



SPORT CLUBS FEDERATION HANDBOOK ~2020-2021 EDITION~

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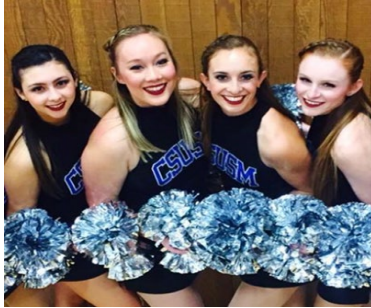


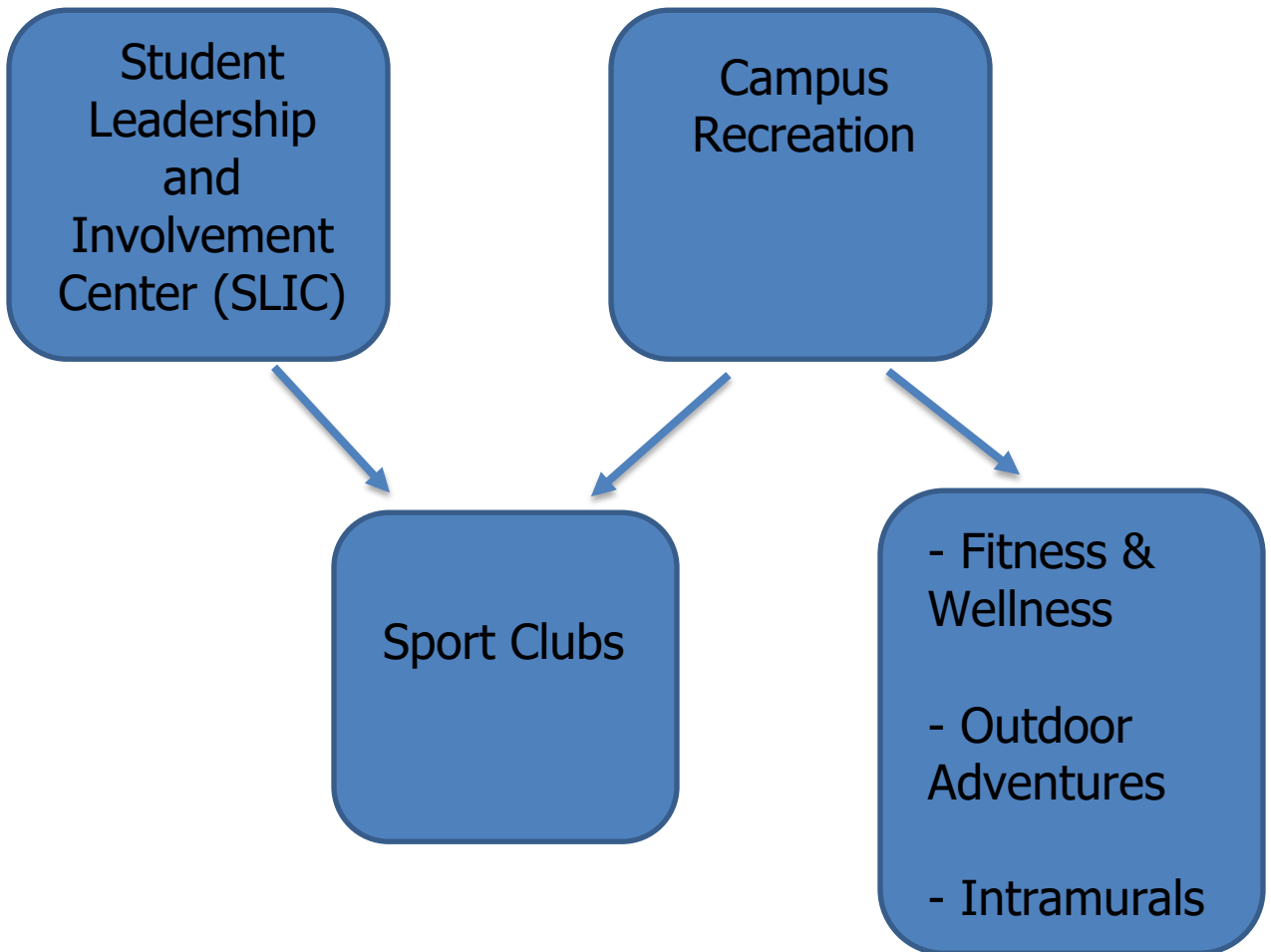
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**California State University San Marcos
Campus Recreation Sport Club Federation**

Flow Chart (with Recognized Clubs)



Sport Clubs Staff

Name	Position	Email	Phone	Office
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Madison Conte	Sport Club Student Coordinator	sportclubs@csusm.edu	760-750-6012	CFH 106L
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Introduction

This handbook has been developed to assist Campus Recreation Sport Club members in organizing and operating intercollegiate competitive Sport Club programs under the auspices of the Department of Campus Recreation and the structure of California State University, San Marcos.

The intent of this handbook is to present ideas, viewpoints, options, and strategies that are pertinent to the effective administration of Sport Club programs and activities. Furthermore, the handbook outlines policies and procedures governing Sport Club programs set forth by the CSU system, CSUSM, and Campus Recreation. Adherence to these policies and procedures is a prerequisite for recognition and eligibility to use the CSUSM name, funding, and facilities.

A Sport Club is defined as a Registered Student Organization whose primary mission is to promote and develop interest in a particular physical activity for the purpose of one or more of the following: recreation, fitness, and/or competition. Clubs represent the University in intercollegiate competition and conduct intra-club activities such as practice, instruction, social, and tournament play. Additional Sport Clubs Federation guidelines further define the requirements for eligibility (see Club Eligibility).

Participation in a Sport Club is meant to be a learning experience for all members. This is done through their involvement in leadership roles, fundraising, public relation, organization, administration, budgeting, and scheduling, as well as the enjoyment of participation in their particular sport/activity. Involvement in group and team situations enhances the students' overall education while in the university setting.

Clubs may vary in focus and programming since club leaders are the active participants in the leadership, responsibility, and decision-making process.

