

Sam Houston State University
Club Sports Officer Handbook
2025-2026



Introduction

The Club Sports Program is an integral part of the Campus Recreation Department at Sam Houston State University. Club Sports represent a connection between the University's athletics programs, intramural activities, and physical education offerings. Each team is created, developed, and governed by the student membership of each club individually, with professional guidance administered by the Campus Recreation Department. While the Campus Recreation administrative staff will assist teams in every way possible and provide oversight of Club Sports activities, the responsibility for team administration and organization lies with team officers, coaches, and members.

Purpose

A club sport is a registered student organization formed by a group of students that share interests in a specific sport or physical activity. These interests can be competitive, recreational, or instructional in nature, or any combination of the three. Clubs may represent the University in intercollegiate competition or conduct intra-club activities such as practice, instruction, socialization, and tournament play. Each Club Sport has been founded, organized, managed, and maintained by volunteer student leaders. This provides opportunities for students to develop leadership, management, and organizational skills in addition to the benefits of competition, physical activity, and social well-being.

The Campus Recreation Department assists in the development and growth of Club Sports and its student leaders to promote the success of the clubs and provide opportunities for students interested in specific athletic activities to improve their skill and participate in extramural competition.

Office Hours & Contact Information

Campus Recreation Center
801 Bowers Blvd. #162
Huntsville, TX 77341

Office Hours: Monday-Friday 9:00 AM – 5:00 PM

2025-2026 Club Sports Professional Staff

Madison Luney – Assistant Director, Club Sports & Intramurals
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Club Officers

All clubs are required to have a minimum of three officers at all times. Required positions include President, Vice President, and Treasurer. Club Sports officers must be current members of the club and are expected to be responsible, engaging, and honest.

Officer Elections

Club officers must be elected each year at the same time with the exception of an officer leaving the team due to graduation or no longer being a member of the club. Clubs must hold elections and have an updated list of officers by the end of the spring semester each year.

- A. Club Sport officer terms will begin on June 1 of each year and will terminate on May 31 of the following year.
 - a. Club officers may serve multiple terms in a row if it is stated in the Club Constitution; 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 positions must be open for a vote each term.
- B. 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.
- C. Once elected, new officers are expected to meet with the Assistant Director of Club Sports and the Competitive Sports Graduate Assistant.
 - a. Newly elected officers are encouraged to attend the April leadership meeting along with current officers as well as the end of year meeting with the Assistant Director of Club Sports.
- D. Special elections may occur due to an officer leaving the club during the semester or an officer graduating in the Fall semester. These elections must be communicated to the Competitive Sports Office, and officer transitions must be communicated prior to December 1st for the Spring semester.
- E. All Officers will be required to attend the All-Officer Meetings in both the Fall and Spring semesters. Certain Officer positions will have additional mandatory trainings to complete (President, Vice President, Treasurer, & Safety Officer) at the beginning of the semester that their term starts.

Officer Positions

Since Club Sports are self-administered, the daily operation of each 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. Suggested roles/duties include:

President:

- Preside over meetings and oversee other officer positions and their responsibilities.
- Read the Club Sports Handbooks for Members and Officers to ensure all Campus Recreation and University policies and procedures are followed by ALL members of the club.
- Meet with the Competitive Sports Office at least once per year for an Organizational Review.
- Ensure that all necessary forms are turned in to the Competitive Sports Office on time.
- Have appropriate members in attendance at all meetings.
- Request and reserve facility use through the Competitive Sports Office.
- Ensure supervision of all Club activities by qualified personnel.
- Update the Club Constitution each year prior to annual club registration.

