



REC

CALIFORNIA STATE UNIVERSITY SAN MARCOS

To: Professor Smith

From: Ryan Groth, Campus Recreation

Date: April 3rd, 2017

Re: Absence from class

This letter is to confirm that Bob Evan will be participating in the following activity recognized by the CSUSM Campus Recreation Program:

Event: UCSD Tournament
Location: San Diego, CA
Start: April 8th, 2017 at 8:00am
End: April 9th, 2017 at 9:00pm

Bob is responsible for making arrangements with each instructor for the absence, and this letter does not serve as an official excuse for absence.

Please contact the Sport Clubs Office at (760) 750-7413 if you have questions regarding this matter.

Thanks,

Ryan Groth

Assistant Director | Campus Recreation
California State University San Marcos
(760)750-7413 | www.csusm.edu/rec



CSUSM Campus Recreation – ACCIDENT/INCIDENT REPORT Keep a copy of this form for 3 years

| | | |
|--|---|----------------------|
| A Accident <input type="checkbox"/> Incident <input type="checkbox"/> Name of Injured or Claimant: _____ Phone: (____) _____ - _____ Address: _____ Age: _____ Gender: _____ Status: <input type="checkbox"/> Student <input type="checkbox"/> Faculty/Staff <input type="checkbox"/> Other: _____ | | |
| B Date and time occurred: ____/____/____ ____:____ am pm EMS or University Police (#4567) requested? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, contact your Program Supervisor immediately! | | |
| C Location where accident/incident occurred: _____ | | |
| D Witnesses: <u>Name</u> | <u>Address</u> | <u>Phone</u> |
| _____ | _____ | (____) _____ - _____ |
| _____ | _____ | (____) _____ - _____ |
| E Describe the facts of the accident/incident in detail, <u>including immediate actions taken</u> (use attachments if necessary): _____ _____ _____ _____ _____ | | |
| F Part of body injured: _____ | | |
| G Was any part of the head or neck involved? (Check yes if there was any impact to the head/neck region, even if you think there was no an injury.) <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, PLEASE COMPLETE 2 (even if you don't think there was an actual head injury). | | |
| H Was first-aid/medical attention refused? <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| I Was medical attention provided: <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, by whom: _____ | | |
| J Prior medical condition(s) known? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, please describe: _____ | | |
| Prepared by: _____ Name/Title (Please Print) Signature: _____ Email: _____ Department: _____ Phone: (____) _____ - _____ Date: ____/____/____ | Reviewed by: _____ Supervisor (Please Print) _____ Department: _____ Phone: (____) _____ - _____ Date: ____/____/____ | |

If EMS or Police services requested: Notify your Program Supervisor **immediately**
 Scan/email this form to: 1. Your supervisor & 2. srs@csusm.edu

Emergency Treatment

Report all emergencies to University Police at (760) 750-4567 from a campus phone or 911 if away from campus.

- University Police will evaluate and initiate emergency services as appropriate.
- Proceed to the nearest hospital emergency room for treatment or stand by for paramedics/ambulance as appropriate.

Non-Emergency Treatment

- Proceed to Student Health & Counseling Services (SHCS) for non-emergency treatment.
- SHCS is located on campus at Chavez Circle. Please contact SHCS at (760) 750-4915 for further instructions. Hours of Operation: M – F 8am – 4:45pm and closed 12 -1pm. If closed, see www.csusm.edu/shcs for Emergency Resources.

CSUSM SPORT CLUBS:

POSSIBLE HEAD INJURY REPORT FORM

To be completed anytime there is impact of any kind to the head or neck area

Participant's Name: _____ Date & Time of Injury _____

CSUSM ID #: _____ Date of Birth: _____

Form Completed By: _____ Date: _____

Describe in detail how injury occurred: See description on page 1 - OR - Described below: _____

Describe in detail what first aid was given: _____

Please place a check next to any of the following symptoms the injured player has or may have:

- | | |
|--|---|
| <input type="checkbox"/> A forceful blow to the head | <input type="checkbox"/> Difficulty falling asleep or disrupted sleep |
| <input type="checkbox"/> Amnesia | <input type="checkbox"/> Slowed reaction time |
| <input type="checkbox"/> Confusion | <input type="checkbox"/> Concentration or memory problems |
| <input type="checkbox"/> Headache | <input type="checkbox"/> Balance problems or dizziness |
| <input type="checkbox"/> Loss of consciousness | <input type="checkbox"/> Double or fuzzy vision |
| <input type="checkbox"/> Feeling sluggish, foggy or groggy | <input type="checkbox"/> Sensitivity to light or noise |
| <input type="checkbox"/> Feeling unusually irritable | <input type="checkbox"/> Nausea (feeling that you might vomit) |

If you checked any of the boxes above, and/or if you think student-athlete has sustained a concussion, take him/her out of play immediately and allow adequate time for evaluation by a health care professional experienced in evaluating concussions. **Medical clearance shall be determined by an athletic trainer or physician.**

Player taken out of activity. Released to: _____ Relationship: _____

Player stayed in activity. State Justification: _____

Fall 2021 CALENDAR

| | | | |
|---|--|-----------------------------------|--------------|
| Monday, August 30 th | First Day of Fall Semester | | |
| Thursday, September 16 th | Exec Board Meeting #1 | 5:30-7:00 PM | USU 2310 A/B |
| *Mon, September 20 th - Fri, 24 th | *Hazing Prevention Week | | |
| Tuesday, September 21 st | SV – Bystander Intervention & Sexual Harm | 12:00-1:00PM | Zoom |
| Thursday, September 30 th | SV – Supporting Survivors of Sexual Harm | 12:00-1:00PM | Zoom |
| Thursday, September 30 th | Council Meeting #1 | 5:30-7:00 PM | SBSB 4117 |
| *Start in October | *First Aid/CPR Trainings | TBD | |
| *Start in October | *Defensive Driving Trainings | TBD | |
| Fri, October 1 st -Fri, October 15 th | Club Meetings | Dates/Time determined by SC Staff | |
| Monday, October 4 th | Safety Officer Training #1 | 6:00-7:00 PM | USU 2310 A |
| Tuesday, October 5 th | Sport Clubs Meet & Greet | 11:30-1:00 PM | Ballroom B/D |
| Tuesday, October 5 th | SV – Staying Safe in Digital Relationships | 6:00-7:30 PM | Zoom |
| Wednesday, October 6 th | Safety Officer Training #2 | 6:00-7:00 PM | USU 2310 A |
| Tuesday, October 12 th | Safety Officer Training #3 | 6:00-7:00 PM. | USU 2310 A |
| Thursday, October 14 th | Exec Board Meeting#2 | 5:30-7:00 PM | USU 2310 A/B |
| Thursday, October 28 th | Council Meeting #2 | 5:30-7:00 PM | USU 2310 A |
| Thursday, November 18 th | Exec Board Meeting #3 | 5:30-7:00 PM | TBD |
| Thursday, December 2 nd | Council Meeting#3 | 5:30-7:00 PM | USU 2310 A |

*Hazing Prevention week will require clubs to repost on their Clubs Instagram account, dates for this are TBD

*Defensive Driving Trainings are still going to be required for Approved Drivers. Dates and locations (online or virtual) are TBD

* First Aid/CPR Trainings are still going to be required for Safety Officers. Dates and locations are TBD

*Sport Clubs Staff will email the officers when the dates and locations for these trainings are available

Fundraiser Packet

Why fundraise money for your club?

Fundraising is a great way to market your club around the community and on campus along with providing additional funds for your club. Sport Clubs receive only a portion of their budget from the University or from Campus Recreation; therefore, your club relies heavily on membership dues and fundraisers.

How many fundraisers are Sport Clubs required to have?

For this reason, described above, each Sport Club is required to create at least **4** fundraisers throughout the academic year (Fall and Spring semester). Each club is encouraged to create more, however, **4** is mandatory. Any fundraiser put on which is above and behind the 4 that are required will earn the club bonus points. (More on bonus points can be found in the Point System Manual).

**Donations can be accepted; however, they do not count as a fundraiser. Which means that donations cannot count towards the 4 required fundraisers.*

Donations Vs. Fundraising

A **donation** is a contribution of money or goods given for a worthy cause.

