

Club Sports Handbook



Table of Contents

General Information

- Philosophy of Club Sports
- Students
- Recreational Sports Role
- Club Sports Classifications

Club Policies & Procedures

- Accountability/Sportsmanship
- Registration Process
- Constitution
- Club Officers
- Forms and Reports
- Club Advisor
- Coaches/Instructors
- Membership
- Fines
- Intramural Participation
- Facilities
- Visiting Teams
- Spectators

Competitions

- Conference/League Affiliation
- Scheduling
- Officials

Financing, Purchasing & Payments

- Sources of Revenue
- Account Procedures
- Budget Appropriation Process
- New/Provisional Clubs
- National Travel Requests
- Fundraising and Development
- Tax Deductible Donations
- Purchasing
- Payment of Officials
- Equipment

Travel

- Requirements
- Reimbursements
- Use of University Vehicles
- Use of Personal Vehicles

Safety/Risk Management

- Forms
- Insurance
- Alcohol and Drug Use
- First Aid/CPR
- First Aid Kits
- Facility Inspections
- Accident/Injury Reports
- Incident Reports
- Hazing
- Disciplinary Procedures

Administrative Assistance

- Associate Director
- Secretary
- Graduate Assistant
- Supervisor
- Club Sports Council
- Equipment Checkout
- Publicity
- Storage
- Phone/Computer Support
- Mailbox Service
- General Office Support

General Information

Philosophy of Club Sports

The Club Sports program is one of 7 program areas within the Department of Recreational Sports. Club Sports consist of recognized student organizations that are established to promote and develop common sports/recreation related interests. Each Club Sport has been founded, organized, managed and maintained by volunteer student leaders. The clubs may vary in focus and programming (competitive, recreational, social, skill level, etc.). The members are actively involved in the leadership, responsibility, and decision-making process of club activities. This provides opportunities for students to develop leadership, management, and organizational skills in addition to the benefits of competition, physical activity, and social fellowship.

Although the Department of Recreational Sports will provide encouragement, guidance, and general supervision of the various affiliated Clubs, the emphasis in the Club Sports Program, as a whole, is on student leadership to initiate, organize, and conduct their respective involvement and participation.

Recreational Sports Role

The Associate Director for Recreational Sports directly oversees the operation of the Club Sports Program and serves as the advisor for all clubs. All Club presidents or representatives will work directly with the Club Sports Office (CSO) concerning club sport operations. All clubs will abide by all rules, policies, and procedures of the State of Texas, Sam Houston State University and the Department of Recreational Sports.

Club Sports Classifications

This classification system was established in recognizing that individual clubs have missions and goals unique to that club. The Club Sports Program has extremely limited resources in money, facilities, and equipment for the program. This classification system allows the program to bring consistency in the allocation of resources to all clubs.

Recreational Clubs	Competitive Clubs	Provisional Clubs
<p>These clubs are generally not affiliated with a collegiate league or conference. Participation in competitive activities is important along with social and lifetime skill development. These sports are often considered "lifetime activities". They may hold regular practice sessions or meet several times a month. These clubs usually do not have to qualify through a competitive format for national competition.</p>	<p>These Clubs compete in numerous competitions and events. They are members of a recognized collegiate league or conference. They have a certain level of coaching and are associated with a league or organization that has national championship affiliation.</p>	<p>Any new Club that obtains Club Sports status will be considered provisional for the first year and will have limited resources from the Club Sports Office. These clubs must demonstrate consistent leadership and active participation by the membership. After the first year, the club can be re-classified based on the goals of the Club. Any Club leaving the Club Sport Program for a year or more will be automatically classified as a provisional club upon requesting re-admittance in the program.</p>

Club Policies & Procedures

Accountability/Sportsmanship

Each Club Sport will be held accountable for all club members' actions, both on and off the field/court, at home or away. Membership should institute a strict club policy concerning negative behavior and conduct. Negative conduct will not be tolerated.

It is the responsibility of the Club president or representative to communicate weekly with the Club Sports Office. Meetings will be scheduled when needed. For those clubs who are not active during a semester, they will also meet as needed. The club president/representative is responsible for collecting and disseminating information to their entire club. Each Club Sport will be assigned a mailbox in the Club Sports office (HKC Rm G66). Messages and information will be distributed as quickly as possible. Communication is an essential component of any successful program.

Registration Process

Any student organization currently registered with the Student Activities Department as a Registered Student Organization or any student wishing to start a new Club Sport may apply for Club Sport status by meeting with the Associate Director of Recreational Sports. There may not be any duplication of a current recognized Club Sport organization. Recreational Sports will determine if status shall be granted, based on the completion of the following steps:

- Meet with the Associate Director of Recreational Sports and discuss the possibility of establishing a club.
- Conduct a campus-wide organizational meeting to see if there is any interest in the club.
- Complete all paperwork and the online "Request for Recognition" form to become a Registered Student Organization (RSO) with the Student Activities Department. Clubs must have at least 5 members to start an organization.

- Develop and write a club constitution.
- Elect club officers.
- Follow all guidelines of the Club Sports Program and the Student Activities Department.
- Attend all Club Sports meetings.

Once a Club Sport has been granted status, provided it has not been lost at any time, the Club may renew that status each semester by submitting a "Membership Roster" to the Club Sports Office and completing the online Recognition Request.

Constitution

In order to be successful, any organization must have a set of operational guidelines by which the members govern themselves. All Clubs are required to have a constitution, a copy of which will be kept in the Club Sports Office. It should be suited to the practical operation of a particular Club Sport. General provisions should include: Club name, purpose, dues, meetings, officer elections and duties, advisor duties, and qualifying regulations should provide for the internal needs of the club. Specific provisions should include: membership, eligibility and qualifications, voting quorum, and amendments. All provisions should insure fulfillment of University requirements. The constitution must be easily interpreted, so that the club can operate consistently from year to year. An example has been provided in the addendums of this manual.

