



**Campus
Recreation**

A&M-COMMERCE

**CLUB SPORTS HANDBOOK
2020-2021**

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Texas A&M University – Commerce

Campus Recreation

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Social Media Links



Mission Statement

We connect, educate, and inspire people to lifelong activity and well-being.

Vision Statement

We aspire to be leaders in student development and collegiate recreation through programming, services, and facilities that reflect the highest industry standards.

Core Values

Integrity: We are committed to the highest level of ethical and professional behavior and actions.

Continuous Improvement: We are committed to safe and creative programs, services, and facilities that invite feedback, promote fun, and consistently seek opportunities for growth and innovation.

Service: We are committed to the effective and efficient use of student resources while providing exceptional service that is passionate, proactive, friendly, and professional.

Teamwork: We strive to develop a strong appreciation for the benefit of working mutually as a group toward a common goal; together we can achieve more.

Student Development: We are committed to engaging students with experiences and skill development opportunities that empower personal growth and enhance transferable skills.

Inclusion: We recognize and appreciate diverse cultures, experiences, and traditions and strive to provide inclusive programs and services.

Community: We promote and celebrate campus and community partnerships to enhance quality of life.

Well-being: We strive to provide the tools for others to develop positive habits that create a balance in mind, body and spirit.

As a department within Campus Life and Student Development, Campus Recreation strives to Engage, Educate, and Empower the students of Texas A&M University – Commerce.

Club Sport Overview

This handbook outlines the policies and procedures of Texas A&M University–Commerce and Campus Recreation that directly affect the safety of the Club Sport participants and the operation of each club. It serves as a supplement to any policies put forth by the Office of Student Organizations and A&M-Commerce. All individuals who choose to participate are required to know and understand the rules, guidelines, and requirements detailed in this handbook. Participation in any Club Sport team is purely a voluntary act and individuals participate at their own risk.

The Club Sports program is designed for any student who has a great love of sports and recreation. Club Sport teams are student-based and student-led organizations that operate under the supervision of Campus Recreation and have been approved by the Office of Student Organizations. Clubs are not varsity teams and athletic scholarships are not offered. Some club sports have separate men's and women's teams, while others are mixed. Participating in a club sport at A&M-Commerce provides students the opportunity to experience leadership roles, show commitment, and enjoy a sport they love.

While the Club Sport staff assists clubs in their operations, the emphasis is on student leadership and development. Students are responsible for all aspects of operating and managing a successful organization, which includes decision-making in such areas as equipment purchases, facility reservations, game and practice scheduling, finances, membership, and safety.

There are two classifications of Club Sport teams:

⊕ **Recreational**

Recreational clubs hold practices and meetings, but do very little in terms of competing on a regional or national level. Recreational clubs are great for uniting students who share a common interest in a certain sport. Recreational clubs are NOT required to charge dues, but may if needed, and will still have all privileges of a recognized student organization such as the ability to reserve facility space and host practice.

⊕ **Competitive**

Competitive clubs practice and compete on a regular basis against opposing university teams. Club members of a competitive club team are skilled players who seek to compete at a high level of competition. Tournaments allow members of a club to travel, meet students from other schools, and be involved in sport competition. Competitive clubs are required to charge dues, in order to participate on a competitive level.

How do Club Sports differ from Intramural Sport Programs?

Intramural Sports provide an opportunity for students, faculty, staff, and other members of the University community to participate in team and individual sports against other TAMUC teams or opponents. The purpose of Intramural Sports is to provide exercise, recreation, and fun to all levels of participants. The biggest differences are that Club Sports travel to other colleges and universities to compete and schedule their own practices, games, and tournaments.

How do Club Sports differ from Varsity Sport Programs?

Club Sports are not scholarship-based. Club officers are responsible for their own administration and for many of their own expenses. Unlike varsity sports, students manage their respective clubs in all aspects: recruitment, fundraising, scheduling, purchasing, etc.

Starting and Maintaining a Club Sport

Starting a New Club Sport

All clubs must register with the Office of Student Organizations in order to become a Club Sport. Student Organizations must follow the process as set forth by Student Organizations ([Student Organizations: Starting a New Organization](#)).

Once a club has registered with Student Organizations, a meeting must be set-up with the Club Sports Staff. The club must provide the following upon this meeting:

- ⊕ **Constitution:** This document is the foundation of the club's operations. It should clearly list the purpose, membership, organization structure (officers and advisors), election processes, rules and regulations, and funding sources for the club.
- ⊕ **Roster:** Student Organizations require a minimum of six members for each club. Some clubs may have a higher minimum due to the nature of the activity (ie: softball, soccer, etc.). Clubs that have a higher minimum number of participants will be required to meet the minimum before becoming a club sport.
- ⊕ **Officer Assignments:** At a minimum, the roles of President, Vice-President, and Treasurer must be filled before the organization can become a Club Sport. A list of each of the officers, their contact information, and the delegation of roles for each officer is required at the start of each fall semester.

Approval and acceptance into the club sport program happens on a semester basis. Clubs must be established as a registered student organization and must have met all of the requirements for Starting a New Club Sport as listed above. Once approved, the club will become an active club sport for the following semester and may be eligible to start receiving funding.

After becoming an official club sport, clubs must follow the guidelines below to maintain their club sport status.

Maintaining a Club Sport Organization

To maintain status as an active Club Sport, each organization must submit a:

1. **Constitution:** must contain the following:
 - a. Purpose: general goals, objectives, and direction of the group
 - b. Membership Requirements
 - c. Officer Titles and Responsibilities
 - d. Election Process
 - e. Process for Assessing Fees and Dues
2. **Officer Contact & Assignment List** (contact information for each officer as well as their individual responsibilities by position)
3. **Roster** (ManeSync & IMLeagues must be current as new members are added)
4. **Liability Waiver** (signed every calendar year)
5. **Emergency Contact Form** (IMLeagues – every member must complete)
6. **Code of Conduct** (IMLeagues – every member must complete)
7. **Budget Proposal & Report** (submitted annually and revised each semester)
8. **Facility Reservation Request** (submitted each semester for practices AND meetings)
9. **Practice/Game Schedule** (submitted at the start of every semester)

In addition to submitting the forms above, to maintain active status, each organization must:

1. Maintain proper representation at Club Officer trainings/meetings (minimum of 2 each meeting)
2. Attend monthly meetings with the Club Sports Staff
3. Meet the community service requirements
4. Be present at a minimum of three recruiting events throughout the year
5. Maintain positive representation of the club, Campus Recreation, and the University

Membership

Eligibility

In order to be a voting member of a Club Sport, an individual must be a **current A&M-Commerce student**. Members of the A&M-Commerce community (faculty/staff) who are affiliated with the club may only be associate (non-voting) members. Alumni or community members may serve as an instructor or coach for any club, but cannot be an active participant. Instructors and coaches, not already employed by A&M-Commerce, will undergo a background check with the University as well as gain approval by Campus Recreation.

