

# **Club Sports Handbook**

## **Fall 2016 – Spring 2017**



Sam Houston State University  
Department of Recreational Sports  
Club Sports Handbook  
2016-2017

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## **I. Introduction**

The Club Sports program is one of the many 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.

## **II. Administrative Organization**

### **a. Club Sports Director / Coordinator / Graduate Assistant (Club Sports Staff)**

The Club Sports Staff serves as resources available to assist club sports in conducting their business. It is the Club Sports Staff'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 Rec Sports policies are followed.

### **b. Club Sports Council**

The Club Sports Council is a committee responsible for the review of current Club Sports policies and procedures. The council is responsible for making recommendations on budget allocations to all eligible clubs, and for hearing disciplinary appeals that have been applied as a result of club sport policy violations. The council also recommends granting new club status to student organizations that apply to become a recognized Club Sport.

### **c. Club Sports Supervisors**

Club Sport Supervisors are currently enrolled SHSU students. Supervisors will be present at home games and tournaments 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.

Supervisors 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.

#### **d. 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 Recreational Sports. 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 will need to sign off on four documents throughout the year: Handbook Signature page (by 9/10), Fall Event Calendar (by 9/15), Spring Event Calendar (by 2/10) and Budget Request Form (by 5/1).

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. 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.

#### **e. Coach**

Coaches are not required in the Club Sports program. If you choose to have one, they 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.

All coaches must be aware of the limitations of the position within the Club Sports program. Coaches are not employees of the Department of Recreational Sports or Sam Houston State University. Coaches must follow all university and departmental policies and procedures. They do not take place of 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 Form upon appointment. All coaches will be required to complete a background check after turning in the Coaches Consent Form as well. Coaches may be paid (external account only) but are not eligible for any benefits granted to SHSU employees. The Department of Recreational Sports 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.

### **III. Membership**

#### **a. Club Sports Organization**

All recognized Club Sports are supervised under the Department of Recreational Sports. Each club must comply with all policies in the Club Sports Handbook, Official Student Handbook, and SHSU Code of Conduct.

## **b. Petitioning Club Membership Request**

Once a student organization has been established with the Department of Student Activities and has been in good standing with the Department of Student Activities for one long semester, then they may then petition to become a Club Sport. All petitions will go through the Club Sports Council, which meets at least twice a semester. Before the prospective club will be allowed to petition the Club Sports Council, the following documents must be turned into the Club Sports office:

- 1) Club Constitution
- 2) Club roster with a minimum of five students
- 3) A petition letter describing club interest and club contribution to the overall wellness of the students

After these documents are accepted by the Club Sports Director, the prospective club will give a 10-15 minute presentation to the Club Sports Council. It is recommended that the prospective club bring the following items to their presentation:

- 1) Petition letter from #3 above
- 2) Calendar of competitions, meetings, fundraisers, etc
- 3) Proposed budget for one academic year

## **c. Probationary Clubs**

Petitioning clubs will either be denied or granted probationary status. If granted probationary status, the club will begin a one year probationary period in which they will receive no funding from the University. Clubs can be put on probationary status for inactivity or disciplinary problems.

## **IV. Membership Eligibility**

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

- 1) Currently enrolled SHSU undergraduate or graduate student taking at least six hours at SHSU
  - a. Club regulations by national governing bodies supersede SHSU Club Sports regulations regarding credit hours
  - b. 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.
- 2) Every club member must have completed, signed, and turned in the Insurance and Liability Release Form
- 3) 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.
- 4) 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.

- a. 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.
  - b. Clubs may form traveling squads if the club has enough members, as well as forming A and B teams if desired.
- 5) Varsity athletes are prohibited from club involvement due to health and safety issues. 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.
- 6) All Club Sports participants must maintain a minimum of a 2.0 SHSU GPA in order to participate in any club sports function (practice, game, etc).

## **V. Sportsmanship/Conduct**

All club members are expected to display good sportsmanship at all times. We want our clubs to be as successful on the field as possible, but we also want all of our clubs to be gracious in defeat and represent the university well at all times. Any sportsmanship related problems are required to be reported by the officers the following business day. Failure to report a sportsmanship problem could lead to financial penalties or possible suspensions 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. It is important for all Club participants to remember that they are representing SHSU and the Department of Recreational Sports at all times.

## **VI. Club Officers**

All clubs are required to have a minimum of two officers at all times. Club Sports officers must be current members of the club in order to be an officer. 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, which ever comes first. All Club Officers must maintain a 2.5 SHSU GPA.