Sport Clubs Federation

By definition, the Sport Clubs Federation (SCF) is the total of all recognized Sport Clubs and their members. A Sport Club is a Student organization recognized by CSUSM through Student Leadership & Involvement Center (SLIC) and managed/directed by the Department of Campus Recreation. Sport Clubs are a program of Campus Recreation and are advised by the Campus Recreation Assistant Director and the Sport Clubs Office (or Student Assistants).

Funding for the SCF comes from a portion of Student Activity Fees collected as part of enrollment paid by each student. Allocation of financial requests is determined by the Sport Club Federation Council (see “Sport Club Federation Council” section of this handbook). The Council consists of one voting member (one officer) from each recognized club in the SCF, and represents the overall interests of the SCF.

In addition to its responsibilities of representing the SCF, the Council develops policies and procedures for operating the SCF, determines budget allocations for each club, assists clubs in their operations, and assists in dealing with rule violations by clubs.

The governing philosophy of the SCF and its Council is to promote participation in club activities. This includes promoting the development of the clubs’ internal structure and operations leading to greater social, recreational, and competitive interaction with others. The SCF allows students to develop their own programs within the larger structure of Campus Recreation and the University.

All aspects of the SCF are governed by the policies and procedures as defined in the SCF Handbook as well as the CSUSM policies and regulations, which apply to all students.

SCF Positions and Responsibilities

Requirements for Presidents and Treasurers:

Per **CSU Coded Memorandum AA-2012-05**, all Presidents and Treasurers of recognized student organizations **must meet minimum academic eligibility requirements. are considered Minor Student Officers.** Student Life & Involvement Center will verify that each President and Treasurer:

- a. Is matriculated and enrolled at CSUSM.
- b. Maintains a minimum overall grade point average of 2.0 each term.
- c. Is in good standing with the University.
- d. Is earning at least 6 semester units while holding office, as undergraduates. Graduate and Credential students must earn at least 3 semester units while holding office.
- e. Is limited to 150 semester units or 125 percent of the units required for a specific baccalaureate degree objective, whichever is greater. Graduate and Credential students are allowed to earn a maximum of 50 semester units or 167 percent of the units required, whichever is greater.
- f. SLIC will only accept grade appeals for circumstances beyond the students control such as medical and military situations.

President:

It is recommended that the club's President is elected by members of the club no later than the selected date of the Spring Allocation Meeting. The newly elected President will assume all responsibilities of the position the day after graduation. This is a summary of the responsibilities (not in order of importance):

- ♦ Attend all required meetings: SLIC Recognition Training and SCF Officer Training (Late-August), Executive Boards (SCEB) meetings (once/month), and all Federation-wide meetings (multiple times/semester)
- ♦ Serve as Council Officer and attend the Council meetings (SCC) if elected as such by the club (once/month)
- ♦ Serve as liaison between the club and Campus Recreation
- ♦ Inform the club officers and members of all pertinent information pertaining to the club
- ♦ Ensure that the club is complying with the rules and regulations of the University and Campus Recreation
- ♦ Ensure that the club is complying with federal laws, state laws, city codes, and CSUSM policies
- ♦ Complete and submit all required forms to the Campus Recreation Assistant Director and Associated Students Incorporated (ASI).
- ♦ Be primarily responsible for scheduling competitions/trips
- ♦ Ensure marketing, public relation, exposure and website management for their club
- ♦ Be responsible for the club's conduct and representation of CSUSM in all practices, competitions and any club events
- ♦ Ensure the safe operations of club events
- ♦ Be responsible for ensuring that the facilities are used for the purpose for which they were intended
- ♦ Ensure that no individual participates in practice unless they are approved members by the Sport Clubs Office
- ♦ Respond to emails/phone calls in a timely manner
- ♦ Attend a monthly mini audit meeting in the Sport Clubs Office with the Treasurer

Vice President:

The club's Vice President is elected by members of the club no later than the date of the Official Recognition. It is strongly recommended that the Vice President has at least 2 years left in order to take over the position of President or Treasurer in the following year. This is a summary of the responsibilities (not in order of importance):

- ♦ Assist the President and Treasurer with their assigned duties.
- ♦ Encourage participation of all club members in club-related decisions.
- ♦ Serve as Council Officer and attend the Council meetings (SCC) if elected as such by the club (once/month)
- ♦ Be responsible for completed membership packets and all travel related paperwork on Do Sports Easy
- ♦ Check the club's mailbox (CFH and SLIC) at least once per week
- ♦ Help ensure the safe operations of the club events
- ♦ Help ensure that the facilities are used for the purpose for which they were intended
- ♦ Attend all required meetings: SLIC Recognition Training and SCF Officer Training (Late-August), Executive Boards (SCEB) meetings (once/month), and all Federation-wide meetings (multiple times/semester)

- ♦ Respond to emails regarding Travel and other Sport Club business in a timely fashion
- ♦ **Help the Treasurer create and set-up fundraisers for their club**

Treasurer:

It is recommended that the club's Treasurer is elected by members of the club no later than the selected date of the Spring Allocation Meeting. The newly elected Treasurer will assume all responsibilities of the position the day after graduation. This is a summary of the responsibilities (not in order of importance):

- ♦ Attend all required meetings: SLIC Recognition Training and SCF Officer Training (Late-August), Executive Boards (SCEB) meetings (once/month), and all Federation-wide meetings (multiple times/semester)
- ♦ Serve as Council Officer and attend the Council meetings (SCC) if elected as such by the club (once/month)
- ♦ Collect all membership fees and other payments (i.e fundraising) and deposit these to Cashiers Office within 24 hours of receiving
 - Submit copies of dues deposit forms to the Sport Clubs Office after submitting to cashiers every time after a deposit is made
- ♦ Make sure club funds are used properly. Be responsible for sound fiscal management and for payment of any debts which are incurred by the club
- ♦ Be responsible for expending all organization funds to further the purpose(s) of the club and not for the private benefit of officers, members, coaches, and/or instructors
- ♦ Be responsible for utilizing Expenditure Request Forms (ERF) appropriately (must be familiar with the different forms)
- ♦ Attend a monthly mini audit meeting in the Sport Clubs Office
 - Sign up for a meeting time/day in a timely manner and make sure to arrive to the meeting on time
 - Must bring with their binder and shadow budget so that all money is accounted for between the treasurer and the Sport Club Staff
- ♦ Maintain records of revenues by utilizing the receipt book provided by the Campus Recreation Assistant Director
- ♦ Maintain records of revenues and expenditures with the electronic shadow budget provided by the Sport Clubs Office
- ♦ Prepare a budget summary for the budget allocation meetings held each April
- ♦ **Help the Vice-President create and set-up fundraisers for their club.**
 - **Make sure to collect and deposit the money raised from the fundraiser within 24 hours of receiving it**

