

**Texas A&M University – Corpus Christi**

**Sport Club Program Handbook**

**2013-2014  
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## **INTRODUCTION**

As an integral part of the overall Texas A&M University – Corpus Christi Recreational Sports program, the Sport Club Program is intended to serve individual interests and provide different instructional, recreational and competitive activities for the campus community. Sport Clubs may vary in focus and programming since the members are active participants in the leadership and decision making process of club activities. Sport Clubs are designed to accept anyone at any level and provide recreation and/or competition, depending on the desires of the membership. Students are responsible for the administration of the club, including fundraising activities, special events and the opportunity to compete.

This handbook has been prepared to assist club officers in the administration of their organization. The officers of each club are expected to become familiar with this handbook. Items not specifically covered in this handbook may be covered in the Recognized Student Organization and Advisor Handbook. Situations involving Sport Club business or any activities that are not covered in either handbook should be referred to the Recreational Sports office. Information in this handbook is subject to change. New policies, procedures or additions/changes to existing policies or procedures made due to unforeseen circumstances during the academic year shall be deemed official even though not printed in this publication. These additions/changes will be available on the Sport Club website and distributed through e-mail to the Club presidents.

## **PURPOSE OF THE SPORT CLUB PROGRAM**

The Sport Club Program provides opportunity for student participation in a variety of physical, recreational and athletic activities and gives students opportunities to engage in the activity of their choice at various levels. Sport Clubs contribute to the development of student leadership, provide a common bond between individuals and promote individual wellness. While Recreational Sports assists in the development and growth of Sport Clubs, the emphasis of the program is on student leadership and involvement. The existence of each Sport club and the degree, to which they are successful, is dependent upon student interest and leadership.

## **DEFINITION OF A SPORT CLUB**

A Sport Club is defined as a recognized student organization that is a separate entity of the university, whose membership includes students, faculty and staff. Sport clubs exist to promote and develop interest in a particular sport or recreational activity with or without competition against other institutions of higher education. Sport Clubs are strictly voluntary. Involvement in a sport club enhances the student's college experience and contributes to the student's overall education.

## **ROLE OF THE ASSISTANT DIRECTOR - PROGRAMS**

The Assistant Director - Programs serves primarily as an advisor and resource person for Sport Club leaders and is available to assist student representatives with Club business. Acting as a liaison between the clubs and the university, the Sport Club Director is responsible to the Director of Recreational Sports in administering the program. Located in the Dugan Wellness Center, the Sport Club Director maintains records of participants, schedules and results of programs and competitions; administers the sport club's budgets; promotes and advertises the Sport Club Program and assists each sport club with the planning and implementation of events, tournaments and matches.

## **CATEGORIES OF SPORT CLUBS**

The following categories exist to classify each individual Sport Club

1. Instructional – clubs who meet to learn the skills that are associated with their sport and practice throughout the year. Their main purpose or goal is focusing on the skill of the sport and promoting it.
2. Recreational – clubs who want to meet socially to promote their particular interest or sport. The main purpose for these clubs is to have fun while participating in a recreational activity.

3. Competitive – clubs who meet and practice regularly to prepare for games, tournaments, matches at the local, regional and national level. These clubs usually are affiliated with regional or national organizations and travel for their competitions.

## **SAFETY PROCEDURES**

Texas A&M University-Corpus Christi and Recreational Sports do NOT provide accident insurance for club members and CANNOT be held responsible for injuries incurred through their voluntary participation in Sport Club activities. Texas A&M University-Corpus Christi strongly recommends that all club members have a personal medical insurance plan in effect during the period of club-related activity.

To provide a safe and positive recreational experience for all participants, it is necessary to anticipate situations to prevent accidents and injuries. It is strongly recommended that every Sport Club develop, implement and practice the following safety policies:

1. Sport Club officers, club members, coaches and instructors should emphasize safety during all club-related activities.
2. Encourage all club members to have a **physical examination prior to participation**. The national governing bodies of some sports offer supplemental accident and liability insurance for members. Check to see if your activity provides or offers this type of coverage. Information about the university offered health insurance can be found [here](#).
3. Review the club's emergency procedures with the Recreational Sports Office.
4. Inspect fields and facilities prior to every practice session, game or special event. Report unsafe conditions to the proper managing authority. **Do not use facilities or equipment if they appear unsafe.**
5. Have at least two members certified in First Aid and CPR available at Club practices, games, and events.
6. Submit an incident/injury report for injuries that occur to club members during club events or practices. **These reports must be submitted to the Recreational Sports Office within 24 hours after the occurrence.** Incident/Injury Report form is available in the Recreational Sports Office or online.
7. Swim Tests: All club members involved in an aquatic activity should pass a swimming test prior to becoming accepted into the club. Arrangements for pool time for testing and suggestions for the appropriate swim test to be administered should be discussed with the Recreational Sports Office.
8. Have a first aid kit available at all club practices and competitions.

## **Watercraft**

The following guidelines are recommended for Clubs who operate watercraft as part of their Club's activity:

1. Watercraft drivers must be 18 years of age or older.
2. Watercraft drivers must change every 2 hours.
3. No alcoholic beverages are allowed in the boat at any time.
4. Watercraft drivers must demonstrate competence in handling watercraft.
5. Watercraft may be on the water ½ hour past dawn until ½ hour before dusk.
6. A first aid kit must be kept in the watercraft.
7. All persons in the boat must wear a personal flotation device at all times.
8. Watercraft used by a Sport Club must carry liability insurance and be on file in the Sport Club office prior to use.

## **ELIGIBILITY**

All guidelines governing the Sport Club Program are written to protect the rights and safety of each participant and are designed to provide equal opportunity for all persons eligible to participate in Club activities.