Fundraising is the process of collecting financial earnings by organizing and promoting an event.

If you receive a donation from a business or individual, make sure to loop Ryan in so he can inform ASI.

- Also, please note the donation on your dues deposit form when depositing the check into your Student Organization's ASI account.

Fundraiser Funds

When setting up your fundraiser with a vendor, make sure that they know that your club can only receive profits in the form of **cash or check**. **No electronic form of payment is allowed** (Venmo, square, etc.) (More information on electronic forms of payment can be found in the Sport Clubs Manual). Also make sure that the Vice President is working closely with the Treasurer to discuss the funds (setting it up with the vendor, collecting the funds or depositing them).

When receiving a check

When receiving a check for your fundraiser, make sure the check is made out to your club. Be exact with your club's name when telling the organization who to make the check out to, especially if your club has a duplicate team with Athletics (you don't want the Athletics team receiving your money).

If the organization is mailing you the check from your fundraising event, make sure they use the following address:

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

*Remember that the mailing address for the check and "who" the check is made out to is **NOT** the same thing. The check is mailed to the distribution office on campus which will be forwarded to Ryan. The check is **NOT** made out to Campus Recreation, the check **IS** made out to your Sport Club!

Professionalism

When reaching out to organizations, remember to always act professional. Make sure to be appropriate, polite, and friendly. Just a reminder that you are representing your club, Campus Recreation and the University when communicating with outside vendors.

Example:

Dear "Vendor Contact",

My name is "your name" and I am the Vice-President for the "your club" Club at Cal State San Marcos. We are interested in creating a Fundraiser with "Vendor's name". I was curious as to how I would go about setting up a fundraiser and if you could give me any more information about your fundraising process?

Best,

"Your Name"

Fundraising Ideas



Team Store



Chipotle

- <https://community.chipotle.com/>



Everbowl

- <https://www.everbowl.com/contact>



Krispy Kreme

- <https://www.krispykreme.com/fundraising/home>



Jamba Juice

- <https://www.jambajuicesf.com/bogo>



Rubios

- <https://www.rubios.com/fundraisers>



Tapioca Express

- <https://www.tapiocaexpress.com/contact/>



Etc.

How to set up a Fundraiser

•Search for places your club may want to have a fundraiser. Once you have a place selected, loop in your other officers (especially your Treasurer).

•Contact your selected place and set up how your Fundraiser is going to operate. Make sure your Treasurer knows how the profits are going to be given to your club (cash or check)

•Once your Fundraiser is set, go on DSE and turn in the Fundraiser Form.

•Promote your event! Advertise to your members/friends/family and your social media platforms.

•After your fundraiser, work with your treasurer to make sure the profits from the event are collected. Your treasurer will then deposit it into your club account.

Fundraising Checklist

- Keep other officers in the loop
- Contact the Vendor you want to work with
- Know the best way to communicate with the place hosting your Fundraiser
- Turn in the Fundraiser Form (DSE)
- Promote your fundraiser!
 - Social media, around campus, etc.
- Collect the funds in the form of cash or check
- Deposit the funds into your ASI account using a Dues Deposit Form

How to Fill Out a Travel Form on DSE

- 1. Go to CSUSM Sport Clubs website at**
https://www.csusm.edu/rec/sport_clubs/index.html
- 2. Click on “Sport Club Registration”**
- 3. Login in on the top right corner of the club names**
 - Make sure to sign in with your cougars email and password
- 4. Go to your club’s box and click “Events”**
- 5. You will then add a Fundraiser by clicking on “Fundraiser”**
 - Add all information into the tabs that you know.
- 6. Basic Info**
 - Put what Club you are a part of
 - Add the event name
 - Input the start and end time.
 - Add a description of the event
 - Include your targeted financial goal
 - Add the address of the event, along with the sites phone number
- 7. Report**
 - This form must be filled out after the event took place

Deadlines:

A Fundraiser form must be put in 5 days before the day of the fundraiser. This means that the Basic info tab needs to be filled out.

The follow-up report must be filled out a week after your event.