Council Member:

The Council Officer is the club's President, Treasurer or Vice-President that will be designated as the Council Officer. In the instance none of these Officers can attend, it is required that another member of the team can be present. This is a summary of the responsibilities (not in order of importance):

- ♦ Attend all SCC meetings (once/month)
- ♦ Ensure good stewardship by addressing all council agenda items with fairness and upholding the SCF handbook
- ♦ Be the voice for their club through advocacy, good book keeping, and public speaking
- ♦ Assist in the preparation of a budget summary for the budget allocation meetings held each April
- ♦ Responsible for relaying all necessary information from the meeting to the other officers

Safety Officer:

It is required that two (2) members' minimum in each Sport Club are designated as the Safety Officers in order for the organization to be recognized. This is a summary of the responsibilities (not in order of importance):

- ♦ The primary responsibility is to be the on-site first responder during all club events
- ♦ Monitor and ensure safe environment for all club events (survey field, locate emergency exits)
- ♦ Attend all Club events (practices, games, travel)
- ♦ Attend a Safety Officer Training (provided in Fall)
- ♦ Maintain current CPR and First Aid certification from AHA or American Red Cross (certification also provided to the clubs on specific dates communicated by Campus Recreation)
- ♦ Assist Sport Club Officers with compliancy of CSUSM and league's policies and regulations
- ♦ Be familiar with the Sport Clubs Concussion Protocol
 - Ensures the Head Injury Report form, Removal from Play and Return to Play forms filled out before athlete is returns to practice/games
- ♦ Ensure that the Safety Officer Binder is available at all practices and competitions
- ♦ Ensure that a First Aid kit is available at all practices and competitions. In addition, keep kit restocked (See SC Office to have First Aid Kit restocked)
- ♦ Responsible for completing all necessary paperwork regarding an injury during a practice or competition.
- ♦ Assume responsibility for well-being of teammates after injuries occur

Staff/Faculty Advisor:

The club officers choose the staff/faculty advisor. This is a summary of the responsibilities (not in order of importance):

- ♦ Advise for club operations and finances when solicited by club officers
- ♦ Recognize and support participation in the club for its contribution to the educational and personal development of students within the higher education setting
- ♦ Be available during the development of plans and programs, if requested
- ♦ Help ensure the activities and undertakings of the club are sound and reflect favorably on the University by offering suggestions or ideas for the group's discussion
- ♦ Be available for mediation if club conflicts arise
- ♦ The advisor needs to be aware of the policies and procedures in this handbook and the Student Code of Conduct
- ♦ Be prepared to deal with major problems or emergencies within the club (examples include: sexual harassment, code of conduct violations, forgery)
- ♦ Consult with the Campus Recreation Assistant Director about organizational problems, plans, or changes in organizational status when appropriate
- ♦ Required approval/signature for all ERF forms

Sport Clubs Coaches:

Sport Clubs' coaches are selected by the club officers and hired through the Campus Recreation Assistant Director. It is the responsibility of the officers to establish initial contact with the prospective coach(es), and decide to hire the individual(s) based on, but not limited to, the following criteria: compatibility with team, financial viability, experience, availability, pedagogy content knowledge, etc.

When the officers have decided to hire the coach, they need to notify the Sport Clubs Office and receive the coach's packet for completion. Additionally, the officers will need to request a meeting with the coach

and the Campus Recreation Assistant Director for the final administrative step. Failure to comply with responsibilities may result in the removal from position. Below is a summary of the responsibilities (not in order of importance):

Do's:

- ♦ Have coaching qualifications and/or certifications as determined by the club's league or officers
- ♦ Complete the HR hiring process
- ♦ Immediately report to Campus Recreation any violation of the student code of conduct such as, but not limited to, alcohol use, substance abuse, hazing, sexual harassment incidents
- ♦ Assume responsibility to report any violation of the student code of conduct found on social media
- ♦ Become familiar with guidelines and regulations provided in the Sport Clubs Coaching Handbook
- ♦ Responsible for running practices and games
- ♦ Support the club in any off-campus activity (fundraising, team bonding)
- ♦ Establish a formal working relationship with the officers and the Sport Clubs Office
- ♦ Complete a Background Check
- ♦ Complete the online 'Sexual Harassment Prevention' workshop (provided by HR)
- ♦ Watch the Hazing and student code of conduct media-sites
- ♦ Complete Concussion Protocol and training education
- ♦ Provide a role model attitude to reflect best mentoring at all times with the club
- ♦ Follow all University policies and procedures
- ♦ Attend a Coach's Training run by the Sport Club Staff

Don'ts:

- ♦ Coaches should not be involved in the management functions of the Sport Clubs (responsibilities of officers)
- ♦ Coaches should not complete any administrative tasks required by the club (schedule trips/games, complete necessary paperwork for SC Office, club purchases, or collect member dues)

Sports Clubs Executive Board (SCEB)

The Sport Clubs Executive Board (SCEB) is made-up of the President, Treasurer, and Vice-President of all recognized clubs. The SCEB meetings occur once per month during the academic calendar and are mandatory for all Officers to attend. If unable to attend, the officers are required to notify through email to the Sport Clubs Office with a week notice, or in case of emergency through an email any time prior to the meetings. Unexcused absences are considered as violations of the Sport Clubs policies and may result in sanctions described in the judicial system section of this manual.

The purpose of the SCEB is to provide hands-on training to the club's leadership (officers) in a variety of topics including but not limited to, marketing, fundraising, safe transportation, sport psychology, effective leadership, emergency response, and physical training.