### Membership

1. All currently enrolled Texas A&M University-Corpus Christi undergraduate and graduate students currently enrolled in academic course(s) paying the recreation fee are eligible to be a member of a sport club. Members must recognize that only a certain number can realistically engage in competition. Only **student** members of a Club may hold an office in the Club and vote on Club matters. Some Clubs may have participation restrictions due to conference and/or league affiliation.
2. Members of the faculty/staff may apply for associate club membership. Faculty/Staff club associate members may **not** hold an office within the Club, nor **vote** on Club matters or in elections. All associate members must purchase a Recreational Sports membership. Information about purchasing a Recreational Sports membership can be found on the [Recreational Sports Website](#).
3. Clubs may determine their own membership rules in addition to the ones above, but they must be free of restrictions based on race, color, sexual orientation, gender, religion, age, national origin or handicaps.
4. Each member and coach (including associate members) of a Sport Club must complete a membership packet including a university waiver, emergency contact and participant registration form (all must be on file with the Sport Club office), pay club dues (if required) and be listed on the Club's membership roster before he/she is recognized as an official member of the Sport Club.
5. Athletic scholarships are not awarded by Recreational Sports for Sport Club participation.
6. Intercollegiate athletes are eligible for membership in a Sport Club without restrictions due to intercollegiate team affiliation except by any regulations set by the NCAA and/or the varsity team.

### Certification of Eligibility for Competition

1. All Sport Club teams must abide by Conference, Regional, State, NIRSA or NCAA rules and regulations in competition that has such guidelines.
2. Teams competing in NIRSA Sport Club tournaments must meet the eligibility requirements set forth by NIRSA. These requirements can be picked up in the Sport Club Office.

## **CLUB STATUS**

The Club Sport program is structured with two types of Club membership status:

- I. Conditional Membership
- II. Full Membership

### Conditional Membership

Conditional membership is designated for Clubs in their first year of recognition within the Sport Club program. Conditional Clubs will have one year to demonstrate stability in terms of Club administration, student interest and support in terms of having the appropriate number of active Club members. **Financial assistance from Recreational Sports is NOT available for conditional Clubs.** Upon successful completion of conditional status, a Club will automatically be elevated to the Full Membership level.

### Criteria

- Ability to maintain a membership of at least 10 active student members.
- Demonstrate effective Club leadership
- Compliance with all paperwork and meeting requirements

- Complete financial self-support

### **Full Membership**

Full membership is designated for all Clubs not under the conditional status. Clubs submitting a budget proposal according to the guidelines set forth in the Budget Appropriation section may be able to receive some funding.

### **Criteria**

- Demonstrated effective Club leadership for one year or longer
- Primarily self-supporting organization with most funding raised by the Club
- Demonstrated commitment to Recreational Sports and Texas A&M University – Corpus Christi by following prescribed policy and procedures.
- Compliance with all paperwork and meeting requirements.

### **Maintaining Full Membership**

In addition to the criteria listed above, a club's continued Full Membership status depends on the purpose, goals, and longevity of the club. The Recreational Sports Office will review each club's status at the end of each spring semester.

To retain recognition, the club must meet the following general requirements:

1. Student interest in the Club was demonstrated by a membership of ten active members.
2. The Club was represented at all required events.
3. The Club's purpose and activity continued to be consistent with the Recreational Sports' purpose and philosophy.
4. Compliant with all University and Sport Club guidelines, policies and rules.
5. An accurate inventory of equipment was maintained and kept on file in the Sport Club Office. All Club equipment was maintained, issued, accounted for and stored adequately.
6. The Sport Club Office continues to have the necessary resources to supervise the Club and its activities.
7. All appropriate forms were filed as directed at the specified time during the year.
8. The club completed at least 40 hours of community service during the academic year.

### **BECOMING A RECOGNIZED SPORT CLUB**

Any group of students with a collective interest in a sport or activity has the ability to start a new Sport Club. The process for doing so is outlined in the steps below. If you have any questions, comments, or concerns with the process, please feel free to contact the Sport Club Office for assistance.

1. Ensure that students are willing to serve as "Officers" for the club. Officers are the main leadership of the club. The required officers are President, Vice-President, Safety Officer and Treasurer.
2. Secure a faculty or staff member to serve as an advisor to the club.
3. Create a constitution and bylaws for the club.
4. Recruit at least 10 interested participants by promoting and conducting an informational meeting on campus.
5. The new Club will be required to meet on a regular basis with the Assistant Director – Programs to discuss the progress and status of the Club.
6. The Club will be under evaluation for an entire year in regards to meeting attendance, paperwork compliance, and following of policies and procedures.
7. Clubs must also meet all UCSO requirements to receive recognition as a student organization.

8. University funding is unavailable to clubs during their 1 year Conditional Period.

## **THE COACH'S/INSTRUCTOR'S ROLE AND RESPONSIBILITY**

### Securing a Coach/Instructor

If a Club wants to use the services of a coach/instructor, a club officer will submit a coach/instructor information form to the Sport Club office prior to the beginning of the semester for which they will serve.

These items should be submitted prior to the time when the individual serves in their capacity. **The coach or instructor is neither an employee of the Department of Recreational Sports nor Texas A&M University – Corpus Christi.**

### Coach/Instructor Conduct

Although coaches/instructors are not employees of the University, they will be expected to adhere to all University policies.

### Responsibilities

1. It is recommended that all coaches possess personal medical and liability insurance.
2. The coach must be aware of and follow **all** University and departmental rules, policies and procedures relative to the Sport Club program.
3. The coach should restrict his/her contributions to coaching and **refrain from activities involved in the Club's management**. A Sport Club is first and foremost a student organization and, as such, **the student representative (not the coach) must serve as the liaison between the Sport Club and the Sport Club Staff**. The philosophy and key to the success of the Sport Club program has been the continued emphasis placed on student leadership and participation.
4. Club business matters (hosting tournaments, submitting forms, equipment requests) must be handled by the student members with the coach serving in an assisting capacity. Club activities and events should be a team effort and not left solely to the coach or student representatives.
5. Participation in the Sport Club Program is completely voluntary; therefore monetary rewards or scholarships shall not be promised or given to any member or prospective member by the coach.
6. Coaches must help ensure good sportsmanship at all times. Individuals must always conduct themselves in a manner that does not detract from the reputation of the University. This includes behavior in game situations, contact with other teams and even interaction with staff. When involved in off-campus events or when traveling, be aware that the Club is still representing the University.
7. Coaches should first speak with the club president prior to contacting the Assistant Director – Programs. Coaches should speak with the Assistant Director – Programs prior to making appointments with other University faculty or staff.
8. The Sport Club staff has the right and obligation to protect the club, and if, in the staff's opinion, the coach is not working in the best interests of the club, the coach will be relieved of his/her coaching duties.
9. Coaches must be recommended by club members and must submit a new information form each academic year in order to coach. **Continuation of coaching status is not automatic.**
10. Money allocated from the Recreational Sports budget shall not be used to pay any coaches.