Current A&M-Commerce varsity and “red-shirted” athletes are not eligible to compete in the same sport in which they are competing for Athletics. Some former varsity athletes may be restricted from play based on league rules. Clubs must check with their league association prior to allowing former varsity players to participate.

Before participating in any club activity, all Club Sports participants, coaches, or instructors, whether voting or associate, must complete all of the required documentation and submit to Campus Recreation.

*Only members who have completed the required paperwork may be listed on the **Official Roster**. During open practices and try-outs, non-members are eligible to practice and compete with the club after completing a waiver. Record of these participations must be recorded and submitted.*

Inclusive Environment

The Club Sports program provides equal opportunity to all students regardless of their race, gender identity or expression, sexual orientation, national origin, religion, age, disability, or veteran status.

Disability

- ⊕ Individuals with disabilities may seek reasonable modifications, aids, or services to ensure an equal opportunity for them to participate in Club Sports, unless the modification would fundamentally alter the sport or program.
- ⊕ Please notify the Club Sports Staff if you are seeking reasonable accommodation and have a disability that might affect the safety of others.

Gender Identity

- ⊕ Participation is based on one’s self-identified gender, which is done in good faith and is consistent with a player’s expressed gender identity.
- ⊕ An individual’s gender identity is applied when there are gender specific rules or player ratio requirements for co-ed divisions.
- ⊕ Transgender individuals may play on the team that best matches their self-identification and expressed gender identity, and not the sex indicated in official school records.
- ⊕ Player eligibility is based on the gender identified on the official team roster.

Intramural Sport Participation

Club athletes may compete in corresponding Intramural Sport activities, but can only compete at the highest competition level. Intramural teams are also limited to the amount of club sport members/coaches they can have on one team. The restrictions are as follows based on the maximum number of players on the field/court at one time:

- ⊕ 2-4 player teams = 2 club members
- ⊕ 5-8 player teams = 3 club members
- ⊕ 9+ player teams = 4 club members

A participant is deemed a club sport athlete if they coach, participate in a club contest, pay club dues, and/or appear on the club roster. Athletes are considered a club sport athlete for the entire academic year in which they were a part of the club team. For example, if a Club Soccer player played in the spring of 2020, but then decides not to play on the club team in the Fall of 2020, they would not be considered a club

player for intramural competition, as the academic year for this time period runs from August 24, 2019-May 8, 2020. If a player played on a club team in the Fall of 2020, but then did not play in the Spring of 2021, they would be considered a club player for intramural competition for the current academic year.

Obligations of Recognized Club Members

1. Adhere to all policies and procedures as outlined by this handbook.
2. Participants are obligated to wear proper attire for their respective activity and appropriate protective equipment. If the participant chooses not to use such equipment, the participant must realize that he/she is doing so at his/her own risk.
3. Prohibit the use of alcohol and the unlawful manufacturing, distribution, dispensation, possession, or use of illegal drugs or controlled substances during any Club Sport function.
4. Prohibit the sexual or anti-discriminatory harassment of all club members in accordance with University policy.
5. Prohibit “hazing” of club members. Generally, hazing refers to “any activity expected of someone joining a group (or to maintain full status in a group) that humiliates, degrades or risks emotional and/or physical harm, regardless of the person’s willingness to participate.”
6. Remain in good standing with local, regional, and national affiliations as appropriate.
7. Complete all required paperwork as requested by the Club Sports Office.

Conduct

As students of A&M-Commerce, Club Sport 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. Club Sport members are expected to act in a mature and responsible manner both on and off campus while participating in all club activities and representing the University. This includes, but is not limited to conduct before, during, and after play, as well as any and all posts through the club’s social media accounts or other pages affiliated with the club. It is the responsibility of all club members to not engage in any action that could result in harm to the University’s reputation. Inappropriate conduct or actions while participating in any Club Sport related activity could jeopardize the club’s continued status as a recognized Club Sport and student organization. Furthermore, club members who participate in any activity which violates University policies, the guidelines of any appropriate governing body, or federal, state or local law will be subject to disciplinary action by Campus Recreation, Dean of Students, and/or appropriate legal authorities.

Alcohol, Controlled Substances, and Tobacco Usage

Consumption or possession of alcoholic beverages or controlled substances is not permitted at any club function(s) or event(s) (including traveling to and from venues). Noncompliance with this policy may result in individual disciplinary actions by Campus Recreation and may be sent to the Dean of Students. Any consumption, possession, or suspicion of consumption or possession may result in removal from the facility and disciplinary actions to the individual and club. Clubs are collectively responsible for individual members of their team. Campus Recreation Staff assigned to the practice/competition have the authority and responsibility in making decisions regarding individuals who appear to be under the influence of alcohol or other controlled substances.

Campus Recreation does not permit use of tobacco products (cigarettes, chewing tobacco, etc.) at any University-sponsored events. Additionally, we are a tobacco free University and by law spectators or club members need to be at least 10 feet from any building entrance, and must move outside of the fenced field areas for use.

Hazing

(State of Texas Hazing Law – [Texas Constitution: Education Code: Section 37.152](#))

“Hazing” is frequently defined as any intentional, knowing, or reckless act, occurring on or off campus, committed by a student, whether individually or in concert with other persons, against another student, and in which both of the following apply:

1. The act was committed in connection with an initiation into, an affiliation with, or the maintenance of membership in any organization that is affiliated with the University.
2. The act contributes to a substantial risk of potential physical injury, mental harm, or degradation or causes physical injury, mental harm or personal degradation.