Club Officers

All Club Sport officers must be students of Sam Houston State University. It is recommended that different classes (Freshmen, Sophomore, etc.) be represented in the officer ranks so that continuity in the administration continues from year to year. Officers are expected to be mature, energetic, 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 Office by the 5th class day of each semester or first practice, whichever comes first.

Since Club Sports are self-administered, the daily operation of any 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. The delegation of responsibilities helps eliminate the impossibility of having one person do all the work and gives other members a sense of value.

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 Director and/or the Club Sports Manager.
- Ensuring that all necessary forms are turned in to the Club Sports Office by the appropriate dates.
- Presidents from each club must meet individually with the Club Sports Office 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 office.
- 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 office 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.
- Comply with emergency response procedures of the Recreation Center for activities held therein.
- Ensure that accidents/injuries are appropriately documented by completing the Club Sport Accident Report Form.
- Sustain Club Sport status by (i) ensuring that Sam Houston State University student club status is renewed each year through application to the Office of Student Activities, and (ii) applying to the Club Sports office for renewal of Sam Houston State University Club Sports status
- All coaches/instructors (either paid or volunteer) must sign a Coach/Instructor Agreement and be vetted by the Club Sports Office.

Vice-President:

- Assist the President
- Preside in the absence of the President

Secretary:

- Maintain all Club records
- Handle Club correspondence
- Work with the Club Sports Office on travel related issues
- Circulate publicity

Treasurer:

- Handle all financial actions
- Maintain all financial records
- Keep the Club Sports Office and its membership informed of any financial concerns
- Work with Club Sports Office on budget requests
- Circulate publicity
- Treasurers from each club must meet individually with the Club Sports Manager during the course of the year to discuss issues related to their specific club if this meeting is deemed necessary by the Club Sports Manager or is requested by the club officers.

Forms and Reports

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

Membership Roster	Mandatory	7th class day of each long semester to CSO
Officer Roster	Mandatory	7th class day of each long semester to CSO and Dept. of Student Activities
Affirmation, Waiver, & Liability Release Form	Mandatory	Before an individual member can participate
Medical Insurance Form	Mandatory	Before an individual member can participate
Travel Request Form	As Needed	Weekend Travel: Wednesday before 2:00pm before departure date Week Travel: 3 days before scheduled departure date National Travel Request Forms: at least 10 days before departure
Travel Roster	As Needed	Within 48 hrs of travel
Travel Budget Request	As Needed	5 days before scheduled travel
Post Trip Reports	As Needed	Weekend Travel: Tuesdays by noon after scheduled return Week Travel: 2 days after scheduled return
Expense Report	As	Due within 48 hrs after event

	Needed	
Accident/Injury Reports	As Needed	Within 24 hours of accident/injury if during week Weekend reports due by next business day
Incident Report	As Needed	Within 24 hours of incident Weekend reports due by next business day
Reimbursements Form	As Needed	Within 5 business days of scheduled return
Official's Payment Form	As Needed	Once received, check will be mailed within 7-10 business days
Purchase Requests	As Needed	If item needs to be purchased, 3 weeks before need. There is NO guarantee request will be approved. If you do not provide 3 quotes REQUEST WILL NOT BE CONSIDERED Rec. Sports equipment at least 7 days in advance and must be returned within 2 days after event.
Inventory Report	Mandatory	1 week after season completion or by last class day of semester (depending on which comes first)
Semester Reports	Mandatory	Last class day of each semester
Financial Reports	Mandatory	Last class day of each semester
Budget Requests	Mandatory	May 1st
Facility Requests	Mandatory	Semester Practices: 1 week prior to new 5 week schedule Home Games or Events: At least 1 week prior to proposed event

Coaches/Instructors

Recreational clubs may elect to have a coach/instructor. Beginning in Fall 2006 all competitive clubs will be required to have a qualified coach. Coaches must complete "The Coaching Application" and meet with the Associate Director of Recreational Sports before being approved to coach/instruct. This person may include student coaches, paid or volunteer outside coaches, graduate assistants, or full time staff members.

It is imperative that the coach/instructor restrict their contributions to those involving his/her skills and knowledge in the area of coaching and refrain from trying to administer/manage the Club. Students must be allowed to take on as much responsibility in the administration of the Club as possible.

Membership

Membership to any Club Sport is restricted to currently enrolled students, faculty and staff. Clubs may determine their own membership rules in addition to the above, but they must be free of any restriction based on race, color, religion, sex, age, national origin, or handicaps. Each club constitution must carry a statement to this effect. In addition, Clubs may not deny membership to anyone based on his/her skill level. However, Clubs may designate "A" teams, "B" teams, etc. for the

purpose of competition. All members must be in good standing with the Sam Houston State University and the Department of Recreational Sports.

Fines

Clubs that do not have a representative present at required meetings will be fined as follows:

- a) First missed meeting will result in a verbal warning
- b) Second missed meeting—5% of the club's funding from Recreational Sports
- c) Third missed meeting—10% of the club's funding from Recreational Sports (may affect club's registration status)

Clubs that have substitutes beyond the allowed 1 absence per semester will be fined as follows:

All missed meetings—5% of the club's funding from Recreational Sports (will not affect club's registration status)

Clubs without funding will have their registration reviewed after their second missed meeting.

Additionally clubs failing to meet paperwork deadlines or comply with requests from the CSO will be fined 5% of their Recreational Sports allocation for each instance.

Intramural Participation

Club members shall be eligible for intramural participation in the sport of their specialty; however, members are restricted to allow only one such participant on a team's Intramural Sports roster if the sport calls for 6 or fewer players on the court at one time. Sports that require more than 6 players on the playing field at one time will be allowed up to two players on the team roster. The squad list, as compiled by the club coach or club president and the Associate Director of Recreational Sports shall determine who is a member restricted to this classification. Remember you represent Club Sports even while playing for an Intramural Club. Disciplinary actions in Intramural may result in disciplinary actions Club Sports Office. Each case will be reviewed independently.