How to Fill Out Travel on DSE

1. Go to the Sport Clubs website https://www.csusm.edu/rec/sport_clubs/index.html
2. Log in on the top right corner of the box above the clubs
3. Go to your club's box and click "Events"
4. You will then add an event by clicking on "Add New Event"

-Add all information into the tabs that you know.

5. Basic Info

- Put what club you are a part of.
- Click on which event type it is game, tournament, event or practice.
- The opponent you will be facing.
- Lastly, input the end and start time.
- Make sure to add any notes that you feel like the Sport Clubs staff needs to know.

6. Members

- Mark all the members on your club that will be attending the event

7. Travel

- Fill out all of the information correctly.
- Fill out the address of the location, the method of travel, lodging and arrangement
- *If you are driving then only approved drivers can be clicked on to be designated as the driver. If the individual that wants to drive is not an approved driver, then they will not be able to drive to the event.

8. Report

- This form must be filled out after the event took place.

Deadlines:

An event must be put in 14 days before the day of the event, this means that at least the Basic information tab needs to be filled out. The rest of the information can be filled out 3 days prior to the event.

The follow-up report must be filled out a week after your event up to the following Friday before it is considered late.

How to Register on DSE

- 1. Go to CSUSM Sport Clubs website at**
https://www.csusm.edu/rec/sport_clubs/index.html
- 2. Click on “Sport Club Registration”**
- 3. Login in on the top right corner of the club names**
 - Make sure to sign in with your cougars email and password
- 4. Choose the club you would like to join by clicking on the “registration” tab under the club.**
- 5. Begin to fill out the information**
- 6. Personal info**
 - You will first start with your personal information such as email, gender, and phone number
 - Make sure that you input your cougars email or the Sport Clubs staff can't approve your packet.
 - Fill out all information accurately and correctly on all the tabs and then move to the next section
- 7. Additional Info**
 - Fill out all information correctly
 - If you wish to be a safety officer, click YES and then upload a copy of your CPR/First Aid certification along with an unexpired expiration date
 - If you are not certified or do not want to be a safety officer, click NO
 - Then move on to the next tab
- 8. Medical Info**
 - Fill out all information correctly
 - If you have allergies click Yes, and list all of the allergies that you have. If you have no allergies, select NO.
 - If you take any medication, click YES and list the medication. If you take no medication, click NO.

-If you have had any sports related injuries click YES and explain what they were. If you have had no sports related injuries click NO.

-Click either the box that states you have insurance, or you do not have insurance depending on which one is accurate for you.

9. Driver Info

- You select YES or NO if you are interested in being an Approved Driver
- If you clicked YES, check off that states that you agree and understand what it means to be an Approved Driver.
- Then, you must attend an in-person or online Defensive Driving Training and check off the box saying you attended a training. If you do not attend a Defensive Driving Training, you will not be approved to be a driver.
- If you clicked NO, check off the box that states that you agree and understand you are not an Approved Driver. You do not have to attend a training.

10. Risk and Conduct

- You read and sign all the liability and responsibility forms related to risk and conduct.
- Once, you have read, agreed and signed all forms then you can move on to the final tab.

11. Documents

-If you did not do so before, you can upload your CPR/First aid certificates under this tab.

-You will also need to upload a picture of your School ID. You can only upload a picture of your school ID. Your picture and name must be completely visible in the picture, or you will not be approved.

If all information is filled out your membership packet will be a 4/5 with an unapproved label which will be in yellow. Once a sport club staff has approved all information your packet will become a 5/5 with an Approved-Active label which will be in blue.

You are only allowed to start practicing when your membership packet is approved, you can't begin practice before that. If a member breaks this rule then the club will be up for an infraction.

Point System

Article 1. Purpose

California State University, San Marcos recognizes a broad spectrum of Sport Clubs. All clubs are unique and have different needs, and the goal of the Point System is to meet these needs in a fair and logical manner.

The Point System was designed for the following reasons:

1. To provide Sport Clubs with tangible/measurable goals and objectives.
2. To provide specific benefits to Sport Clubs that are more successful in fulfilling their responsibilities.
3. To allow for diverse needs and interests to be accommodated in a fair way.
4. To provide a system for distributing funds and resources in a logical manner.