A person commits an offense if the person:

1. Engages in hazing
2. Solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing
3. Recklessly permits hazing to occur
4. Has firsthand knowledge of the planning of a specific hazing incident or has knowledge that a hazing event has occurred, and knowingly fails to report that knowledge in writing to a University official

Hazing includes, but is not limited to:

1. Physical brutality such as whipping, beating, striking, branding, electronic shocking, placing a harmful substance on the body, or any similar activities.
2. Physical activity that adversely affects the mental or physical health or safety of the student, such as sleep deprivation, exposure to extreme hot or cold weather, confinement in a small space, calisthenics, or similar activities.
3. Activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
4. Activity that subjects the student to extreme mental stress, shame, panic, human degradation, embarrassment, or humiliation.
5. Activity that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered at the University.
6. Late work sessions that interfere with scholastic activities
7. Submission of members or prospective members to potentially dangerous or hazardous circumstances or activities which have a foreseeable potential for resulting in personal injury

There will be zero-tolerance for incidents involving hazing. All hazing incidents will be subject to disciplinary action with the Dean of Students.

Harassment

A&M-Commerce is dedicated to maintaining a nurturing and respectful learning environment that is free from discrimination and harassment for all faculty, students, and staff. Discrimination and harassment are contrary to the standards of the university community. All club members are responsible for ensuring their environment is free from illegal discrimination, sexual harassment, and related retaliation. Harassment will not be tolerated in any form, including but not limited to:

⊕ Discriminatory Harassment

Verbal or physical conduct that denigrates or shows hostility toward an individual because of his or her race, color, sex (including pregnancy), national origin, religion, veteran status, age, physical or mental disability, genetic information, sexual orientation, gender identity, or gender expression.

⊕ Sexual Harassment

A form of sex discrimination. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when this conduct explicitly or implicitly affects an individual's performance, or creates an intimidating, hostile, or offensive environment. Additionally, creating a hostile environment can also be a form of sexual harassment. Acts such as unwanted offensive jokes or gestures, unwelcome comments, touching or other

inappropriate bodily contact, repeated requests for dates or unwanted flirting, displaying suggestive objects or pictures, and playing sexually suggestive music can be deemed as sexual harassment.

Each member of the campus community is responsible for helping to prevent harassment. Evaluating the club's behavior will help to prevent harassment. Thinking a certain action is appropriate, doesn't always mean others will have the same thought process.

Reporting Harassment

Any employee or student who has a harassment complaint is encouraged to report the incident/s through one or more of the following resources:

- ⊕ Emergency Response Team: 9-1-1
- ⊕ University Police Department: 903-886-5868
- ⊕ Title IX Coordinator: 903-468-3104

Disciplinary Sanctions

When an infraction takes place, members of the club or the club in its entirety will receive one or more of the following sanctions. Depending on the infraction will determine the severity of the sanction. This list is not progressive, meaning that one sanction does not have to precede the other. This list is also not all-inclusive, meaning there may be other sanctions assigned as appropriate:

- ⊕ **Verbal Warning**
- ⊕ **Written Warning**
- ⊕ **Probation**
 - During probation, clubs will be closely monitored by Campus Recreation. As a result of probation, the following may be assigned:
 - Educational Session Attendance (by either individual member or entire club)
 - Community Service – this community service will be in addition to what is required each year of all clubs.
- ⊕ **Loss of Funding and/or Travel Privileges:**
 - Similar to suspension, but the club will still be able to practice and hold meetings.
- ⊕ **Suspension**
 - Any organization on suspension will cease all activity and have privileges revoked.
 - Club funding may also be impacted by being placed on suspension.
- ⊕ **Referral to the Dean of Students**
- ⊕ **Removal from the Club Program**

Appeal Process

In each case of an infraction, the club or members have the right to appeal the sanction decisions. Those appeals must go through Campus Recreation (if an internal disciplinary sanction) or Rights and Responsibilities Office (if referred to the Dean of Students).

Club Officer Information

Clubs Sports are student-led and self-administered, so the management of club business is the responsibility of the officers. Only A&M–Commerce students may hold officer positions. Responsibility for the success of the club belongs to the officers and members, not the coaches or Club Sport program. All officers must have an established and updated officer list and contact information on file at all times.

Club Officer Positions

Each club should identify the responsibilities of its officers. These duties must be outlined in each club's constitution. Only three positions are mandatory. If the optional positions are not filled, it is the responsibility of the other officers to pick up those duties.

The following are guidelines designed to assist in determining the duties of Club leadership:

1. President (mandatory position)

- Provide overall vision and direction of the club
- Serve as a liaison between the club and Campus Recreation
- Attend any Club Sport meetings held by Campus Recreation – should the president not be able to attend, they must delegate another officer to attend
- Notify the Club Sport office immediately of any club changes (scheduling, roster, travel, etc.)
- Assure members are up-to-date on policies and procedures from this handbook
- Maintain inventory on club equipment and supplies
- Submit necessary paperwork, forms, and reports by the indicated deadlines
- Communicate with external teams and governing bodies regarding scheduling
- Conduct elections of officers
- Train the future president on duties and procedures
- Organize and lead club meetings and practices
- Delegate responsibilities to involve other club members

2. Vice President/Risk Management Officer (mandatory position)

- Preside over club meetings and business during the president's absence
- Attend any mandatory meetings with or in the absence of the president
- Assist the president as needed (forms, practices, meetings, etc.)
- Ensure that only active members participate in practices
- Maintain current CPR/AED certification and ensure that a minimum of two CPR/AED certified club members are present at all club activities
- Report all safety concerns, issues, and incidents to the Club Sport staff in a timely manner
- Inspect equipment and facilities utilized by the club and report all maintenance and repair
- Review the Emergency Action Plan each semester with all active club members
- Ensure that no individual participates in practice or competition without completing all paperwork
- Obtain emergency contact information and first-aid kit for travel

3. Treasurer (mandatory position)

- Maintain an accurate financial record
 - a. Record all receipts to document expenditures
 - b. Record income from dues and fundraising
- Assist with all fundraising and collection of donations, sponsorships, dues, etc.
- Work with the President and Vice President with budget preparations

4. Secretary (optional position)

- Attend all club meetings and record minutes
- Conduct correspondence for the club and update the club roster as necessary

5. Marketing Manager (optional position)

- Develop and/or maintain a club website
- Update all schedules, rosters, upcoming events, and news to be placed on the website
- Take pictures to put on the website
- Assure all items on the website are appropriate by TAMUC standards
- Work alongside the marketing team to help promote the club

Elections

Each club sets forth their election processes within their constitution, it is recommended that elections take place annually within the spring semester to assist with club officer transitions and turnover. It is also recommended that there are protocols written into the constitution for removal and replacement of officers who are unable to serve due to circumstances that may arise.