Facilities

The Club Sports Office 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.

At the beginning of each semester, a space request form and a game schedule must be submitted with other registration forms to the Club Sports Office. Any changes to this schedule must be made more than one week in advance in order to provide adequate time for department personnel to prepare fields. An attempt will be made to honor schedule changes, but these changes are not guaranteed. All lining and fieldwork requests should be sent to mar024@shsu.edu.

Facilities will be reserved for registered club sports use per space availability. Due to the large number of programs administered by the Intramural Sports program and the Recreation Center, 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.**

Outdoor Facilities:

Pritchett Field Complex – 2 outdoor playing fields (1 is lighted)

Intramural Field Complex – 3 outdoor, lighted fields

Holleman Field

When fields are unplayable due to weather, available indoor facilities are first come, first serve. They cannot be reserved and are limited to the available space.

In most cases, if fields are unplayable club presidents will receive an email the day before or the day of a scheduled event. If, however, you get to a field and there is standing water on a significant portion of the field, it is 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.

Fields played on during unplayable conditions have a high risk of being damaged and will therefore have to be closed for maintenance.

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 damage's.

The water is also not drinking water; it is an irrigation line. If a line breaks email mar024@shsu.edu immediately.

Fields are occasionally closed for pesticide treatments, irrigation, and fertilization.

Please contact mar024@shsu.edu if your field is in need of service, and please be patient when fields are closed for treatment.

Indoor Facilities:

Health & Kinesiology Center Gyms – basketball, volleyball, badminton

Racquetball Courts – 10

Multi-purpose Room

Weight Room

Bernard G. Johnson Coliseum

Please return all equipment to its proper location and be sure to remove all trash and personal items at the end of the practice or match. Contact the Front Desk to report any missing or broken equipment.

If other patrons are using space reserved by your club during a practice or game time please be courteous and ask them politely to leave. If you do not feel comfortable approaching the group you may have the Facility Supervisor make this request.

Visiting Teams

Visiting teams or competitors may be permitted to use the shower and dressing facilities at the Health & Kinesiology Center. These privileges should be requested at the time the Facility Request Form is submitted. The individual Club is responsible for the facility after use. This includes any cleaning, damage cost, and security. The following guidelines should be sent to all visiting teams before they come to play at Sam Houston State University. It is up to the Club Sports teams to advise the Recreation Center in writing that a team will be visiting. The club should include the name of the visiting University or group, the sport they are playing and a list of all visiting players. The written notice should be sent (e-mailed or mailed) to the Assistant Director for Operations at ssv001@shsu.edu and a copy should also be sent to the Club Sports Director at fh001@shsu.edu.

Visiting Club Sport teams are able to use the shower/locker rooms in the HKC under the following conditions:

1. All visiting team members are required to act in accordance with the policies and procedures of the Recreation Center. If for any reason an individual does not, they will be escorted out of the facility and a report will be filed against their institution.

2. All visiting team members must have either their institutions' student identification card or a driver's license to gain access to the facility. Any person claiming to be a visiting team member without proper identification will not be able to access the facility. The visiting team may use no area other than the shower/locker rooms.

3. The visiting team must furnish a list of all players .

4. The visiting team may use no area other than the shower/locker rooms.

5. The locker/shower rooms must be left in the condition they were found in upon entering the facility.

6. All muddy shoes/cleats must be left outside the facility but not obstructing either entrance or exit.

7. The related team from Sam Houston State University will be responsible for any additional cleaning or repair needed due to the visiting teams' use.

8. If there are any situations that the staff of the Recreation Center feel are inappropriate, the institution will lose access to the facility

permanently for future visits and the institution's Club Sport Director will be contacted.

Spectators

Spectators are welcome at all Club Sport related activities, but they do not have facility use privileges. Spectators are restricted to the area serving the competition. Each Club Sport is responsible for the behavior of its spectators and guests. Collection of donations or establishment of admission fees must have the prior written approval of the Associate Director of Recreational Sports.

If Clubs find facilities/equipment being vandalized, destroyed, or being treated poorly by spectators, club members, and/or visiting teams, they should immediately report such occurrences to the UPD. An incident report must be filled immediately. Damages and corrections will be assessed once the Associate Director of Recreational Sports has reviewed the reports.

Competitions

Conference/League Affiliation

All competitive Club Sports MUST register with a league or conference, if one is available, so as to maintain a consistent schedule. Before joining a league or conference, affiliation must be approved by the Associate Director of Recreational Sports. The Associate Director can assist Clubs with affiliation. Even though Clubs are open to everyone on campus, there may be some restrictions and limitations based on the sport or the conference which they participate in. It is the responsibility of the Club President to be familiar with and follow all conference/league affiliation policies and procedures for their sport.

Scheduling

All scheduling should be done in conjunction with the Club Sports Office. 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 "Semester Schedule" form. Clubs can submit this form to request printed schedules or to post on the Recreational Sports website. **Handwritten schedules will not be accepted by the Club Sports Office.** Space requests can be approved only 3 weeks prior to the 5 week schedule changes for practice time.

Officials

When it comes to any Club Sports contest, no Club Sport member is allowed to officiate his/her own club for any reason. Prior to any event the following information MUST be submitted to the Associate Director of Recreational Sports

Name

Complete Address
Phone Number
E-mail Address
Federal ID# or Social Security#

Any money that is paid to officials through Sam Houston State University is considered salary and therefore Sam Houston must receive a completed W-9 form from the individual in question before payment can be made. Sam Houston State University will not reimburse the club sport for their payment to an official, but will ONLY pay the official directly as salary upon receipt of the W-9 form.

