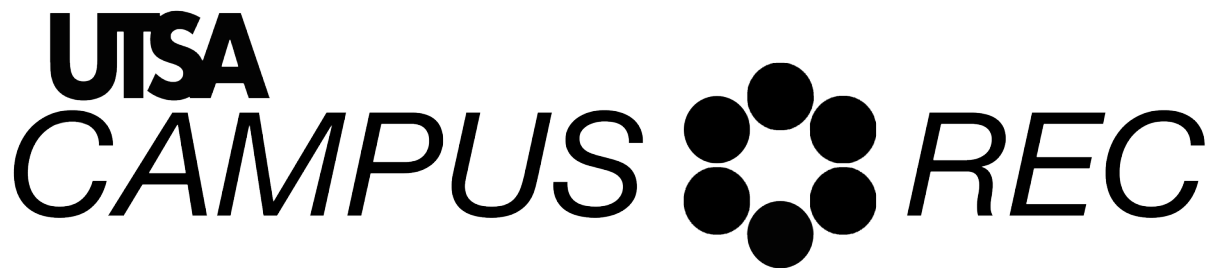


Club Sports Handbook 2008-2009



**The University of Texas at San Antonio
Department of Campus Recreation
ONE UTSA Circle
San Antonio, TX 78249-0693
(210) 458 – 7575 *Rec Center
(210) 458-5752 *Assistant Director
(210) 458 – 4174 *Club Sports Office
(210) 458 – PLAY *Weather Hotline**

Table of Contents

PROGRAM OVERVIEW	3
Campus Recreation Mission Statement.....	3
Program Philosophy.....	3
Definition of a Club Sport.....	3
REGISTRATION AND MEMBERSHIP GUIDELINES	
Club Status.....	3
Returning Club Sports.....	4
Forming a New Club Sport.....	4
Membership.....	4
Rights and Expectations.....	5
Standards of Conduct.....	5
Alcohol Policy.....	5
The Disciplinary Process.....	5
Appeal Process	5
CONSTITUTION	6
ORGANIZATION AND MANAGEMENT	6
Club Sports Responsibilities.....	6
Club Sports Procedures	6
Mail Collection.....	6
Mailing Address.....	6
Telephone Procedures.....	6
Duplication Services.....	6
Purchasing Procedures.....	7
Facility Use.....	7
Travel Preparation.....	7
Reports.....	8
Club Sport Officers Responsibilities.....	9
Campus Recreation Duties.....	10
Club Instructors and Coaches Responsibilities.....	10
FINANCE	
Budgetary Requests.....	11
Budgetary Time Frame.....	11
Guidelines for Use of University Funds.....	11
National Travel Requests.....	11
Fund Raising Guide.....	12
RISK MANAGEMENT	12
FACULTY/STAFF ADVISORS	13
INDEX OF APPENDIXES	13

Updated 10/7/08

CLUB SPORT PROGRAM OVERVIEW

CAMPUS RECREATION MISSION STATEMENT

Campus Recreation provides a variety of premier recreational and wellness opportunities in a fun, healthy and safe environment; enhancing the quality of life and educational experience for a diverse University community.

CLUB SPORT PHILOSOPHY

A club sport program is an integral part of a campus recreation program. It fills the void between intramural sports activities and intercollegiate athletics. Club sports give the university community an opportunity to participate in highly competitive sport activities, learn new skills, improve skill levels and enjoy the recreational and social fellowship derived from sports involvement.

The Club Sport Program is administered by the Campus Recreation Department. All club sport matters are channeled through the Assistant Director of Club Sports. Clubs are not varsity sports. Every student is given the opportunity to try out for any club; however, if a student makes a club sport team, playing time is not guaranteed.

Membership and participation in a club is free from discrimination based on race, religion, gender, sexual orientation, ethnic group, disability or national origin. Each club constitution will carry a statement to this effect in the Membership section of their constitution.

Club Sports serve as a learning experience for the members through their involvement in public relations, organization, administration, budgeting, and scheduling. Involvement in a group and team situation helps enhance the student's overall educational experience.