Article 2. Sport Clubs Bonus Point Definition

The CSUSM Sport Clubs program encourages the clubs to participate in activities and events that help the community around them and to help support the other Sport Clubs. The Bonus Points are used to encourage the Sport Clubs to participate in events that not only help the community and receive points but to also help to spread good PR around campus and the community. The criteria of how many Bonus Points a Sport Club can receive for a specific event can be found below.

*In order to receive the bonus points the club attending the event must send a picture of all members from their club who attended. Then the picture must be sent to the Sport Clubs email (sportclubs@csusm.edu) along with the date of the event, the number of members who attended, and at least a sentence on how the event went. The email is due a week after the event took place up to the following Monday. *

Event Related Criteria:

- **Participation in a National or Regional Championship**

10 points are awarded to any club that participates in a Regional competition or attends playoffs and 20 points will be allotted to any club that participated in a National competition over the course of the year.

Point Breakdown:

10 points= Regionals Appearance

20 points= Nationals Appearance

- **Hosting an Event**

CSUSM Sport Clubs encourages clubs to get involved on Campus and in Community Service projects. Involvement in Community Service projects along with campus involvement creates a positive image for the club and the Sport Clubs program. If a club hosts a community service event or hosts an alumni event, they can receive 5 points per event. Each club is only allowed a max of 20 points from this section.

Point Breakdown:

5 points= 1 Event

20 points= Max (4 Events)

- **Attendance at another CSUSM Sport Club Game**

Sport Clubs are encouraged to support each other by attending other club's games on or off campus. This support will help to bring all of the clubs closer together and get them more involved with what is happening with the other Sport Clubs. The more individuals that attend the game to support their fellow students, the more points the club can receive.

Point Breakdown:

3 points= 3-6 individuals

4 points= 7-10 individuals

5 points= 11-14 individuals

6 points= 15+ individuals

- **Recruitment**

Each club is required to attend the Fall Student Org Fair to recruit students to participate in their club. If the club attends the Spring Student Org Fair then they can receive some extra points for going over and beyond what is required.

Point Breakdown:

2 points= Fall Org Fair (Required)

3 points= Spring Org Fair

- **CPR/ First Aid Certification**

Each club is required to have at least two individuals that are a part of the sport clubs to be CPR and First Aid certified along with being a Safety Officer for the club. Clubs are

welcome to have more than two Safety Officers and can receive points for having more. (Campus Recreation will only pay for 2 members to get First-Aid and CPR certified. Any additional members that want to be certified will need to pay upfront and the club will need to reimburse that individual.)

Point Breakdown:

2 points= 2 Safety Officers (Required)

5 points= Every additional Safety Officer

Fundraising Related Criteria:

- **Fundraising**

Each club is required to set up and facilitate four fundraisers for the entire academic year. The clubs are not required to make a certain amount of money at the fundraiser. As long as they hold an actual fundraiser the club can receive credit. The clubs can go over and beyond to do more than the required number of fundraisers and in addition, the club can receive more points for doing so.

Point Breakdown:

2 points= for 4 fundraisers (Required) (total of 8 points)

5 points= every fundraiser after the required amount

- **Money Fundraised**

Funds raised by the club that is not income generated from membership dues or donations. This can be achieved by fundraisers only.

Point Breakdown:

5 points= \$0-\$300

10 points= \$301-\$600

15 points= \$601-\$900

20 points= \$901-\$1200

25 points= \$1201-\$1500

30 points= \$1501+

Training Related Criteria:

- **Training**

There are 80% trainings that are required for at least 80% of the club's members to attend. There are usually two trainings in the Fall and two in the Spring. The more members a club can get to attend the mandatory trainings the more points they will receive.

Point Breakdown:

5 points= 80%-85%

10 points= 86%-95%

15 points= 96%-100%

Community Service-Related Criteria:

- **Blood Drives**

Blood Drives are an opportunity for clubs to get involved on campus and help the community. Blood drives consist of helping sign in donors and getting individuals to donate blood to the Red Cross. You must sign up using the link that can be found on the resource page of the sport club website along with taking a picture (of the volunteers at the event) and send it to the Sport Clubs email in order to receive the points.