Financing, Purchasing & Payments

Sources of Revenue

The three (3) primary sources of revenue for all Club Sports at Sam Houston State University are: 1) Dues 2) Fundraising 3) Recreational Sports appropriations.

Clubs must present a "Financial Report" each semester. It must include an itemized listing of all income and expenditures from the Club. The "Financial Report" must be turned in by the last class day of each semester. Each Club must generate revenue equaling 50% of their Recreational Sports appropriations. Failure to do so will result in lower appropriations from Recreational Sports the following year. Clubs must demonstrate their commitment to their Club and Sam Houston State University by making good faith efforts to raise money on their own.

Account Procedures

All banking will be conducted at one bank. All accounts will require two (2) signatures on all checks. One signature must be the A.D. or the G.A. There will be no cash withdrawal's with out the Associate Director's or Graduate Assistant's approval and **signature**. There will be 4 (four) authorized signatures on each account: Associate Director, Graduate Assistant, Club President, Club Treasurer. There will be **NO DEBIT CARDS or CREDIT CARDS** allowed for any club (no acceptations). All account statement will be directed to the university "PO Box 2387 SHSU Huntsville Texas 77341 and at no time will any statements be directed to any persons address. At the end of the year when the new President and Treasurer are appointed all minutes will be forwarded to the bank so that the outgoing and incoming officers can be removed/added. During the summer sessions minimal funds will remain in the accounts just so the account may remain active. All excess funds shall be withdrawn and utilized for the benefit of the club. The only exception to this is when the club remains actively competitive through out the summer semesters (*schedules will be required to validate activity*). Any club found in violation will face a \$50.00 fine for the 1st offence and face a progressive disciplinary process that may result in suspension of all activities for up to one (1) year. Any account found in the negative will make good on all funds within 30 days.

Budget Appropriation Process

The Club Sport Executive Council reviews all funding requests. Recommendations are then forwarded to the Associate Director for the decision on final allocations. The following process will take place:

1. Funding Requests are reviewed by the Club Sports Executive Council using the following criteria:
 - a. Need of club.
 - b. Intent of club-activities/attitude/motivation.
 - c. Nature and frequency of club activities and the expense. How much club money is spent. The amounts of personal money club members spend on club activities.
 - d. Club's schedule of events (participation in inter-collegiate events).
 - e. The number of students on the official club membership roster that is on file with Recreational Sports.
 - f. Fund-raising activities on the part of the club itself.
 - g. The equipment and supply needs.
 - h. The amount of club dues for each member
 - i. Cooperation of club representatives.
 - j. Amount of student body participation in club events (both in organizing events and spectator appeal).
 - k. Number of public service activities.
2. The Executive Council recommendations are submitted to the Associate Director for decision on fund allocations.
3. An annual club sports budget is prepared by the Associate Director and submitted to the Director of Recreational Sports for approval.
4. Funds are allocated to the Club Sports program. Initial allocations are made to the clubs at the beginning of each fiscal year which begins Sept. 1.
5. After funding requests are approved, each club will be notified on the amount of their funding.
6. To access their funds, clubs will provide requests to the Associate Director who will then process the necessary paperwork to provide payment on these accounts. Funds will not be transferred into each club's university account.

National Travel Requests

A limited amount of funds may be available for those Clubs that qualify for competition or participation in regional and national tournaments or events past their regular scheduled season. Requests for additional funding for this travel must be submitted on the "National Travel Request Form" at least ten days before the trip takes place. Teams **MUST** show a "good faith" fundraising effort to be considered for these funds.

Fundraising and Development

Fundraising and development comes in many ways. Examples of fundraising efforts include candy sales, car washes, raffles, donated moneys, corporate sponsorship, and camps. Each Club should keep a list of all sponsors and given to the Associate Director prior to making any commitment with the sponsor. Any fundraising efforts

must be communicated and approved by the Club Sports Office. **No club may sign a contract; no exceptions.**

Tax Deductible Donations

Recreational Sports has established a "Friends of Recreational Sports" gift-giving account with the University Advancement Office. Individual Clubs may ask that donations of money or gifts be made to this account on behalf of the Club. All money deposited into this account and designated for a Club will be used for the operation of that Club. All normal SHSU accounting processes must be followed to use this money. The Club Sports Office can provide each Club with standardized postcards and letters to prospective donors that outline the procedure for giving to this account. Requests for these cards and letters to be personalized for the Club must be turned in to the Club Sports Office 2 days before they are needed. Once they are completed, they will be put in the Club's mailbox.

Purchasing

The Associate Director will be responsible for disbursing all University funding intended for Club Sports. Any Club can establish an account with Recreational Sports, by taking part in the budget process. Also, each club must establish a Club Sport checking account. Dues and fund-raising money is deposited in this account for the Club to use. The Associate Director must be named as a signer on all accounts. All checks must have 2 signature lines.

The following address and phone number must be used when establishing an account so the Club Sports Office receives all bank statements and transaction information.

Individual club name here
C/O Recreational Sports
P.O. Box 2387
Huntsville, TX 77341
(936) 294-1985

The Club will keep all checkbooks from these outside accounts in the Club Sports Office and the officers of a Club can pick up individual checks when they are needed.

When using the University account for purchasing equipment, a Club must submit a "Purchase Request Form" to the Club Sports Office before the equipment is purchased. The Associate Director will then approve and place the order for the Club Sport and have delivery made to Recreational Sports. Equipment purchased with University money becomes part of the University inventory for that Club Sport.

Payment of Officials

Payment to game officials may occur in three ways:

- 1) To use the Club's University account, have the official fill out an "Official's Agreement Form" and a check will be mailed to them within 7-10 days.
- 2) An official's association can be paid in one lump sum from the Club's University account. The invoice must be mailed to the Club Sports Office.
- 3) Clubs may use their external account and pay an official by check. All checks will be acquired the day before the game and signed at that time. If officials are paid through anyone's personal account, reimbursements will not be made until bank statements and cancelled checks are provided to verify that check/s cleared.