The success of the Club Sport Program depends upon the student leaders of the individual clubs. They should have the initiative and drive to handle club administrative matters and motivate club members to take part in various club activities.

DEFINITION OF A CLUB SPORT

Club Sports are strictly voluntary. A Club Sport is a group of students organized for the purpose of furthering the common interests in an activity through participation and competition. A Club Sport should have a minimum of **4 players more than the minimum to play that sport** per term to be eligible to be recognized as an active club.

REGISTRATION AND MEMBERSHIP GUIDELINES

CLUB STATUS

Club Sports are divided into two categories: Conditional and Returning. This two tier system gives clubs qualifying under the guidelines in **Forming A New Club Sport** a chance to demonstrate support for the club within the university community.

Tier System

1. **Conditional**
 - a. New clubs are assigned conditional status for the first year of operation.
 - b. Each club has one year to demonstrate viability in terms of club administration, student interest, and support in terms of membership.
 - c. Conditional clubs have lowest priority for facilities reservations.
 - d. A club assigned conditional status will be a completely self-supporting organization.

- e. Upon successful completion of conditional status, a club will automatically be elevated to **Returning** status and be eligible for support as deemed suitable.
2. **Returning**
 - a. Returning status is the normal operating mode for a previously recognized club.
 - b. Each club will be allocated the financial, promotional, administrative and resource support deemed appropriate for the club's needs. The club is to be primarily self-supporting, with most of the funding raised by the club.
 - c. Returning clubs have normal priority for facilities reservations.
 - d. Returning clubs found to be in violation of the rules and regulations governing the conduct of a Club Sport at UTSA or fail to attend required meetings or club sports functions may be reduced to **Conditional status** at any time.

Returning Club Sports

Recognition as a Club Sport is granted for one year only. It is necessary for each club to register their intent to return as a Club Sport the following year.

Registration procedures for returning clubs:

1. By May 1st, register with Student Activities and Campus Recreation for the upcoming year.
2. Turn in an updated list of officers for the upcoming year to the Student Activities office and Campus Rec.
3. Submit an updated constitution to the Student Activities office and Campus Recreation.

Unless a club has completed the above procedures and is recognized by the Campus Recreation Department, it will be dropped to conditional status for the next school year. In order to retain its "active" status, a Club Sport must continue to meet the criteria outlined in this Handbook.

A club must register every December 1st with Student Activities and Campus Recreation for the spring semester as well.

FORMING A NEW CLUB SPORT

1. Consult with the Assistant Director of Club Sports concerning plans for the establishment of a new club.
2. Become familiar with the information contained in this Handbook.
3. Become recognized as an RSO on campus through the Student Activities Office (UC 1.02.08), 458-4160.
4. Turn in a list of at least 4 members more than the minimum to play the sport, with banner ID numbers, who will participate in the club for the coming year.
5. Complete the Club Sport Pre-registration for New Clubs form (**Appendix A**).
6. Complete the Current List of Club Officers form (**Appendix B**).
7. Complete the Officer Agreement Form for each club officer (**Appendix C**).
8. Obtain a letter from the Assistant Director of Club Sports that states the club has been formally established. This letter will be turned into the Student Activities office.

After completing the preceding steps, the newly registered Club Sport may request facilities reservations from the Assistant Director of Club Sports. Newly registered clubs receive conditional status and the lowest priority for facilities reservations.

MEMBERSHIP

Eligibility:

1. UTSA students currently enrolled in a minimum of 6 credit hours.
2. Members of the faculty/staff may apply for an affiliate club membership in some clubs, but may not hold an office within the club nor vote on club matters in elections.
3. UTSA alumni, spouses and family members of students/faculty/staff are not eligible for club sports membership.
4. Prior to participating, each member and coach (including affiliate members) of a Club Sport will complete a membership packet, have it on file in the Campus Recreation Department and be listed on the Club's RSO membership roster, before he/she is recognized as an official member of the Club Sport. This packet includes the UTSA Club Sport liability waiver, participant

information sheet and a copy of your driver's license (for drivers only) and current health insurance card.