Coaches/Instructors must purchase a Recreational Sports membership or punch pass in order to access all Recreational Sports facilities. Information about purchasing a membership or punch pass can be found on the [Recreational Sports website](#).

## **THE SPORT CLUB COUNCIL**

The Texas A&M University – Corpus Christi Sport Club Council is a student advisory group that assists the Sport Club Office in administering the Sport Club program.

### Duties

1. Serve as an appeal board and decide on Club appeals regarding decisions made by the Sport Club staff.
2. Review annual budget requests for the following year and make initial recommendations concerning allocation amounts.
3. Make recommendations regarding revisions to the Sport Club Manual for the following year.
4. Make recommendations, offer advice and assist in the decision making process in other matters when requested to do so by the Sport Club staff.

### Membership

1. The Assistant Director - Programs and all Club Presidents.
2. The Assistant Director – Programs will be non-voting on the council, but may take part in discussion.
3. The Assistant Director - Programs or his/her delegate will serve as chairperson for regular meetings. For appeals, the chair will be rotated among Club presidents.
4. Club Presidents may designate a representative from their Club to serve in their place.
5. In cases of tie votes in regular meetings, the Assistant Director - Programs or their delegate will vote to break the tie.

## **SPORT CLUB RIGHTS AND EXPECTATIONS**

Each Sport Club has the obligation to have the approval of the Sport Club Office prior to acting on items, issues or ideas that are not covered in this handbook. If a Club chooses to act independently, they risk losing recognition.

## **STANDARDS OF CONDUCT**

The basic concept underlying the University's code of conduct is that students, by enrolling in the University, assume an obligation to conduct themselves and their organizations in a manner compatible with the University's function as an educational institution. Individuals must always conduct themselves in a manner that does not detract from the reputation of the University. This includes behavior in game situations as well as contact with other teams and event staff. When involved in off-campus events or when traveling, be aware that the Club is still representing the University and bound by the [Student Code of Conduct](#).

## **DISCIPLINE PROCESS**

Violation of or non-compliance with [University rules and procedures](#), campus regulations, Sport Club procedures, or standards of conduct may result in loss of membership or other disciplinary action against the Sport Club involved. The discipline process has been developed to assist Club leaders in correcting mistakes that have caused problems for the Club and the University.

Minor Infractions (examples would be non-attendance at meetings or failure to submit required forms on time)



1. First Infraction – if the violation is the Club’s first during the current academic year, and the Club is not on probation from violations committed the previous year, the following steps are taken:
  - a. The Club is placed on probation for a designated period of time or until the Club corrects the situation.
  - b. The Sport Club staff will notify the Club stating:
    - The reason for the probation
    - The length of the probationary period
    - The possible consequences the Club will face if additional infractions occur
2. Two or more Minor Infractions
  - a. The Club’s funds may be frozen and/or a part of the Club’s allocation may be forfeited.
  - b. The Sport Club staff may take any action deemed appropriate, including determining the amount of allocation forfeited by the Club.
  - c. The Club is notified in writing.
  - d. The Club is notified of their right to appeal.

Major Infractions (these include Club actions that are outside of acceptable standards of conduct or are in violation of the Sport Club or University’s rules, guidelines or Code of Conduct)

1. Examples of major infractions include, but are not limited to, the following situations:
  - a. Displaying conduct that is incompatible with the University’s function as an educational institution and the purpose of the Sport Club program (i.e. unsportsmanlike conduct toward officials or opponents or disruptive behavior on trips).
  - b. Misusing Club funds and/or abusive use of Club funds.
  - c. Allowing ineligible individuals to participate in Club activities.
  - d. Compromising the safety of club members while traveling.
  - e. Transporting and/or consuming alcohol or illegal substances while on official club trips.
2. For all major infractions:
  - a. A meeting with the Club officers and the Sport Club staff is scheduled.
  - b. Input from appropriate administrators and staff members is solicited when appropriate.
  - c. The Director of Sport Clubs and/or the Director of Recreational Sports determine(s) the disciplinary action to be taken.
  - d. The Club is notified in writing of the decision and is advised of their right to appeal the decision.

#### Disciplinary Actions

Possible disciplinary actions that may be taken against a Club for infractions include:

1. Probation
2. Frozen funds
3. Loss of funding

4. Loss of travel privileges
5. Loss of facility reservations
6. Loss of Club recognition

Possible disciplinary actions that may be taken against an individual club member include:

1. Suspension from participating with the Club
2. Removal from facility
3. Reimbursement of damages to facility
4. Removal from Sport Club program
5. Suspension of privileges from Recreational Sports programs and facilities

**Notification of disciplinary action against a club is e-mailed to the Club's President. Notification of action taken against an individual will be sent by e-mail to the affected individual. In the case of extreme misconduct, clubs and/or individuals will be referred to Judicial Affairs.**

### **APPEAL PROCESS**

The appeal process exists to insure that all disciplinary actions taken against club organizations are equitable. The group to whom a disciplinary decision is appealed will review the previous decision and rule on its appropriateness given the infraction(s) committed. With the concept of equity in mind, be forewarned that appeal of a disciplinary decision that seems extreme to the club could result in an even stiffer penalty being levied by the group who hears the appeal. To file an appeal, follow the appropriate steps listed below:

1. Decisions of the Assistant Director - Programs Clubs on minor infractions may be appealed to the Sport Club Council by following these procedures:
  - a. Written notification from the club representative to the Assistant Director - Programs indicating the club's reason for the appeal and any circumstances related to the situation that caused the infraction must be submitted within (72) seventy-two hours after the notification is sent by e-mail to the club president.
  - b. A hearing will be scheduled with the Sport Club Council. Copies of the club's appeal statement will be distributed to the Council members. Upon hearing the case, the Council will uphold, reject or modify the Assistant Director's decision.
  - c. Decisions by the Sport Club Council are final.
2. Decisions regarding loss of sponsorship or major infractions may be appealed to the Recreational Sports Committee as outlined below:
  - a. Written notification from the club representative to the Assistant Director - Programs indicating the club's reason for the appeal and any circumstances related to the situation that caused the infraction must be submitted within (72) seventy-two hours after the notification is sent by e-mail to the club president.
  - b. A hearing will be scheduled with the Recreational Sports Committee. Copies of the club's appeal statement and any relevant information will be distributed to the members. Upon hearing the case, the Committee will uphold, reject or modify the Assistant Director's decision.
  - c. The decision of the Recreational Sports Committee is final.

## **THE RECREATIONAL SPORTS OFFICE**

### Assistant Director - Programs

The Assistant Director will provide assistance in planning the club's activities and scheduling competitions with other universities' Sport Clubs and teams. Prior approval of club activities including travel, events, publicity, budget expenditures and facility reservations is required. The Assistant Director is available for consultation regarding any aspect of your organization. If the Assistant Director cannot assist the club, the club will be referred to an office that can. **The responsibility to seek assistance of the Assistant Director is that of the student representatives.** Club representatives should schedule an appointment with the Assistant Director to assure needed attention is provided. Call or e-mail at least 24 hours in advance to make an appointment.

### Mail Collection

Mail received for each club is available for pickup in Dugan Wellness Center 109. Any letters, phone messages, or notes regarding the club that come to Recreational Sports office will be passed along to the club. Letters from prospective students interested in Texas A&M University – Corpus Christi and in a particular sport should be answered by the club secretary, student representative or a club member appointed to respond to these letters. The Recreational Sports Office will type the responses if legible drafts are submitted. Each club will be responsible for the postage to mail out official club material.

### Mailing Address

The mailing address that should be used for all club correspondence is:

Club Name at Texas A&M University – Corpus Christi  
Recreational Sports  
6300 Ocean Drive, Unit 5713  
Corpus Christi, TX 78412-5713

### Telephone Procedures

Long distance phone calls concerning a club's business (competition, equipment order, etc.) may be made in the Recreational Sports office. The Sport Club staff will assist in placing the calls for the club.

### Typing and Duplication Services

Typing and duplication services are available through the Recreational Sports office. All requested work must be approved by the Assistant Director – Programs and at least five working days' notice should be given. The services will be done if the work schedule of staff allows time and if the original copy is well written and legible. Clubs may request duplication services from the Recreational Sports office. The availability of this service is based upon copier load and amount to be copied. Clubs will be allotted a fixed amount of white paper for duplication each academic year. Once a club has used its allocation, the Assistant Director – Programs will charge the club at a rate equal to the cost of the paper per copy.

## **FACILITY RESERVATIONS**

Sport Clubs may request the use of Recreational Sports facilities for activities. **Requests must be made through and approved by the Assistant Director - Programs through coordination with the Assistant Director – Facilities.** Clubs must complete and submit the Facility Request form to the Recreational Sports office. The priority deadlines are as follows: April 1<sup>st</sup> for Fall, October 1<sup>st</sup> for Spring and March 1 for Summer. All facilities are shared which can make availability somewhat limited. Clubs will be notified of the dates and times that are available to them once confirmed. Clubs wanting to reserve meeting space in other spaces on campus should use the room reservation process through the [University portal](#).

### Expectations When Using University Facilities

Any time a club has reserved a facility, it must be used. If the club cancels a practice, game, or any reservation, the club representative must contact Recreational Sports staff at least 24 hours before the reservation is in effect. Failure to use a reserved area may result in the club losing their reserved time and could impact the ability to reserve facilities for future use. Clubs are responsible for cleanup of all sites after use. Misuse of equipment and facilities (including not using reserved space, and/or neglect in following facility-use procedures) as well as inappropriate conduct and actions while participating in any Sport Club related activity, will jeopardize the club's continued recognition. **Alcoholic beverages are not permitted at any Recreational Sports facility. It is the club's responsibility to monitor all club events (including the actions of spectators) to assure that alcoholic beverages are not on site. Games may be delayed until the problem is corrected or may be canceled if the situation is not addressed.**

Any club hosting an event at university facilities may be required to have a Sport Club Supervisor to be onsite during the event. This supervisor will be responsible for making sure that clubs follow proper Club and University procedures. Clubs may be required to cover the cost of having a Sport Club Supervisor at their events.

## **CLUB FINANCES**

### Funding

Because sport clubs may receive limited funding from the University, each sport club should develop a revenue plan to fund their activities. Sport club funds must be used for the benefit of the entire group. Revenue for sport clubs will normally come from the following sources:

1. Membership dues
2. Fundraising activities
3. Budget allocation from Recreational Sports
4. Donations from individuals and corporations

All fund raising activities (whether on or off-campus) require specific prior approval from the UCSO office. A fundraising request form must be completed and submitted through OrgSync for review and approval at least 5 business days prior to the event.

### Dues

It is recommended that each club collect at least \$25 per member per semester to assist in offsetting club costs.

### Appropriate/Inappropriate Expenditures for University Funds

All expenditures for sport clubs using University funds must have **prior approval** of the Recreational Sports Office. Clubs not receiving prior approval will not be reimbursed from university funds to cover costs. Possible expenditures for a club are: equipment, travel, officials, entry fees, dues, t-shirts, and uniforms.

