club members are expected to place the highest priority on safety and risk management. All clubs must have two First Aid/CPR/Safety Officers. The First Aid/CPR/Safety Officers will report to the Vice President and their duties include (but are not limited to):
  - Ensure that two (2) members of the Club will be CPR/First Aid certified and at least one (1) member will be present at all Club activities. All records must be submitted to Sport Club staff.
  - Attending meetings and ensuring that the club has and adheres to a comprehensive risk management plan.
  - Inspecting all equipment and facilities utilized by the club and report all maintenance and repair needs to the facility management.
  - Ensuring that club members are thoroughly familiar with the evacuation plan for relevant facilities and the emergency action plan for events.
  - Ensuring that no individuals participate in practices or competition unless they are approved members of the Sport Clubs, are on the updated roster, and have a signed/turned in the Liability Waiver to the Sport Clubs Office.
  - Ensuring that a copy of all Liability Waiver forms and emergency procedures are present during any club travel.
  - Reporting all safety concerns, issues and incidents to the Sport Clubs staff in a timely manner; Fill out team accident/incident reports when necessary and turn them in to the Sport Clubs Office by the Wednesday following the competition



**Secretary:**

- Maintain all Club records.
- Handle Club correspondence.
- Work with the Club Sports Staff on travel related issues
- Circulate publicity.
- President may assign additional duties to aide in collecting paperwork, forms, reports, etc.

**Treasurer:**

- Handle all financial actions.
- Maintain all financial records.
- Keep the Club Sports Staff and its membership informed of any financial concerns.
- Work with Club Sports Staff on budget requests.
- Circulate publicity.

\*Treasurers from each club must meet individually with the Club Sports Staff during the year to discuss issues related to their specific club if this meeting is deemed necessary by the Club Sports Staff.

## **Club Sports Points System**

*\*The point system may be adjusted as the year progresses. Any changes will be communicated to each club.\**

The Club Sports Points system will be used to track the performance of the clubs on a variety of items. There are twelve sections of the points system which will be discussed in detail below. At the end of the year, the points system will be used to allocate money to each individual club.

The points system is divided into twelve sections. Each section has a maximum number of points you can earn. The expectation is each club earn 100% of the points. All items included in each section are required and/or expected. The final percentage of points earned will be used to calculate your club's recommended allocation (including league fees).

To maintain club sports status, and be eligible for the entitled benefits, a club must earn at least 70% of the points possible each year. If you lose points in one category, there is not a way for your club to earn those points back by doing "more" in another category. However, there will be additional opportunities in which clubs can earn "bonus points."



## **Section 1 – Meeting/Training Attendance (160 total points, 20 per event; Max 200 points with bonus opportunities)**

The following meetings/trainings are included in section 1: Student Involvement Organization Leadership Retreat, Fall All Club Meeting, September Leadership Training, October Leadership Training, November Leadership Training, Spring All Club Meeting, February Leadership Training, March Leadership Training, and the April Leadership Training.

Attendance is mandatory for all the meetings/trainings listed above. Your team will earn 20 points per event if your team has 2 members present. Your team will earn 0 points if your team has 1 member present. Your team will earn -20 points if 0 members are present.

## **Section 2 – Recruiting Events (140 total points, 20 per event; Max 200 points with bonus opportunities)**

Points can be earned from the following events: RecFest, Club Sports Expo, Fall/Spring Volunteer Opportunities and Organizations Fair, Fall Saturday @ Sam, Homecoming Parade Float, Spring Saturday @ Sam, and Summer Passport to Sam (New Student Orientation), and other tabling events hosted by Club Sports or the university. Your team can only earn points one time (20 points) for scheduling your own tabling event somewhere on campus. Passport to Sam is held every Thursday during New Student Orientation, typically eight times each summer.

There are typically 8 sessions of Passport to Sam, and each is considered half an event. If you attend each of the Passport events you will receive credit for 4 recruiting events. Therefore, you will need at least 3 other recruiting events. You need to attend 7 total events to earn the maximum points. However, each club is encouraged to do as much recruiting as possible for their club.

If there are other events your club does to recruit, you could possibly earn points for those as well to help you reach the 140 points. However, you must discuss these with the Club Sports Staff before the event in order to have any chance of receiving points.

## **Section 3 – Club Sports Paperwork (250 total points; Max 300 points with bonus opportunities)**

Clubs will earn points in this section for completing and submitting the required paperwork before the deadlines. You will earn points for the following pieces of paperwork:

**Fall Game/Event Schedule:** 20 points

**Spring Game/Event Schedule:** 20 points

**Travel Requests:** No points will be earned for turning in travel requests on time. Each late form will be – 5 points.

**Membership Roster:** 40 points if turned in by October 1 deadline. Each day late is -5 points up to -20 points.



**Travel Forms:** 40 points if 100% of roster completed by October 1st deadline. Each form not completed or not accepted will result in -5 points per person not approved.

**Orglink Forms:** 40 points if 100% of roster completed by October 1<sup>st</sup> deadline. Each form not completed or not accepted will result in -5 points per person not approved.

**Post Event Report:** No points if turned in within 1 week post trip. Failure to submit post event report on time or not at all will result in -5 points for each report.

**Officer Info Form:** 10 points each semester.

**Handbook Signature Page:** 10 points.

**OrgLink Registration:** 25 points.

**Budget Request:** 15 points.

**Advisor Agreement:** 10 points

**Equipment Inventory:** 10 points.

#### **Section 4 – Club Events/Game/Tournaments (Maximum 100 points)**

The Club Sports Program wants all clubs to participate in a minimum of four events per year. An integral part of being a Club Sport is representing the university in a positive manner. This includes all home/away games, matches, tournaments, self-defense seminars and belt testing. If your club participates in an event not listed above and you want to receive credit, please discuss the event with the Club Sports Staff.

To receive points for an event the event in question must meet the qualifications below:

“A Club Sports Event is defined as any event in which the club participates as a group (meaning two or more individuals) in a game, event, meet, tournament, etc. to help them qualify for regional or national events. This includes all season play as scheduled by conferences and governing bodies. Any trip or event that receives funding or support through the university (financial support or otherwise) is also considered a club sport event.”

If the event is not an officially recognized Club Sport event, then none of the following should occur:

- Representation of Sam Houston name or brands on uniforms, jerseys or any non-apparel item that displays affiliation with Sam Houston.
- Organizing registration, travel or competition of the event through official club communication channels or via the club’s social media outlets.
- Competition in a collegiate division that requires affiliation with a university.
- Competition on a membership or account that was paid for by the University or affiliated club.
- Using University or Club funds for the event including club or University equipment.



If any of the above criteria are met the club will be subject to disciplinary action for participating in an unauthorized Club Sport Event.

**Each event/game/tournament:** 25 points (tournaments count as 1 event)

To receive points for an event, you are REQUIRED to submit the Post Event/Game Report within 1 week of the event. If you do not submit the Post Event/Game Report, you will not receive points for the event.

## **Section 5 – Disciplinary (0 Points)**

All club sport teams, and all club sports athletes are to follow all Club Sports, Campus Rec, and University policies at all times which include but are not limited to practices, games/events, participating or attending events hosted by Campus Rec, University Events, on social media, etc. Teams or team members that face disciplinary action will lose points based on the type of infraction. If a club receives a minor infraction, they will lose 10 points for each interaction. If a club receives a major infraction the club will lose 20 points. A club that receives its three minor infractions, two major infraction or a first behavioral infraction lose 50 points.

Teams can be subject to suspension at any time and can result in loss of practice time, loss of funding, loss of travel, and potentially loss of club sports and student organization status.

Points in this section cannot be made up through the additional Club Trainings. If points are lost in this section, they are gone for the year. If a sanction is overturned by appeal the club will receive the points back in this area that they would have lost. However, if the appeal results in an upgraded infraction, the club will lose additional points in accordance with the above-mentioned scale.

## **Section 6 – Wellness Trainings (100 max points)**

Clubs can earn points for attending various types of wellness trainings or seminars. To earn these points clubs must have at least 5 club members or in attendance for at least 1 of the following topics: team building skills, practice drills, how to run productive meetings, nutrition seminar, attending a group fitness class as a team, schedule and attend a presentation hosted by Student Involvement, schedule and attend a presentation hosted by hosted by any department on campus. Each event attended is worth 10 points. The only restriction is that only 1 fitness class each semester can earn credit, but teams are still encouraged to attend as many as possible. In addition, all other presentations need to be over different topics to receive credit (i.e., nutrition seminars over 3 different topics will all earn credit).