Vice President/Safety & Travel Officer:

- Assist the President as needed, including the assumption of the President's duties in their absence.
- Attend meetings and ensure the Club has and adheres to a comprehensive risk management plan.
- Assume the responsibilities of the Secretary/Social Media Manager if the Club does not have one.
- Ensure that the Club has two (2) Certified Members (CPR/First Aid/AED) recognized by the Competitive Sports Office. These Certified Members may be other officers or members and will report to the Vice President/Safety & Travel Officer. Their duties include (but are not limited to):

- Ensure that at least one (1) Certified Member will be present at all Club activities. All certifications must be submitted to the Competitive Sports Office to confirm active status
- Inspect all equipment and facilities utilized by the club and report all maintenance and repair needs to the facility management.
- Ensure that club members are thoroughly familiar with the evacuation plan for relevant facilities and the emergency action plan for events.
- Ensure that only approved club members are participating in practices and competitions
- Report all safety concerns, issues, and incidents to the Competitive Sports Office in a timely manner
 - Injury/Incident reports should be filled out when necessary and turned into the Competitive Sports Office within 48 hours following the competition/practice

Treasurer/Fundraising Chair:

- Handle all financial actions and maintain financial records for the Club.
- Keep the Competitive Sports Office and other Club officers informed of any financial concerns.
- Work with Competitive Sports Office and Club President on annual budget requests as well as any travel requests or equipment purchases requesting internal financial assistance.
- Circulate publicity for the club.
- President may assign additional duties as necessary.

Secretary/Social Media Manager:

- Maintain all Club records and take notes at all meetings.
- Ensure that all club members complete necessary documentation and forms to be approved by the Competitive Sports Office prior to participation
- Provide an updated Club roster to the Competitive Sports Office on a regular basis.
- Create and maintain Club Social Media pages to promote the Club and its activities and events.
- Ensure all publications and promotional materials (e.g., newsletters, posters, flyers, shirts, etc.) are approved by the Competitive Sports Office prior to printing and circulation.
- Communicate with the Campus Recreation marketing team to help promote the Club through Campus Rec social media accounts and participate in events such as Media Day
- President may assign additional duties to aide in collecting paperwork, forms, reports, etc.

Coaches:

- Complete the Coaches Consent Packet prior to starting any active responsibilities for the Club.
 - Complete Campus Security Authority Training
 - Attend a mandatory coaches meeting at the beginning of the Fall semester
- Attend Club meetings and preside over practices for the Club.
- Travel with the Club team.
- Restrict their contributions to areas involving their skills and knowledge of coaching and refrain from assisting in other areas of club management.

Other Officer positions may include community service chair, equipment manager, recruitment chair, captains, event coordinator/social chair, match coordinators, and/or quartermasters.

Club Sports Council

The Club Sports Council is a group of leaders who are selected to be a part of the advisory council to the Club Sports Program. This group of students apply for the positions they are interested in and complete an interview process with the Assistant Director of Club Sports and the Graduate Assistant. The Council supports the Assistant Director of Club Sports by recommending changes to the Club Sports Handbook, planning special events and outreach for the Club Sports Program, evaluating aspiring student organizations who would like to become a Club Sport, and assisting in determining annual sport club allocations and disciplinary actions.

Club Sports Recognition

All clubs must meet certain requirements to maintain their status and good standing within the Club Sports Program. The Club Sports Program will utilize the points system detailed below to assist in managing these dynamic student organizations throughout the year. Returning clubs are expected to earn 100% of the required points each year to maintain an active Club Sports status. New clubs in their first year will have certain exceptions to these requirements, while clubs that show significant need for additional support and funding due to the level of travel and/or need will have some additional requirements. Completion of the following requirements will affect access to benefits including, but not limited to, funding, facility access, travel, Club Sports status, etc.

Trainings and Meetings (130 Total Points, 10 per Event)

The following trainings/meetings will be mandatory for all club officers: Fall All-Officer Training, Individual Officer Trainings (4), Monthly Leadership Meetings (6), Spring All-Officer Meeting, End of Year Organization Review.

Clubs will earn 10 points if 2 officers are present, 0 if 1 is present, and -10 if no officers are present for all mandatory meetings. All Officers are required to attend and complete semester/annual trainings.