All correspondence with an official's association must be sent to the Club through the Club Sports Office mailing address (Recreational Sports, P.O. Box 2387, Huntsville, TX 77341).

Due to tax ramifications the CSO must pay all officials.

Equipment

All equipment that is purchased with funds from the University accounts is available for use only by the Club for which it was purchased. Upon receipt of the equipment, the Club becomes responsible for its maintenance and care. The University remains the owner of the equipment and the Club and/or individual members may be billed by Recreational Sports for lost or damaged equipment. Club Sport equipment must be kept safe and secure to ensure future use of the equipment by future members of the Club Sports program.

For these reasons all Club Sports must keep an updated "Inventory Report" on file with the Club Sports Office. This should be filed within 1 week after completion of the season or the last class day of each semester, whichever is first.

Travel

Requirements

The travel of Club Sports is governed by the regulations of the Department of Recreational Sports, 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:

CSO must approve all club trips one week prior to the trip. For each trip, a Club must submit a "Travel Request Form". All information on this form must be completed within 5 days of departure.

The signature of the Associate Director indicates his/her approval of the scheduled activity from the standpoint of it being a legitimate activity within the Club Sports program. The application will not be signed unless the President of the particular club has signed it.

To be eligible for the trip, club members must have the required forms on file with the Club Sport Office to be a member of the Club. A copy of the membership roster, including emergency phone numbers for each member, must accompany the "Travel Request Form". Only those members who are traveling need to be identified on this form.

All van use is restricted to drivers 21 years of age and older. This includes all rented or leased vehicles.

Reimbursements

All the requirements for the specific area of funding, plus:

1. Original Receipt/Proof of Payment:
 - Copy of original check
 - Copy of cashed check (proof that the check was cashed and the money is no longer in the bank account)
 - Check number
 - Credit Card Statement w/charge highlighted
2. Documents are submitted at MOST one week after the event
3. Detailed reason explaining why a reimbursement is necessary
4. Social Security Number or Student ID, Name, Phone # and HOME mailing address of the individual being reimbursed
5. If the team's account is getting reimbursed, provide the federal ID number for Sam Houston State University.

Use of University Vehicles

University owned vehicles may be used by Club Sports on a limited basis. Requests for University vehicles must be made to the CSO at least 2 weeks in advance, preferably 4 weeks in advance. All University vehicles MUST be driven by a person 21 years of age or older.

Travel in University vehicles is limited to current club members, coaches, and staff drivers. Any person not in one of these categories must have prior written approval from CSO to accompany the team and his/her name must appear on the "Travel Request Form".

Drivers for approved University owned and approved rental vehicles must meet the following guidelines:

A full time faculty/staff member, graduate assistant, or student may drive upon completion of the following:

- i) Approval of the CSO
- ii) Approval of the Business Office
- iii) Approval of the University Police Department

Drivers will comply with all applicable traffic laws and regulations.

All occupants must use seat belts and appropriate safety devices while the vehicle is in motion.

It is recommended that drivers obtain a minimum of 8 hours of sleep prior to driving on long trips. An individual should drive no more than 10 hours following 8 hours of sleep. It is recommended that drivers stop for a break every 2 hours or 100 miles. Passengers should help keep drivers alert and watch for signs of drowsiness. Drivers must adhere to posted speed limits and must obey all traffic laws and regulations. The following activities are prohibited for drivers while driving:

- May not operate the vehicle exceeding the maximum number of occupancy regulations. For 15 passenger vans, the Club is limited to 9 persons plus luggage in each van.
- Driving under the influence of impairing drugs or alcohol.
- Use of headphones or earphones.
- Use of cell phone.
- Clubs are advised not to travel after midnight unless otherwise approved by the CSO.

Use of Personal Vehicles

If Clubs use personal vehicles for travel, the driver's personal insurance will be primarily responsible for any liability that may occur. Anyone who will be driving must be listed on the "Travel Request Form" and provide the Club Sports Office with proof of insurance. Only drivers listed on the "Travel Request Form" will be reimbursed for gas purchases, unless arrangements were made with Club Sports office in advance.

Each Club must complete a "Post Trip Report" form after every trip. This report is due 2 days after the return date.

Safety/Risk Management

The safety of participants is of the utmost importance. There are inherent risks involved in all recreational/competitive sports programs. The participants in the Club Sports Program should be aware that involvement is totally voluntary at Sam Houston State University. It is the responsibility of each Club to minimize the risk of injury at all Club functions.

Sam Houston State University operates under a self-insurance program that includes the following primary elements of risk management related to Club Sports:

1. Sam Houston State University is not held responsible. Each participant in the Club Sports program must provide proof of insurance in order to become a member of a Club and participate in Club functions. Individuals may still be claimed on parent's insurance or they may choose to purchase the student

insurance available at the Student Health Center. If purchasing the student health insurance, Club Sport participants should purchase the "Club Sports" rider on the insurance for an additional \$70/year. For more information about this program, contact the Student Health Center directly at 936-294-1805.

2. All individuals who intend to participate in vigorous activities within the Club Sports program are recommended, for their own protection, to have a physical examination before participating.
3. All members of every club are required to submit the Assumption of Risk and Release form to the Club Sport office. NO club member is eligible to participate in a club sport related activity unless he/she has the signed releases on file. Club members who are under the age of 18 must also have a parent or legal guardian sign the form. A waiver must be submitted for each new club member. These forms are available in and must be returned to the Club Sports office, HKC Suite 104. Failure to abide by this policy of Campus Recreation and Sam Houston State University may result in suspension of Club Sports status and loss of privileges.
4. The Club Sports Office will defend a club when:
 - a. Approved activities of a club have a principal purpose, which is clearly and directly related to the educational, public service, or research function of this Institution and benefits the University
 - b. The Club is organized and performs activities principally for its members, and within the usual and customary roles of a sports club.
 - c. The Club has not engaged in any willful or wanton misconduct.