Coaches

A club is first and foremost a **student** organization, and clubs are NOT required to have coaches. A coach should restrict his/her contributions to coaching and should minimize active involvement within the club. The philosophy and key to the success of the Club Sports program has been the continued emphasis placed on student leadership roles and participation. Clubs are designed to allow students to handle the leadership roles including, but not limited to administering a budget, securing facilities, scheduling contests, and arranging for travel, etc. Being a coach is a position of service and should be spent serving the club and its members. Unless a student, coaches may not perform duties of any officer position.

All coaches are expected to follow the policies and procedures of Campus Recreation and the University. If a coach is not fulfilling his/her duties, is not adhering to stated or written policies and procedures, is potentially threatening the health, safety, or well-being of any club member, or is not otherwise working in the best interest of the club, he/she will no longer be welcome to serve as a coach/instructor. Campus Recreation has the right and obligation to protect the club by releasing any coach from their position if they are not deemed to be working in the best interest of the club.

All coaches including students, faculty, or staff must have departmental and University approval. A coach not affiliated with A&M-Commerce is required to submit a background check that will be conducted by the University and must complete a Coaches Agreement. Should a coach need access to the Morris Recreation Center for practice or competitions, a pass will be provided to coaches that are not a member of the MRC. These passes are to be used solely for team events. Passes being used for personal use outside of practice or competition times will be confiscated and day pass must be purchased each time they wish to access the MRC for team events.

If the club would like to compensate the coach/instructor, the club must have sufficient funds available (revolving account only) to cover the cost of the expense. All compensation must be processed through the University. A W-9 must be on file and an invoice (signed by two officers) must be submitted to Campus Recreation.

Advisor

All clubs are required to have an advisor who is a full-time faculty or staff member at A&M-Commerce. It is the club's responsibility to find a volunteer to be their advisor. The role of the advisor is to oversee the club and make sure the club is following all University and Club Sport policies. Heavy involvement of the advisor is strongly encouraged in order for the club to have success, but it is not a requirement. Advisors should have some basic knowledge and sincere interest in the activities of the club. Contact information for each club's advisor must be provided to the Student Organizations office as well as Campus Recreation. The Assistant Director of Intramural & Club Sports cannot serve as an advisor to a club, due to maintaining neutral oversight of the program.

A good advisor can be a valuable asset to a club by providing mature judgement, advice based on experience, and insight into university operations and procedures. All advisors are expected to follow the policies and procedures of Campus Recreation and A&M-Commerce.

Primary Role of an Advisor

- Counseling and encouraging members
- Offer overall guidance of the club
- Assist with fundraising, budget preparation, and any other planning
- Attend club meetings (suggested, but not required)
- Travel to tournaments/events (suggested, but not required)

Club Sports Council

The Club Sports Council is a group comprised of: one representative from each active club, the Intramural & Club Sport Graduate Assistant, and the Assistant Director of Intramural & Club Sports. This team serves the common interest of the Club Sport program as a whole.

Responsibilities

- Attend bi-monthly meetings
- Oversee club sport disciplinary meetings
- Review club allocation proposals and recommend budget allocations for the following fiscal year
- Recommend yearly policy and procedure changes for the club handbook

Risk Management

Player Safety

Campus Recreation and Texas A&M University-Commerce are not responsible for any injury incurred by a participant, coach, or advisor in the campus recreation program. Each participant is strongly encouraged to have health or medical insurance. All participants of the Club Sport program need to be aware of the risks involved with their interest area and understand that they are voluntarily participating in these activities. Each year, all participants are required to complete the Club Sports waiver.

Team Safety

Identifying, assessing, and planning for expected and unexpected dangers will produce favorable outcomes when emergency situations arise. In order to manage risk effectively, the following three steps should be utilized:

1. Identifying Risk
 - a. What are the possible scenarios or accidents that could, or are likely to occur, during activity?
 - b. Discuss the possible causes for the scenarios or accidents.
2. Assessing Risk
 - a. What are the consequences and likeliness of the risk?
 - b. Compare the consequences and the likeliness of the risk to determine how much risk is involved.
 - i. For example – minor consequences and less likeliness would be a low risk, significant consequences and more likeliness would be a high risk.
 - c. There will always be some risk involved in sport, but being able to remove the risk that can be avoided will help in the overall success of the club.
3. Planning for Emergencies
 - a. Once the risk has been identified and assessed, a plan should be put into action to decrease the likeliness and the consequences of the risk.
 - b. The plan should be well thought out and obtainable.

Risk Management is a continuous process and should be a part of the thought process each time the team meets. In order to assist with some aspects of risk, the following policies must be followed:

First Aid/CPR/AED

It is required that all club members who hold a mandatory officer position are First-Aid/CPR/AED certified. Certification opportunities will be available for all club members and the Club Sports program will cover the cost of up to four (4) club members per year. If additional members would like to be certified beyond the four members, the cost per certification is \$30. It is the duty of the Risk Management officer to make sure all club's officers are First-Aid/CPR/AED certified.

There must be a minimum of two certified members at each practice or game. These members must check out a radio to be utilized in case of an emergency. See Radio Usage and Radio Protocol for more specific information.

Injuries and Accidents

All club members should minimize the occurrence of accidents and injuries through sound risk management practices. Follow appropriate documentation procedures should an injury occur.

If on-campus, contact an operations or sport supervisor to assist with the injury. If there is not a supervisor present and the injury is severe, notify the **University Police Department** at **(903)-886-5111**, fill out an Accident Report Form, and then notify the Assistant Director. If the injury is minor, the Risk Management officer will fill out an Accident Report Form and submit to the Assistant Director of Intramural & Club Sports within 24 hours.

If off-campus, the Risk Management officer should fill out an **Accident Report Form** and submit to the Assistant Director of Intramural & Club Sports within 24 hours. If it is an emergency, contact the Assistant Director as soon as possible.

Concussions

Club officers who hold a mandatory officer position will be required to complete an online [Concussion Awareness Training](#) and submit the completion certificate to the Assistant Director of Intramural & Club Sports.

Players who exhibit one or more of the signs and symptoms listed below after a bump, blow, or jolt to the head or body may have a concussion. A quick reference sheet is available in the travel binder and needs to be readily accessible.

Player Symptoms: headache or pressure in the head; nausea or vomiting; balance problems or dizziness; double or blurry vision; sensitivity to light and/or noise; sluggish, hazy, foggy, or groggy feeling; concentration or memory problems; confusion; or just not feeling right.