### Fundraising

All fund raising activities (whether on or off-campus) require specific prior approval from the UCSO office. A fundraising request form must be completed and submitted through OrgSync for review and approval at least 5 business days prior to the event.

Sport Clubs should refer to the Recognized Student Organization Handbook for additional information on proper fundraising protocols.

## **THE BUDGET APPROPRIATION PROCESS**

Budget requests are submitted by clubs and forwarded for review to the Sport Club Council in early spring. The council's recommendations are then forwarded to the Assistant Director – Programs. Allocations are finalized during the summer and the final amount is announced to the club in September. Budget requests must be balanced when submitted.

General Information

Budget requests are for the following academic year. Base projected budgets on the best information available – what the club has done during the current year. If major changes are expected in the future, indicate why. Attach as much supporting documentation as is feasible. Make requests self-explanatory. Each club's previous year budget request is available for review.

Completing the Budget Request Form

1. Club Operating Expenses  
List expenses associated with the daily operation of the club. Include expenses incurred in recruiting new members, communicating with the membership, publicity and any other costs associated with maintaining the club.
2. Competition Expenses  
Include all expenses to participate in these contests, such as League/Association dues, officials/judges costs and facility rental fees.
3. Travel Expenses  
Calculate transportation to and from the site (vehicle rental, airfare, fuel, mileage, and lodging). **Do not** include meals. Listed below is some useful travel information.

Van Rental: \$75-90/day plus mileage  
Lodging: \$80-100/room/night, 4 persons to a room.

Estimated fuel costs (vans)

Under 50 Miles	\$ 15	150-200 Miles	\$ 35
50-100 Miles	\$ 20	200-300 Miles	\$ 50
100-150 Miles	\$ 25	Over 300 Miles	\$ 60

4. Equipment  
List any equipment the club would like to purchase for general club use. This list should not include any "personal equipment" such as t-shirts or shoes. Please also indicate the life expectancy of this equipment. Any equipment purchased with University funds becomes the property of the university and Department of Recreational Sports for the club's use.
5. Dues  
How many members are expected? What amount of dues will the club charge? Will this be a yearly charge or a charge per semester?
6. Donations  
Does the club plan on soliciting donations? If so, list all estimated donations both corporate and private along with how they will be solicited.
7. Corporate Support  
List all potential corporate support, including cash donations, equipment or discounts the club expects to solicit next year. Include the company's address and contact person.
8. Fundraising  
List all potential fundraisers including expected expenses and revenue.

Timeline

1. Each club submits a budget request to the Recreational Sports Office. Budget requests will be submitted in early spring.
2. Each request is reviewed and analyzed by the Sport Club Council to determine each club's adjusted request. A presentation is scheduled mid-Spring Semester with the Sport Club Council for each club submitting a budget request. At that meeting, the club will make an oral presentation of their budget for the upcoming year. Inappropriate and unjustified expenditures will be deducted from the original request.
3. The Sport Club Council will use the following criteria in determining the recommended funding level:
  - a. Club tier
  - b. Number of participants and dues charged
  - c. Fundraising activities
  - d. Costs associated with the club
  - e. Anticipated needs
4. The recommended funding levels will then be forwarded to the Assistant Director – Programs who, in consultation with the Director of Recreational Sports, will make the final budget allocations using above recommendations and criteria. The club will then be notified of their allocation for the upcoming year.

## **PURCHASING PROCEDURES**

If the club desires to purchase items for club use, arrange a meeting with the Assistant Director - Programs to seek approval and process the order. All purchases **must first receive approval of the Assistant Director - Programs. Do not purchase any item before meeting with staff to have proper purchasing procedures outlined.** It takes time to process purchase orders; seek approval well ahead of the date an item is need. There are several ways in which goods/services can be purchased. **All equipment purchases become the property of Texas A&M University – Corpus Christi and the Department of Recreational Sports.**

### Purchase Order

To obtain goods/services through a purchase order the following steps must be used:

1. Complete a Purchase Request form including the club president and treasurer's signature.
2. Attach the price quote including the vendor's name, date, items requested with serial/model number, and amount of purchase (all new vendors must submit a W-9 form).
3. Submit the form to the Assistant Director - Programs.
4. A purchasing request will be created.
5. A purchase order will then be sent to the vendor from the University.
6. The product will then be shipped to the Recreational Sports office and the club will be notified upon arrival.

### Pre-Payment

Pre-Payment is used to purchase goods/services for which payment is needed prior to receiving them.

1. Complete a Purchase Request form including the club president and treasurer's signature.
2. Attach the price quote including the vendor's name, date, items requested with serial/model number, and amount of purchase (all new vendors must submit a W-9 form).
3. Submit the form to the Assistant Director - Programs.
4. A purchasing request will be created.
5. A check will be mailed to the vendor directly from the University.
6. The product will then be shipped to the Recreational Sports office and the club will be notified upon arrival.

### Reimbursement Request

Reimbursement requests are used to reimburse clubs for costs incurred by members.

1. Complete the reimbursement request form including the club president and treasurer's signature.
2. Attach all original receipts taped to a sheet of paper.
3. Submit the form within 14 days to the Assistant Director - Programs.
4. Check will be created and returned to the Recreational Sports office for pickup within 3 weeks.

All requests for reimbursement must be submitted within fourteen (14) days of the purchase/trip, or it will not be reimbursed. Failure to submit the proper form will delay in the reimbursement process.

## **EQUIPMENT AND STORAGE**

All equipment should be kept in good working order. Any unsafe equipment should be reported (returned, if possible) to the Recreational Sports office immediately.

Limited storage space is provided for clubs to store their equipment. All clubs should return equipment to storage when not in use. For clubs that have a separate storage location, equipment need not be turned in to be stored in the Sport Club storage space.