5. Current intercollegiate athletes are ineligible for membership in a Club Sport. Former intercollegiate athletes are eligible for participation based on national, regional or league standard. If not, he/she is only eligible after sitting out of that sport for one calendar year. Former or current professional athletes are ineligible to participate.
6. The guidelines governing the Club Sport program are written to protect the rights and safety of each participant and are designed to provide fair and equal opportunity for people eligible to participate in Club Sports activities.

Certification of Eligibility for Competition:

1. Club Sport teams must abide by Conference, Regional, State, NIRSA or NCAA rules and regulations in competition that has such guidelines.
2. Club Sport members are required to have an overall GPA of 2.0 or better. If a member's GPA falls below a 2.0 they will be placed on probation and will only be allowed to practice with the club for one semester until it rises above a 2.0 (no travel). If a member's GPA is below a 2.0 GPA for a second consecutive semester, the member will be dismissed from the club.
3. To be elected and maintain office in a Club, an individual is required to maintain an overall GPA of 2.25.

Rosters:

1. A complete membership roster will be filed with Campus Recreation and Student Activities by the third practice. This roster will be updated on an ongoing basis as membership changes.

EXPECTATIONS

As a Campus Recreation program, each Club Sport is obligated to obtain permission prior to acting on items, issues or ideas covered in this handbook and during training. If a Club Sport chooses to act independently, that club will risk losing its Club Sport status, and all the rights and privileges associated with that status. Loss of privileges includes, but is not limited to:

- Funding opportunities through UTSA Campus Recreation or the Leader fund
- Utilization of UTSA Campus Rec Fields or Courts both for practices & competitions
- Affiliation with UTSA & Campus Recreation
- Ability to represent UTSA during any league, tournament or competition
- Loss of utilization of "UTSA" team jerseys during any league, tournament or competition.
- Ability to maintain returning club status

STANDARDS OF CONDUCT

By enrolling at UTSA, students assume an obligation to conduct themselves and represent their organization in a manner consistent with the function of the University as an educational institution. Individuals should conduct themselves in a manner that does not detract from the reputation of UTSA or Campus Recreation. This includes behavior in travel situations, game situations, contact with other teams, hotel staff and event staff. When involved in off-campus events or when traveling, remember you are representing UTSA and Campus Recreation.

DISCIPLINE

Club Sports members may face disciplinary action for inappropriate on-campus and off-campus actions while participating in related club activity. Disciplinary action may result in the revocation of Club support (monetary or facility) by the Campus Recreation Department. Discipline can result in sanctions handed down towards the club, its officer's and members, such as probation.

Alcohol Policy

The transportation and/or consumption of alcoholic beverages is strictly prohibited while traveling on University-sponsored Club Sport events. Any deviation from this policy will result in immediate dismissal from the Club Sport and referral to Judicial Affairs. In the case of Faculty/Staff the referral will be to Human Resources.

APPEAL PROCESS

It is the right of the club, its officers and members to appeal any decisions that are made regarding sanctions that are handed down by the Assistant Director of Club Sports. All appeals on any disciplinary decisions can/should be made to the Senior Associate Director of Programs for Campus Recreation, within 72 hours of notification.

Constitution

In order to be successful, an organization needs a set of operational guidelines or rules by which the members govern themselves. Club Sports should develop a constitution suited to the practical operation of their club. General provisions provide for the internal needs of the club. Specific provisions insure fulfillment of the RSO Handbook guidelines. A constitution template is available on the Campus Recreation website: <http://www.utsa.edu/recreation>.

1. The purpose: to include the general goals, objectives and direction of the group.
2. Definition of membership requirements.
3. Listing of officer titles, duties and requirements.
4. Quorum requirements for conducting official business.
5. The process for accessing dues and fees.
6. Approval to constitution changes comes from the voting members of the club and Campus Recreation.