The Sports Clubs Council (SCC)

The Sport Club Council (SCC) is made-up of one of the club's officers (designated as the Council Officer). The SCC meetings occur once per month during the academic calendar and are mandatory for the Council Member to attend. If unable to attend, the officer is required to notify through email to the Sport Clubs Office with a week notice, or in case of emergency through an email any time prior to the meetings. Unexcused absences are considered as violations of the Sport Clubs policies and result in sanctions described in the judicial system section of this manual. If the Council Member cannot attend and follow the guidelines above (emailing their absence to the Sport Clubs Office) they should find a replacement whether that be another officer or a member.

The purpose of the SCC is to review, discuss and implement policies and regulations from CSUSM, Campus Recreation and the Sport Clubs Federation. The SCC has the authority to vote and decide on the sanctions or rewards given to the clubs.

Judicial System

Bonus Points

Bonus points will be rewarded to each club who volunteers their time for a campus related event. Multiple bonus points may be rewarded to clubs who volunteer for multiple hours, who have multiple club members volunteer, or for tasks requiring an exceptional amount of commitment and work. Bonus points are meant to be for the benefit of the club in hopes that they become well-rounded and recognized for their hard work.

Infractions

Infractions are points that are deducted from each club due to turning in forms late or breaking a rule given by the Sport Club Office or the Campus Recreation Assistant Director. Infractions can be given to clubs for turning in travel or follow up forms past the deadline. They could also receive infractions for breaking the Student Code of Conduct produced by the University. The number of Infractions will be decided by the Council. However, the Campus Recreation Assistant Director will decide, depending on the severity of the infraction, how many infractions he believes the club should be up for. The Assistant Director will give the council a range to which the final infraction number must stay within.

Point System

At the end of the year each club will receive a total number after all bonus points have been added up and all infractions have been subtracted from the total.

Every club will start from zero so that way the money allotted to the clubs will only be determined by how their year went, not how the year before went. Each club will receive their total number of points at the end of the year. One point will be correlated to a certain amount of money. For example, depending how much money is in the pot, one point could be worth \$2.

For example: \$15,200 is used to calculate the ratio:

Total number of points: 925

Each point is worth \$16.40

A club had 208 points so they will receive \$3,411.20 in allocation money if they do not exceed their max according to the Tier System which can be found below.

Tier System

The Sport Clubs program at Cal State San Marcos is comprised of three different tiers, Tier A, Tier B, Tier C. Each Sport Clubs is divided amongst the different tiers dependent upon the qualifications of each tier. Each club must meet ALL the requirements under each tier, which is found below.

Tier A:

- 17+ Members
- \$12,001+ in Expenses
- Awarded up to \$6,000 in Allocation

Tier B:

- 11-16 Members
- \$6,001-\$12,000 in Expenses
- Awarded up to \$4,000 in Allocation

Tier C:

- 5-10 Members
- \$0-\$6,000 in Expenses
- Awarded up to \$1,000 in Allocation

Council Process

Any sport club involved in a Sport Club Federation policy violation resulting in sanctions (penalty points), will be put up for infractions at the monthly council meetings held by the Campus Recreation Assistant Director.

1. The infraction will be placed on the agenda which states how many infractions the Campus Recreation Assistant Director suggests the sanction should be up for.

2. The council will receive the agenda the day before the meeting to prepare if they feel like they need to.
3. The day of the council, only the council member from each club will vote on the sanction for the club.
4. The Campus Recreation staff will give all information provided about the sanction and how many infraction points the sanction is worth. The clubs will be provided a range, a minimum and a maximum amount of infractions that the sanction can be up for. It is on the council to decide the exact number.
5. The club up for the infraction then has a chance to rebuttal the sanction and explain why the problem occurred.
6. The other clubs will then have the opportunity to discuss and ask questions. Then once every club has come to a conclusion the sanction will be up for a vote as to how many infractions the club will get.
7. One member for each club will vote in favor, against or abstain from the amount of infractions offered up against the club.

Appeal Process

Any club involved in a Sport Club Federation policy violation resulting in sanctions (penalty points), has the right to appeal the decision of the SCC. Note: Appeals will only be heard for penalties involving four points or more. Three point penalties or less, may *not* be appealed. Penalties may be enforced until the appeal has been approved.

1. After notification from the SCC, the involved club has five days to respond with a written explanation of events and reason for disagreement with the SCC. The written report must be detailed and thorough. The appeal should be delivered to the Sport Clubs Office.
2. Campus Recreation will notify the SCC that there is an appeal. The SCC will meet to review the appeal.
3. At the regular Sport Clubs Council meeting, the council members review arguments from the offending club and the input from the Council.
4. The SCC votes to keep the sanctions as originally handed down, modify the penalty, or overturn the original decision. The final decision will be e-mailed to the offending club within two days.

Starting a New Sport Club

The first step necessary in becoming a Sport Club is to apply for membership with Student Leadership & Involvement Center (SLIC). This is accomplished by following the “Student Organization **Annual Recognition Process**”:

Per CSU Executive Order 1068, all Student Organizations must submit the necessary documents for University recognition on an annual basis. At CSUSM, the following information must be submitted by the posted University deadlines:

- **Online Student Organization University Recognition Form.**

- Unique Student Organization email address that stays constant within the organization. Keep this email address from year to year.
- Electronically signed Student Organization Officer & Advisor Agreement Form.
- Electronically signed ASI Student Organization Funds Administration Agreement Form.
- Current Constitution and/or By-Laws using CSU template.
- Electronic Excel Spreadsheet of Current Membership Roster with at least 5 member names, student IDs and campus email addresses.
- All Student Organization Presidents and Treasurers must meet minimum officer requirements as listed in the coded memorandum.
- Officers must attend the recognition leadership conference in fall or spring depending on when they are recognized
- Each officially recognized Student Organization must have a University Faculty/Staff Advisor who is either a CSUSM faculty member or professional staff member. Advisors may not be from auxiliary organizations.
- Sport Clubs Prospective Club Packet (to be provided by Campus Rec in May)
- Officers attend Student Organization Leadership Conference (August)

Below is the link to the University Recognition Process for clubs through Student Leadership and Involvement Center:

<https://www.csusm.edu/slic/studentorgs/recognition.html>

For Initial Recognition as a Student Organization, please contact SLIC:

LaPorcha Ellick
 Coordinator of Student Involvement
 Student Leadership & Involvement Center
 California State University San Marcos
 (760) 750-4962 direct

<https://www.csusm.edu/slic/about/index.html>
lelick@csusm.edu

The next steps are handled by the Campus Recreation Assistant Director and the Director of Campus Recreation.