Club Sports Status (380 Total Points)

Clubs will be required to submit paperwork on behalf of the club as well as individual club members.

- A. Handbook Agreements – 50 points (Annual, per Member)
- B. Officer Information & Transitions – 15 points (Semester)
- C. Active Rosters – 20 points each semester
- D. Coaches Agreements – 10 points (Annual)
- E. OrgLink Registration – 50 points (Annual)
- F. Game/Event Schedule(s) – 10 points (Semester)
- G. Budget Requests – 50 points (Annual)
- H. Travel Requests – 50 points
- I. Post Travel/Event Forms – 50 points
- J. Representation of SHSU & Club Sports – 30 points

Clubs will lose 10 points each day after forms and reports are submitted late.

Club Sports Recruitment (10 per event; Max 150 Points)

Clubs are expected to participate in certain events on campus to promote their club and recruit new members. Clubs will be required to attend the following events: Club Sports Expo, Volunteer Opportunities and Organizations Fair, Saturday @ Sam, and New Student Orientation, as well as other tabling events hosted by Club Sports or the university.

Sport Activities (20 points per Event; Max 140 Points)

Clubs will be required to complete a minimum of 5 Sport Activities per year. A Post Event form must be completed within 5 days of the event to be considered for this requirement. At least 5 members must participate in order for an event to count towards this requirement, unless a team competition allows for fewer than 5 participants. The following events are considered Sport Activities:

Travel Competition: Having an approved Travel Request for a competition against a non-SHSU collegiate team

Home Competition: On or off campus home competition against a non-SHSU collegiate team

Clinic: Involves the club teaching or leading the sport to non-club members (i.e. Youth Clinic, Open Tournament, Alumni Event, etc.)

Demonstration/Performance: Involves the club demonstrating or performing the sport to an audience at a scheduled event

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

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

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

Volunteer Hours (100 Total Points)

All clubs are expected to be active and engaged with the SHSU and surrounding community and will be required to give back to the community through volunteering/community service. The minimum volunteer hour requirement for all clubs is 5 hours per active member, assessed based on the rosters submitted to the Competitive Sports Office. Clubs that are deemed Premier must complete an additional 2 hours per active member, totaling 7 hours per active member.

Clubs must submit a Service Form to the Competitive Sports Office within one week of the event to earn points for their hours. For events to count towards this requirement, clubs must have a minimum of 3 active members present. Each member's hours will count towards the minimum required for each team (i.e., a 5-hour event with 5 people will be 25 hours). Exceptions may be made by the Assistant Director of Club Sports for certain volunteer opportunities. Clubs that meet the minimum hours required will earn 100 points. Every 10 hours above their minimum requirement will be worth an additional 5 points.

Fundraising (100 Total Points)

All clubs are expected to support their organization through fundraising, donations, sponsorships, and player dues collected by the club directly. All returning clubs will be required to match at least 75% of the funding that is allocated to their club by the Competitive Sports Office. New Clubs in their first year will be required to match at least 50%, while Premier clubs will need to match 100% of their allocated funding.

Clubs must submit a Fundraising Form to the Competitive Sports Office by the end of each semester to meet this requirement. Fundraising can include donations through SHSU or directly to the club, sponsorships, fundraising events (Skip-A-Meal, Youth Camps/Clinics, Alumni Events, etc.), etc. Clubs that meet their minimum funding goal will earn 100 points. Every \$100 that a club earns over the minimum requirement will be worth an additional 5 points.

Additional Points Opportunities

Clubs will have the opportunity to gain additional points to be used for supplementary funding or to make up for lost points in their required responsibilities. Club teams can earn points through the following:

Leadership, Wellness, & Retention (10 per Event, Max 120 Points)

Clubs will have the opportunity to earn additional points for promoting Leadership and Wellness by having members attend the following events:

- A. Club Sports Wellness/Leadership Workshops
- B. Wellness Seminars (Hosted by Student Wellness, SHC, Counseling, Student Involvement, etc.)
- C. Group Fitness Classes
- D. Team Bonding events
- E. Fall Check-In
- F. Officer Transition Training

Clubs can earn additional points by attending Wellness Seminars and other related events outside of the Club Sports Program. To earn points in this category, clubs must have a minimum of 5 members present

for the duration of the event. A summary of the event, photo, and list of members present must be sent to the Competitive Sports Office within one week of the event to be considered for points.