Club officers must be elected each year at the same time. We strongly recommend clubs elect officers by March 1 for the following school year. 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. You can not conduct elections through email, text, or any other avenue.

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 Director and/or the Club Sports Administration.
- 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 Director during the course of the year to discuss issues related to their specific club if this meeting is deemed necessary by the Club Sports Director

## **VII. Finances**

The management of Club Sports financial resources is extremely important. Certain restrictions established by Sam Houston State University and the Department of Recreational Sports 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.

### **a. 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 clubs that are not on probationary status can apply for this money. Any club interested in applying for this money must complete the Club Sports Budget Request form and meet with the Club Sports Staff to review the form. The following list of items are taken into consideration by the Club Sports Staff when deciding on the allocations for each club:

- 1) The maximum increase from the previous year's allocation is 50%. For example, if the Fencing Club received \$1,000 during the 2015-2016 school year, they cannot receive more than \$1,500 during the 2016-2017 school year.
- 2) The maximum allocation a club can receive is twice the amount the club fundraised in the previous year. For example, if the Rodeo Club raised \$1,000 on their own during the 2015-



2016 school year, the maximum they are eligible for during the 2016-2017 school year is \$2,000.

- 3) In order to be eligible for an allocation greater than \$500, your club must have a National Governing Body and a collegiate Regional and/or National Championship must exist for your club sport. For example, Club Soccer is governed by the NIRSA and a collegiate club National Soccer Tournament exists. Please note: No club is guaranteed any specific amount of money. If you do have a National Governing Body and a Regional/National Championship exists for your sport, this does not guarantee you will get more than \$500.
- 4) Community Service Requirements:
  - i. If your club completes 0-25 hours of community service, your club is not eligible for an allocation greater than \$500.
  - ii. If your club completes 26-50 hours of community service, your club is not eligible for an allocation greater than \$1,000.
  - iii. If your club completes 51-100 hours of community service, your club is not eligible for an allocation greater than \$1,500.
  - iv. If your club completes more than 100 hours of community service, the maximum allocation your club is eligible for is based on #1-3 above.
- 5) Funding Requests are reviewed by the Club Sports Staff using the following criteria:
  - Need of club.
  - Intent of club-activities/attitude/motivation.
  - 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.
  - Club's schedule of events (participation in inter-collegiate events).
  - The number of students on the official club membership roster that is on file with Recreational Sports.
  - Fund-raising activities on the part of the club itself.
  - The equipment and supply needs.
  - The amount of club dues for each member.
  - Cooperation of club representatives.
  - Amount of student body participation in club events (both in organizing events and spectator appeal).
  - Number of public service activities.
  - Club performance with paperwork/administrative duties over the past school year
- 6) 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.
- 7) 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 the following section. In short form, the percentage of the total possible points your team earns during the academic year will be multiplied by the allocation recommendation to determine your FINAL allocation amount.
  - a. Example – The Club Sports Staff recommends the Running Club receive a \$2,000 allocation for the 2016-2017 school year and the Running Club also has \$1,000 in

league membership fees. The Running Club earned 80% of the possible points during the 2015-2016 school year and fundraised \$1,250. Therefore, the Running Club would only receive \$2,400 (80% of \$3,000). The \$1,000 in league membership fees would be set aside on the first day of school to pay the required league fees. In this case, the Running Club would have \$1,400 to spend on club expenses.

## **VIII. Club Sports Points System**

The Club Sports Points system will be used to track the performance of the clubs on a variety of items. There are five sections of the points system which will be discussed in detail below. At the end of the year, the points system will be used in combination with everything in the previous section to allocate money to each individual club. Each section is discussed in detail in the following pages.

The points system is divided into five 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 things that have always been required and/or were expected to do. If you receive 90% of the possible points, you will receive 100% of the recommended allocation. If you do less than 90%, we will calculate the percentage of points your club earned. The final percentage calculated for your club will be the percentage of the recommended allocation (including league fees) your club will receive.

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.

### **Section 1 – Meeting/Workshop Attendance (160 total points, 20 per event)**

The following meetings/workshops are included in section 1: Fall All Club Meeting, September Leadership Workshop, October Leadership Workshop, November Leadership Workshop, Spring All Club Meeting, February Leadership Workshop, March Leadership Workshop, and the April Leadership Workshop.