To access the club's storage, an approved officer should notify the facility attendant on duty that they would like to access their equipment in the Sport Club closet. The attendant will then accompany the officer to the closet while the club retrieves their equipment. Upon retrieving the equipment, the attendant will secure the closet until the club wishes to return the equipment. To return the equipment, the club will notify a facility attendant of the need to return their equipment. The attendant will then open the closet to allow the return of equipment and then secure the closet.

### Inventory

An equipment inventory form for each club is kept on file in the Recreational Sports office. The Sport Club staff will monitor the equipment inventory list. The club representative is expected to conduct a thorough, hands-on inventory and complete the inventory form at the end of each spring semester. This includes jerseys, balls, pads, boats, and motors.

### Laundry Services

Each club that has purchased uniforms with University funds must wash their uniforms on a regular basis. Laundry will only be accepted on Monday's between 9 am and 12 pm. Laundry will be available for pick-up by Friday at 1pm. Clubs will be notified of the completion of their laundry by e-mail. Clubs must submit laundry to the Sport Club Office. Items dropped at the Dugan Wellness Center desk for service will not be washed. Clubs will be responsible for covering the cost of laundry services. The cost will be \$10 per wash.

## **TRAVEL REGULATIONS AND PROCEDURES**

The Sport Club staff will assist clubs with their travel plans. Club members must receive approval **prior** to departure. All clubs must make travel arrangements through the Sport Club Office. Clubs failing to make travel arrangements through the Sport Club Office will not be allowed to use University funds for the trip along with disciplinary action being taken. Sport Clubs travelling must adhere to all sections of University [Rule 13.04.99.C1: Student Travel](#).

### Approvals

The Sport Club staff must approve all travel whether or not the Club intends to use University funds.

### Travel Forms

[Travel Forms](#) for any trip more than 25 miles from campus must be completed and filed in the Sport Club Office at least five (5) business days prior to departure. If these forms are not on file, the Club will not be allowed to travel.

## Alcoholic Beverages/Illegal Substances

**The transportation and/or consumption of alcoholic beverages or illegal substances are prohibited while traveling on University-sponsored Sport Club trips.** Failure to abide by this policy will jeopardize the Club's recognition.

## Reimbursement

To receive reimbursement for travel from the club's allocation, original receipts must be submitted to the Recreational Sports Office upon return. An original receipt is one on the company's letterhead with the correct date clearly indicated and the billing amount itemized and clearly stated.

Upon return, the club representative will fill out the appropriate paper work for members to be reimbursed. These procedures can be found in the Purchases section. **Reimbursement requests generally take between 14 and 21 days.**

## Methods of Travel

### Rental Vehicles

Texas A&M University – Corpus Christi has a special agreement with Enterprise Car Rental to provide a discount for any department rentals. In order to rent a vehicle for club use, the club should provide the following details submitted in writing by e-mail to the Assistant Director - Programs at least 4 weeks prior to travel. The information needed will be the date and time of departure, number of vehicles, type of vehicles, driver names, and date of return.

### Personal Vehicle

If a club wishes to travel by vehicle (personal or rental), each driver must have a copy of their driver's license and automobile insurance on file with the Recreational Sports office prior to travel.

The following safety guidelines should be followed when traveling by vehicle:

1. All travelers **MUST** wear seat belts or other approved safety restraint devices required by law while the vehicle is in operation.
2. Passengers should help keep drivers alert and watch for signs of drowsiness.
3. Drivers must adhere to the posted speed limits, and must obey all traffic laws and regulations.
4. A designated club member will serve as the navigator. The navigator will sit in the front passenger seat and will remain awake throughout their duty as navigator.
5. Drivers should refrain from using a cellular phone for any purpose while operating the vehicle.
6. Drivers are responsible for determining that no objects in the vehicle obstruct rear or side views.
7. Driving between the hours of 12:00 a.m. (midnight) and 6:00 a.m. is strongly discouraged except in an emergency situation.
8. The following regulations concerning the balance of driving, sleeping, and breaks should be followed:
  - a. For every 4 hours of driving, drivers should take a 20 minute break.
  - b. For every 12 hours of driving, drivers should take a least a 4-hour rest period.
  - c. Alternate drivers should be provided, on file and certified for trips expected to take more than eight hours.

## Airline Tickets



The Assistant Director – Programs will aid clubs in securing airline tickets for travel. Clubs wishing to travel by air should begin the process at least twelve weeks prior to travel.

### Lodging

An accommodation (hotel/motel) for four to a room is the norm. Exceptions: when male/female ratios make this impossible or when coaches travel with the Club, they may have a separate room.

## **PUBLICITY**

**All promotional materials (including entry forms) require the approval of the Assistant Director - Programs prior to printing and duplication.** Club social events are not sponsored by Recreational Sports and must not be advertised as part of the official activities. All approved printed promotional materials must include the approved stamp.

### Web Pages

All Clubs **MUST** maintain an OrgSync website. The following is the minimum expectation for information on the website:

1. Must be updated by the first week of each semester.
2. Must provide representative's contact name and e-mail for prospective members.
3. Must give an overview of the Club and its activities.
4. Must provide the current practice schedule with location and times.
5. Must provide the current competition schedule with location and time (if applicable).

If there are pictures on the website, they must be relative to the sport or activity of the club.

### Posting Fliers, Posters, and Publicity Materials in Dugan Wellness Center

Limited bulletin board space is available in Dugan Wellness Center to display Club posters, pictures, flyers, and other information. Check with the Sport Club staff for permission to have materials posted in the facility.

### Posting Fliers, Posters, and Publicity Materials on Campus

For posting materials on campus the following guidelines must be followed in accordance with the [temporary signage guidelines](#):

- All Club posters, pictures, flyers, and other information must be approved by the Sport Club Staff prior to duplication and posting. After approval by Sport Club Staff, items must be stamped by the Information Desk at the University Center.
- All items are to be posted only on bulletin boards. Materials may not be posted on a bulletin board administered by a department unless approved by that department.
- All posted material must specify in English the date, time and location of the event as well as the name of the Club.
- Posted material should not cover any publicity posted for other events. However, outdated information may be removed to make space for current information.
- Posted materials are to be affixed with tacks.
- Posted materials may not advertise alcohol, drugs, gambling, or anything else that would be in violation of University policies, either through language or artwork.
- The Club is responsible for taking down all posted material upon completion of its event.