Club Exposure (80 Max Points)

Clubs can earn additional points by being recognized in different forms of media.

- A. Additional Recruitment Events – 10 points
- B. University/State Media – 5 points
- C. Regional Media – 10 points
- D. National Media – 15 points

All submissions must be sent to the Competitive Sports Office for review within one week of the event/post to be considered for points. Examples of media exposure include articles or publications about the team in a paper, magazine, or online platform, being featured on a podcast, being featured on a social media post by the league or conference (not by the team's social media accounts or a member of the team's social media account), etc. Clubs may also attend or host additional recruitment and exposure events such as tabling on campus and/or in the Rec Center as well as participating in events like Media Day, the Homecoming Parade, RecFest, etc.

University Events (5 per Event, 50 max points)

Teams can earn points for attending and/or participating in events hosted by SHSU. These events include other SHSU Club Sports, Athletics, and Campus Activities events, Intramural Sports leagues & tournaments, eSports events, Plays/Musicals/Recitals, etc. Clubs must submit a Post Event Report to the Competitive Sports Office within one week of the event or following the conclusion of a league or tournament to earn points. For events to count towards this requirement, clubs must have a minimum of 5 active members present.

Club Success (150 Max Points)

Clubs can earn points for their success at events as well as being recognized with awards from SHSU:

- A. Beating an in-state rival – 10 points (Once per Season)
- B. Qualifying for Regionals – 15 points
- C. Qualifying for Nationals – 25 points
- D. Winning a National Championship - 50 points
- E. Nominated for a Sammy – 15 points
- F. Winning a Sammy – 25 points

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

Disciplinary Actions (No Min./Max.)

All Clubs and their members are expected to follow all Club Sports, Campus Rec, and University policies at all times, including but not limited to practices, games/events, participating in or attending events, and actions on Club sponsored social media. Clubs and/or Club members who face disciplinary actions will lose points for each infraction based on the level of severity.

- A. Minor infractions – 15 points
- B. Major infractions – 25 points
- C. Conduct/Behavioral infractions – 50 points

Finances

Club Sports receives funding from the reserved Rec Sports fee to be given to the Club Sports Program for allocation purposes. Clubs will be given an allocation of funds based on several factors reviewed at the end of each year to determine status based on their progress as outlined in the Club Sports Recognition section. Clubs will be required to submit a Budget Request in the spring semester each year to show their anticipated expenses and revenue for the next year of operation. The Competitive Sports Office and Club Sports Council will meet to review all requests at the end of the spring semester.

The Club Sports Program will use any remaining funds from the previous year to assist clubs in paying their annual league membership dues as a part of their eligibility to compete in certain leagues and conferences. This amount must be shown in the Clubs annual Budget Request to be approved by the Club Sports Council.

Contingency Fund

Clubs will also be eligible to request additional funding each year through the contingency funding pool. To request additional funding, a club must submit a separate Budget Request to the Competitive Sports Office based on the equipment or trip they want to support. The Club Sports Council will review the request to accept or deny any requests and determine an appropriate amount of funding to allocate. To be eligible for contingency funds, a club must:

- A. Express financial need for additional funding
- B. Be in good standing with the Competitive Sports Office through the points system outlined above
- C. Have not received additional funding in the current academic year

All requests will be reviewed at the next Club Council meeting, which meets monthly throughout the year. If it is determined that the club cannot wait to have their request reviewed, and the request was turned in promptly and without delay after the need for additional funding arose, a special meeting will be held to review the request.