CLUB SPORTS ORGANIZATION AND MANAGEMENT

Club Sports Responsibilities

Club Sports are run by their participants. The key to success lies in the degree of student leadership and participation. The Campus Recreation staff will provide assistance in planning the Club's activities and scheduling competitions with other universities' club sport teams. Prior approval of Club activities including travel, events, publicity, budget expenditures and facility reservations is required. Staff is available for consultation regarding any aspect of your organization. The responsibility to seek the assistance of the Campus Recreation staff is the club sport members.

CLUB SPORTS PROCEDURES:

1. **Mail Collection**

Mailboxes for each Club are provided in the Campus Recreation Office RWC 1.304. Any letters, phone messages or notes regarding your Club, that come to the Campus Recreation office, will be placed in the Club's mailbox. Mailboxes should be checked at least twice a week during your competitive season and once a week the rest of the year.

2. **Mailing Address**

The mailing address to be used for Club correspondence is:

Campus Recreation
(Club Name)
University of Texas at San Antonio
One UTSA Circle
San Antonio, TX 78249-0693

3. **Telephone Procedures**

A limited number of long distance phone calls concerning Club business can be made in the Campus Recreation Office on the Assistant Director of Club Sports phone. The specific location, person, number, and nature of the call will be logged in at the time of the call. Failure to log in calls will result in a loss of long distance privileges. Whenever possible, please use 800 numbers.

4. **Duplication Services**

A limited amount of duplication services are available through the Campus Recreation Department. This service will be done if the work schedule of the support staff allows time and if the original copy is typed or created by computer. Duplication services, which cannot be provided within the office, will be directed to the University's Copy Shop, with a charge to the Club.

5. **Purchasing Procedures:**

The Assistant Director of Club Sports approves all purchases, in advance, and Club Sports purchase requests will reflect the best interests of all club members. Club members will buy

personal items individually.

6. Purchasing Club Sport T-Shirts:

The buying and printing of shirts (without the approval of the Assistant Director of Club Sports) will not be reimbursed. The Assistant Director of Club Sports will purchase shirts for each club each year and will also purchase new jerseys for returning clubs every three years.

7. Facility Use:

Facility space is limited to three times per week for a total of six hours, for each club sport during in season play, provided the space is available. Club Sports must submit requests through the Assistant Director of Club Sports for facility use to support the following club related activities:

- a. Practice
- b. Competition
- c. Display of promotional materials
- d. Meetings

When a Club reserves a facility, it is expected it will be used. If the Club cancels a practice, game or reservation, the Club representative is asked to give Campus Recreation 24 hours notice. Misuse of equipment and facilities, including: not using reserved space; neglect in following facility-use procedures; leaving debris or equipment in a facility; inappropriate conduct and actions while participating in any Club Sport related activity, will jeopardize the Club's continued association with Campus Recreation.

Note: Alcoholic beverages and tobacco products are not permitted in or on UTSA Campus Recreation facilities. It is the Club's responsibility to monitor all Club events (including the actions of spectators) to assure alcoholic beverages and tobacco products are not on site. Games will be delayed until individuals who have or had alcohol, leave the facility. Games will be canceled, and clubs sanctioned, if the situation is not addressed.

8. Accessing Facilities:

In order to access University facilities during booked club times, club members must have in their possession, to be shown if asked, a current UTSA Banner ID card, this includes having your ID cards at all practices and games.