You are encouraged to bring two officers to all of these meetings. However, you are only required have one in attendance.

### **Section 2 – Annual Club Recognition Requirements (50 total points, 25 per semester)**

All clubs are required to register on OrgLink during the first two weeks of the Fall (must be done by 9/15) and Spring (must be done by 2/10) semesters. Any club member can go on the OrgLink webpage to register the club. Go to <https://shsu.collegiatelink.net/> and login with your SHSU username and password. Search for your club and you will see a “Register” button next to your club. Once you click the button, it should take less than five minutes to complete the registration process. If you do not complete this each semester, you cannot be an active student organization, and therefore, can’t be an active club sport.

### **Section 3 – Recruiting Events (140 total points, 20 per event)**

Points can be earned from the following events: RecFest (August 22, 4-8pm), Fall Student Organization Fair (September 14, 11am-1pm), Fall Saturday @ Sam (November 12), Homecoming Parade Float (October TBA), Spring Student Organization Fair (February TBA), Spring Saturday @ Sam (April 8), and Passport to Sam (New Student Orientation). Passport to Sam is held every Thursday during New Student Orientation, typically eight times each summer.

There are six individual events plus Passport to Sam. There are 8 sessions of Passport to Sam, and each is considered an individual event. Therefore, there are 14 total events throughout the year for you to choose from. You need to attend 7 events to earn the maximum points.

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 4 – Club Sports Paperwork (160 total points)**

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** (by 9/15) – 20 points

**Spring Game/Event Schedule** (by 2/10) – 20 points

**Travel Requests** – 40 points if 100% are completed, 20 points if you miss one, 0 points if you miss more than one

**Travel Rosters** - 40 points if 100% are completed, 20 points if you miss one, 0 points if you miss more than one

**Post Event Report** – 20 points if 100% completed within 1 week, 10 points if one is late/not completed, 0 points if more than one is late/not completed.

**Officer Info Sheets** (by 9/10) – 10 points

**Handbook Signature Page** (by 9/10) – 10 points

**The Fall and Spring Event schedules** need to be submitted using the Event Schedules Form which is located on the SHSU Club Sports website, Forms page. The form should be filled out completely.

**The Travel Request** form is located on the SHSU Club Sports website on the Forms page.

**Travel Rosters** are a list of players attending an away event. The roster needs to be typed up ahead of the trip and handed in to the office. The travel roster to be filled out is located on the SHSU Club Sports website on the Forms page.

**The Post Event/Game Report** is located on the SHSU Club Sports website on the Forms page.

**Officer Info Sheets** will be passed out at the Fall All Club Meeting the day before school. You can also find this form on the SHSU Club Sports website on the Forms page.

**The Handbook Signature Page** will be passed out at the Fall All Club Meeting the day before school starts. You can also find this form on the SHSU Club Sports website on the Forms page.

## **Section 5 – Club Events/Game/Tournaments (Maximum 80 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 testings. 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.

**Each event/game/tournament** – 20 points (tournaments count as 1 event)

In order 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.

### **Allocation Example #1**

Club Inner-Tube Water Polo received \$2,000 during the 2015-2016 school year. They raised \$750 during the 2015-2016 school year. Initially, Club Sports allocates \$2,500 to the club for the 2016-2017 school year. However, since the club only raised \$750, the maximum allocation (before league fees) they are eligible for is twice the amount they raised, or \$1,500. Therefore the allocation for '16-'17 is \$1,500. The club league fees are \$500, so that amount will be added to the \$1,500 to get the total allocation of \$2,000.

## **c. Managing Club Finances**

Each club has access to two bank accounts. The money allocated to the club by Recreational Sports 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.

### **1) Internal Account**

- a. This account is money allocated to each club by the Department of Recreational Sports.
- b. Access to these funds is limited and requires approval from the Club Sports Staff.
- c. You may purchase only the following items:
  - i. Equipment, uniforms, van rentals, hotels, officials payments, entry fees, gas reimbursements
  - ii. All merchandise that is purchased through your Internal account is property of Recreational Sports.
  - iii. Money from this account can not be used to pay coaches.

- d. You may obtain access to this account through a Purchase Order (or departmental P-Card) that the Club Sports Staff will get processed.
- e. The balance of this account will expire on July 1 of each year.