Internal Funding

Funding allocated to the Club by the Competitive Sports Office will be held in an “internal” account that is managed by the Department of Campus Recreation. Access to these funds is limited and requires approval from the Competitive Sports Office. These funds will not carry over from year to year. All merchandise purchased through a Clubs internal account is property of Campus Recreation and must be stored on SHSU campus property. The following are items that can be purchased using internal funds:

- A. Equipment and gear for general club use
- B. Uniforms and Club merchandise
- C. Vehicle rentals
- D. Hotels
- E. Officials’ fees and accommodations
- F. League Dues & Entry Fees
- G. Gas Reimbursements

External Accounts

All Clubs are required to set up a checking account off campus to be used for club expenses not covered under their internal account and allocations. This is typically done when the club is started as a student organization, prior to becoming a Club Sport. This account should be used for the following items:

- A. Deposits from player dues, fundraising, donations, and sponsorships
- B. Reimbursements for vehicles, hotels, gas, etc.
 - a. Clubs must submit all receipts to be reimbursed through the Competitive Sports Office
- C. Airbnb and/or VRBO reservation bookings
- D. Food and gas on behalf of the club
- E. Paying vendors, officials, athletic trainers, etc.

The balance of this account will carry over each year, but clubs must transfer authorization of the account over to new officers. This can be done by submitting a copy of the meeting minutes from officer elections to the bank to establish the officers for the upcoming academic year. Clubs should have two (2) authorized members listed on their external account and should also notify the Competitive Sports Office of these members. The monthly statements must be mailed to the Club Sports Staff. In addition, all checks must have the Campus Rec mailing address on them. The address is as follows:

“Club Name”
C/O Campus Recreation

P.O. Box 2387
Huntsville, TX 77341
(936) 294-3658

Requesting Payments

All purchases and orders for equipment must be approved by a Club Sports Professional Staff Member to verify the availability of funds. If any club is found to have ordered equipment without receiving authorization for that order, that club will face disciplinary action. Clubs may elect to store their external account documents in the Competitive Sports Office.

Purchase Requests: Clubs must submit a Purchase Request form to the Competitive Sports Office with all purchasing information included (vendor, item #s, cost, etc.). Requests must be submitted at least three (3) weeks prior to the desired delivery date for all equipment, and at least two (2) weeks prior to the intended pick-up date for all rental vehicles. Payment is not released until the purchased items are delivered and/or services rendered. All requests and purchases made using a departmental credit card must be shipped to the Campus Recreation Center using the following address:

SHSU – Campus Rec
Attn: Madison Luney
801 Bowers Blvd
Huntsville, TX 77341

Reimbursements: Clubs must submit a Reimbursement form within 10 days of their purchase with itemized receipts attached. If there is no receipt for the purchase, Club Sports will not be able to reimburse the cost. Expenses must be directly related to club travel outside of the city to be considered for reimbursement (gas, hotels, parking, tolls, etc.), and must have a Travel Request form submitted prior to the deadline. Items not listed on the Travel Request form are not eligible for reimbursement. Reimbursements from the Bursar's Office can take 3-4 weeks on average.

Club Sports Coaches

Clubs may utilize a volunteer or paid coach from inside or outside the university community, but it is the team's responsibility to secure these services. Coaches are not employees of Sam Houston State University and do not replace the club's advisor or president. Coaches may be paid externally but are not eligible for any benefits granted to SHSU employees and cannot be paid from the internal account, nor can they be reimbursed for travel expenses. Internal account funds cannot be used to pay for hotel or travel expenses for coaches.

Coaches must follow all University and departmental policies and procedures. The Department of Campus Recreation and the Competitive Sports Office 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.

Travel & Risk Management

All clubs wishing to travel for competitions and events off campus must be in good standing with the Club Sports Program and University. All club members wishing to travel to participate in club activities must be eligible for club sport participation, in good standing with the University, and be listed on the submitted Travel Roster. All University-related travel must be properly planned and approved in advance, following these procedures.