Observed Signs: dazed or stunned; confusion; forgetful; unsure of basic details (game being played, score, opponent, etc.); moves clumsily; answers questions slowly; loses consciousness (even briefly); shows mood, behavior, or personality changes; can't recall events prior to fall or hit.

If a player is suspected to have a concussion, the following steps should be taken:

- Remove the athlete from play
- Encourage the athlete to be evaluated by a health care professional
- Athlete may only return to play if they have been released from a health care professional or has waited a full seven days after the initial injury

Weather Conditions

The Club Sport Office reserves the right to cancel practices or games at any time due to extreme weather conditions or field conditions as a result of extreme weather conditions.

Lightning

Thor Guard is located all across campus, but there are specific locations at the Morris Recreation Center and Cain Sports Complex. Thor Guard predicts conditions for ideal lightning before it happens. If you are practicing or have a game outside and Thor Guard goes off (1 long whistle), evacuate the Cain Sports Complex immediately. Activity can resume when the Thor Guard gives the "All Clear" horn, which will be 3 shorter whistles.

****You may also call University Police Department (UPD) or utilize the Lion Safe app to see if Thor Guard is still active****

Field Conditions

In some instances, field conditions may not be conducive for practice or play. Campus Recreation will notify the executive club members when cancellations occur due to field conditions no later than 4pm on the day of the event.

Extreme Temperatures

Games or practices may be cancelled due to extreme temperatures. Below is a guide for both high and low temperatures that must be followed. For the safety of all participants, practices or competitions cannot be held when temperatures fall below or above the thresholds set below. Campus Recreation utilizes [Weather Underground](#) for real-time weather updates as well as to predict weather for upcoming practices or competitions.

- **Heat:** Based on heat index (air temperature and humidity) – “feels like” temperature.
 - Playable - Heat Index: 82°-87°
 - Water available, encouraged water breaks every 30 minutes
 - Cautionary – Heat Index: 88°-99°
 - Water available, mandatory water breaks every 20 minutes
 - Unplayable – Heat Index: 100° and above
 - No outdoor activity

**Please note that sports that require extra equipment that is worn on the body, are advised to practice with minimal body equipment and/or decrease the intensity of the activity when the heat index is in the playable and cautionary range.

- **Cold:** based on wind chill (air temperature and wind speed) – “feels like” temperature. When conditions are wet (precipitation is falling), there is an increased risk for cold-related injuries, so precipitation is present, there is a chance that events may be cancelled regardless of the wind chill temperature reading.
 - Playable – Wind Chill: 45° and above
 - Warm clothing is encouraged
 - Cautionary – Wind Chill: 36°-44°
 - Warm clothing is encouraged, breaks for rewarming of extremities every 30 minutes
 - Unplayable – Wind Chill: 35° and below
 - No outdoor activity

Radio Usage

During unsupervised practice and events, one of the members certified in CPR/AED/First-Aid must check out a radio from the Cain Office. Only a certified member will be able to check out a radio. Proper radio protocol must be utilized when using the radio. There are also channels assigned to different locations. Channels can be changed by using the numbered dial on the top of the radio.

- ⊕ Morris Recreation Center – Channel 1
- ⊕ Cain Sports Complex – Channel 2
- ⊕ Outdoor Adventure Center – Channel 3

RADIO USAGE REMINDERS:

- ⊕ The radios are not to be used for anything outside of injury, accident, or other related situations.
- ⊕ Make sure the radio is put in a secure and safe location during the event. It should not be placed on the ground where moisture can get into the radio.
- ⊕ It should be put on a loud enough setting that it can be heard.
- ⊕ Make sure the radio gets returned. In the event that a radio does not get returned and it is lost, the club will be responsible for the replacement cost of that radio, which is \$500.

Radio Protocol

All officers will cover and practice this protocol in training, but it is also listed here for reference:

- ⊕ Before speaking into the radio, press and hold the large button on the right side. Wait 1-2 seconds and then speak into the radio, letting go of the button only once you've finished your sentence.
- ⊕ When utilizing the radio, you should start the conversation by addressing exactly who you want to respond. For example: (Name) to (Name/Position) – “Katie to Cain Supervisor”.
- ⊕ When responding, the person should say, “I can hear you, go ahead.” At this time, state your situation or injury. Example: “Can we get a bag of ice to the soccer field, we have a player who twisted his ankle.” Or, “We had a player go down and hit their head, we've called EMS, but could use some assistance until they arrive.”

Watercraft Safety Guidelines

The following guidelines are recommendations for clubs who operate a watercraft as part of their club:

- ⊕ Watercraft drivers must be 18 years of age or older.
- ⊕ Watercraft drivers must change every 2 hours.
- ⊕ No alcoholic beverages are allowed in the boat at any time.
- ⊕ Watercraft drivers must demonstrate competence in handling a watercraft.
- ⊕ Watercraft may be on the water ½ hour past dawn until ½ hour before dusk.
- ⊕ A first aid kit must be kept in the watercraft.
- ⊕ All persons in the boat must wear a personal flotation device at all times.
- ⊕ Watercrafts used by a sport club must carry liability insurance.

Practice and Game Schedules

Each club must complete and submit a **Facility Request Form** to Campus Recreation at the start of each semester. The club will receive email confirmation of their reservation. Campus Recreation reserves the right to cancel practice at any time due to weather, scheduling conflicts, or any other extenuating circumstances.

Clubs are required to submit a schedule for home and away events to the Campus Recreation at the beginning of each semester. If the season does not start until later in the semester, alternate arrangements with the Assistant Director of Intramural & Club Sports can be made. Teams must notify the Club Sports staff **48 hours** in advance for any game, competition, or event cancellation. If any additional competitions, events, or tournaments are added to the club's schedule throughout the semester, update the Club Sports staff as soon as the change is made.

Meeting rooms are available for clubs in the Morris Recreation Center. A **Facility Request Form** must be submitted to the Campus Recreation 10 days prior to the meeting. A Club Sport staff member will contact the Club President with request approval or denial within 48 hours.

Home Games/Matches

In the event that the club is able to host a home game or match, Campus Recreation will staff student supervisors to assist with set-up, game operations, provide basic first-aid (when an Athletic Trainer is not available), and tear-down. The student supervisors are not there to do everything for the club. They can assist, but ultimately the club is responsible for everything on game days.