Point Breakdown:

10 points= 1 shift (3 hours) at the blood drive (requires 2-5 members)

- **Cougar Pantry**

Opportunity for clubs to get involved and help hand out fresh produce to the students on campus. You must sign up to help and then attend at least one shift to either help hand out the food, set-up or clean-up. There will be a max of 10 shifts taken by each club per day. You must also send a picture (of the volunteer at the event) and send it to the Sport Clubs email along with signing up to volunteer using the link provided on the resource page of the Sport Clubs website.

Point Breakdown:

2 points= 1 individual at one shift

20 points max per day= 10 shifts

- **Sport Club Events**

Other events that the Campus Recreation Community puts on to help get more campus involvement for the students on campus. Getting the sport clubs to volunteer and help at the events will be good publicity for the club and will also help the other departments in Campus Recreation. Some examples would be haunted house, color run, and second chance prom.

Point Breakdown:

5 points= 3 people volunteering

10 points= 6 people volunteering

1 point= every individual that participates in the event (Max 5 points)

- Must fulfill 3 people volunteering before a club can receive points for participating

*Unless the go ahead has been given and approved by the Sport Club Staff.

- **Presenting at Allocation Meeting**

The Allocation meeting is not mandatory to attend. However, if a club shows up and presents a PowerPoint on how the club's year went, they can receive Bonus Points. The presentation must be thought out and cover most of the information in the Allocation Packet in order to receive the points.

Point Breakdown:

20 points= 1 Presentation

Article 3. Sport Clubs Infraction Definition

CSUSM Sport Clubs at Cal State San Marcos create deadlines and rules that every Sport Club must follow. If a club turns something in past the deadline or breaks a rule, then the club will lose points which are called infractions. The number of infractions given is up to the council, however, the Campus Recreation Assistant Director will suggest a range (min and max) that the

council cannot go under or above. The range will depend on the severity of the infraction. The council will then deliberate on what number of infractions the club should receive; however, the council must stay within the range given by the Campus Recreation Assistant Director. A list of infractions that a Sport Clubs could receive can be found below.

*There are more infractions that could occur than are listed below. *

*If an Infraction occurs more than once then the minimum number of infractions will increase with every offense. This however, excludes the 80% trainings. *

Infractions

- **Trainings**

If a club does not meet 80% members at a training, then every percentage less than 80% will cause a point loss for the club.

Point Breakdown:

-5 points= 79%-65%
-10 points= 64%-55%
-15 points= 54%-0%

- **Executive Meetings**

All three of the officers from every club are required to attend all executive meetings. This is a meeting where a lot of important information will be presented so all officers need to attend. If a club does not have an officer attend the meeting, then they will lose points. The minimum number is the amount of points that the club is guaranteed to lose however, the clubs can take more points away as long as it does not exceed the max.

Point Breakdown:

-5 points minimum= First offense
-10 points minimum= Second Offense

- **Late/Unapproved Travel Form**

Travel forms are supposed to be submitted from all clubs when they will be having a game or event off campus. The form must be turned in 14 days in advance to the day the club will be leaving. Failure to do so will result in a loss of points.

Point Breakdown:

- 5 points minimum= First offense
- 10 points minimum= Second offense

- **Late Follow up Report**

Each club is also required to submit a follow up report on DSE to let the SC Staff know how the event went. The report is due a week after the trip has taken place, the club has up till the following Friday to get the report turned in. Failure to do so will result in a loss of points.

Point Breakdown:

- 5 points minimum= First offense
- 10 points minimum= Second offense

- **Adding a Member Past the Deadline**

Rosters must be set by a certain date provided by the Campus Rec Assistant Director. If a club adds a member past the deadline then the club will be put up for an infraction.

Point Breakdown:

- 5 points minimum= Addition of one individual
- 10 points minimum= Addition of two individuals

- **Failure to Follow the Student Code of Conduct**

The Student Code of Conduct set up by the University must be followed. If a club does not follow or breaks a code, then they will be put up for an infraction. The Campus Rec Assistant Director will decide how many infractions the offense should be up for, however, the council will still decide the final number.