Travel Authorization

When a team is preparing to travel, they must follow this checklist:

- A. Each team must submit a Travel Request form at least 10 days prior to anticipated departure.
 - a. Travel Request forms must also include a Travel Roster to be approved by the Competitive Sports Office. All individuals travelling with the club, approved drivers, and Trip Coordinators must be listed in this form.

- b. Clubs requesting payment for hotels, tournament fees, or other expenses prior to their trip must include all necessary information in their Travel Request so that arrangements can be made by the Assistant Director of Club Sports in a timely manner.
- B. All travelling members must complete their required waivers and forms to be added to the club's Active Roster prior to their first trip.
- C. Clubs must designate a Trip Coordinator that is a Certified Member on file with the Competitive Sports Office and list them on the Travel Roster. The Trip Coordinator must have completed Travel & Safety Officer training prior to their first trip.
 - a. Clubs must always travel with their First Aid Kit.
- D. Clubs must submit a Post Travel form within 5 days of returning to campus from their trip. This report should include all receipts and reports incurred while traveling off campus.

Once a club is approved for travel, they will receive a Travel Letter to be used in communication with professors. Travel Letters are NOT to be used as excused absences for course work, labs, and/or exams.

Travel Safety Procedures

Clubs are responsible for being aware of all weather and road conditions prior to and during trips. In the event of severe weather, clubs should contact the Assistant Director of Club Sports for any assistance in extending their travel and finding accommodations until the club is able to safely return to campus. The Competitive Sports Office will communicate with the Dean of Students Office as necessary to support Club Sports travel.

Injury/Incident Forms: An Injury/Incident report should be completed for any injury that requires medical attention (i.e., First Aid, CPR, AED, etc.) or incident including vehicle accidents, misconduct or breaking Club Sports/University policies by club members during travel. Injury/Incidents include:

- A. Violation of programmatic non-negotiables and/or student code of conduct
- B. Injury that requires more than a band-aid/bag of ice or requires ongoing care by a medical professional
- C. Any situation that results in evacuation or early departure from a trip
- D. Lost participant travelling with the club (defined as an unplanned absence from the group for more than 30 minutes)
- E. Behavioral or motivational incidents that significantly affect the participant's or group experience (Occurring from within the club or from another institutions club)
- F. Vehicle accidents involving personal and/or rental vehicles

Dean of Student's Incident Report: Individuals may submit their own report on potential Code of Conduct violations to the Dean of Students' Office via the [Incident Report Form](#). This includes, but is not limited to, alcohol/drug violations, theft, assault, violation of university policy, etc. The Dean of Student's Officer will make decisions on investigations and disciplinary action.

SHSU Title IX: If there is any incident involving sex or gender-based discrimination or sexual misconduct, please report to [SHSU Title IX](#). Title IX reports are related to the following: sexual harassment/violence, relationship violence, retaliation, hostile environment, and stalking.

Hotels

Individual clubs are responsible for researching accommodation in the area and selecting places that fit the needs of the club at a reasonable price. When using an internal account, all hotels must be booked directly through that hotel and not a third-party site (i.e. Expedia, Priceline, etc.). Once a hotel has been selected, the full address and number of rooms must be listed on the Travel Request form to be booked by the Assistant Director of Club Sports. Following approval, a confirmation will be sent to the Trip Coordinator who is listed on the reservation. If a request is denied for any reason, the club will be notified so that alternative arrangements can be made.

If a club no shows or cancels their reservation after the free cancellation deadline, the club will be required to reimburse the cost incurred by the University. All incidental expenses must be charged to the

Club's external account or personal method of payment. No incidentals will be covered by an internal account, and any charges must be reimbursed to the University.

Vehicles

Clubs can either use their personal vehicles to travel to Club Sports events or rent a vehicle (i.e. mini vans, 12 passenger vans). If Clubs use personal vehicles for travel, the driver's personal insurance will be responsible for any liability that may occur.