For more information about posting on campus contact the Information Desk in the University Center

## **TIER SYSTEM**

The tier system is designed to reward clubs that follow club sport policy and procedure and also submit forms on time with an opportunity to secure additional funds for the following academic year. Based on the tier that a club falls into will determine the amount of funding a club is eligible to receive.

Tier	Points	Maximum \$ per club
A	Above 85	\$1000
B	74-84.9	\$750
C	66-73.9	\$400
D	59-65.9	\$200
Unrecognized	Below 58.9	0

**Example:** Club Z accumulates 74 points throughout the academic year. This means that club Z will fall in the B tier and will be eligible to receive up to \$750 for the next academic year.

Points can be earned through a variety of items being properly submitted on-time and attendance at required meetings.

#### Officer Training

Each club is required to have at least two club members attend the training meetings at the beginning of the fall semester held by UCSO.

Attendance at UCSO Training

**5 points**

#### Meeting Attendance

Each club is required to have their president or designate attend each Sport Club Council meeting throughout the year. Other meetings may be made mandatory as well throughout the year. Each meeting will be worth **1.5 points**.

#### Fundraising Activities

Recreational Sports encourages all clubs to remain active in fundraising activities throughout the year. It is the responsibility of the club to have fundraisers approved by UCSO prior to the fundraiser. Points will be awarded to the clubs according to the profit received from each fundraiser.

In order for a club to receive points for a fundraiser they must complete the following:

1. Register the fundraising activity in the Recreational Sports office by submitting the form at least 3 weeks prior to the scheduled date.
2. Submitting and receiving approval through UCSO.
3. Results of the fundraiser must be reported to the Recreational Sports office within one week of the conclusion of the event.

#### **Point Breakdown:**

- Fundraising profits valuing below \$500 = 2 points
- Fundraising profits valuing \$500 and up = 5 points

#### Documentation

Throughout the year, the Recreational Sports office requires that all clubs complete and turn in a number of forms and reports. The deadlines for these forms are listed on the forms. These forms are extremely important for both record keeping and risk management/liability purposes. All forms are available on the Sport Club website.

Points will be awarded for completing the following documentation by the deadline:

1. Fall Semester Forms: Team Roster, Team Contact and Event Schedule
  - a. To be turned in at the Recreational Sports Office by September 25

- b. Failure to submit any of the forms by the deadline will result in disciplinary action against the club as well as restricting access to university funding until the form is received. No points will be awarded.

**2 Points for each form**
- 2. Spring Semester Forms: Team Roster, Team Contact and Event Schedule
  - a. To be turned in at the Recreational Sports Office by January 31
  - b. Failure to submit any of the forms by the deadline will result in disciplinary action against the club as well as restricting access to university funding until the form is received. No points will be awarded.

**2 Points for each form**
- 3. End of Semester/Annual Reports
  - a. An End of Semester Report is required for the fall semester.
  - b. An Annual Report is required for the spring semester.
  - c. To be turned in to the Recreational Sports Office by the date listed on the form.
  - d. Failure to submit the report by the deadline will result in disciplinary action against the club as well as restricting access to university funding until the forms is received. No points will be awarded.

**3 Points for each report**
- 4. CPR/FA Certification
  - a. Copies of CPR and First Aid Certification Cards must be submitted for the Safety Officer and an alternate member before the deadline.
  - b. To be turned in to the Recreational Sports Office.
  - c. Failure to submit the certifications by the deadline will result in disciplinary action against the club as well as restricting access to university funding until submitted. No points will be awarded

**2 Points for both members' certifications**
- 5. Budget Request
  - a. Each club must submit a complete and balanced budget request for the upcoming academic year by the date specified by the Assistant Director - Programs.
  - b. Failure to submit a budget request by the deadline will result in the club not receiving funding for the next academic year. No points will be awarded.

**2 Points for Budget Request Form**
- 6. Constitution
  - a. Each club must submit a copy of their current constitution and bylaws by September 15<sup>th</sup>.
  - b. To be turned in to the Recreational Sports Office.
  - c. Failure to submit a copy of the constitution and bylaws will result in the club losing recognition. No points will be awarded.

**2 Points for Constitution**
- 7. Facility Request Form
  - a. Each club requesting space in a Recreational Sports facility must submit a completed space request form for the upcoming long semester by the date specified by the Assistant Director - Programs.
  - b. Failure to submit a space request form by the deadline may result in the club not receiving facility space for the upcoming semester. No points will be awarded.

**2 Points for Fall Space Request Form**  
**2 Points for Spring Space Request Form**
- 8. Participant Information
  - a. Each club must submit a completed participant packet for each member of their club prior to participation in any club activity. These forms must be submitted by the deadline specified by the Assistant Director - Programs.

- b. Failure to submit participant information by the deadline will result in disciplinary action against the club as well as prohibition from use of Recreational Sports facilities until submitted. No points will be awarded.

**2 Points for all Participant Packets**

9. Equipment Inventory Form

- a. Each club must submit a complete and accurate equipment inventory form by the date specified by the Assistant Director - Programs.
- b. Failure to submit the certifications by the deadline will result in disciplinary action against the club as well as restricting access to university funding until submitted. No points will be awarded

**2 Points for Equipment Inventory Form**

10. Monthly Participation Reports

- a. Each club must submit a complete and accurate monthly participation report by the 5<sup>th</sup> of each month.
- b. Failure to submit the participation report by the deadline will result in disciplinary action against the Club as well as restricting access to university funding until submitted. No points will be awarded

**1 Point for each Monthly Participation Form**

Travel and Events

Sport Clubs may travel for competitions or events. It is important for risk management, liability and record keeping purposes that the Recreational Sports Office and University is aware of every instance that a club or a member of a club travels for a club related function.