Point Breakdown:

- 10 points minimum= First offense

-20 points minimum= Second offense

- **Late Recognition Packet**

Recognition Packets are due on September 30th of each start of the year. If a club does not turn in the packet on or before that deadline then they will be up for an infraction. Each club is also required to receive their advisor's signature. If a club does not get their signature, then they will be up for an infraction.

Point Breakdown:

-5 points minimum

- **Late Eligibility Form**

Eligibility forms are filled out after all clubs have their final rosters. This form makes sure that all participants are eligible to play meaning that they are a student at San Marcos, are at least a part-time student and are in good standing with the University. If this form is not turned in on time to the Campus Recreation Assistant Director, then the club will be up for an infraction.

Point Breakdown:

-5 points minimum= First offense

-10 points minimum= Second offense

- **Late Allocation Packet**

An Allocation packet is filled out at the end of each year so that each club can reflect on how the year went and if they accomplished everything that they wanted to. The Allocation packet will be due at a certain time along with the club's advisors' signature. If the club turns in the packet late or does not have their advisor's signature, then the club will be up for an infraction.

Point Breakdown:

-10 points minimum

- **Late/No Tryout Group Waiver**

Each sport clubs will hold tryouts for their club in order to receive new members. Each member trying out who has not filled out the membership packet must sign the group

waiver form. This form makes sure that the club is not liable for injuries that occur during tryouts. The group waiver form must be turned in to the Assistant Director of Campus Recreation after the tryouts have concluded. If no form is turned in or if it is turned in late then the club will be up for an infraction.

Point Breakdown:

-5 points minimum= First offense

-10 points minimum= Second offense

- **Late/No Official Roster**

The Sport Clubs staff keeps track of all rosters so that they have a head count of how many participants are on each club. The staff will ask for a Fall and Spring official roster to make sure that they have an accurate head count. If no official roster or a late official roster is turned in, then the club will be put up for an infraction.

Point Breakdown:

-5 points minimum

- **No Team Meeting**

Each Sport Club is required to have a team meeting with one of the Sport Clubs staff. This meeting helps to put a face to a name so that all the participants know who the Sport Clubs staff is. The meeting is also a great opportunity for the clubs to know how much work goes on behind the scenes that the officers do for each club so that they can run the club properly. The meeting also allows the clubs to ask questions if they have any. If a club does not have a team meeting with the Sport Clubs staff, they will be put up for an infraction. If less than 2/3rds (67%) of your official roster show up, then the club will be up for an infraction.

Point Breakdown:

-5 points minimum

- **Gear Purchase Before Approval**

Each club will make a gear purchase at some point during the year. In order to make a purchase, the Campus Recreation Assistant Director must approve the design and the payment before the purchase is made. If a club skips this step and does not get approval, then the club will be up for an infraction.

Point Breakdown:

- 10 points minimum= First offense
- 15 points minimum= Second offense

- **No Attendance at the Fall Org. Fair**

All Sport Clubs are required to attend the Fall Organization Fair so that they can get people interested in their club and to come to tryouts. If a club does not attend the fair, then the club will be put up for an infraction.

Point Breakdown:

- 5 points minimum

- **Trash Left on Practice/Game Areas**

Most of the places that Sport Clubs practice or host games is being borrowed from Athletics. Each club needs to make sure the space is left the same way as when they first got there. If the Sport Clubs staff finds out that the space was left a mess, the club will be put up for an infraction.

Point Breakdown:

- 5 points minimum= First offense
- 10 points minimum= Second offense

- **Coach Purchased Equipment**

No coach can purchase equipment for the club. The coach is only supposed to help lead practice and make line ups for games and tournaments. If a coach does anything beyond what their requirements are such as purchasing gear, then the club will be put up for an infraction.

Point Breakdown:

- 5 points minimum= First offense
- 10 points minimum= Second offense

- **No Mini Audit Meeting**

Every Treasurer and President are required to have a mini audit with the Sport Clubs Student Coordinator once a month to go over purchases and budget. If a Treasurer or President do not sign up for a meeting or attend the scheduled meeting, then the club will be up for an infraction. (If the President and Treasurer cannot find a time to meet with the Sport Clubs Student Coordinator then the Treasurer can just find a time that works for them. The Sport Clubs Student Coordinator will fill in the President at a later time.)