It should be noted that the designated officer or the individual club member of the Club may be held responsible for the Club Sports compliance with all Federal, State and University policies, procedures, and regulations; and as such may assume personal liability.

The University reserves the right to require proof of insurance from each Club in such amounts and for such coverage as the University shall deem appropriate prior to the use of any University equipment or facility. The decision to require proof of insurance shall be based upon the nature of risk involved, the scope of exposure, the claims history of the particular type of activity, and any other factors deemed relevant.

Alcohol and Drug Use

Consumption of alcohol or illegal drugs is strictly forbidden during Club Sport programs, games, matches, and/or tournaments or during travel to and from a contest. Alcoholic beverages and illegal drugs are prohibited from all University facilities, indoor or outdoor to include all University Vehicles. Infractions of this policy will not be tolerated. It is the responsibility of the Club to enforce these

guidelines. Failure to follow said guidelines could result in suspension from University and/or all activities.

First Aid/CPR

Clubs that have a physical element in their particular sport/interest are required to have at least two people who are active members on their membership roster certified in American Red Cross CPR and First Aid. Preferably, this would be an officer or individual who will be regularly attending practices and contests held during the entire school year. Recreational Sports sponsors several First Aid/CPR classes each semester. These classes are offered at a lower price than traditional classes. It is the responsibility of each individual to pay for the course. Club Sport money will not be used to pay for these certifications.

First Aid Kits

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 is responsible for notifying the Club Sports Office of additional supplies needed and to keep the kits up to date and full. The kit must be returned to the Club Sports Office 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. All supplies/contents of the First Aid kit is to be used for injuries only. Tape is not supplied for individual use or support. Any club that is found using supplies for any other reason will pay to replenish the kit and will be fined for each infraction on a progressive disciplinary process.

Facility Inspections

Clubs are responsible to inspect fields and facilities prior to every practice session, game or special event. Report any unsafe conditions to the Club Sports Office immediately. If at an off-campus site, report the condition to the proper managing authority. Do not use facilities or equipment if it appears unsafe.

Accident/Injury Reports

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 Office no later than 24 hours after the accident/injury. If an accident or emergency situation 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 Associate Director as soon as possible. Follow up with the "Accident/Injury Report".

Incident Reports

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 game or facility by officials. The CSO should be notified immediately after the incident and the report should be filed within 24 hours at the Club Sports Office.

Hazing

Hazing, defined as subjecting a person to treatment intended to put him/her in a humiliating or disconcerting position, is prohibited and is cause for disciplinary action. The forced consumption of alcohol, drugs, or any other liquid, gaseous, or solid substance for the purpose of initiation into or affiliation with any organization on College-owned or –operated property or at College-sponsored activities is prohibited and is cause for disciplinary action. It shall not constitute a defense to the charge of hazing that the participant(s) took part voluntarily, that they voluntarily assumed the risks or hardship of the activity, or that no injury, physical or mental, in fact was suffered. All participants in hazing action are subject to disciplinary action.

Hazing in the Club Sports program will not be tolerated. All club officers will be required to meet with the Associate Director of Recreational Sports if hazing allegations are brought forth.

Disciplinary Procedures

Failure to comply with any of the Club Sports' policies or procedures **may/shall** result in disciplinary action. The actions taken include automatically result in a **\$50.00** fine and are not limited to the following:

- Written or verbal reprimand
- Suspension of facility privileges
- Suspension of funding
- Suspension of Club Sport status

These actions may be carried out either simultaneously or independently and one action is not dependent on another. It is the responsibility of the CSO to carry out these actions when necessary. If Clubs find it necessary to appeal the decision of the Associate Director, the appeal must be made in accordance with Recreational Sports policy. The first appeal should be directed to the Director of Recreational Sports. A second appeal should be directed, when necessary, to the Dean of Students. **All disciplinary will escalate in a progressive manner but pending on the infraction may not start at the lowest level.**

Administrative Assistance

The Recreational Sports department oversees the Club Sports program by providing administrative and financial support and assists in the scheduling of facilities for the

club meetings, practices, and games. Staff members have many resources available to them, which can be of great assistance to Club Sports. Contacts with other schools, written materials, and equipment are just a few of the various resources. The Club Sports Office has one full time staff member, a secretary, a part-time graduate assistant and student supervisors to assist the Clubs. Clubs should utilize the Club Sports Office to the extent which they feel the need to, as it can help in a great deal of ways.

Associate Director – Club Sports

The role of the Associate Director of Recreational Sports - Club Sports is to provide encouragement, guidance and supervision in order for the clubs to have a more positive, well-rounded, educational experience at Sam Houston State University. The Associate Director will maintain an "Open Door Policy" to the Clubs for accommodating their needs or dealing with concerns. Each Club will have a regularly scheduled meeting with the Associate Director bi-weekly.

Secretary – Club Sports

The role of the secretary of Club Sports is to provide assistance to the clubs in completing paperwork for travel, reimbursements, purchases, and payment of fees/dues. The secretary cannot approve purchases, reimbursements, or facility requests. He/she is invaluable in helping the Clubs maneuver through the University processes.

Club Sport Supervisor

The Club Sport Supervisors will provide assistance with the daily operations of the Club Sport program. They are also responsible for home game/contest management at all Recreational Sports facilities. They will assist Clubs with any equipment needs, set-up and supervision of the facilities while in use by the Club. They will inspect the facilities and make any on site decisions regarding inclement weather or unsafe playing conditions.