- a. A [Student Travel packet](#) must be submitted to the Sport Club Office at least 5 business days prior to departure for any travel more than 25 miles from campus.
- b. If the packet is submitted on time but is incomplete or has members traveling who have incomplete paperwork, the forms must be completed prior to departure or the club will not be awarded any points.
- c. The club must pick up its travel binder on Friday between 10am and 4pm or at least 24 hours prior to departure.
- d. If a club fails to submit a completed Student Travel Packet, the club will be subject to disciplinary action as well as not being allowed to travel.
- e. Upon return, the club must return the travel binder by 4pm on Monday.

**2 Points – Each Travel Packet.**

Sport Clubs may host events or competitions on campus. It is important for risk management, liability and record keeping purposes that Recreational Sports Office and University is aware of every instance that a club hosts an event or competition on campus. Clubs must submit the proper paperwork prior to hosting an event or competition on campus. The forms should be submitted at least 15 business days prior to the event or competition. For large scale events forms may be required to be submitted earlier than 15 business days. The types of forms required may vary based upon the type/scale of event.

**2 Points – Each event/competition packet**

After competing, travelling or hosting an event on campus, clubs are required to submit a report regarding their event. This form is due to the Recreational Sports office within 48 hours of completion of the event. Failure to submit the report in a timely fashion could result in disciplinary action being taken against the club.

**0.5 Points – Each post event/travel form**

Club Promotion

Throughout the year, sport clubs have the opportunity to promote themselves and their activities across campus. Clubs will be awarded points based on their promotional activities.

1. OrgSync Page

- a. Each sport club is required to keep an updated OrgSync page throughout the year.
- b. This page must be updated by September 25<sup>th</sup> for the academic year.
- c. Failure to have an updated page by this deadline will result in disciplinary action against the Club as well as possible loss of recognition No points will be awarded.

**3 Points for updated OrgSync page.**

2. Website/Fan Page:

- a. Each sport club may choose to create a separate website or fan page to promote their club. This page should contain information about the organization that is updated on a regular basis. This page may be a Facebook fan page or a separate website.

**2 Points for Website/Fan Page**

3. UCSO Tabling Activity

- a. The UCSO holds an organizational fair each semester. Clubs may choose to be present at this activity.

**1.5 Points for each Fair**

4. Articles

- a. Sport clubs may have articles written about them for local print publications.

**2.5 Points for each article published**

Special Events & Community Service

The Sport Club Program encourages clubs to become involved in hosting Special Events and to participate in Community Service projects. Involvement in these unique opportunities can provide an excellent learning experience for a club and its members. Special events such as hosting a tournament will provide the club members with experience in organizing events, sponsorship, marketing, leadership, time management and many more skills. Involvement in Community Service projects helps to create a positive image of the club and Club Sports program and give back to Texas A&M University – Corpus Christi and the Coastal Bend community

In order for the club to receive points for the Special Event:

1. Register the Special Event with the Assistant Director of Sport Clubs at least 3 weeks prior to the event.
2. Results of the event must be reported to the Recreational Sports Office within 1 week of the conclusion of the activity.

A SPECIAL EVENT will be defined as an activity that is primarily planned and organized by a Texas A&M University – Corpus Christi Sport Club. This event will be something that is not typically considered a regular function of the club or similar clubs and is fairly large in scope. An event may be considered for ONLY ONE of the following: Fundraiser OR Special Event OR Community Service. The Assistant Director - Programs will ultimately decide if an event fits into any of the classifications.

**Point Breakdown**

**Special Event: 4 Points (Up to a MAX of 12 Points per year)**

A COMMUNITY SERVICE EVENT will be defined as an activity in which at least two of the team members on the official roster participate. The main goal of participating in the event will be to serve a community or philanthropic group. The club itself shall not receive any personal benefits for its involvement in the activity. Each hour worked by each member will count towards the total. Example: Club has 10 members volunteer 2 hours at an event. Total amount of hours earned for event will be 20. **Each club is required to do 40 hours of community service per academic year.** Clubs must submit the Community Service form within 5 business days of service in order to receive credit. Forms submitted beyond 5 business days will be filed in the club records but not count toward the minimum requirement. Clubs failing to complete the required hours of community service will lose their recognition.

**Point Breakdown**

**3 points for 40 hours of Community Service**

**8 points for 80 hours of Community Service**

## **10.5 points for 120 hours of Community Service**

### Additional Points

Sport Clubs may earn additional points in the following ways:

1. No Disciplinary penalties. Clubs who do not receive any disciplinary actions and submit required documentation on time throughout the year will be eligible to receive additional points.

**7.5 Points will be added at the end of the academic year.**

2. Recruiting Event. Clubs who hold a recruiting event on campus to recruit new members will receive additional points. Clubs must notify the Recreational Sports office of such an event in advance and show proof of event occurring in order to receive the additional points. This event cannot be part of regularly scheduled club activities.

**3 points will be awarded upon completion of the event once per academic year**

### Discipline

As students of Texas A&M University – Corpus Christi, club members have an obligation to conduct themselves and their organization in a manner compatible with the University’s philosophy and function as an educational institution. Members of sport clubs are expected to act in a mature and responsible manner both on and off campus especially while participating in club activities. Furthermore, club members who participate in inappropriate activities that violate University policies, campus regulations, state or federal laws will be subject to disciplinary action by Recreational Sports, Texas A&M University – Corpus Christi and/or appropriate legal authorities. A more detailed description of disciplinary actions and consequences is listed in this manual. Points will be deducted from a club’s total that has the following disciplinary violations:

- Failure to submit paperwork by deadline **1.5 points per occurrence**
- Failure to submit Participant packets by deadline **3 points**
- Missed meeting **1 point per meeting**
- Failure to submit Travel packet by deadline **2 points per occurrence**
- No fundraiser held **4.5 points**