Club members must sign in upon arrival at these trainings, at least 5 team members need to be present, a brief 2-3 sentence summary of the event, a list of attendees, and photos from the event need to be submitted using the Outlook Form sent from the Assistant Director of Club Sports.

The Assistant Director of Club Sports has the final say in submitted wellness trainings.



## **Section 7 – Marketing/Articles/Publications for Bonus Points (100 max points)**

Teams can earn points by being recognized in different forms of media. Examples include articles or publications about the team in a paper, magazine, or online publication, being featured on a podcast, being featured on a social media post not by the team's social media accounts or a member of the team's social media account, etc. All submissions need to be sent to the Assistant Director of Club Sports for review. Submission does not automatically mean points will be earned. Each accepted submission will be worth 10 points.

## **Section 8 – Attend Another Club Sport's Events (100 max points)**

Teams can earn points for attending events hosted by other SHSU Club Sports teams. To earn points at least 5 team members need to be present, a brief 2-3 sentence summary of the event, a list of attendees, and photos from the event need to be submitted using the Outlook Form sent from the Assistant Director of Club Sports. Each approved submission will be worth 10 points.

## **Section 9 – University Events (100 max points)**

Teams can earn points for attending events hosted by SHSU. Events can be athletic events, creating intramural teams not in your primary sport, plays/musicals/recitals, SammyPalooza, events hosted in the Frank Parker Plaza, etc. To earn points at least 5 team members need to be present, a brief 2-3 sentence summary of the event, a list of attendees, and photos from the event need to be submitted using the Outlook Form sent from the Assistant Director of Club Sports. Each approved submission will be worth 10 points.

## **Section 10 – Volunteer Hours (100 max points)**

All teams are to give back to the community through volunteering/community service. Each team has a minimum requirement for services hours depending on what tier they are in.

- Bearkat: 8 Hours per member.
- Sammy: 6 Hours per member.
- Raven: 5 Hours member.
- Kub: 4 Hours member.

Teams that meet their minimum hours required will earn 100 points. Every 10 hours above their minimum requirement will be worth additional 5 points. (10 hours above will be 5 points, 20 hours above will be 10 points, 30 hours above will be 15 points... 100 hours above will be 50 points)

For volunteer hours to count, a team needs a minimum of 3 team members present. Each team members hours will count towards the minimum required for each team (i.e., a 5-hour event with 5 people will be 25 hours). Exception, if the Assistant Director of Club Sports reaches out asking for volunteers the 3-person minimum is not required. Additionally, some events can be worth double hours if stated by the Assistant Director of Club Sports.



Volunteer hours will be submitted using an outlook form provided by the Assistant Director of Club Sports. Information needed is:

- Date, time, name, and location of event.
- Volunteer supervisor name and contact information.
- Total number of volunteers from the team and their names.
- Total number of combined hours from the volunteer event.
- Description of the event, what kind of service was provided at the event.
- A photo of the team members volunteering at the event.

### **Section 11- Club Success (600 Max Points)**

Teams can earn points for their success at events as well as being recognized with awards from Sam Houston State.

- 25 points for beating an in-state rival (SFA, Texas State, A&M, UH, Baylor). Only once per semester.
- 50 points for qualifying for a regional.
- 100 points for qualifying for Nationals.
- 200 points for winning a national championship.
- 75 points for being nominated for a Sammy.
- 125 points for winning a Sammy.

\*Other things not listed can be submitted and considered for points.

### **Section 12- Monthly 1-on-1 Meetings (80 Max Points)**

Each team can earn points by having their executive board meet monthly with the Assistant Director of Club Sports. Team Presidents will be asked to submit their semester availability at the beginning of the year and based off that will have monthly 1-on-1 meeting scheduled. These meetings will be used to focus on the individual development for officers of specific teams, to provide updates about the team, provide updates from the Club Sports staff, and to connect on an interpersonal level. Each meeting is worth 10 points and a maximum of 40 points can be earned each semester.

## **TIER SYSTEM**

The tier system is used assist the Club Sports Staff with managing a dynamic Club Sports program. The tier system establishes clear expectations for individual clubs and clearly defines what the Club Sports Staff will provide to each individual club and their members. The Club Sports Staff serves as the administrators of each club within the Club Sports program. The system consists of four tiers: Bearkat, Sammy, Raven, and Kubs.

It is important to note that this system is not in place to serve as a status system or to designate which clubs are more or less important; regardless of tier, all clubs shall be treated equitably. Teams must earn placement into their respective tier. The higher the tier the more requirements needed but more benefits are available such as more funding, practice time priority, access to specific logos, and more. Each club's tier the current year's



point system standings, team needs, and history of compliance.

### **TIER DESIGNATION**

Clubs are placed in a tier based off their performance from the previous year along with team needs and history of compliance. The Assistant Director of Club Sports, the Competitive Sports Graduate Assistant, and the Club Sports Council will review the point system, team needs, and team history to make recommendations for the tier structure.

To be able to properly manage the club sports program, each year a maximum number of clubs at a particular tier may be limited for that particular year. It is anticipated that as the club sports program continues to expand and strengthen that the potential number of clubs at the limited tiers shall increase each year. Teams will not be limited on how many tiers they move up or down no matter their previous year's tier designation. Team's that go dormant or inactive but become active again will return at the lowest level of the tier structure but will have the same opportunity as other teams to move up in the tier structure.

### **PRACTICE SPACE ALLOCATION**

For all on-campus Campus Rec managed space, clubs shall be allocated practice space based on the point system ranking within their designated tier. All clubs can request two practices or 4 hours of practice per week and facility space will be granted as long as the space is available. Clubs are eligible to request additional practices per week if space is available. After all clubs initial 4 hours of practice have been approved, extra practice slots, if available, will be filled by point system rankings. If additional facility space is available after allocating, a "lottery" system shall be used for clubs interested in additional space.

### **TIER CRITERIA**

All clubs, regardless of tier are eligible to request certain "benefits" provided to clubs administered by the Department of Campus Recreation. Please review the specific criteria for each tier for specific information. The list below is referred to as "general benefits" throughout this document.

- May request department funding both from the general allocation and the Contingency Fund. Additional award from Campus Rec will be based on initial funds allocated at the beginning of the year and points earned on the current years point system.
- May request Campus Recreation-managed facility space to be used for meetings, tryouts, practices, competitions, and special events (facility use fee typically waived).
- Shall be listed in the Club Sports Directory and on the Department's Website.
- Can have representation at the annual Club Sports Expo.