Club ‘Eligibility’ factors and criteria

Sport Club Federation

Not all student organizations are eligible for membership in the Sport Club Federation.

Individual clubs should represent a particular *sport* and should be affiliated to a National Governing Body (NGB). Some student organizations, which conduct leisure activities rather than competitive sports, may be denied membership.

- ♦ Minimum number of prospective members to play
- ♦ Financial viability of the prospective Sport Club
- ♦ Availability of facilities (practice and competition)
- ♦ Availability of competitive opportunities (where applicable)
- ♦ Availability of qualified coaching (if applicable)
- ♦ Affiliation with NGB or State governing body
- ♦ Duplication considerations (i.e. similar type of Sport Club exists)

- ♦ Risk Assessment of Sport Club's activities and competition
- ♦ Performance or discipline issues of a Sport Club (e.g. during a probationary year)
- ♦ Availability of appropriate Sport Clubs staff oversight
- ♦ Student Leadership & Involvement Center requirements

Sport Clubs 'Initial Recognition' documentation

- ♦ Club Goals and Objectives
- ♦ Constitution/Bylaws
- ♦ Affiliation with a National or State body (e.g. NGB)
- ♦ Contact list of officers (Sport Club Executive Board members)
- ♦ Identification of 2 Safety Officers who are Club members
- ♦ List of interested students (signatures, ID#'s, phone #'s)
- ♦ University Advisor's name
- ♦ Name of Coach
- ♦ Proposed Budget
- ♦ Proposed annual calendar of activities

Sport Clubs 'Renewal' documentation

All member clubs that ended the previous school year in good standing will automatically be considered recognized clubs for the next fall semester if they have submitted all required documents to SLIC. However, ALL Sport Clubs are responsible for renewing their registration each year with the Sport Clubs Office. This includes completing the Sport Clubs Recognition packet, which each Sport Club will receive at Officer Training (August), and is required to meet and review with the Assistant Director (October). In order to maintain active status, the following requirements must be fulfilled:

- ♦ Contact list of Sport Club officers (SCEB members)
- ♦ Identification of 2 Safety Officers who are Club members
- ♦ Club Roster and contact information
- ♦ Name of Coach (if applicable)
- ♦ Proposed annual calendar of activities
- ♦ University Advisor's name/signature
- ♦ Financial Statements and Proposed Budget
- ♦ Equipment Inventory
- ♦ Fundraising Goals

Upon completing Tryouts, each Sport Club must complete the following prior to starting Fall practices/competitions:

- ♦ Conduct a team meeting and discuss policies and procedures listed in the Handbook with one of the Sport Club Staff.
- ♦ Have each club member complete their online membership packet (Do Sports Easy) and be approved before participating in practices.

Loss of Active Status

Causes of immediate loss of a Sport Club's active status may include:

- ♦ If a Sport Club fails to renew registration during any academic year, the club shall forfeit all privileges until the violation is corrected.
- ♦ Falsification of registration.
- ♦ Failure to re-submit changes and/or modifications of information/forms required in the annual registration section.
- ♦ Violation of University and or SCF regulations.
- ♦ Participation of members who have not successfully had their membership packets approved

If a club loses its active status for any of the above reasons, the club will be informed by the Campus Recreation Assistant Director and given a deadline to take the necessary action required to restore active status. If the club does not meet the deadline, the issue will be turned over to the SCC. The SCC will then hold a hearing and may issue further penalties such as partial to complete loss of allocated funds, loss of facility use, or in extreme or repeated cases, removal from the SCF for a minimum of one semester.

If a club fails to maintain active status (see “General Policies and Procedures for all Clubs”) for any reason for one year, the club loses all privileges, including allocated funds, and loses membership in the SCF. Any club attempting to regain membership after this time will be treated as a new sport club.

Individual Membership

Membership and application within a sport club must be free from discrimination on the basis of race, color, national origin, religion, gender, age, disability, status as a veteran, or sexual orientation. Each club constitution must carry a statement to this effect.

Membership is limited to CSUSM full or part-time students only. Only students may be elected to the Sport Club Council/Executive Board. The Sport Club Office may withhold approving any member that has not been approved by the CSUSM Eligibility Form and reserves the right to not approve any member if deadlines have not been met regarding the membership packet.

Clubs may add their own specific supplemental requirements for membership as long as specific requirements do not violate applicable law, rules, regulations or policies and are fairly applied to all prospective members.

Campus Recreation requires all Sport Clubs under its sponsorship to add the following specific requirement for membership and participation via online. Prospective members will receive a link from their Club Officer(s) and they will then proceed to complete an online membership packet on Do Sports Easy that will include the following:

- ♦ First Name; Last Name
- ♦ Date of Birth
- ♦ Gender
- ♦ University ID
- ♦ Local campus address (Street; City; State; Zip)
- ♦ Primary Phone # Secondary Phone #

- ♦ Emergency Contact: Name and Phone #
- ♦ Email Address
- ♦ Academic Year and/or year of participation
- ♦ Health Insurance: (Each member is not required to have health insurance; these individuals will have to click the “I do not have insurance” tab.)
- ♦ Person to notify and contact information in case of emergency
- ♦ Release of Liability (signed electronically)
- ♦ Concussion Awareness acknowledgement (signed electronically)
- ♦ Hazing Prevention Policy (signed electronically)
- ♦ Safety Officer Requirements (the individual will click yes or no if they want to be a safety officer if they click yes they will need to upload a picture of their CPR/First Aid/AED certification.)
- ♦ An electronic copy of CPR/First Aid/AED certification and CSUSM Student photo ID to upload (in PDF or JPEG form preferably)

Every individual on sport clubs must abide by the Gender Identity Policy which is as follows: Sport Clubs does not discriminate on the basis of gender identity. Students are allowed to try out for men’s and women’s teams based on their stated gender identity. For mixed teams, the male and female numbers will be met by also using students stated gender identity.