## **2) External Account**

- a. Every club is required to set up a checking account off campus (most clubs already have one).
  - i. You will not be allowed to access your Internal Account until you have an External account set up. No exceptions.
  - ii. All club checkbooks and debit cards are kept in the Club Sports office.
- b. This account is where you will deposit money generated from player dues, fundraisers, sponsorships, etc. (unless a tax receipt is requested)
- c. You can never deposit any money raised for your club into a personal checking account.
- d. Access to this account is limited and can be done with a check (or debit card) from the club's external account.
- e. 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.
- f. 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.
- g. The balance in this account carries over year to year.
- h. 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.
- i. The monthly statements must be mailed to the Club Sports Staff. In addition, all checks must have the Rec Sports mailing address on them. The address for the statements and the checks is as follows:

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

## **IX. Requesting Payments**

### **1) Internal Account – Purchase Orders/Departmental Credit Card**

- a. 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.

- b. When you request the price quote from the vendor, it must have the Rec Sports mailing address since that is where the items must be delivered. That address is below:
  - i. SHSU – Rec Sports  
Attn: Brian Weaver  
801 Bowers Blvd  
Huntsville, TX 77340
- c. The payment is not released (if a Purchase Order) until the items purchased are delivered or services are rendered.
  - i. Vehicle rentals and equipment items may be purchased like this.
  - ii. Equipment will be delivered to Recreational Sports, inventoried, then released to the club.
- d. 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.
- e. 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.
- f. There is no magic checkbook for this account. You cannot walk into the office and ask for a check from the Internal Account.

## **2) Internal Account – Reimbursements**

- a. 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 can not 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.
- b. The only items you can be reimbursed for through this account are travel related expenses: gasoline, parking, tolls and hotels.
- c. The university does not allow us to reimburse for equipment, league dues, officials payments, food, etc.

## **3) Internal Account – Officials Payments**

- a. In order to pay officials through your internal account, have the officials fill out an Officials Agreement form, a W-9 tax form, and a Vendor Set Up Form

on the day of the game and make sure you turn it in to the Club Sports Staff on the next business day following the game. The check from the university will be mailed within 2-3 weeks to the official. You will never be reimbursed through your Internal Account for payment of officials. If you choose to pay the officials on sight out of your own pocket, your only option of being reimbursed is through the External Account.

- i. Each official is required to complete a W-9 form for every game they officiate in order to get paid through your Internal account.

#### **4) External Account – Payout Requests**

- a. 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 Director.
- b. Reimbursement Form
  - i. 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 can not 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.
- c. Purchase Request Form
  - i. 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 Director, 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.
- d. Officials Payments
  - i. 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.
  - ii. 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 you turn it in to the Club Sports Director on the next business day following the game. The check will then be mailed within five business days to the official.

## **X. Fundraising**

For specific ideas of fundraisers, please refer to the Fundraising Guide on the Club Sports website.

All fundraisers must be approved by the Club Sports Staff. Fundraisers must stay within the context of Sam Houston State University and Club Sports' missions. They must project a positive image of the club and Club Sports program. Therefore, no fundraisers or sponsorships may be associated with alcohol or tobacco products, illegal substances or activities and groups that are discriminatory in nature. Additionally, credit card application fundraisers are not allowed.

Fundraising and development is done in many ways. Examples of fundraising efforts include candy sales, car washes, raffles, donated moneys, corporate sponsorship, and camps.

Remember that all fundraisers must be approved before they are agreed upon and set up with any other company/organization. In addition, no club can enter into a contract with another company/organization under any circumstances.

Sponsoring companies may ask for the Tax Identification # of your club for tax purposes. This number is on file in the Club Sports Office, and can be requested at any time.

### **1) Club Sports Golf Tournament**

The Club Sports Golf Tournament is an annual fundraiser that is organized by Recreational Sports and is a requirement for all clubs to participate in if they wish to receive funding for the following year. All proceeds from the tournament go directly back to the individual clubs. The requirements for each club are as follows:

1. To find at least one foursome of golfers to play in the tournament. The foursome can consist of club members, parents, friends, SHSU faculty or staff or anyone else. Each foursome pays an entry fee of \$320 to play in the tournament and the fee includes 18 holes of golf, dinner, a goodie bag and other prizes.
2. To have at least \$200 in hole sponsorships turned in prior to the tournament by the deadline set by the Club Sports Office. This \$200 can be from one sponsor or can be taken in \$100 increments. You are allowed to have as many \$100 hole sponsors as you want, but you will need to have at least \$200 in hole sponsorship money turned in prior to the tournament.