Rental Vehicles: Clubs requesting rental vehicles must notify the Competitive Sports Office a minimum of two weeks prior to their departure date to secure vehicles in time for their trip. Payment will be submitted to the rental agency after the club returns from their trip and all receipts have been submitted.

- A. Most rental agencies will charge for gas if the vehicle is not returned at the same level as when it was picked up. The club is responsible for paying that extra charge out of their External account.
- B. All drivers of 12 passenger vans must be at least 21 years old.
- C. All drivers of other rental vehicles must be at least 18 years of age.
- D. Rental agencies may have additional driver restrictions not listed above.

Driver Rules & Regulations

In order for club members to drive on officially sanctioned Club Sport trips, they must be placed on the University's approved driving list. To accomplish this, a student must fill out the Driver Request form and submit it to the Competitive Sports Office at least 1 week prior to the club's departure date.

When it is necessary to drive for long periods of time, it is required to follow these policies:

- A. No more than 14 hours of driving in one 24-hour period. The majority of these hours must be during daylight.
 - a. Must STOP to change drivers every four hours at an appropriate place (i.e., gas station, rest area, off an exit).
 - b. If an accident happens or your vehicle breaks down, you will immediately call 911 to report the incident.
 - c. There must be enough seatbelts for each individual passenger and all passengers must wear a seatbelt at all times.
- B. No driving between 12a.m. and 5a.m. except where the trip is solely to reach the destination, and that destination is less than one hour in duration.
- C. Possess a valid driver's license to operate the type of vehicle involved.
- D. Must not have received a citation within the past 12 months for any of the following: An automobile accident, driving under the influence of alcohol or drugs, or reckless driving.
- E. Must be experienced and competent in the type of driving required and be in physical condition to be capable of driving safely.
- F. Vehicles are duly licensed and registered, and the driver is authorized to operate the vehicle.

Facilities

The Competitive Sports Office will provide support to Club Sports in the use of university facilities. The use of Campus Recreation facilities and equipment is a privilege, and all clubs are expected to respect the policies and procedures of facilities and equipment being used. This includes but is not limited to supporting and enforcing policies regarding use of facilities, cancellation of outdoor activities due to inclement weather and/or field conditions, and proper storage of university and club equipment.

Club Sports are not permitted to displace other patrons using spaces during open recreation times or attempt to access facilities when they are locked. Consequences for violating these policies include, but are not limited to, loss of practice/game space, funding, travel, etc.

Space Requests: Prior to each semester, a Facility Request form must be submitted by each club along with their game schedule to the Competitive Sports Office. Any changes to this schedule must be made more than one week in advance to ensure adequate time for department personnel to prepare fields/courts

and have appropriate staff scheduled for events. Game Day information and procedures can be found in the Visiting Team Manual. Use of facilities outside of normal operating hours will necessitate special arrangements.

Practices & Events: Clubs are responsible for cleaning up any trash and removing equipment and supplies from the playing area after each practice or competition. Clubs must reserve space for all official activities through the Assistant Director of Club Sports. No reservations may be made through other offices directly. Clubs are not guaranteed all the space they request but are guaranteed at least two practices per week. Practicing and/or holding events as an organization without a facility reservation can result in the loss of facility privileges.

Safety: Sam Houston State University and Campus Recreation personnel have the responsibility of maintaining playing fields and indoor facilities. Part of this responsibility is to provide a safe environment when utilizing spaces for practices and events. It is important that a pre-activity check be completed before events begin. Coaches and club Officers have the responsibility to make every effort to provide a safe environment during practice and/or competition.

Clean-Up: Teams are responsible for fields/gyms clean up after any practice, game, or tournaments. Teams that leave facility spaces in disarray may be given a minor infraction and/or charged a clean-up fee.