General Policies and Procedures for all Clubs

- All required forms are due by the deadlines set aside from SLIC or Campus Recreation Assistant Director.
- Certain forms are to be resubmitted each year.
- Clubs must submit their new officers in the spring prior to the new school year.
- Each club must be represented at each SCF meeting, training, or other required event.
- Club officers or representatives must give advanced notice for missing, arriving late, or leaving early from a meeting or it will be noted as an absence.
- Membership packets must be completed and approved from everyone participating in club activities.
- Club activities outside of practices may require additional waivers to be completed.
- A safety officer with valid CPR/First Aid/AED certifications must be present at all club events or the event must be cancelled.
- Officers are required to submit notice of finalized or projected events to the Sport Clubs Office.
- Publicizing club events (website, social media, bulletin board, newsletter, etc.) must start with accurate information given by the club officers.
- All home events must be submitted to the Campus Recreation Assistant Director to be approved and scheduled. Home events are subject to cancellation or rescheduling if it conflicts with an already scheduled event, or poor weather conditions.
- For special events, fundraisers, or other public events, consult with the Campus Recreation Assistant Director regarding University policies and procedures for these events.
- All expenditures must be planned ahead and must follow proper transaction procedure.
- Clubs with Sport Clubs Allocation must check with the Campus Recreation Assistant Director prior to any expenditures coming from the allocation fund.

If a club wishes to purchase items with their club’s money, they must use an Expenditure Request Form (ERF). ERF’s are available on the ASI Website

https://www.csusm.edu/asi/services/account_services.html. Clubs are able to send checks directly from their accounts, and if purchases are deemed necessary to use a credit card they may use one provided by the ASI Project Specialist. All ERFs will be submitted electronically to the Campus Recreation Assistant Director for signature approval before they reach ASI.

- A) Check: Obtain ERF, get required signatures, check correct box, attach an invoice, submit to Campus Recreation Assistant Director online through Adobe Sign.
- B) Credit Card: Obtain ERF, get required signatures, check 'other' box, attach an invoice, show proof of adequate funds, turn in ERF online through Adobe Sign, arrange meeting with ASI Project Specialist.

Campus Recreation maintains the right to accept or deny any purchases wishing to come from the credit card.

Clubs are responsible for knowing and implementing all policies, procedures, and regulations as specified or referenced to in the Sport Club Handbook and other applicable law, rules, regulations and policies. Questions about specific policies or procedures may be referred to the Campus Recreation Assistant Director.

All student policies (Hazing, Alcohol & drug, FERPA, code of conduct, sexual harassment...) are available at: <https://www.csusm.edu/slic/studentorgs/policies.html>

Alcohol/Drugs: General Alcohol Policy – see EO 966 and Drug-Free Workplace policy – see EO 930 on website <http://www.calstate.edu/EO/>

Hazing: this is mentioned in EO 1006. Also: Student Code of Conduct (EO 970)

Sexual Harassment: EO 927 addresses sexual harassment for employees and states that each campus addresses sexual harassment for students.

Cash Handling Policy

1. Cash handling training should be completed by all organization members handling cash. The training is offered through Student Leadership and Involvement Center.
2. Before your event/fundraiser, request or print your ASI deposit slip with your Student Organization account. (deposit slips can be found on the Sport Club website under the resource tab https://www.csusm.edu/rec/sport_clubs/)
3. Cash collection must happen with a cash bag/box. The cash bag/box should never be left open or unattended. Cash boxes are available **for checkout in Student Leadership and Involvement Center, USU 3400**. Cash bags will be provided to all Sport Club Treasurers.
4. You must use a receipt book, cash collection tally, or ASI Deposit Form to track your cash intake. This is your document reconciliation when depositing your cash. A receipt book will be provided to all Sport Club Treasurers.
5. Separation of duties must be maintained when cash is received and no single person should have complete control over a given process.
6. When reconciling, there must be two people counting cash and preparing the organizational deposit form.
7. Deposits are to be made within 24 hours to Cougar Central (Craven Hall 3800). If the Cashier's Office is closed, you can deposit the funds in the overnight dropbox outside of Cougar Central (make sure the envelope and deposit slip are clearly labeled).
8. If you are the person collecting cash for fundraising weeks, you cannot be serving food.
9. **Note that the university has a detailed cash handling policy. Organizations that are identified as out-of-compliance, may risk having the privilege revoked.**
https://www.csusm.edu/policies/active/pdf/university_cash_handling.pdf

Electronic Payment Policy

Square and electronic payment may NOT be used or connected to an individual group members' personal account. Square/Venmo require an approved off-campus Student Organization account with 501.C3 status.

No club is allowed to accept money on any money transferring app such as Venmo. The clubs must receive the money in cash or check as this allows for less responsibility of the person accepting the money. If the club ever needs a money box or cash bag they can rent one from SLIC, however they will also be provided one by Sport Clubs at Officer Training. (Check item below for requesting a cash box).

Item Request Policy

1. Student Leadership & Involvement Center (SLIC) has miscellaneous items that can be loaned to Student Organizations only for on-campus events.
2. Requests must be submitted to SLIC online at least 5 business days in advance of the event. All items, except for A-frames, are for single day use only. A-frames are available for up to 2-weeks.
3. Items must be returned on time. Items must be picked up and returned during these allotted hours: Monday-Thursday 8:00am to 4:30pm, Friday 8am-1pm.
4. The only exception for using items outside of these allotted hours for oncampus events, would be the attendance of an SLIC professional staff member.
5. If a SLIC professional staff member will be attending the entirety of your event, and has agreed to assume the responsibility, please select that staff member when you're completing the reservation form. 28
6. Student Organization leaders that do not return their items by the identified time will not be permitted to check out additional items until item(s) have been returned.
7. Resources listed below are for Student Organizations only and will be reserved on a first come first serve basis:
 - 6 ft. Tables
 - 5 ft. Table
 - 4 ft. Tables
 - A-frames (2-week limit)
 - Sound system • Extension cords
 - Chairs
 - Cash boxes/cash bags with locks
 - Games
8. A request form is available on-line: <http://www.csusm.edu/SLIC/resources/itemcheckoutform.html>

Donation Policy

Donations to any Sport Club must be deposited within 24 hours into their account. The donation must also be received in person either in cash or check not through an online site such as Venmo (See Electronic Payment Policy and Cash Handling Policy for more information).