| Tier           | Details   | Benefits  |
|----------------|---|---|
| <b>Bearkat</b> | <p><i>Criteria</i></p> <ul style="list-style-type: none"> <li>Competitive in nature.</li> <li>Minimum competitions per year: 4</li> </ul> <p><i>Requirements for Tier Status</i></p> <ul style="list-style-type: none"> <li>Approved Student Organization through Leadership Initiatives.</li> <li>2 designated Safety Officers per team; 2 CPR/AED for the Professional Rescuer with First Aid certification through the American Red Cross.</li> <li>8 Community Service hours per member.</li> <li>Monthly meetings with Club Sports staff.</li> <li>Fundraise 75% of allocation minimum.</li> <li>Mandatory: Participate in annual club sport fundraiser.</li> </ul>  | <ul style="list-style-type: none"> <li>In-season priority.</li> <li>All general benefits.</li> <li>Highest Allocated Funding amounts.</li> <li>Practice space priority allocation.</li> </ul>   |
| <b>Sammy</b>   | <p><i>Criteria</i></p> <ul style="list-style-type: none"> <li>Competitive in nature.</li> <li>Minimum competitions per year: 2</li> </ul> <p><i>Requirements for Tier Status</i></p> <ul style="list-style-type: none"> <li>Approved Student Organization through Leadership Initiatives</li> <li>2 designated Safety Officers per team; 2 CPR/AED for the Professional Rescuer with First Aid certification through the American Red Cross.</li> <li>6 Community Service hours per member.</li> <li>Monthly meetings with Club Sports staff</li> <li>Fundraise 50% of allocation</li> <li>Mandatory: Participate in annual club sport fundraiser.</li> </ul>   | <ul style="list-style-type: none"> <li>All general benefits except for use of certain logos.</li> <li>Second tier for allocated funds amount.</li> <li>Practice space allocation.</li> </ul>  |
| <b>Raven</b>   | <p><i>Criteria</i></p> <ul style="list-style-type: none"> <li>Recreational in nature.</li> <li>Will benefit from department expertise to safely operate.</li> <li>Will benefit from the program's administrative structure and support.</li> </ul> <p><i>Requirements for Tier Status</i></p> <ul style="list-style-type: none"> <li>Approved Student Organization through Leadership Initiatives.</li> <li>2 designated Safety Officers per team; 2 CPR/AED for the Professional Rescuer with First Aid certification through the American Red Cross.</li> <li>5 Community Service hours per memeber.</li> <li>Monthly meetings with Club Sports staff.</li> <li>Fundraise 25% of allocation.</li> <li>Optional: Participate in annual club sport fundraiser.</li> </ul> | <ul style="list-style-type: none"> <li>All general benefits except for use of certain logos.</li> <li>Practice space allocation.</li> <li>Third tier for allocated funds amount.</li> <li>Participate in club golf tournament.</li> </ul> |
| <b>Kub</b>     | <p><i>Criteria</i></p> <ul style="list-style-type: none"> <li>Tier for clubs in their first year of operation or clubs that are rebuilding.</li> </ul> <p><i>Requirements for Tier Status</i></p> <ul style="list-style-type: none"> <li>Approved Student Organization through Leadership Initiatives.</li> <li>2 designated Safety Officers per team; 2 CPR/AED for the Professional Rescuer with First Aid certification through the American Red Cross.</li> <li>4 Community Service hours per member.</li> <li>Monthly meetings with Club Sports staff.</li> <li>Optional: Participate in annual club sport fundraiser.</li> </ul>  | <ul style="list-style-type: none"> <li>All general benefits except for use of certain logos.</li> <li>Practice space allocation.</li> <li>Participate in club golf tournament.</li> </ul>   |



## Finances

The management of Club Sports financial resources is extremely important. Certain restrictions established by Sam Houston State University and the Department of Campus Recreation are intended as safeguards for the club's finances. These procedures can impede the financial needs of the Club Sports at times. The established procedures and guidelines that control access to funds are meant to maintain fiscal responsibility.

### Annual Budget Allocation Process

Each year the Club Sports program has a certain amount of money that will be allocated to the various Club Sports. All active clubs can apply for this money. Any club interested in applying for this money must complete the Club Sports Budget Request form and present to the Club Sports Council their budget plans. The Council will then make a recommendation to the Club Sports Staff for how much allocation each club should receive.

Funding Requests are reviewed by the Club Sports Council/Staff using the following criteria, in no particular order:

- Cost of operating the sport/activity-equipment, organizational dues, travel, etc.
- Prior year's budget-explain how money was spent.
- Total amount of funds raised during the previous year.
- Number of active members-explain the number needed for a good quality experience in the sport/activity; any specific number that is required; the number of members expected for the year.
- Amount for dues per member and other member costs-consider a balanced proportion of allocated funds, member contributions, fundraising and donations.
- Level of activity and kind of activity- explain in detail and how the sport/activity is best conducted and how the club stays active with the surrounding community.
- Quality of organization-submitting paperwork on time; keeping good inventory; solid budget preparation; disciplinary problems.
- Points earned through the tier structure point system in the previous academic year.

League membership fees your club are required to pay will be added to your allocation recommendation. For example, if the Club Sports Staff decides on a \$2,000 allocation to your club, and you have \$1,000 in league membership fees, you will receive \$3,000.

After your allocation amount is decided based on the criteria above, the Club Sports Points System will be used to calculate your final allocation. The points system is explained in detail in a previous section. In short form, the percentage of the total possible points your club earns during the academic year will be multiplied by the allocation recommendation to determine your FINAL allocation amount.



## **Managing Club Finances**

Each club has access to two bank accounts. The money allocated to the club by Campus Recreation is put in your “Internal” account. Each club is required to create an “External” bank account at the bank of your choice (needs to have a branch in Huntsville). You are never allowed to spend cash that you receive for any reason (i.e. dues, donation, etc). Cash must be deposited in your External account, and then you can use a check or debit card to make the purchase. All purchases with your Internal or External accounts must be approved by the Club Sports Staff prior to placing the order.

### **Internal Account**

This account is money allocated to each club by the Department of Campus Recreation. Access to these funds is limited and requires approval from the Club Sports Staff.

You may purchase only the following items: Equipment, van rentals, hotels, officials’ payments, entry fees, gas reimbursements. Uniforms and AirBnB or VRBo reservations are not eligible for purchase with internal account funds.

All merchandise that is purchased through your Internal account is property of Campus Recreation. Equipment will not be purchased for personal use. Example: The internal account will purchase 5 lacrosse sticks so that new lacrosse players have something to use but will not buy enough sticks for each member of the team.

Money from this account cannot be used to pay coaches. You may obtain access to this account through a Purchase Request that the Club Sports Staff will get processed. The balance of this account will expire on June 1 of each year. Clubs may not access their internal account funds until their bank account is on file with the Club Sports Staff. This means the bank card and checks are kept in the Club Sports office and the bank statements are sent to the Club Sports office.

### **External Account**

- Every club is required to set up a checking account off campus (most clubs already have one). You will not be allowed to access your Internal Account until you have the following established:
  - Each club’s bank statements must be mailed to the Club Sports Office.
  - All club checkbooks and debit cards are kept in the Club Sports Office.
- Each club must have at least two members of the club listed on the external account with the bank as authorizers for the account. Those names will also be on file with the Campus Rec Office and should be updated as soon as changes are made to the names on the account.
- This account is where you will deposit money generated from player dues, fundraisers, sponsorships, etc. (unless a tax receipt is requested)
- You can never deposit any money raised for your club into a personal checking account.



- Access to this account is limited and can be done with a check (or debit card) from the club's external account.
- This account can be used for all types of reimbursements. In order to be reimbursed, receipts must be turned in. If you do not have a receipt, you will not be reimbursed.
- This account can also be accessed with a check made out to a specific vendor. This will only take place if you know the exact amount before the check is written. No blank checks will be given to anyone under any circumstances. If you want to pay up front for something, you need to know the exact amount when you come in to ask for the check from the Club Sports Staff.
- The balance in this account carries over year to year.
- Every year, you must take a copy of the minutes from the meeting where elections happened to the bank to establish the officers for the current school year. By doing so, the current officers will be the names on the checking account and thus, be allowed to sign checks from your club's checkbook. In addition, clubs are required to submit a duplicate copy of the meeting minutes to the Club Sports Staff.
- The monthly statements must be mailed to the Club Sports Staff. In addition, all checks must have the Campus Rec mailing address on them. The address for the statements and the checks is as follows:
  - Individual Club Name
  - C/O Campus Recreation
  - P.O. Box 2387
  - Huntsville, TX 77341
  - (936) 294-3358

## **Requesting Payments**

### **Purchasing Protocol**

All purchases and orders of equipment must be approved by a Club Sports Professional Staff Member to verify the availability of funds. If any club is found to have ordered equipment without receiving authorization for that order, that club will face disciplinary action.

### **Internal Account – Purchase Requests/Departmental Credit Card**

- Complete and submit a Purchase Request form to the Club Sports Staff. This form needs to be filled out completely with the vendor you are wanting to purchase from, item #'s, and cost (including shipping). You must get a price quote for whatever you want to purchase before you come to our office. To turn in a Purchase Request, you must know exactly how much everything will cost.
- When you request the price quote from the vendor, it must have the Campus Rec mailing address since that is where the items must be delivered. That address is below:
  - SHSU – Campus Rec
  - Attn: John Merryman
  - 801 Bowers Blvd
  - Huntsville, TX 77340



- The payment is not released (if a Purchase Order) until the items purchased are delivered or services are rendered.
  - Vehicle rentals and equipment items may be purchased like this.
  - Equipment will be delivered to Campus Rec, inventoried, then released to the club.
- Purchasing equipment/rental vehicles is a lengthy process. From the time you turn in the Purchase Request form to the Club Sports Staff, it will take on average 2-3 weeks to receive the equipment. Requests for rental vehicles must be turned in at least two weeks prior to travel.
- The vendor cannot begin the order or ship the order until they receive the Purchase Order. If they do, you can only pay them from your External account.