Campus Recreation Student Employees: During all home games and tournaments, an On-Site Supervisor will be assigned by the Assistant Director of Club Sports. All teams are to treat them with absolute respect, and communicate with them before, during, and after the games as needed. Their role is to be available to assist with injuries, manage crowd control, set up and tear down the facility space, aid officials, and ensure that all Campus Recreation policies and procedures are being enforced. Club Sports teams who attend other teams' games should check in with this Supervisor to sign in for the Incentives Program.

Youth Camps and Clinics: Club Sports are able to host youth camps and clinics on campus. The Assistant Director of Club Sports must be notified a minimum of one month prior to the event in order to run a youth camp or clinic and will help coordinate this through the University Camps Office. All participants under the age of 18 must have a parent or legal guardian sign an Acknowledgement of Risk Form. Protection of Minors training is required for all adults acting as volunteer coaches or assisting in any capacity with the camp/clinic.

Inventory and Storage Spaces: Club Sports teams will be given dedicated storage space in Campus Recreation Facilities for their equipment and uniforms when available. Club Officers will be responsible for maintaining an accurate and current equipment/uniform inventory and keeping their storage spaces clean and organized. It is highly recommended that all team items are stored at the end of the spring semester for the duration of the summer.

- A. Field sports that practice and compete at Pritchett Field will be given shed space.
- B. Clubs using the Recreation Center will be given storage based on need and available space.
- C. Clubs who practice and compete off-campus should communicate with their facility hosts to secure proper storage on-site.
- D. Equipment purchased and owned by the club should never be kept at any residence or off-campus location unless approved by the Assistant Director of Club Sports.

Marketing & Trademark Licensing

Each club may create and operate their own social media accounts and websites as well as design shirts, uniforms, and other gear that features approved SHSU institutional names and logos. In an effort to protect individual Club Sports as well as the Department of Campus Recreation, the following guidelines will apply to all clubs when utilizing SHSU media and branding:

Website and Social Media

- A. Club Sports teams are responsible for their own individual team accounts on social media pending the completion of social media training by designated officers.
 - a. Social media accounts must follow University and Campus Recreation policies.
 - b. Clubs should use inclusive language on all platforms when promoting the club.
 - c. In accordance with federal freedom of speech laws, clubs cannot delete comments on social media which fall under freedom of speech. Clubs can delete comments that are assumed to be spam.
 - d. Clubs may utilize social media to acknowledge sponsorship partners and donors but cannot promote any commercial activity for such sponsors.
- B. Club Sports may use the Sam Houston State institutional name to indicate their location at the SHSU campus. Use of the institutional logo must follow IMC guidelines.
- C. Clubs must present themselves as a club on any website or social media sites.

Apparel and Printing

Clubs can create their own logo or identity to be used on social media, apparel, uniforms, etc. under the following guidelines:

- A. The use of logos must adhere to brand standards and may not be modified in any way or combined with other logos or verbiage. University logos must stand alone and be surrounded by clear space.
- B. No alterations may be made to any of the Sam Houston State marks or branding. A copyright mark must be present with any use of SHSU logos.
 - a. Sponsorship partners of Club Sports do not have access to use any institutional logos unless approved by the Integrated Marketing Communications department.
- C. Images and/or logos of external sponsors are allowed to appear on uniforms or apparel with the Sam Houston State logo but must be separated from any institutional logos. Sponsor logos should never be larger than institutional logos.
- D. All club sports must use the word “Club” in their team names on apparel/merchandise (i.e., Sam Houston State Soccer Club, Sam Houston State University Club Hockey).
 - a. Clubs with an NCAA crossover (i.e., Women’s Basketball must use the word “Club” on all competition uniforms in addition to regular apparel and merchandise.
- E. All proofs and designs must be sent to and approved by the Assistant Director of Club Sports prior to ordering or printing/publishing.
- F. All products using SHSU trademarked logos must be produced by an approved, licensed vendor. Failure to use a licensed vendor could result in a Club team not being allowed to wear uniforms or sell merchandise that they have already paid for.
- G. Merchandise being sold to the public with Sam Houston State University licensed trademarks are subject to royalty fees.