Club Sports Council

In order to provide student input and representation for all clubs involved in the Club Sports Program, there shall be an advisory group identified as the Sports Club Executive Council (SCEC).

The primary purpose of the SCEC shall be to advise the Associate Director of Recreational Programs for Campus Recreation in charge of Club Sports and his/her staff of the interests, desires, and needs of sports club members. In this capacity the members of the council will convey the recommendations of their constituents, and in turn, communicate and interpret the policies and procedures of the Club Sports Program to those whom they represent.

The SCEC shall review and evaluate the goals, objectives, policies, and services of the Club Sports Program and offer recommendations for the program's improvement.

The SCEC shall review cases of reported misconduct amongst members and offer disciplinary recommendations if necessary.

The SCEC shall serve as a forum for the exchange of information between all of the clubs that are part of the Club Sports Program.

The SCEC shall support the continuous development of Club Sports Program through appropriate requests for financial allocations, and shall convey this support to the University administration in whatever way seems most suitable.

The SCEC shall support adherence by its member clubs to the policies and procedures contained in the Club Sports Handbook.

The SCEC shall participate in community outreach programs such as Adopt-a-highway, etc.

The SCEC is required to perform 2 fundraisers per semester.

Constituency

Each registered Sport Club shall provide the SCEC with one representative to be selected by that sport club, preferably a club office.

The representative must be a member of the club and an enrolled student at Sam Houston State University.

The selection process will remain at the discretion of the organizations. It is advised that care be used to insure that appointments are made in such a manner that the interests of the entire organization are adequately represented.

Appointments should be made during the Spring Semester for the following fiscal year. All appointment will begin with the first meeting of the school year and last through the following Summer Session, unless the representative resigns or becomes ineligible to serve.

The club representative alone shall have voting privileges and shall be entitled to one vote each.

The SCEC shall include one non-voting ex-officio member, the Associate Director of Campus Recreation or his/her designee.

Organization and Operation

Election of Officers:

1. The Associate Director of Recreational Programs or his/her designee for Campus Recreation shall chair the first meeting of the SCEC each year.
2. At this meeting the SCEC shall elect a President, Vice-President, Secretary, and a representative to run the official business during the course of that year.

3. All officers shall be the SCEC representative of their respective sport clubs.
4. All officers shall be elected by a simple majority vote using a secret ballot during the first meeting of the SCEC in the Fall Semester. Nominations shall be made from the floor.
5. All officers shall take office immediately after the election results for the office they were elected to serve.
6. The term of office shall be until the next election (one year but may be re-elected for a second one-year term) unless the officer ceased to be an eligible member of the SCEC, resigns, or is recalled.
7. The term of office for the officers shall be from Fall Semester through Summer Session.

Duties of the officers:

President – The President shall preside over meetings of the SCEC. He/She shall represent and speak for the SCEC during other campus meeting and events.

Vice-President – The Vice-President shall assume the duties of the chairperson in his/her absence and shall assist the President in his/her duties as delegated by the chairperson, and shall serve as the Council Parliamentarian.

Secretary – The secretary shall keep notes at all SCEC meetings and submit minutes to the Department of Campus Recreation within three business days for distribution to the Council members.

Vacancies (Resignation or Recalls):

In case of vacancy on the Executive Council, the Associate Director of Campus Recreation shall request that the appropriate club appoint a replacement.

Should an officer's (of the SCEC) position become vacant, the order of succession to the office of President shall be the Vice-President followed by the Secretary. The Secretary shall succeed the Vice-President. This order of succession will be followed if possible or the SCEC will elect a replacement from the membership, at the next Council meeting, to complete the term.

An officer of the SCEC may be recalled from the office by a two-third-majority vote of all SCEC representatives present at a meeting of the SCEC. The motion to recall shall be made at least one meeting prior to the meeting at which it shall be voted upon.

A. Recommendations:

In order to make a recommendation the following procedures must be followed:

1. The appropriate standing committee shall meet, decide on their recommendation(s), and then present their recommendation(s) to the SCEC.

When making a suggestion for change to the handbook the committee must present the current procedure, the recommended change and the rationale for the change.

2. It shall be required that the recommendation(s) be presented to the SCEC at least one meeting prior to the meeting where it shall be voted on. A written copy of the recommendation(s) shall be mailed to all representatives one week prior to the meeting where it shall be voted on.

3. A two-thirds majority is required to pass a recommendation.

Activities

Council Meetings: The council will meet regularly once each month September through April, except December. Required meetings are listed on the Club Sports Calendar and will include the first meeting of each Fall Semester, which is a special orientation for all Sport Club officers and advisor. Failure to attend this meeting may result in a club not being funded. Special meetings may be called by the SCEC chairperson or the Associate Director of Campus Recreation, or by a vote of two-thirds of the membership of the SCEC.

Notice: Notice of all SCEC meeting shall be made on the annual calendar of the Club Sports Program, at each council meeting, by e-mail to the club representative, and in the club mailbox at the Recreation Center, no later than one week in advance. If the name of a representative is not on file, notice will be sent to the club's president.

Agenda: The SCEC and its committees shall be imposed if a club is not represented (without an excused absence) at a council or committee meeting (if it is a member of that committee):

- a. Upon the first absence, the club president. There will be no penalty.
- b. Second missed meeting—5% of the club's funding from Recreational Sports
- c. Third missed meeting—10% of the club's funding from Recreational Sports (may affect club's registration status)

Quorum: A quorum for any meeting shall consist of a simple majority of the active Sports Clubs.

Open Meetings: All meetings of the SCEC and its committees shall be open except in the case of disciplinary hearings.

Parliamentary Authority: The SCEC and the committees will use the following simplified Parliamentary Procedure to conduct all business as follows:

- a. The meeting is "called to order" by the chairperson.
- b. The minutes of the preceding meeting are read by the secretary. They may be approved as read or approved with additions or corrections.
- c. Reports of standing committees.