### **Internal Account – Reimbursements**

- You must fill out and submit the Reimbursement Form within 30 days of the purchase for which you want to be reimbursed. You must turn in the itemized receipt for the purchase in order to be reimbursed. If you do not have an itemized receipt, you will not be reimbursed. You cannot turn in the credit card receipt that only has the amount spent on it, it must be ITEMIZED. For example, a gas receipt must have the number of gallons purchased on the receipt. The expenses must be directly related to the club in order to be reimbursed. If the expense is related to travel (i.e. gas, hotel), then you must have turned in a Travel Request form before the deadline. The Bursar's Office on campus will normally issue you a check to be picked up from their office or mail the check to the address on the form for reimbursements. However, they will not notify you to tell you the check is ready to be picked up. After three weeks has passed from the time you turned in your Reimbursement form, I would recommend stopping by their office every few days to see if the check is ready. This process can take 3-4 weeks to receive your money.
- The only items you can be reimbursed for through this account are travel related expenses: gasoline, parking, tolls, and hotels. These reimbursements will only be approved during official club events in which travel is required outside of the city and the receipts must completely itemized with the city (location) in which it was purchased.
- The university does not allow us to reimburse for equipment, league dues, jerseys, food, etc.

### **Internal Account – Officials Payments**

- Due to the extensive delay in paying officials from a club's internal account, officials must now be paid from the external account. These payments are eligible for reimbursement from the internal account. Reimbursements are only eligible if the official has field out the official's agreement form.

### **External Account – Payout Requests**

- Payment for any items purchased with External Account funds is solely the responsibility of the club and its members. SHSU Club Sports, Sam Houston State University or any of its affiliates assume no responsibility or liability for payment of any outstanding bills, balances, or debts in the past, present, or future. Purchase requests will not be approved if



a club does not have enough funds in their bank account to cover the full cost of the items. Failure by the club and its members to pay for items purchased will result in disciplinary action.

- Use of external account funds for any purpose requires authorization from a Club Sports Professional Staff Member. Accessing funds from the External Account requires use of a Reimbursement Form, Purchase Request Form, or Officials Agreement Form. For all of these forms, an officer that is a signer on the account will have to pick up the check from the Club Sports Staff. There may be certain expenses that your club would like to use your external account for that you do not know the cost for in advance of the purchase (i.e. gas or food while traveling with the club). Purchases of this kind will be handled on a case-by-case basis.
- Reimbursement Form.
  - You must fill out and submit the Reimbursement Form within 30 days of the purchase for which you want to be reimbursed. You must turn in the itemized receipt for the purchase in order to be reimbursed. If you do not have an itemized receipt, you will not be reimbursed. You cannot turn in the credit card receipt that only has the amount spent on it, it must be ITEMIZED. The expenses must be directly related to the club in order to be reimbursed. If the expense is related to travel (i.e. gas, hotel), then you must have turned in a Travel Request form before the deadline.
- Purchase Request Form.
  - You can have a check written directly to a vendor to purchase items like t-shirts, equipment, food for a banquet, etc. In order to get a check to pay the vendor directly, you must fill out the purchase request form and submit a quote from the vendor that shows the exact amount for your purchase. You can have the quote faxed or emailed to the Club Sports Staff, or you may bring a copy by the office. Once the quote is received, the check can be picked up and taken to the vendor.
- Officials Payments.
  - The easiest way to pay officials through the external account is by giving them a check at the game. The only way this can happen is if you know exactly how much the officials are going to cost. You are responsible for picking these checks up before game day to give to the officials.
  - If you do not (i.e. if you have to pay mileage) know the exact cost, then we will have to mail them a check. In order for this to happen, have the officials complete an Officials Agreement form on the day of the game and make sure that the correct account is checked off on that form to have the official paid through your external account. The check will then be mailed within five business days to the official.

### **Contingency Fund**

- The contingency fund consists of a pool of money that is available for clubs to request additional funding in the Spring semester. To request funds from the contingency fund, the club must submit a line item budget for the total amount requested. The budget should clearly state what the total cost will be used to cover. The budget will be submitted to the



Club Sports Staff who will then approve or deny the request. If approved, the full or partial amount of the requested funds may be awarded.

- To be eligible for contingency funds your club must:
  - Express a financial need for additional funding.
  - Must not have already received funding from the contingency fund in the current academic year.
  - Be in good standing with the Club Sports Staff. This is accomplished by not losing more than 10 points in the Disciplinary section of the Club Sports Point System and your club may not be on suspension of any kind.
- All requests will be reviewed on the 15th of each month. Requests turned in after this date will not be reviewed until the next month. If it is determined that the club cannot wait until the next month to have their request reviewed, and the request was turned in promptly and without delay after the need for additional funding arose, a special review will be held to review the request.

## Travel

The travel of Club Sports is governed by the regulations of the Department of Campus Recreation, Sam Houston State University, and the State of Texas. Thus, handling of Club trips has been given special consideration. The following policies have been developed:

The Club Sports Staff must approve all club trips prior to the trip. Before any member of the club can travel, they will need to fill out a Release and Indemnification Form and an Emergency Treatment Authorization Form. These forms can be found on the Club Sport Form's page and are valid for the duration of the current academic year once submitted AND approved. Note, club members will need to bring the physical copies of these forms to the Assistant Director of Club Sports in HKC 207 with the original pen signature. Emailed or photocopied forms will be denied. Additionally, each member must be listed on the Clubs Orglink roster and must complete the Club Sports Handbook Agreement and the Club Sports Insurance and Waiver/Liability Form, and have both forms approved. For each trip, a Club must submit a Travel Request Form and a Travel Roster. All information on the Travel Request Form and Travel Roster must be completed no later than 10 days prior to the trip regardless of when the trip will take place. Failure to turn in these forms in a timely manner means that your club's trip may be denied by the Club Sports Staff.

If a member of a club team is not approved to travel (is not listed on the travel roster or does not have all their paperwork turned in), it is the responsibility of the club officers to ensure that this person does not participate in the game or event. If it is discovered that a member traveled and participated when they were not authorized to do so, the club will be forced to forfeit a minimum of one future away game/event, loss of practice time, and may lose access to their internal account funds for the remainder of the school year.

You are required to notify the Club Sports Staff immediately if any accident or unusual happening occurs (significant injury, hospitalization, catastrophic accidents, altercations, etc). You can do this by calling or texting the Club Sports Professional Staff (cell phone numbers are



listed on the front of the handbook). If you misplace the cell phone numbers, you can call 936-294-3358 as a last resort and leave a voicemail. However, please contact the staff via cell phone if possible.

## Vehicles

- In order for club members to drive on officially sanctioned Club Sport events they must be placed on the University's approved driving list. To accomplish this, a student must fill out the Driver request form and submit it to the Club Sports Staff at least 1 week prior to the club's departure date.
- Clubs can either use their personal vehicles to travel to Club Sports events or rent a vehicle (i.e. mini vans, 12 passenger vans) from Enterprise Rent-A-Car.
- Personal Vehicles: If Clubs use personal vehicles for travel, the driver's personal insurance will be responsible for any liability that may occur.
- 12 Passenger Vans: The Club Sports Staff are the only people allowed to call and make Enterprise reservations. The price of a 12-passenger van may vary depending on the location of where the vehicle is picked up and how long the vehicle will be rented. Enterprise now requires our office to do a Purchase Order in advance. As previously noted, Purchase Orders can take two weeks to get processed in the system so you must notify the Club Sports Staff with the rental request a minimum of two weeks prior to the day you are wanting to rent the vehicles. Payment will be submitted to Enterprise after you return from your trip. In order to ensure timely payment, please turn in all receipts from Enterprise on the next business day following your return to campus. Also note that Enterprise has a shortage of Van and Rental Vehicles in general. Notify the Club Sports staff well in advance to reserve rental vehicles even if your team decides to drive personal vehicles.
- You are responsible for filling up the rental vehicles with gas to the same level they were when you picked them up. If you do not do this, Enterprise will charge you double what regular gas costs. You will be responsible for paying that extra charge out of your External account.
- All drivers of 12 passenger vans must be at least 21 years old.
- All drivers of other rental vehicles must be at least 18 years of age.