### **2) Donations**

- a. Tax Deductible Donations
  - i. 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 policies governing the usage of your Internal account apply to using money that is donated into your “Friends” account. If a donor wants to put money in this account in order to get the tax deduction, they should write a check made out to SHSU Individual Club Name (i.e. SHSU Women’s Rugby), and write Tax Gift in the Memo line, and mail the check to the following address:

Sam Houston State University – Recreational Sports  
Attn: Brian Weaver  
BOX 2387  
Huntsville, TX 77341-2387

Once the check is received by the Club Sports Staff, it will be taken to the University Advancement office and deposited. Then, a tax deduction receipt will be sent to the donor.

Please make sure the check is made out to SHSU and the name of your club (i.e. SHSU Quidditch). If the check is made out to an individual (i.e. Brian Weaver), it will be mailed back to the donor.

b. External Account Donations

- i. Any donations received that are not designated for a tax deduction must be deposited into the External account. Donors can either mail their donation to the address above or give it to any officer of the club (i.e. alumni writing checks at alumni games). The club officers are responsible for making sure any donations to this account are deposited in a timely manner. Any checks received by the Club Sports Director will be given to the Club officers.
  1. If cash is ever donated to the club, it must be deposited into their checking account. Under no circumstances can a club spend the cash donated before it is deposited.

## **XI. Travel**

### **1) Overview**

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:

The Club Sports Staff must approve all club trips days prior to the trip. Before any member of the club can travel, they will need to fill out an Insurance Waiver & Liability Release, a Release and Indemnification Form, and an Emergency Treatment Authorization Form. 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 one week 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.**

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 given to the club officers at the beginning of each year). If you mis-place the cell phone numbers, you can call 936-294-1934 as a last resort and leave a voicemail. However, please contact the staff via cell phone if at all possible.

## **2) Vehicles**

- a. 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.
- b. Personal Vehicles – If Clubs use personal vehicles for travel, the driver's personal insurance will be responsible for any liability that may occur.
- c. 12 Passenger Vans – The Club Sports Staff are the only people allowed to call and make Enterprise reservations. The cost for a 12 passenger van is \$94/day. Enterprise allows 200 miles free each day. If you go over the 200 miles in a day, it will cost an additional \$.20/mile. 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. Therefore, 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. You will be given a copy of the Purchase Order to Enterprise before your trip and you must take the copy of the Purchase Order with you to Enterprise.
- d. 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.
  - i. All drivers of 12 passenger vans must be at least 21 years old.
  - ii. All drivers of other rental vehicles must be at least 18 years of age.

## **3) Hotels**

- a. La Quinta Inn –
  - i. We have a Direct Bill contract set up with La Quinta Inn which is the easiest way to handle hotel reservations. If you stay at a La Quinta, the Club Sports Staff will set up the hotel reservation for your club. Hotel requests should be turned in at least one week prior to your trip, and should include the address of the La Quinta, how many rooms you need, and the exact dates you will be staying.
  - ii. When you check in at the hotel, you will not have to pay for the room as the invoice will be Direct Billed to our Department, however you will still be asked for a credit card for incidentals, but you will not be charged anything unless you break something. You will need to pick up a Tax Exempt form from the Club Sports Staff to take with you and submit to the front desk at the hotel you are staying in (if you are staying in Texas). If you do not do this and we get direct billed for the taxes, you will be required to reimburse the Department for the cost of the taxes.

- b. Any other hotel –
  - i. If you want to stay at any other hotel, which is completely acceptable, you will have to pay out of your external account. You can take a check from your external account with you to the hotel as long as you know the exact cost upfront, which you should. You can also pay out of pocket for your hotel, but your external account is the only one that will be allowed to reimburse you. If you go to the following link, you will see a list of hotels that have contracts with the state of Texas. You can contact any of these hotels and tell them you want the “State of Texas” rate, and they can get you set up.