- d. Report of the Advisory Board Representative.
- e. Unfinished business is next in the order.
- f. New Business.
- g. Adjournment.

Standing Committees: If the SCEC consists of seven or more active members, the chairperson of the SCEC shall appoint council representatives to the following standing committees according to the Guidelines for the Selection of Standing Committees. If the SCEC consists of less than seven active members, the executive officers will fill each of the committee positions and shall report to the SCEC at each meeting.

1. The following standing committees shall be established:

a. Judicial

- 1. To review cases of reported Club misconduct and make recommendations to the Associate Director in charge of Club Sports.
- 2. To review the Club Sports Handbook and recommend appropriate revisions to the Sports Club Executive Council.

b. Budget

- 1. To make recommendations on the disbursement of available funds to vendors.
- 2. To ensure club members are advised of available funding procedures, guidelines and deadlines, and act as a liaison between the SCEC and funding agents.

c. Committee Selection

- 1. Each committee shall consist of a minimum of three (3) members of the SCEC.
- 2. All representatives, except officers of the Council, shall serve on one standing committee.
- 3. No club shall be represented on one committee for two consecutive years except if the individual representative is a carryover from the previous year. This individual may serve on a committee for two consecutive years. This applies to a specific individual and not a club.
A maximum of two individuals per standing committee may be retained from year to year.
- 4. The right to vote shall not be denied to any representative serving on any committee except if the club he/she represents becomes ineligible.

Guidelines for Standing Committees

- 1. Each committee shall select a chairperson and secretary by a simple majority vote of the committee members.
- 2. A quorum must be present in order for each committee to transact business.
- 3. Committee members are disqualified from voting on any issues pertaining to their clubs.

4. Committee recommendations are to be decided by a simple majority vote of the members present.

The secretary of each committee is responsible for keeping notes at all committee meetings and submitting these notes to the Department of Campus Recreation within three business days for distribution to the chairperson of the council and its members. The secretary shall also insure that the committee members are notified of all committee members.

Equipment Checkout

All Equipment must be inspected before and after checkout. If damage occurred prior to issue, item will not be issued until repaired. If damage occurred during use, inform at time of turn in so that it can be repaired at the first opportunity. Damage does not necessarily constitute fault or abuse. Availability and accountability is the main concern. The following items are available for checkout through the Club Sports Office. Please fill out an "Equipment Checkout Form" at least seven (7) days in advance.

Qty.	Equipment
1	White canopy tent
1	Orange pop-up tent
12	folding chairs
6	30" Tables
4	18" Tables
5	10 gal. Drink Coolers
2	Ice Chests
3	Countdown Stop Watches
1	VHS Camcorder
1	35 mm Automatic Camera

All items checked out must be returned within 2 days after event. If equipment is not returned or it is damaged, the following may occur:

- A billing notice will be mailed to the individual who checked out the equipment and to the Club President (if different).
- If bill is not paid, the individual will have a hold placed on their SHSU registration, transcripts and/or graduation. This block will be taken off when the equipment has been returned or their account settled.
- The Club can be fined for the replacement cost of the equipment and further disciplinary actions may occur.

Club participants must be aware that the agreement is binding. Regardless of who has possession of the equipment, the person that checked out the equipment is responsible for the return of the equipment.

Publicity

Any type of media or publicity (posters, t-shirts, flyers, program, newspaper ads, etc) **MUST** be approved by the CSO. This is to insure that Clubs are properly

adhering to publicity and media guidelines established by the University Administrators.

Recreational Sports employs student graphic artists that can produce many media or publicity materials. Requests should be made in advance and allow 2 weeks for the approval process. Request forms can be obtained from the Club Sports Office. Also, if Clubs wish to have information about their organization posted on the Recreational Sports website, those requests must be made to the CSO. The Club Sports program also maintains bulletin boards in the Health & Kinesiology Center. Clubs are welcome to display promotional materials and schedules on these boards, provided the Club Sports Office has approved them. Any club posting any information without approval will be required to gather all signs, brochures, etc. and present them to the Club Council.

Storage

Equipment should be stored with the Club Sports Office as much as possible, especially over the summer interim. An inventory of all items must be made before the Club Sports Program will store items. Storage is available in the building behind the Health & Kinesiology Center and at Pritchett Field. Those Clubs that use Pritchett Field have priority for storage at that facility. Access to these buildings can be obtained by checking out a key from the Club Sports Office. Keys must be returned within 24 hours during the week and on Monday for checkout over the weekend.

Phone/Computer Support

All recognized clubs may have access to a computer to do official business only. This includes correspondence, developing flyers, email for official use, etc. Use of the computer in the Club Sports Office will be allowed during normal facility hours. Other computers in the Recreational Sports offices are only available with approval from CSO and must be scheduled.

If a club needs to make phone calls for official business, they may use the additional phone in the Club Sports Office. Any long distance calls, must be recorded on the Phone Log Sheet. Abuse of phone or computer privileges will not be tolerated.

It is highly recommended to call ahead of time or make arrangements to use these services.

Mailbox Service

Every Club Sport will be provided with a mailbox inside the CSO. This allows for communication with the Clubs on a regular basis. The mailboxes should be checked twice a week so information is passed along effectively.

In addition, Clubs are required to use Recreational Sports as a mailing and shipping address. The address is:

Recreational Sports
Sam Houston State University
P.O, Box 2387
Huntsville, TX 77341

General Office Support

The Club Sport Office provides general office support for each Club. This includes making photocopies or color "Riso" copies, donation letter copies, excuse from class letters, etc. Clubs should allow 2 working days for these services. If the work cannot be completed in two days, the Club will be told beforehand.

I, _____, verify that I have read the 2008-2009 Club Sports Handbook in its entirety and agree to comply with the rules and regulations that have been described.

Signature

Date

Club Sport

Position