## Hotels

- Your club is responsible for researching area hotels and selecting a hotel that is both fitted to your needs and reasonably priced.
  - When pricing hotels, please note that hotels must be booked directly. This means that discount travel websites (i.e., Expedia, Priceline, etc) are not eligible for booking if they are using the internal account. AirBnB and VRBo are also not eligible for booking through the internal account.
  - Please note that hotel pricing can vary based on the number of individuals staying in the room, the number of rooms booked, and other factors determined by the hotel.
- Once the club has determined the hotel of choice, they must list the full address and the number of rooms requested on their Travel Request form. This will allow the Club Sports professional staff to book the hotels.





- Following approval, a confirmation will be sent to the person that made the booking. If the request is denied for any reason, the club will be notified so that alternative arrangements can be made.
- Hotel requests should be made at least one week in advance. If the club no shows or cancels their reservation after the hotel's free cancellation deadline, and the University is charged, the club will lose the right to use their internal account for travel for the remainder of the year and the club will also be required to write a check from their external account to cover the cost incurred by the university.
- All clubs are required to charge incidental expenses to either their External Account debit card or a personal method of payment. No incidental expenses will be paid from the club's Internal Account.
- If incidentals are charged to the club's Internal Account, the club **MUST** sign a check back to the university within 5 business days of the expense.

### **Risk Management & Travel**

- It is required that all clubs adhere to the following SHSU Club Sports Travel Risk Management policies:
  - Clubs cannot drive over 14 hours in any given 24-hour period. The majority of these hours must be during daylight.
  - Clubs may not depart after 4pm for trips exceeding eight hours.
  - Drivers must change every four hours.
  - Vehicles may not be overloaded. There must be a seat belt for every person in the vehicle.
  - No alcoholic beverages are allowed in vehicles at any time.
- You are required to notify the Club Sports Staff immediately if any accident or unusual happening occurs at any practice, home or away game, or club function (significant injury, hospitalization, catastrophic accidents, altercations, etc.). You can do this by calling or texting the Club Sports Professional Staff (cell phone numbers are included on the cover of this handbook). If you misplace the cell phone numbers, you can call 936-294-3358 as a last resort and leave a voicemail. However, please contact the staff via cell phone if possible.
- If a major issue ever occurs after 5pm on weekdays or anytime on the weekends which you need assistance with, you can contact the Club Sports Staff by calling or texting (cell phone numbers are given to the club officers at the beginning of each year). Please try to get in touch with your primary contact first and then feel free to contact the other staff on the list if necessary. The staff will do our best to respond as quickly as possible and assist you with whatever issue you are having.
- If any club member is responsible for damages that occur to a rental car, hotel room or other area of a hotel, the club will forfeit the right to use internal account money for any travel expenses for that event and will face further sanctions depending on the severity of the incident. The club will also be required to reimburse SHSU Campus Rec for any funds that were paid upfront by the department prior to travel taking place if this was an event that required travel.



- All clubs are subject to random membership eligibility checks by Club Sport student staff, Campus Recreation Graduate Assistants, or Professional Staff during their scheduled practice times on Sam Houston State University property. A club that has more than 1 person that does not meet the membership eligibility requirements for club membership will have failed the eligibility check. (For more information on eligibility see Section IV Membership Eligibility. First time participants at practice will not be counted.)
  - The first time a spot check is failed the club will be issued a written warning for failure to comply with Club Sport policies.
  - If the same person is fails the eligibility check more than one time, regardless of whether the club as a whole fails the eligibility check, then the club will face disciplinary sanctions equal to XIV-4-8b.
  - The second time a spot check is failed the club will lose their regularly scheduled practice times for two weeks.
  - The third offense will result in the club losing their practice times for the remainder of the semester and the club will be placed on probation for a period of one year.

### **Concussion Protocol**

- At the beginning of each school year, a representative from each Club Sport (The President or the Safety Officer) will be handed Concussion Recognition Cards and Concussion Protocol Packets to be used in the case of any one of their members sustaining a suspected head injury in any home or away practice, game, events, or other club activity. If any on-site supervisor or member of the club observes any signs listed on our “Concussion Recognition Cards” in one of your team members, then for his/her safety that individual will be removed from all Intramural and Club Sport participation. No arguments!
- Once the individual is removed from the practice or game, he/she is not permitted to participate until he/she has received a signed Return to Play Form from his/her medical care provider. The on-site supervisor or club member will fill out the front sheet of the concussion packet with information about the injury and document any symptoms observed. The injured participant will then be notified that they are not eligible to participate in any Intramural or Club Sport related events until the medical care provider has completed and signed the Return to Play Form.
- Once the injured participant provides a copy of the Return to Play Form signed by his/her medical care provider, his/her status will be changed from ineligible due to concussion protocol to eligible to play. A copy of the Return to Play Form will be kept on file in our office.



## **Standard of Conduct and Disciplinary Procedures**

Each club within the Sam Houston State University Club Sports Program is student ran and under the administration and guidance of the Department of Campus Recreation, Department of Student Involvement, and the Assistant Director of Club Sports. Each club member is responsible for the knowledge of and adherence to the policies set forth in the Club Sport Handbook, including policies set forth by The Department of Leadership Initiatives, The Dean of Students office, and Sam Houston State University. It is required that participants behave maturely and responsibly at both on and off campus club events. University conduct regulations apply to clubs and their members at all activities regardless of location. Participants are expected to adhere to these policies at non-related club events. Wearing anything that identifies someone as a member of a club puts individuals and the team at risk repercussions if any policies are violated. Individuals or teams who violate these policies and procedures will be held accountable for their actions and charges may be filed with the Dean of Students Office.

As a member of the SHSU Club Sports Program, each Club Sport has the obligation to gain the approval of the Campus Recreation Office prior to acting on items, issues, or ideas that are not covered in this manual. If a club chooses to act independently, they risk losing SHSU Club Sports affiliation and the Department of Campus Recreation sponsorship. Club social events are not sponsored by the Department of Campus Recreation and must NOT be advertised as part of the club's official activities.

Individuals must always conduct themselves in a manner that does not detract from the reputation of the University. This includes behavior in game situations as well as contact with other teams and event/facility staff. When involved in off-campus events or when travelling, be aware that you are still a representative of SHSU.

Club Sports members are expected to have read and understood the Code of Student Conduct & Discipline, which can be found at:

<https://www.shsu.edu/dept/dean-of-students/guidelines/student-conduct>

Club officers are expected to enforce policies within their club. However, if a problem persists or becomes serious in nature, the Club Sports Staff will intervene. Examples of situations that could lead to disciplinary proceedings are mishandling of funds, failing to follow emergency procedures, theft/destruction of property, or any other conduct that reflects negatively upon SHSU and the Department of Campus Recreation.

Any situations involving illegal activities (i.e. drugs, underage drinking, etc) will immediately be forwarded to the Dean of Students Office. Any penalties this office assigns to individuals involved will stand, and the Club Sports Staff has the right to put forth further punishments on the club and the individuals. If a club member is found “guilty” for anything to do with illegal drugs, that member will be suspended for no less than one year from all Campus Rec activities. For example, individuals involved could be expelled from the club permanently and the Club could be suspended, lose all funding, lose facility privileges, or any other sanction assigned by the Club Sports Staff. The club sports staff will determine the severity of all infractions and their



sanctions. The information below is just examples of how the disciplinary process will work and potential sanctions. Again, the club sports staff will make the final decision on all infractions and sanctions.

### Disciplinary Process

- If the Club Sports Office determines an infraction(s) has/have occurred:
  - The Club Sports Office will notify the club through a written notification that: (1) the Club Sports Office is aware an infraction has occurred, or (2) an investigation is required due to possible infractions of the sport club.
  - If the infraction requires an investigation, Club Sports Office will schedule a meeting with the club to discuss the infractions. During the meeting, the club will have an opportunity to present their side.
- After the meeting occurs, the Club Sports Office will determine one of three courses of action:
  - Handle the situation in-house; the Club Sports Office will determine the appropriate sanctions against the sport club
  - If the situation involves individual Club Sport members misconduct, the case/s will be sent to the Office of the Dean of Students:
  - If the situation involves the entire club sport, a hearing will be initiated through the Office of the Dean of Students. The Office of the Dean of Students shall determine if evidence supports a finding of violation and propose an appropriate sanction.
- If the infraction remains “in-house”, an email will be sent to the club notifying them of the decisions made by the Club Sports Office.