[http://portal.cpa.state.tx.us/hotel/hotel\\_directory/map.cfm?fy=2010](http://portal.cpa.state.tx.us/hotel/hotel_directory/map.cfm?fy=2010)

#### **4) Risk Management & Travel**

- a. It is required that all clubs adhere to the following SHSU Club Sports Travel Risk Management policies:
  - i. Clubs cannot drive over 14 hours in any given 24 hour period. The majority of the hours must be during daylight.
  - ii. Clubs may not depart after 4pm for trips exceeding eight hours.
  - iii. Drivers must change every four hours.
  - iv. Vehicles may not be overloaded. There must be a seat belt for every person in the vehicle.
  - v. No alcoholic beverages are allowed in vehicles at any time.
- 5) 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 given to the club officers at the beginning of each year). If you misplace the cell phone numbers, you can call 936-294-1934 as a last resort and leave a voicemail. However, please contact the staff via cell phone if at all possible.
- 6) Any club member that goes unconscious during a practice or game (home or away) is not allowed to participate again until he/she is cleared by a medical professional and documentation from the medical professional stating that the member is cleared is submitted to the Club Sports Office. No member will be allowed to return to action the same day that the injury occurs, regardless if he/she is cleared by a medical professional. If the club member is not taken to the hospital you are expected to arrange alternative transportation for the injured participant. In addition, any club member that is diagnosed with a concussion at any point may not return to action (game or practice) until documentation from a medical professional stating that the member is cleared is submitted to the Club Sports Office.
- 7) 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.

- 8) If a club is traveling and 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 trip and will face further sanctions depending on the severity of the incident. The club will also be required to reimburse SHSU Rec Sports for any funds that were paid upfront by the department prior to travel taking place.

## **XII. Disciplinary Procedures**

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 could be 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 Recreational Sports.

Any situations involving illegal activities (i.e. drugs, underage drinking, etc) will immediately be forwarded to the Dean of Students Office. Any penalties they put on the 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 Rec Sport 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 anything that the Club Sports Staff deems fit.

## **XIII. 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.

1. 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.
2. 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.
3. 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.

4. No club members, collectively or individually, may purchase for, serve, or sell to any minor (anyone under the legal drinking age) any alcoholic beverage.
5. 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.
6. No member may permit, tolerate, encourage, or participate in drinking games at any club social activity.
7. No alcohol may be present at any club sports activity or program. Social functions must be clearly defined and removed from athletic functions.
8. No club may sponsor, co-sponsor, co-host, or co-finance any social function where the above guidelines are not followed.

#### **XIV. Hazing**

Club Sports 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 of purpose 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. This definition will apply regardless of the person's consent to participate.

#### **XV. 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.

#### **XVI. 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 Facility 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.

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.

- 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. You are also responsible for calling the Rec Sports Weather Line at 294-1966. 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.
- 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.
- Animals are not allowed on any Recreational Sports 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 spigot on Fields 2 and 3 is not drinkable water. However, the spigot on Fields 1 and at Pritchett Field is drinkable.
- Fields are occasionally closed for pesticide treatments, irrigation, and fertilization.

## **XVII. Game Schedules**

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 "Event 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. 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.

## **XVIII. Intramural Participation**

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

1. participated in practices and/or games
2. have filled out a waiver with the team during the current academic year
3. are paying dues to the club
4. are listed as a member of the club on the sport club 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>	
<b><u>Varsity/Club Sport</u></b>	<b><u>Intramural Sport</u></b>
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

## **XIX. First Aid/CPR**

All club sports teams 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.

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.

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 Club Sports Director within 30 minutes of the injury occurring. Follow up with the “Accident/Injury Report”.

Any club member that goes unconscious during a practice or game (home or away) is not allowed to participate again until he/she is cleared by a medical professional and documentation from the medical professional stating that the member is cleared is submitted to the Club Sports Office. No member will be allowed to return to action the same day that the injury occurs, regardless if he/she is cleared by a medical professional. If the club member is not taken to the hospital you are expected to arrange alternative transportation for the injured participant. In addition, any club member that is diagnosed with a concussion at any point may not return to action (game or practice) until documentation from a medical professional stating that the member is cleared is submitted to the Club Sports Office.

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 Office should be notified immediately after the incident and the report should be filed within 24 hours at the Club Sports Office.

## **XX. Publicity**

Any type of media or publicity (posters, t-shirts, flyers, program, newspaper ads, etc) **MUST** be approved by the Club Sports Office. This is to ensure 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 Club Sports Office.

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.



## XXI. 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 Form	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 one week 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 15 and February 10 – Schedule of games/scrimmages
Accident/Injury Reports	As Needed	Weekend reports due by next business day
Incident Report	As Needed	Within 24 hours of incident Weekend reports due by next business day
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	Semester Practices: 1 week prior to new schedule Home Games or Events: At least 2 weeks prior to proposed event

I, \_\_\_\_\_, verify that I have read the 2016-2017 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