9. Travel

a. Drivers

- i. Drivers shall comply with all laws, regulations and posted signs regarding speed and traffic control.
- ii. Club Sport members driving on a trip must have a valid driver's license, proof of auto insurance and must be employed on campus by Campus Recreation. All forms and copies must be on file in the Campus Recreation office.
 1. Those employed by Campus Recreation must go through a background check, provide a Social Security Card and Driver's License OR a Passport.
- iii. Drivers may be students, faculty, staff or contractors, acting within the scope of their assigned duties, who have successfully completed drivers' test and training through UTSA, who have an acceptable DPS driving record as determined by UTSA police Department, who have a valid driver's license and who have been trained as required by law to drive the vehicle that will be used.
- iv. No driving between the hours of 11:00 p.m. and 6:00 a.m. The majority of travel hours should be during daylight. Drivers may not drive for continuous periods of more than two hours without a "safety" break of at least 15 minutes. Total behind the wheel driving time is not to exceed ten hours. Drivers are required to have eight hours off between periods behind the wheel. If travel time is to exceed 12 hours, 2 or more persons must share the driving responsibility and rotate time behind the wheel. Any deviation from this must be approved as part of the UTSA Authorization for Student Travel process.
- v. Driver's Record Check form and background check form for all individuals who will be driving must be completed. (These forms are due back to Campus Recreation a minimum of three weeks prior to any trip. They are filled out once per year for each individual.)

- vi. Should professional motor coach companies be used, they must provide drivers with the appropriate training and license for the vehicle driven should bus or similar type travel be taken.
- b. **Motor Vehicle Travel**
 - i. Twelve and fifteen passenger vans may NOT be used to transport students or equipment.
 - ii. The total number of passengers in any vehicle and the total weight capacity of the vehicle, including luggage, at any time the vehicle is in operation shall not exceed the manufacturer's recommended capacity or the number specified in applicable federal or state law or regulations, whichever is lower.
 - iii. Occupants of motor vehicles are required to use seat belts as required by law at all times the vehicle is in operation.
 - iv. People not listed on the Request for Student Travel may not travel in a university-rented vehicle.
 - v. Vehicles being used to transport team members may not tow a trailer.
- c. **Travel Authorization Forms**

All travel forms, for any trip outside 25 miles from campus, are due in the Campus Recreation Department eight business days prior to departure. If these forms are not on file, within the designated time frame, the Club will not be allowed to travel. Forms will be created by the Club Sports Staff. Student signatures are not required. The following information is required for ALL trips 2 WEEKS prior to the trip:

 - i. List of all students who could be traveling during the semester and their Banner ID number (This list may be turned in at the beginning of the semester and filed for the entire semester, as long as no new members are added to list.). Additional information required are as follows:
 - a. Each Student's phone number
 - b. Each Student's San Antonio Address
 - c. Each Student's Emergency Contact and their phone number.
 - d. Each Student's medical insurance coverage status

Please note that students who do not have an overall GPA of 2.0 or above will not be authorized to travel nor represent UTSA Club Sports at any event. Clubs in violation of this rule will be subject to disciplinary action.
 - ii. Hotel information, if overnight stay is required, that includes a phone number and address.
- d. **Vehicle Requests**

Vehicle requests are submitted to the Assistant Director of Club Sports at least one month prior to upcoming trips. Club Sports staff will be responsible for reserving vehicles for those rentals at Campus Recreation expense.
- e. **Medical Insurance While Traveling, Participating, Practicing and Meeting**

Medical insurance coverage for all participants is STRONGLY RECOMMENDED. Campus Recreation is not to be held liable for medical claims. Participants are not required to have medical insurance for practices so long as the Release and Assumption of Risk form is filed with Campus Recreation prior to the first practice.

However, Campus Recreation policy requires all Club Sport members to be covered by a medical insurance policy while traveling or playing in a road or home game. For this reason, those Club members who have indicated they are not currently covered by a medical insurance policy in their Membership Packet, or do not have a copy of their medical insurance card on file in the Campus Recreation office, will have to purchase medical insurance coverage for these trips at club expense through Campus Recreation. This is to be done in the Club Sports Office no later than 1 week prior to the trip. Should participants wish to purchase medical insurance, affordable medical insurance is available through Student Health Services. (RWC 1.500, 458-4142)

- 10. **Reports:** (All report forms are available on our website at <http://www.utsa.edu/recreation>)
 - a. **General Club Sports Information:**

Each Club Sport is required to submit a written explanation of what the club does, along with a list of contact names, (including both phone numbers and e-mail addresses).