### Administrative Non-Compliance

- Minor Offenses
  - Failure to attend a required meeting by the Club Sports office, including, but not limited to: Monthly Meetings, All Club Meeting, New Officer Training, etc.
  - Failure to submit a receipt within 72 hours of purchase
  - Failure to clean up fields/facilities after events
  - Failure use a Recreational Sports facility reservation
  - Use of non-approved Campus Rec facilities
  - Illegal participation in Intramural Sports leagues
  - **Any other offense deemed minor**
- Major Offense
  - Failure to complete Leadership Initiatives re-registration
  - Did not achieve the minimum points under the Club Sport Points system
  - Did not raise the required amount of funds in accordance with the clubs allocation and tier status
  - Did not maintain a minimum membership of 10 active members, or the minimum to participate in the sport
  - Spend more money than the club has available in Donation, Allocation, and Student Organization Accounts
  - Misuse use of club funds
  - Committing to payment for goods/services without submitting purchase request



- Violating university policies
- Misuse or abuse of facility
- Failure to report all drivers for a trip
- Failure to report all travelers for a trip
- Travel without informing the Sport Club office
- Allowing ineligible individuals to participate in club activities (lack of membership packet, no Campus Rec Membership, minors (non-SHSU Students) or minors not approved for an event, etc.)
- A club committing multiple minor infractions/ repeated failure to meet deadlines
- Not getting approval for logos and trademarks
- **Any other offense deemed major**

### **Behavioral Non-compliance**

Any behavioral violations by the club or individual members of the club of State Law, Federal Law, University Policy, or Club Sports Policy will result in a disciplinary hearing with either the Office of the Dean of Students or a combination of the Club Sport Office and Club Sports Council. A disciplinary hearing will set disciplinary action forth under the following guidelines.

Depending on the severity of the violation, either probation, suspension, or loss of active Club Sport status, as well as a judicial referral, may result immediately.

In addition to the repercussions, the Club Sport office may take additional action according to the nature of the violation. Serious violations of this nature include, but are not limited to, misappropriation / mishandling of funds, failing to follow emergency procedures, destruction / theft of property (facilities) and conduct which negatively reflects upon Sam Houston State University or the Campus Rec Department.

- Examples of Behavioral Non-Compliance:
  - Breaking the law
  - Major problems with regard to conduct while representing SHSU both in Huntsville and while traveling (i.e. holding an alcohol sponsored event, misconduct at tournament, etc.)
  - Failure to control irresponsible acts or failure to discipline could result in inactive status or disciplinary action for the entire Club Sport (any member, fan or spectator of the club at any event or practice)
  - The Club Sport and/or instructor/coach may receive disciplinary actions if coach/instructor overstep their authority - the coach/instructor may be asked to refrain from their duties
  - Any other offense deemed behavioral non-compliance



## Disciplinary Sanctions

Should a club commit an infraction, the following measures may be taken:

- **Fines**
  - Any fines will be assessed to the Allocation Account of the club. If the club does not have any allocation left, the fine will be applied to their student organization or their future allocation funding.
- **Initial Suspension**
  - Clubs on initial suspension will lose access to their accounts, all practice, and game privileges until the issue which caused the suspension is resolved. The Club Sports Office will inform all of the club's authorized representatives once that club has been placed on initial suspension.
  - Any incident of administrative or behavioral non-compliance will result in initial suspension until the issue is corrected. Upon conclusion of the investigation of the incident that caused the initial suspension, a club may be subject to one of the following: Probation, Partial Suspension, Full Suspension or Loss of Active Club Sport Status.
- **Warning**
  - Any club that commits their first minor administrative non-compliance infraction will be issued a warning.

### Administrative Non-Compliance

For the first offense (not currently on probation), a club will receive a warning.

### Probation

- Clubs will be placed on probation due to an infraction(s). Clubs will be able to function under their probationary status. Any club on probation will receive additional sanctions for each infraction. **Multiple infractions while on probation will result in partial or full suspension.** The Club Sport Office will inform all authorized representatives of the club of this status.

### Administrative Non-Compliance

- For a second offense, a club will be issued a fine up to \$100 and placed on probation for one academic semester\* beyond the semester in which the issue was resolved.
- For a third offense (a club is currently on probation), the term of a club's probation will be extended for one additional academic semester\* beyond the previously stated end date, and a fine up to \$150 will be assessed.

### Behavioral Non-Compliance

- Depending on the severity of the incident, a first offense will result in a club being placed on probation up to four academic semesters.

\*The Sam Houston State University Program does not consider summer session to be an academic semester for the purposes of probation. Once a club's term of probation expires, the disciplinary process begins again, and any subsequent offense is considered a first offense.



## **Partial Suspension**

Clubs on partial suspension will not be permitted to participate in club related activities in the areas in which they are suspended. Such a suspension will be related to the infraction (i.e., a club whose partial suspension was related to travel may be prohibited from traveling during the term of its partial suspension). The Club Sports Office will inform all of the club's Authorized Representatives once that club has been placed on partial suspension. At the conclusion of the partial suspension period, the club will be placed on probation based upon the number of offenses and/or the type of offense. The full probationary term will be served by the club once the partial suspension ends.

The following may result in partial suspension:

### **Administrative Non-Compliance**

Examples of administrative non-compliance that lead to partial suspension include, but not limited:

- For a travel-related offense, a club may be placed on a travel suspension.
- For a facility-related offense, a club may be placed on a facility suspension.
- For a practice-related offense, a club may be placed on practice suspension.
- For multiple offenses, a club may be placed on a partial suspension relating to infractions.

### **Behavioral Non-Compliance**

- For a first offense, a club may be placed on partial suspension for a term determined by the Club Sports Office.

## **Full Suspension**

Clubs on full suspension will lose access to their accounts Campus Rec facilities, and will no longer be eligible for any funding for the remainder of the semester. The Club Sports Office will inform all of the club's Authorized Representatives once that club has been placed on full suspension. At the conclusion of the full suspension period, the club will be placed on probation based upon the number of offenses and/or the type of offense. The full probationary term will be served by the club once the full suspension ends.

The following may result in full suspension:

### **Administrative Non-Compliance**

- For a fourth offense while the club is on probation.

### **Behavioral Non-Compliance**

- For a first offense, a club may be placed on full suspension for a term determined by The Club Sports Office.



## **Loss of Active Club Sport Status**

Any club that is removed from active status within the Club Sport program will completely lose all funding and access to facilities and fields administered by Campus Recreation, be placed into the conditional tier, and may be referred to the Office of the Dean of Students for further investigation. Unused account funds may be returned to the Club Sports account for redistribution to the remaining clubs through contingency funding. Any club that has lost active status will not be eligible for reinstatement for a period of at least two full academic semesters (not including the summer semester) and must go through the process of applying to move out of the conditional tier.

Any of the following will result in loss of active club sport status:

### **Administrative Non-Compliance**

- For a fifth offense while a club is on probation.
- Any one incident of administrative non-compliance that remains unresolved by the club two weeks after the incident occurred.
- Clubs who fail to complete minimum Club Sports Point System requirements.