Point Breakdown:

-5 points minimum= First offense
-10 points minimum= Second offense

- **Less than 2 Safety Officers**

Every Club is required to have at least 2 safety officers that are CPR and First Aid certified. If a club goes a season without 2 safety officers, then the club will be up for an infraction.

Point Breakdown:

-5 points minimum= First offense
-10 points minimum= Second offense

- **No Allocation Meeting**

Every Sport Clubs is required to set up a meeting with the Campus Recreation Assistant Director to go over the completed Allocation Packet. The meeting is to help revise information on the packet to make sure it is accurate and correct. If a club does not set up a meeting, then the club will be up for an infraction.

Point Breakdown:

-5 points minimum

Article 4. Money Distribution

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 as long as they do not exceed their max according to the Tier System which can be found below.

Article 5. Tier System

The Sport Clubs program at Cal State San Marcos is comprised of three different tiers, Tier A, Tier B, and Tier C. Each Sport Clubs is divided amongst the different tiers' dependent upon the qualifications of each tier. Each club must meet **ALL** requirements in order to be under a specific tier, which is found below. If your club does not meet ALL requirements, then you will be bumped down to the next tier.

Example: The water polo club spends \$13,000 in expenses (Tier A) and has 12 members (Tier B). This means that the water polo club would be bumped down to the lower tier, Tier B because they must meet both requirements in order to reside in a tier.

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*

*If a club meets **ALL** requirements in a specific tier, then they can be awarded up to that specific amount in Allocation Funds only if the max tier amount does not exceed 1/3rd of the total expenditures for that year. If a sport club's awarded Allocation Funds exceeds 1/3rd of total expenses, then the 1/3rd of the total year's expenditures becomes the new awarded Allocation Amount (rounded to the nearest whole number). This exception is to make sure that a Sport Club is not relying fulling on Allocation funds to pay for all expenses during a given year. **This exception does not apply to New Sport Clubs.**

Reference Sheet

- Link to Sport Clubs Website:
https://www.csusm.edu/rec/sport_clubs/index.html

Contains information about:
 - Gender Identity Policy
 - Meeting dates and times
 - Resources: Dues Deposit form, Group/Individual Waiver forms, SCF Handbook, SLIC A-Frame request and much more
- Link to ASI Website:
https://www.csusm.edu/asi/services/account_services.html

Contains information about:
 - Allie's office hours
 - Online ERF request form
 - Online Dues Deposit forms
 - Payee Data Form
 - Frequently Asked Questions about being a Treasurer
- All Sport Clubs have 2 mailboxes:
 - One is located behind the front desk of the CFH
 - The other is located in the SLIC office which is found at USU 3600
- Make Deliveries out to:

Ryan Groth
ATTN: "Club Name"
Campus Recreation
441 La Moree Rd.
San Marcos, CA 92078
- Ryan Groth's Contact:
 - rgroth@csusm.edu
 - (760)750-7413
 - Office in CFH 123B
- SC Staff Contact:
 - sportclubs@csusm.edu
 - (760)750-6012
 - Office in CFH 106L
- Allie Garcia's Contact:
 - algarcia@csusm.edu
 - (760)750-6002

- Office in USU 3700
- Deadlines:
 - Travel must be put into DSE **14 days before** the day of the trip.
 - A travel follow up report must be put in a **week after the event up until that following Friday**.
 - A Fundraiser Form must be put into DSE **5 days before** the day of your fundraiser
 - A Fundraiser follow up report must be put in a **week** after the fundraiser

 - All Bonus Points must be sent to the Sport Clubs email (sportclubs@csusm.edu) by the **following Monday**.
 - The email must include a picture of the club's participants at the event, the date of the event, the number of club participants at the event and at least a sentence of how the event went.
 - Absence memo requests must be turned in **2 weeks** in advance before the trip.
 - Any cash or checks received must be turned in to the cashier office within **24 hours** of receiving the money.