Travel Policies

It is important to obtain travel authorization so that Campus Recreation can assist the club with trip planning, risk management (particularly when club members will be driving), and travel arrangements. Additionally, authorizing travel ensures that each club is complying with travel guidelines established by

TAMUC. To do this effectively, club officers should speak with the Club Sport staff about trip planning prior to travel. Campus Recreation will work with the club to ensure that travel is properly authorized, including filling out all of the required forms. **ALL** forms must be completed prior to travel if the travel is to be considered authorized.

*****All Club Sport travel must be approved by Campus Recreation*****

Team Conduct

Only members who appear on the travel roster will be permitted to travel with the team unless otherwise authorized by a Club Sport staff member. All persons traveling with a club are expected to conduct themselves in an appropriate manner that upholds the reputation of the University and Campus Recreation. Incidents of unruly behavior and damage will be subject to suspension and disciplinary procedures (See Disciplinary Sanctions).

Required Documentation

The following is required for travel:

1. **Travel Authorization Form** (IMLeagues)
2. **Liability Release Waivers:** A waiver must be completed for EVERY PARTICIPANT WHO IS TRAVELING.
Any student that does not have a waiver on file in the Club Sports Office will put the entire club in jeopardy of not being authorized for travel to the event. The Risk Management Officer is expected to ensure that these are on file before the trip. Members only have to fill out a waiver once per calendar year, these are kept on file in the Intramural & Club Sport office.
3. **Emergency Contact List:** This list includes emergency contact information for every member. The Risk Management officer is expected to ensure that this information is with the club on all trips.

*****All documentation is due a minimum of 3 days prior to departure to Club Sports office*****

What should go with the club on the trip?

1. Travel Documents: EAP & Emergency Contact List
2. First Aid Kit & Flashlight
3. Cell Phones: one for each vehicle/group leader
4. Credit Cards (for gas or emergencies)
5. Maps of route/directions
6. Confirmation documentation for accommodations
7. **Emergency Contact List:** At a minimum, the numbers should include Graduate Assistant of Club Sports, Assistant Director of Intramural & Club Sports, the Intramural & Club Sports Office, and the other numbers for anyone traveling in the group.

Upon returning from travel, a post event report must be submitted within 48 hours via IMLeagues. This will include a summary of the games/matches/competitions and any additional information the club wishes to provide about the trip.

Transportation

Ground Transportation

Campus Recreation has a van that is available for use. The van is also used by other program areas with the department, so it can only be utilized when it has been reserved and scheduled for use. To utilize the van, all drivers must be certified and have completed the Van Safety Orientation. Currently, only employees of the University are able to drive the van. If there are members that are student employees that wish to become certified and enrolled in the orientation, please contact the Assistant Director of Intramural & Club Sports.

Personal or rental vehicles may also be utilized for travel. In order for an individual to be eligible to drive during club trips, a driver must:

1. Be at least 16 years of age
2. Have a valid driver's license
3. Have current vehicle registration (if driving a private vehicle)
4. Possess personal automobile insurance coverage as mandated by the State of Texas
5. Agree to obey all local, state and federal traffic laws
6. Agree not to drive under the influence of alcohol or any illegal drug
7. Agree not to possess or transport any alcohol, illegal drugs, firearms, or weapons
8. Agree to wear a seatbelt and require all passengers to wear a seatbelt
9. Agree to abstain from horseplay, racing, or aggressive driving
10. Agree to not allow any unauthorized persons to drive the vehicle
- 11. Agree that there will be NO TEXTING OR TALKING ON THE PHONE WHILE DRIVING**

Clubs must adhere to the following guidelines when driving:

- ⊕ For every four hours of driving, drivers must take a one-hour break OR switch drivers.
- ⊕ There is to be no travel between the hours of 12am-5am, unless authorized by Campus Recreation.
- ⊕ The majority of travel hours should be during daylight.

Air Transportation

In the event that air travel is necessary, clubs will be required to notify Campus Recreation no later than four weeks prior to the departure. If circumstances arise where this time frame is not obtainable, then arrangements need to be made as soon as the trip is made known to the club. In order to travel by air, Campus Recreation must coordinate all airfare purchases. In order to make this process seamless, clubs will be required to submit the following information:

- Travel Roster – ensure proper spelling as seen on the participant's legal documents
- Date of Birth – for each member traveling
- Special Equipment Requirements – if the club requires additional baggage or special accommodations for equipment which will be taken on the trip

Air travel will only be covered for those members that are participating in the event and up to two coaches. If additional members wish to travel as a spectator, those accommodations must be made separately and will not be purchased with club funds.

Funding

Self-sustainment is an essential part of any club sport organization. The University provides supplemental financial assistance through the Campus Recreation budget to ease the burden of travel expenses and competition fees. Financial assistance will vary from year to year and will be dependent upon need of the club as well club compliance throughout the year. Failure to meet any requirements as set forth in this manual, may result in a loss of funding.

Membership Dues

1. Dues must be established in advance by the membership of the respective clubs, and approved by Campus Recreation, and written in the club's constitution.
2. Clubs are encouraged to use good judgment when establishing dues. It should be understood that dues are supplementary funds to be established at a moderate rate.
3. Membership Dues are paid at the MRC Front Desk or through the [online portal](#).

Club Accounts

Club Sport budgets are under the guidance and control of the Department of Campus Recreation. The President and Treasurer must notify the Assistant Director of Intramural & Club Sports of any transactions to occur on the club's behalf. Club Sport teams must prove need for the Club Sport's money before any money is retrieved from the budget. Each club has two accounts: Operational Account and a Revolving Account (dues and donations).

- Operational Account: This is the main account for each of the clubs. Uniforms and apparel may be purchased out of this account, but it remains property of TAMUC at the conclusion

of the season. Balances in the operational accounts do not roll over at the end of each fiscal year. Additional expenses from this account may include:

- Fuel
 - Rental Vehicles/Bus/Airfare
 - Lodging
 - Tournament/Competition fees
 - Rental Fees
 - Officials/Umpires
 - Marketing Supplies
 - Awards/Trophies
- **Revolving Account:** These funds are used for participant specific apparel, meaning the apparel is not property of TAMUC, as well as any other contingency funding that is not able to be covered by the Operational Account. The balance left in this account will roll over at the end of the fiscal year.
 - **NOTE:** Funds in revolving accounts of clubs that no longer exist and have been sitting stagnant (no activity in or out) for longer than four years will be able to be used by the Club Sports program to assist other clubs or for general club purchases.