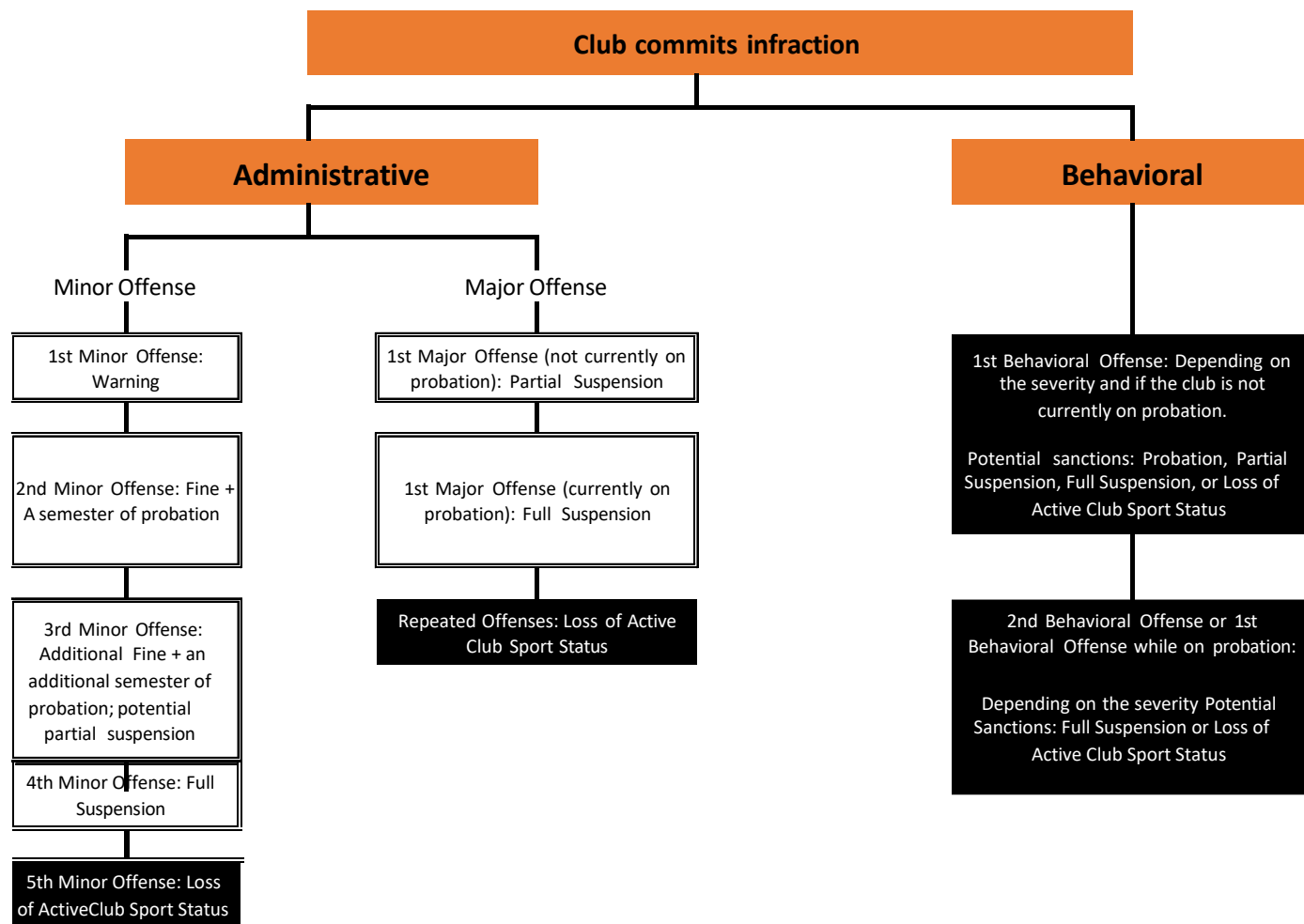
### **Behavioral Non-Compliance**

- For a second offense while a club is on probation.
- Any one offense in violation of State Law, Federal Law, University Policy, or SHSU Club Sports Policy that is deemed so egregious that it warrants immediate loss of active club sport status (i.e., hazing, discrimination, alcohol or drug abuse or wanton destruction of private property).





## Discipline Process Diagram



## Behavioral Noncompliance

### Alcohol

The following guidelines are the minimum requirements for Club Sports participants to follow when representing SHSU and the Club Sports to which they belong. Visitors to SHSU must also follow these guidelines so all efforts should be made by the club to inform its visitors. These guidelines help to ensure that neither the club nor its club members find themselves in indefensible situations. Violations to University and Program policy will be sanctioned on a case-by-case basis.

- The possession, use, and/or consumption of alcoholic beverages while on university premises, during official club events, or in any situation sponsored or endorsed by a club is not permissible in compliance with all applicable laws of the University, county, and state.
- No alcoholic beverages may be purchased with internal or external funds, nor may the purchase of it for members be undertaken or coordinated by any member in the name of or on behalf of the club. The purchase and/or use of a bulk quantity of alcoholic beverages, e.g., kegs or trash can punch, is prohibited.
- When traveling, the club function begins when you leave campus, and does not end until you return to campus. Therefore, no alcohol is allowed on trips. **Regardless of your age**, no alcohol is allowed during meals, at hotels, or any other time.
- No club members, collectively or individually, may purchase for, serve, or sell to any minor (anyone under the legal drinking age) any alcoholic beverage.
- No club may co-sponsor an event with an alcoholic beverage distributor, charitable organization, tavern (an establishment generating more than half of its annual gross sales from alcohol that is given away, sold at a discount, or otherwise provided to those present at a cost less than that to the general public), pub, bar, etc without prior approval from the Club Sports Staff.
- No member may permit, tolerate, encourage, or participate in drinking games at any club social activity.
- No alcohol may be present at any Club Sports activity or program. Social functions must be clearly defined and removed from athletic functions.
- No club may sponsor, co-sponsor, co-host, or co-finance any social function where the above guidelines are not followed.

### Hazing

Club Sports members will not participate in any type of hazing. Hazing is defined as any intentional, knowing, or reckless act, occurring on or off the Sam Houston State University campus, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging or being initiated into, affiliating with, holding office in or maintaining membership in any organization whose members are or include Sam Houston State University students. Consent to or acquiescence in the hazing activity does not excuse the student(s) of responsibility for the misconduct.



## Appeals

Clubs, or individuals, given consequences from violations can appeal to the Club Sport Council and Associate Director of Programs with the purpose of scheduling a hearing in which they are allowed to present their side of the issue. A written appeal is required to be submitted to the Club Sports Staff within 5 business days of the dated discipline letter. Decisions set forth by the Associate Director of Programs are subject to appeal to the Director of Campus Recreation via written appeal. Please note that the result of an appeal can also lead to a consequence greater than what was originally decided. The steps for an appeal are as follows:

Decision of the Assistant Director of Sport Clubs may be appealed to the Club Sport Council by following the listed steps:

1. Written communication from the club representative to the Assistant Director of Sport Clubs indicating the reason(s) for the appeal and any other relevant information pertaining to the infraction must be submitted 5 business days after the date of notification of the imposed sanction from the Assistant Director.
2. The Club Sport Council will be informed, and a hearing will be scheduled.
3. The Club Sport Council will give a recommendation to the Associate Director of Programs on the appeal after the hearing and may uphold, reject or modify the sanction given by the Assistant Director.
4. The Associate Director of Programs will communicate a final decision on the appeal back to the club, or individual, in question and will discuss the final appeal process with the club or individual.

Decision of the Associate Director of Programs may be appealed to the Director of Campus Recreation by:

1. Written communication from the club representative to the Assistant Director of Club Sports indicating the reason(s) for the appeal and any other relevant information pertaining to the infraction must be submitted 3 business days after the date of notification of the imposed sanction by the Associate Director of Programs.
2. The Director of Campus Rec will rule on the appeal after investigating the matter and may uphold, reject or modify the sanction given by the Associate Director of Programs.
3. Decisions made by the Director of Campus Rec are final except in extraordinary circumstances



## **Title IX**

Sam Houston State University complies with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in educational programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act. Sexual misconduct, as defined in the University's Sexual Misconduct Policy, constitutes a form of sex discrimination prohibited by Title IX and Title VII.

## **Facilities**

The Club Sports Staff will provide support in the use of university facilities. Use of the facilities during periods other than normal hours of operation will necessitate special arrangements. Before each home event, on-site supervisors are scheduled to arrive 45 minutes before game time to unlock the facility. If you would like additional warm-up time, please notify our office by 5 PM on the Friday before the game. We will open the facility for you a maximum of 90 minutes before your first scheduled game. If you wish to have more than 90 minutes of warm-up time, your club will be charged for the additional time at a rate of \$75 an hour for Pritchett Field or \$55 an hour for Holleman or the Recreation Fields.

At the end of each semester, a Facility Request form and a game schedule must be submitted with other registration forms to the Club Sports Staff. Any changes to this schedule must be made more than one week in advance to ensure adequate time for department personnel to prepare fields and/or courts. An attempt will be made to honor schedule changes, but these changes are not guaranteed.

Facilities will be reserved for registered Club Sports use per space availability. Due to the large number of programs administered by the Campus Rec Department, field and gymnasium space may be limited. Depending on availability, Club Sports teams may not have priority over other groups, including intramural programs and fitness classes. Within the Club Sports program, however, preference will be given to clubs that have an established program, are registered as a Club Sport, and have demonstrated facility need. For all programs, scheduled games will be allotted space in preference to practice times.