If any more information on policies and procedures are needed there is additional information on the SLIC Student Handbook. A link to the handbook can be found below:

https://www.csusm.edu/slic/studentorgs/documents/studentorg_handbook_final.pdf

ALL CAMPUS RECREATION EVENTS ARE 100% SUBSTANCE-FREE! NO EXCEPTIONS

Club Members

Students have many opportunities to become directly involved in the administration and supervision of their clubs. They collectively have responsibility for:

- ♦ Leadership development
- ♦ Determining the membership requirements
- ♦ Establishing the dues' schedules
- ♦ Selecting the club's advisor
- ♦ Establishing the duties of the officers
- ♦ Developing and administering the club budget
- ♦ Fundraising
- ♦ Following all policies and procedures set forth by the SCF Handbook and CSUSM

Note: Participation in the Sport Clubs program is voluntary. Participation in any of the sports / activities offered through Sport Clubs can be dangerous and involves risk of injury. Participation in a Sport Club is meant to be a learning experience for members through their involvement in fundraising, public relations, organization, administration, budgeting, and scheduling, as well as the enjoyment of participation in their particular sport / activity. The program does not offer instruction specific to each sport or activity.

Mailboxes

Each club is assigned a mailbox behind the Campus Recreation front desk. All incoming mail for each club may be sent to this mailbox at the following address:

Ryan Groth
ATTN: "Club Name"
Campus Recreation
441 La Moree Rd.
San Marcos, CA 92078

Every club must make sure to make the delivery out to Ryan Groth and place their club name under that so the items will be sent to the correct location.

The club mailboxes (behind the Clarke Field House Info Desk) should be checked at least once a week. Important notices and correspondences from the Sport Clubs Office will be put in the mailboxes.

Sport Club Federation Risk Management

OVERVIEW

Most policies and procedures, which are specified in this manual, exist to establish a risk management system for club activities. In all activity, whether competitive or recreational, there is a measure of risk. It is not possible to remove all risk from daily life or while participating in reasonable activities. It is desirable to remove all unnecessary risk to provide an environment whereby activities can be participated in and enjoyed without the likelihood of injury. Determining what is reasonable risk for an activity can be difficult and requires that all participants, club members, coaches and managers, supervisors, and university administrators work together to determine what risk is acceptable and how it can be managed.

Risks that are not managed properly could cause the university to determine the Sport Club Federation, in general, or a specific sport club, is not worth the risk of having on campus.

It is the responsibility of all participants in a Sport Club to behave in a reasonable and responsible manner. If all extraneous risk factors such as field/facility conditions, weather, etc. are removed from consideration, there is still the problem of participant behavior and actions. It is vital that all participants, coaches, and advisors participate in a reasonable, prudent, and responsible manner at all times while participating in sport club activities. Club officers and leaders bear a special responsibility to ensure that all club members follow these rules, as well. Sport Club leaders and coaches must make sure that practices, games, meets, etc. are carried out in a way that will enhance competition but still ensure the safe and enjoyable participation of all involved.

Due to the nature of Sport Clubs, there can be little or no direct supervision of club activities by University personnel. Clubs are responsible for organizing their own activities within the construct set by the Sport Club Federation and the University policies as set out in this and other regulatory documents. This means that clubs and the individuals that comprise them are directly responsible for the risk management factors for their sport.

Concussion Protocol

The following steps are to be followed if an athlete suffers a blow to the head. Please refer to the safety officer binder for more information.

ON CAMPUS ACTION PLAN

- Safety officers must be responsible for initial care of the injured player if no athletic trainer is available.
- If no athletic trainer is available, it is highly recommended that the safety officer or coach keeps the injured player out of the activity for at least 30 minutes to assess the injury.
- If athletic trainer is available, they must be solely responsible for the initial concussion evaluation and either keep the player from activity or releasing them back into play depending on results.
- If mild symptoms persist, contact the player's emergency contact (provided in the safety officer binder) immediately to explain the situation.
- If severe symptoms arise (player cannot formulate sentences, cannot stand on their own, is in severe pain) IMMEDIATELY contact UPD.
- Player must be accompanied by a friend or guardian for the following 24 hours to ensure their safety.

OFF CAMPUS ACTION PLAN

- Safety officers must be responsible for initial care of the injured player if no athletic trainer is available.
- If no athletic trainer is available, it is highly recommended that the safety officer or coach keeps the injured player out of the activity for at least 30 minutes to assess the injury.
- If athletic trainer is available, they must be solely responsible for the initial concussion evaluation and either keep the player from activity or releasing them back into play depending on results.
- If mild symptoms persist, contact the player's emergency contact (provided in the safety officer binder) immediately to explain the situation.
- Contact 9-1-1 if necessary (player cannot formulate sentences, cannot stand on their own, is in severe pain).

If a safety officer witnesses a hit to a head, they must keep that athlete from continuing in the activity for a minimum of 30 minutes. It is the responsibility of the safety officer to be familiar with the concussion protocol and symptoms, as well as keeping their safety officer binder with them at every club function. In the safety officer binder there are three forms that pertain to head injuries. All three must be filled out before the athlete can return to activity.

CSUSM Sport Clubs: Head Injury Report Form Protocol

1. Obtain the individuals: Name, CSUSM ID #, Date of Birth
2. Enter the Date & Time of the Injury
3. Enter the name of the person filling out the form and the date
4. Describe in detail how the injury occurred
5. Describe in detail what first aid was given
6. Please check one of two boxes stating whether or not the player was taken out of activity and if they were please state who they were released to
7. If you notice any of the following symptoms at the bottom of the form please remove the player from activity
8. Following filling out this form please give the injured party the **“Removal from Play/ Class”** notification and the **“Return to Play” Clearance**

“Removal from Play/ Class” Notification Form

1. Enter your name, date and club you were participating in when head injury occurred
2. “Removal from Play” and “Removal from Class” should only be filled out by a physician
3. Once completed, turn form into Campus Recreation Assistant Director

“Return to Play” Clearance Form

1. Enter your name, date and club you were participating in when head injury occurred
2. “Return to Play” clearance should only be filled out by a physician
3. Once completed, turn form into Campus Recreation Assistant Director

Sport Club Purchasing of Gear

All gear wanting to be purchased must go through a review process. All gear ordered must be through an approved vendor (See below Approved Vendor List). Orders must be submitted on an online ERF form with the correct information on the form. Forms must be signed by the club President, Treasurer, and Advisor before being submitted to the Campus Recreation Assistant Director for final approval. ERF's are submitted online using Adobe Sign (ERF). Once the form has been signed and approved by all members (president, treasurer, advisor, Campus Rec Asst director and ASI) then the individual who filled out the form will receive an email that the form has been approved. The treasurer may then set a meeting with the ASI Project Specialist to make the purchase (ASI check or Credit Card) and/or set a meeting with the Campus Recreation Assistant Director if they are doing the purchasing (Allocation Funds). Please allow time for this process to occur. Emergency purchases can be done but may have consequences attached.