Budget Allocation Process

Club Sport teams are allocated a set stipend per year from the Department of Campus Recreation. The stipend amount is dependent upon the following:

- Amount of funds needed (not always the requested amount)
- Amount of funding available
- Club compliance (met requirements throughout the year)
- University standing (club must be in good standing with the University)
- Amount spent the previous year
- Any disciplinary issues from the previous year

Club Sport teams are required to submit and present a budget presentation and proposal to the Club Sports Council at the end of each spring semester for the following academic year. This proposal will be a formal request and should be in presentation format. A template will be sent directly to the officers as the deadline approaches.

Any Club needing additional funding during the semester may submit a One-Time Funding Request Form. Club Sport teams may only submit one (1) request per semester; exceptions: A Club qualifying for a National Tournament may seek additional funding.

Fundraising Policy/Sponsorship

All clubs will be required to raise money to fund a portion of their requested budget each year, in order to continue to receive funding from Campus Recreation. A fundraising plan is included in the budget submission each year. Additional fundraising and sponsorships, outside of those included in the budget submission, must be approved by the Assistant Director of Intramural & Club Sports in order to insure that all are appropriate fundraisers to host.

Direct donations to the University (with no expectation in return) will receive a letter for tax purposes upon receipt of the donation. Each club has their own donation site via [Marketplace](#). These funds are directly deposited into the club's revolving account.

Competition Winnings

If a competition is won with a payout while competing under the A&M-Commerce name, the payout must be deposited into the club's accounts held by the University. The funds that were used for the entry fee will be put back into the allocation account, while the remaining funds will be deposited into the club's revolving account.

If a team wishes to compete on their own and does not utilize the A&M-Commerce name or funding, then they are not competing as a club sport, and the above does not apply.

Reimbursements

All purchases must be approved in advance by Campus Recreation. Campus Recreation is not obligated to pay a bill or reimburse a club member if the purchase was not approved beforehand. All original, itemized receipts must be turned in for reimbursement. In the event that a receipt is lost or not available, a credit card statement with the detailed transaction visible and all other transactions blacked out, may be accepted dependent upon the circumstances. Non-approved or in-eligible expenses will not be reimbursed.

Receipts must be submitted no later than **three** weeks after the original purchase date along with the Reimbursement Form attached to the receipts. One club officer should collect all receipts and bring them to the Assistant Director of Intramural & Club Sports. Reimbursements may take up to 3-4 weeks. The quicker the receipts are received, the faster the reimbursement. There are two different ways reimbursements are processed.

Student Worker Reimbursement

Students that hold a paid student staff position on campus will receive their reimbursement through the same platform as they receive their bi-weekly pay. In order to activate this, the student worker login to Concur (application within the SSO portal) and give the Assistant Director the ability to create and modify expenses. Once this is complete, the Assistant Director will log all receipts and the student will only have to submit the report in order to be paid.

Non-Student Worker Reimbursement

Students that do not work on campus must complete a W9 (once each fiscal year). As receipts are turned in throughout the season, reimbursements will be processed and sent either via check or direct deposit according to the selection made on the W9.

Purchasing

Campus Recreation must approve all purchases. There must be sufficient need and it must be determined that a purchase is in the best interest of the club. In order to expedite the purchasing process, clubs must find reputable vendors and get cost estimates when possible. All purchases will be made by Campus Recreation, unless otherwise noted.

Apparel

All apparel designs must be approved by Campus Recreation and TAMUC Marketing & Communications departments, in accordance to University brand guidelines. Apparel must be purchased through a licensed vendor.

University Branding Guidelines

The A&M-Commerce name and logos may only be used in affiliation with official university programs, groups, and organizations. Logos may be used for university-approved activities in association with content that aligns with the university's values. References to drugs, alcohol, and other inappropriate content are not permitted. For additional guidance on university branding, reference the university's digital copy of [Brand Guidelines](#).

Color Usage

Clubs must only use colors approved by the University. The recommendation is to use shades of the University's colors of blue and gold. Additional colors are made available to be used for accents. Only blue and gold colors should be used as main colors. This [Color Palette](#) should be used as a reference.

Social Media

Avatars: Social media avatars should follow university brand guidelines on logo use. No account should use the lion head by itself. It is recommended to use the following Photoshop [Templates](#).

Approved Usage: Accounts should **only** be used to inform, recruit, and promote approved club activities. The use of platforms for unapproved or discriminatory can/may result in suspension of account, deactivation of account, and/or additional disciplinary actions.



Unique Logos

It is strongly encouraged for each club to develop their own logo that are specific to their mission. Do not include the university logo or name in your unique logo, but feel free to incorporate it into the advertising. The department of Campus Recreation can assist in a unique logo and approval is required for official use.

University Name

In publications for external audiences, always use “Texas A&M University-Commerce” on first reference and “A&M-Commerce” on second reference. In publications for internal audiences, “A&M-Commerce” may be used on first reference. When referencing the A&M System, to prevent confusion in publications for external audiences, always use “the A&M System” or “Texas A&M System” on second reference.

Community Service

All clubs will be required to complete community service each semester. Failure to participate in community service events will result in a loss of funding and/or club sport status. Multiple opportunities are available each semester through the University and specifically through the LEAD department on-campus. These opportunities will be made known to the club’s officers as they become available throughout the semester.

In order to remain in compliance with the community service requirement. Each club must complete a cumulative sum of hours each semester. The number of hours required varies, as the number of members in each club varies. The amount of hours to complete will be determined by the number of members in the club at the time of the roster deadline each semester. If a club has 30 members, then 30 hours of community service will be required each semester. Although it is encouraged, all 30 members do not have to complete community service, but rather a cumulative total of 30 hours is required for the club as a whole.

Community service projects are to be no less than two hours in length. Clubs are encouraged to complete community service projects as a collective group to further build the team and comradery. Additional community service is encouraged, but not required.

Performance Tracking

Using a point based system, this performance-tracking program is to help keep clubs accountable throughout the year. All areas included in this tracking are items that are required or are expectations as set forth in this manual. This tracking program just makes it easier to put a number to the work that is done when it comes to budget allocations.

Ideally each club would earn 100% of the points, but being realistic, we understand that not all may be able to be met. So clubs that earn 85% of the points through this tracking program will be eligible for 100% of

the recommended allocation. If a club did not meet 85%, then their allocation would be based up on the percentage that they did earn.