- b. **Activity Reports: (Appendix H)**
Each Club Sport is required to submit an Activity report for each practice, game or meeting they have. The report will be signed by all members of the club who were in attendance that day.
- c. **Game Reports: (Appendix I)**
Each Club Sport is required to submit a Game report after each competition. This report must accompany the Daily report for that activity.
- d. **Semester Reports: (Appendix O)**
Each Club Sport is required to submit a Semester report in December and April. This report should detail any activities (such as competition results, clinics, meetings) that have taken place over the course of the semester.

Each Club Sport is responsible for completing and submitting:

Sports Club Constitution	(Appendix C)	(Prior to First Practice)
Officer's Agreement	(Appendix E)	(By The First Day of Each Semester)
Membership List	(Appendix B)	(Following Tryouts)
Waiver Form	(Appendix F and G)	(Following Each Practice)
Activity Report	(Appendix H)	(Day After Practice)
Current List of Club Officers	(Appendix D)	(2nd Week Of Classes, Friday)
Budget Request	(Appendix P)	(April 1st For The Following Year)
Game Report	(Appendix I)	(Monday Following Games)

CLUB SPORT OFFICERS SUGGESTED RESPONSIBILITIES:

The roles and responsibilities of the club officers are to be decided and laid out in the club's constitution. The following positions and responsibilities are suggested by campus recreation.

1. Responsibilities of the President

- a. Serving as a liaison between the club and the Campus Recreation Department, with the contact being the Assistant Director of Club Sports.
- b. Informing club officers and club members and complying with the content of the Club Sports Handbook and RSO Handbook.
- c. Holding regular elections of officers as stipulated in the club constitution.
- d. Submitting the semester report at the end of each semester summarizing club activities (Appendix E).
- e. Making sure the club meets financial obligations incurred.
- f. Co-Sign checks for the club.
- g. Informing the next club president of the routine guidelines for club operation prior to the next president assuming office.
- h. Attending Club Sports monthly meetings of having another member of the club attend in their place.

2. Responsibilities of the Vice-President

- a. Presiding over meetings and business in the President's absence.
- b. Assisting the President with his/her duties.
- c. Actively recruiting new members.

3. Responsibility of the Secretary

- a. Preparing and submitting the daily reports and game reports.
- b. Submitting an updated membership list (**Appendix B**).
- c. Developing and circulating publicity regarding club activities.

4. Responsibilities of the Treasurer

- a. Maintaining all appropriate records of the club's financial activity, including receipts and the checkbook.

- b. Co-Sign checks for the club.
 - c. Prepare a weekly financial report showing the status of the clubs accounts and the planned expenses for the remainder of the semester.
 - d. Preparing, with the club president, the annual budget request.
5. **Responsibilities of the Travel Officer**
- a. Maintaining all travel accommodations and sending the reservations for hotel (if staying overnight) to the Club Sports Coordinator at least three weeks prior to travel
 - b. Prepare a list of all members that will be attending an away game or tournament at least three weeks prior to travel
 - c. Informing the Club Sports Coordinator of any changes if travel at least 48 hours in advance.

CAMPUS RECREATION DUTIES: To assist the club members with:

- 1. Administrative duties.
- 2. Budget preparation.
- 3. Finances and fundraising.
- 4. Field and facility reservations.
- 5. Equipment purchase.
- 6. Publicity and promotion.

CLUB INSTRUCTORS AND COACHES RESPONSIBILITIES:

- 1. Whenever possible, Club Sports coaches should be UTSA students, staff or faculty.
- 2. Club Sports wishing to use an instructor or coach not affiliated with UTSA will fill out a Coach Agreement form (**Appendix R**) for approval. The prospective coach will also make an appointment with the Assistant Director of Club Sports to discuss his/her involvement with the club. The selection of instructors and/or coaches is the responsibility of the club, but is subject to the approval of the Campus Recreation Department.
- 3. Although coaches/instructors are not employees of the University, they will be expected to adhere to the University's policy regarding sexual harassment as follows:
It is the policy of The University of Texas as San Antonio to maintain an educational environment free from sexual harassment and intimidation. Sexual harassment is expressly prohibited and offenders are subject to disciplinary action. Reprinted from The University of Texas System brochure, "Sexual harassment of Students"
- 4. Coaches are recommended to purchase their own medical insurance.
- 5. The instructor and/or coach must restrict their involvement with club to teaching and coaching in practice and may not participate in any area of competition. Instructors and Coaches may not be involved in club administrative or decision making related business. The student representative will act as the liaison between the club and the Campus Recreation Department.
- 6. Coaches are expected to display good sportsmanship at all times.
- 7. Conduct safe and well organized practice sessions that enable club members to develop and improve skills.
- 8. Give attention to appropriate safety measures, including the inspection of sport equipment and reporting any hazardous facility conditions.
- 9. If in the Campus Recreation staff's opinion, the coach is not working in the best interest of the Club, the coach will be relieved of his/her coaching duties. Club members' approval is not required for the coach to be removed.

FINANCE

Self-support is an essential principle of any club sports program. Requiring clubs to earn a percentage of their budget assures members take an active and serious interest in the continued existence of the club. In support of a quality program, Campus Recreation may provide supplementary financial assistance to each club when funds are available.

BUDGETARY REQUESTS:

Budgetary requests will be submitted by December 1st for the next year's activities (**Appendix H**). Clubs must receive approval from Campus Recreation before any club sport funds may be spent.

BUDGETARY TIME FRAME:

UTSA Club Sport budgets operate on the fiscal year, September 1 – August 31. Budgetary transactions will be completed by the last day of July. Purchases, requests, or transactions will not be accepted after this date.

GUIDELINES FOR USE OF CLUB FUNDS:

1. Description of Accounts

Each club may have an off-campus checking account. Checks should require two signatures. One of these signatures should be the president or vice-president and the second signature should be the treasurer of the club.

On-campus accounts may be created through fiscal services with assistance from the Student Activities office.

2. Appropriate/Inappropriate Expenditures for Club Funds

Expenditures from Campus Recreation club accounts need to have the prior approval of the Assistant Director of Club Sports. Below are lists of frequently requested items:

a. Examples of Appropriate Expenditures

- i. Purchase of equipment
- ii. Travel expenses
- iii. Officials fees
- iv. Entry fees
- v. Conference/association/league dues for an organization or team
- vi. Other items as approved by Campus Recreation

b. Examples of Inappropriate Expenditures

- i. Banquets/Food
- ii. Decorations
- iii. Gifts or awards
- iv. T-shirts
- v. Personal items such as socks, shoes.

Expenditures from on or off-campus club accounts need to have the prior approval of the club members. Below are lists of frequently requested items:

c. Examples of Appropriate Expenditures

- vii. Purchase of equipment
- viii. Travel expenses
- ix. Officials fees
- x. Entry fees
- xi. Conference/association/league dues for an organization or team
- xii. Other items as approved by Campus Recreation

d. Examples of Inappropriate Expenditures

- vi. Alcohol/Drugs
- vii. Personal items such as socks, shoes.

Financial Documents should be provided to Campus Recreation for review for all Off-Campus and On-Campus Accounts.

National Travel Requests

A limited amount of funding may be available for those Clubs qualifying for competition or participation in regional and national tournaments. Requests for additional funding for regional or

national travel will be submitted in writing at least six weeks before the trip takes place. Preference will be given to those teams that qualify for a regional or national tournament.

Fund Raising Guide

Registered student organizations may conduct fund raising activities on University property. Consultation with the Student Activities staff and the Campus Recreation staff, in the early planning stages can save time and effort and ensure compliance with appropriate institutional regulations. Fund raising projects need to have prior approval of the SLCP Office before activity is undertaken.

Issues club sports encounter in fund raising activities include:

Contact the Student Activities Office for more information on these issues.