***Clubs looking to use a vendor that is not on this list must work with Learfield and complete the Application for License using the link provided below and search California State University, San Marcos and then click view.

<http://learfieldlicensing.com/vendor-list/>

Below is a list of approved vendors that are suggested for Sport Clubs. However, there are many more too choose from and can be found using the link above. In order for a Sport Club to use a vendor they must be approved by the University. If a vendor is not approved then they can become a Licensed Vendor by going through Learfield Licensing (learfieldlicensing.com).

Please see this link below for the Application for License

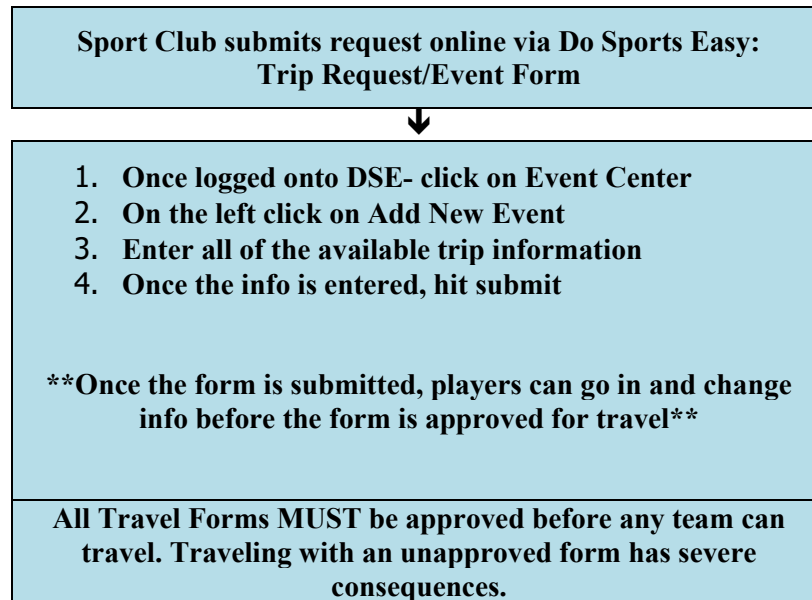
http://learfieldlicensing.com/wp-content/uploads/2015/07/license_application.pdf

Vendor Name	Contact	Email	Phone
47 Brand LLC	Kevin Meisinger	kevinm@47brand.com	781-320-1384
Advanced Graphic Products, Inc	Ryan Gray	rgray@advanced-online.com	972-471-5452
BoxerCraft Inc	Ryan Prowell	rprowell@boxercraft.com	404-355-9994
Branded Custom Sportswear, Inc	Cathy Groves	cgroves@bcappareal.com	913-652-6522
BSN Sports, LLC	Jeff Loke	jloke@bsnsports.com	972-484-9484
CustomInk, LLC	Bailey Rockwell	licensing@customink.com	800-293-4232
Cutter & Buck Inc	Erika Dahring	Erika.Dahring@cutterbuck.com	206-428-5708
Fan in a Box LLC	Shannon Leary	shannon@faninabox.com	855-837-7444
Follett Higher Education Group Inc	Lindsey Robinson	lrobinson@follett.com	404-519-8748
Jardine Associates	Kevin Daniel	kevind@jardineassociates.net	401-667-3800
League Collegiate Wear	Kate Mikotacyzk	kate@4league.com	610272-7575 x241
MV Sport	Ellen Linz	ellen@wpmv.com	631-273-8020 x256
RB III Associates, Inc	Chris Kollmeyer	ckollmeyer@teamworkathletic.com	760-510-3516
Ross Sportswear	Mara Albert	mara@rosssportswear.com	563-343-1396
Under Armour by Gear for Sports	Trey Ham	tham@gearforsports.com	800-942-3261
Wave One Sports, Inc	Paul Oppenheimer	paul@waveonesports.com	610-238-4770

Trip/Game procedures

Each club traveling off campus for any club event (games, tournament, practice, meeting, bonus points, fundraisers etc.) has to follow the TRIP/GAME APPROVAL process:

Trip/Game Approval



All travel forms must be submitted 14 days before the travel day. If this deadline is not met, then there will be consequences. The fundraising and bonus point travel form on DSE must be submitted at least 3 days in advance of the event. The follow-up report must be submitted after the event but no later than a week after the event. If the form is turned in after the deadline, then the club will be up for an infraction at the next Council Meeting.

Emergency Procedures on-campus

In the event of a serious incident or accident, call University Police at **911**.

Then inform Campus Recreation Assistant Director and complete Accident/Incident report form and Concussion Protocol if necessary.

Emergency Phone Tree while traveling

In the event of a serious incident or accident, Trip Leaders **MUST** activate the 'Emergency Phone Tree'. After contacting local Police (911) the Trip Leader should call the Trip Administrator. If unable to make direct (live) voice contact, then the Trip Leader must proceed down the phone tree until they speak 'live' to a person.

Name	Position	Phone #
Ryan Groth	Campus Recreation Assistant Director	760-750-7413
Sport Clubs Office	Student Coordinator, Assistants	760-750-6012
University Police	UPD	760-750-4567
Local POLICE	Dispatch	911

Step 1: Contact appropriate emergency services: medical, fire, law enforcement

Step 2: Provide, or obtain, emergency first aid

Step 3: Contact Trip Administrator

Step 4: Post Trip: Submit Documentation