The areas outlined below serve as the categories in which clubs can earn points. It is important to note that there is not a way for clubs to earn extra points in any category, which means points are lost in one area, they are gone for good.

Meeting Attendance

In order for these meetings to count towards the total, two officers (or members) must be present. The meeting occurrences are as follows: Fall Kick-Off, Spring Tip-Off, and the 6 Leadership Meetings with the Assistant Director (September, October, November, February, March, and April). 10 points awarded per meeting, for a total of 80 possible points.

Recruiting Events

Clubs should take advantage of every possible event to recruit. There are 8-12 opportunities throughout the year. Choose at least 6 to receive the maximum amount of points in this category. The events are: Rec Fest, Mane Event, Resolution Roar, Mane Street, Summer Orientations (typically there are between 6-8). There may be other opportunities for your club to recruit. These opportunities may or may not be eligible to earn points. Discuss with the Assistant Director prior to the event to potentially receive points. 20 points awarded per event, for a total of 120 possible points.

Administrative Compliance

Completing and submitting paperwork prior to the deadlines will earn you points. The types of paperwork and their point values are as follows:

- Fall Schedule - 5 points
- Fall Roster - 5 points
- Spring Schedule - 5 points
- Spring Roster - 5 points
- Travel Requests - 30 points if 100% are completed on time, 20 points for missing one, 10 points for missing two, 0 points if more than that are missed (based on the 3 days prior submission)
- Post Event Summary - 30 points if 100% are completed on time, 20 points for missing one, 10 points for missing two, 0 points if more than that are missed (24 hours after competition)
- Attendance Report - 30 points if 100% are completed on time, 20 points for missing one, 10 points for missing two, 0 points if more than that are missed (due by the first of the following month, January would be due on February 1)

110 points possible.

Club Awards

Clubs will be eligible to receive awards at the end of the year. As a part of the Recspy's (Campus Recreation Annual Award and Recognition Ceremony), awards will be given to the Club of the Year and the Officer of the Year. The winner of the Club of the Year will be featured the following year on general Club Sport marketing materials.

Services Available to Clubs

1. University Email Address

Each club will have their own campus email address (ie. clubclimbing@tamuc.edu) to conduct business. This email address will be shared by each of the required officer positions as well as the Assistant Director. Access to the email will be given by the Assistant Director and updated after each election.

2. Facility Reservations

Club Sport teams are eligible to reserve space in the Morris Recreation Center and at Cain Sports Complex. Reservations during peak times may not be available.

****Important Reminders regarding TAMUC facility usage:**

- Submit facility requests by designated dates (reoccurring schedules are made at the beginning of each semester).
- Space requests for single day event or tournament, or changes to practice dates/times should be made no less than **10 days in advance** (as far in advance as possible would be best).
- Each club is responsible for any damage incurred while using the facility or field. In addition, the club is responsible for the conduct of its members and spectators.
- Proper identification will be necessary to gain access to the facility. If inviting a guest to speak, advance notice must be given to the Assistant Director and they will arrange a guest pass.
- University facilities may not be used for commercial purposes or for personal gain.
- Adhere to scheduled times. Abuse of the time allotted may result in forfeiture of facility space.

3. Equipment and Storage

- All club equipment purchased through the club's allocated account becomes the property of TAMUC and must be inventoried annually.
- Club Sport equipment may be used only during the club's activity season, unless other arrangements have been made with Campus Recreation. During the remainder of the year, it must be securely stored with arrangements made with the Club Sport staff.
- All equipment and supplies must be issued under the direction of the Assistant Director of Intramural & Club Sports and with the assistance of the President and/or club Equipment Manager. Before all purchases can be made, purchases must be arranged and approved by the Assistant Director of Intramural & Club Sports.
- Any equipment not turned in will be charged to the club and/or its members.
- Equipment may not be modified in appearance, representation and/or functionally. If you must alter the appearance the Assistant Director of Intramural & Club Sports must be notified beforehand to determine if such alterations may be made.

4. General Office Services

These services are for Club Sport related purposes only, personal usage is prohibited.

- Copier
 - Ask for permission prior to utilizing the copier.
 - Copy front to back when possible to conserve supplies.
 - Report any copier problems to a staff member immediately.
- Fax Machine
 - The copier also serves as a fax machine for your usage.
 - All documents sent via fax, must be approved by the Club Sport staff.
 - Fax number: 903-468-3186
- Telephone
 - You may utilize an on-campus phone for club-related business.
 - When calling, 9-1 must be entered before the phone number.

5. Equipment Check-Out

Some equipment is available for check-out for team travel. These items can be checked-out through the Intramural & Club Sport Office.

- First-Aid Bag
- Water Coolers
- Portable Team Benches
- Portable Scoreboard
- Pop-Up Tent

6. Graphic Design

Campus Recreation employs graphic designers that can assist in the creation of club logos, apparel, etc. All designs must follow the branding guidelines listed below under Club Branding.

Club Sport Schedule & Deadlines

FALL 2020	ITEM	LOCATION/SUBMISSION TIME
Tuesday, Aug. 18	Officer Kick-Off Meeting (minimum of 1 members)	6:30pm-8pm ONLINE
Tuesday, Sept 1	Set-up Sept. Meeting & Aug. Attendance Due	Katie's Inbox/IMLeagues
Friday, Sept. 11	Review Student Organizations Training Document	Online
Friday, Sept. 18	Fall Roster Due	IMLeagues & ManeSync updated by 11:59pm
Friday, Sept. 18	Student Org Renewal Deadline (ManeSync)	ManeSync by 11:59pm
Thursday, Oct. 1	Set-up Oct. Meeting & Sept. Attendance Due	Katie's Inbox/IMLeagues
Sunday, Nov. 1	Set-up Nov. Meeting & Oct. Attendance Due	Katie's Inbox/IMLeagues

Paperwork Deadlines

	Required/Not Required/As Needed	Deadline	Where to Find
Signed Waiver & Indemnification Agreement	Required Each Year	Prior to Participation	Online
Emergency Contact Info	Required (updated as necessary)	Prior to Participation	IMLeagues
Travel Request Form	As Needed	3 days prior to departure	IMLeagues
Post Event Report	As Needed	48 hours post-trip	IMLeagues
Event Schedule	Required Each Semester	Sept. 1 & Feb. 1	n/a
Accident Reports	As Needed	Immediately following incident	Club Sports Hub
Reimbursement Form	As Needed	Three weeks after purchase	Club Sports Hub

Revised 8.11.20