Outside of the regularly scheduled practice and game times Club Sports members do not have priority in use of recreation center space, including fields and gym areas. Under no circumstances may you use your Club Sport affiliation to displace other patrons using these spaces during these times.

Clubs are not allowed to use facilities when they are locked. If clubs that practice outdoors are caught using outdoor facilities while they are locked, there will be the following consequences:

- On the first offense, the members of the club will be removed from the facility.
- On the second offense, the members of the club will be removed from the facility and the club will lose their regularly scheduled practice times for a minimum of one week.
- On the third offense, the club will be fined \$150 and will lose their scheduled practice times for the remainder of the semester.



## Unplayable Fields

- When fields are unplayable due to weather, you will not be allowed to practice.
- In most cases, if fields are unplayable club officers will receive an email the day before or the day of a scheduled event/practice. If, however, you get to a field and there is standing water on a significant portion of the field, it is considered unplayable. If clubs play on unplayable fields, this may result in field closure as well as fines on that club's account. Please use common sense and stay safe.
- If inclement weather hits during practice, first and foremost common sense should dictate if you can continue. However, if there is lightning, everyone must leave the field and the facility for 30 minutes. Every time lightning strikes after that, the 30 minutes starts over.
- Pets are not allowed on any Campus Rec Field.
- Tobacco is not allowed on University Property (including Pritchett Field).
- You are expected to keep your field clean at all times. Whether you have practice or are hosting a tournament, the field should be free of trash and debris when you leave it. If trash is left on the field your club will be charged a \$250 cleaning fee. This money will, in most cases, come out of your Club Sports budget. This is used to pay the grounds crew to clean up during non-working hours.
- Driving is not allowed on fields. Clubs will be charged for damages.
- The water spigots on Fields 2 and 3 are not drinkable water. However, the spigots on Fields 1 and at Pritchett Field are drinkable.
- Fields are occasionally closed for pesticide treatments, irrigation, and fertilization.

## Game Schedules

All scheduling should be done in conjunction with the Club Sports Staff. This will prevent scheduling conflicts. A tentative game schedule should be completed the semester before the season is to begin and a final schedule will be produced the first week of the semester. Each Club must complete the "Event Schedule" form. Clubs can submit this form to request printed schedules or to post on the Campus Rec website. A template for schedules is available on the Club Sports Website and must be completed in its entirety.

You can discuss potential game dates with other universities, but nothing is finalized until the proper forms have been turned into and approved by the Club Sports Staff.

After the game schedule has been finalized, any cancellations will need to be sent on to the Club Sports Staff by 5 PM on the Friday before the game. If you find out after 5 PM on Friday that your game has been cancelled, please contact one of the professional staff members by cell phone.



## Intramural Participation

Club members are defined as those persons who have met any of the following criteria:

- Participated in practices and/or games.  
Have filled out a waiver with the team during the current academic year.
- Are paying dues to the club.
- Are listed as a member of the club on the club sport roster.

Club members are eligible to participate in Intramural Sports. Teams are allowed to have an unlimited number of club players on each roster. However, teams are only allowed to have two club members check in for each game for sports that have a full team of five or more players and are limited to one club member checking in for sports that have a full team of four or less (in the same or related sport) per team.

In addition, you must play in the highest skill level division offered in the sport in which you are a club member. For example, if you play Club Basketball, you must play in the Competitive A division and the Co-Rec A division for Intramural Basketball.

The following is the list of related sports that will be used to determine individual eligibility for club athletes:

| <b>Related Sports Include:</b> |  |
|--------------------------------|--|
| <u>Varsity/Club Sport</u>      | <u>Intramural Sport</u>                |
| Baseball, Softball             | Softball                               |
| Basketball                     | Basketball                             |
| Bowling                        | Bowling                                |
| Football                       | Flag Football, 4v4 Flag Football       |
| Golf                           | Golf                                   |
| Racquetball                    | Racquetball                            |
| Soccer                         | Indoor Soccer, 7v7 Soccer              |
| Tennis                         | Tennis                                 |
| Volleyball                     | Volleyball, Sand Volleyball, Wallyball |



## **First Aid/CPR/Safety Officer**

All Club Sports teams are required to have at least two people per team, (i.e. if you have an A and B team you need at least 4 safety officers, 2 for each team) who are an active member on their membership roster certified in American Red Cross CPR/AED and First Aid. This should be an individual who will be regularly attending practices and contests held during the entire school year. Campus Recreation sponsors several First Aid/CPR classes each semester. These classes are offered at a lower price than traditional classes. Clubs will not be allowed to participate in practice or travel to away events until at least one member of their club is CPR/First Aid/AED certified. Clubs have 45 days after the first-class day of each semester to have at least one member that is appropriately certified, or the club will be suspended until that requirement has been met. Safety Officers will go through additional training, including recognition of concussion symptoms, and will be expected to serve as an extension of the Club Sports Staff in all risk management policies and procedures and minimize risk for the club wherever possible.

At the beginning of each club season, a complete First Aid Kit will be issued to each outdoor or off campus club at no cost. Each club's safety officer is responsible for notifying the Club Sports Staff of additional supplies needed and to keep the kits up to date and full. The kit must be returned to the Club Sports Staff at the end of the season. Failure to do so will result in billing the Club president or blocking SHSU registration and transcripts. The first aid kit must be at all Club Sport functions, practices, games, travel, etc. Each kit is supplied with a list of contents. When an item is used it must be replaced before the kit will be issued out again. Teams practicing in HKC will not be issued a First-Aid kit as the Facility Supervisor is responsible for following and adhering to all established First-Aid protocol for the HKC.

Each Club must file an "Accident/Injury Report" for each accident or injury that may occur during practice or competition, in or out of town. These forms must be turned in to the Club Sports Staff within 24 hours after the accident/injury. If an accident or emergency should occur, the first priority is to seek medical attention if necessary. If the accident/injury requires that the person be transported to the hospital or EMS was called to the scene, contact the Club Sports Staff immediately. If EMS is not involved in the accident/injury, please text the Club Sports Staff with an update. Follow up with the "Accident/Injury Report".

Please refer to our Club Sports Handbook for information regarding our Concussion Protocol. It will be the Safety Officer's responsibility to ensure that this Concussion Protocol is being followed at all home and away practices, games and events, and the officers of the club will also be responsible for ensuring that these policies are followed as well.

Clubs are required to turn in an "Incident Report" any time something out of the ordinary occurs during a practice session, game, or special event. Situations that warrant an incident report are, but not limited to: University or local police being called to scene for any reason, physical confrontation between Club members and other members, visitors, or spectators, or someone being ejected from a game or facility by officials. The Club Sports Staff should be notified immediately after the incident and the report should be filed within 24 hours to the Club Sports Staff.



## Forms and Reports

The Club officers are responsible for completing and turning in the following forms and reports. (Deadlines are established and included):

|   |           |  |
|---|-----------|--|
| Affirmation, Waiver, Liability Release & Handbook Agreement | Mandatory | Before an individual member can participate.                     |
| Indemnification Form  | Mandatory | Before an individual member can travel.                          |
| Emergency Treatment   | Mandatory | Before an individual member can travel.                          |
| Travel Request Form   | As Needed | No less than Ten Days prior to leaving.                          |
| Travel Roster   | As Needed | No less than one week prior to leaving.                          |
| Post Event Reports  | As Needed | Weekend Travel: Following Friday by noon after scheduled return. |
| Event Schedule  | Mandatory | September 1 and February 1 – Schedule of games/scrimmages.       |
| Accident/Injury Reports                                     | As Needed | Within 24 hours of incident.                                     |
| Incident Report   | As Needed | Within 24 hours of incident.                                     |
| Reimbursement Form  | As Needed | Within 30 days of scheduled return.                              |
| Official's Payment Form                                     | As Needed | Due within one business day of event.                            |
| Purchase Requests   | As Needed | If item needs to be purchased, 3 weeks before need.              |
| Facility Requests   | Mandatory | At least 2 weeks prior to proposed event.                        |

I, \_\_\_\_\_, verify that I have read the 2024-2025 Club Sports Handbook in its entirety and agree to comply with the rules and regulations that have been described.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Club Sport

\_\_\_\_\_  
Position

\_\_\_\_\_  
Advisor Signature

\_\_\_\_\_  
Date