- a. All sponsorship requests must be approved by Campus Recreation first prior to request of funds from an individual or business.
 - a. Clubs may NOT enter into contracts with individuals or businesses for sponsorship requests.
 - b. Company requests to purchase items for the clubs must be approved first.
- b. Solicitation may be conducted on campus outside University buildings, by student organizations.
- c. Only membership dues and approved ticket sales may be collected inside UTSA buildings.
- d. Student organizations cannot co-sponsor activities on campus with non-university groups.
- e. Funds collected on campus will be deposited in an off-campus or on-campus account.
- f. In most cases, Texas law prohibits raffles and lotteries. To find out if your group qualifies, contact the Student Activities office at 458-4160.
- g. Fundraisers may not be conducted for private gain of an individual.

Disbursal of Organizational Assets

In the case that the organization becomes defunct, the organization's assets will be frozen for a period of one year. If the club is still defunct at the end of one year the assets will be disbursed to the Campus Recreation Department.

RISK MANAGEMENT

High-risk sports require individual and careful attention. The following guidelines have been set to help insure the safety of club sport's participants.

1. Each club is required to have three of its members at each practice and/or competition, certified in First Aid, CPR and AED.
2. Inspect fields and facilities prior to every practice session, game or special event. Report unsafe conditions to the Campus Recreation Staff immediately. If at an off-campus site, report the condition to the proper managing authority. Do not use facilities or equipment if they appear unsafe.
3. First Aid Kit. At the beginning of each club season, Campus Recreation will provide each club with a First Aid Kit.
4. Practice
 - a. It is the responsibility of the team coach and officers to design a safe practice (i.e., safe drills, ensure protective equipment is worn properly).
 - b. In the event of a minor injury, go to UTSA Student Health Services.
 - c. In case of an emergency, (e.g. head injury, severe knee injury), call 911 if using an on campus phone. If using a cell phone please dial 210-458-4911.
 - i. Tell the dispatcher that have an emergency and ask them to call EMS. **EMS will transport the injured player to the hospital.**
5. The University of Texas at San Antonio and the Campus Recreation Department are not responsible for any injury or property loss incurred by participants while involved in any Campus Recreation Program.

FACULTY/STAFF ADVISOR

Each club sport should have an advisor to provide direction and help maintain continuity in club programming. A good advisor can be a valuable asset to a club in terms of providing mature judgment and advice based on experience and insight into university operations and policies. The club advisor must be a full-time employee of The University of Texas-San Antonio. He/she should be highly interested and experienced in the activity and accepted and respected by members of the club.

The primary role of the club advisor is to act as the first point of approval of all club activities, such as budget, expenditures, fund-raising, purchasing, scheduling and travel. The advisors is responsible for insuring that the club activities are sound and reflect favorably on the university and campus recreation. This person should rely on his/her experiences to assist the club in maturing and achieving its full potential.

In general, advisors are responsible for guidance, conduct and eligibility status of members. Some specific responsibilities may include:

- Being available during development plans and programs for the club
- Encouraging the development of initiative, responsibility and leadership
- Encouraging sound financial and business practices
- Interpreting the University policies and procedures
- Assuring club compliance with state and federal laws
- Serving as a resource person
- Counseling individual club members and officers
- Approving club travel requests

Club advisors are encouraged to embrace the student development concept maintained by the Department of Campus Recreation. Therefore, advisors should participate and guide without dictating or overstepping the authority of the club officers.

Index of Appendices

Appendix A	Pre-Registration Form
Appendix B	Membership List
Appendix C	Sport Clubs Constitution
Appendix D	List of Current Club Officers
Appendix E	Officer Agreement Form
Appendix F	Participant Information Sheet
Appendix G	Release and Assumption of Risks
Appendix H	Activity Report
Appendix I	Game Report
Appendix J	Incident Report
Appendix K	Accident Report Form
Appendix L	Risk Management Plan
Appendix M	Student Request for Travel Form
Appendix N	Travel Log
Appendix O	Semester Report
Appendix P	Budget Request Form
Appendix Q	Sponsorship Form
Appendix R	Coach's Agreement Form