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INTRODUCTION

As an integral part of the overall Campus Recreation Department, the Sport Clubs Program supports the common interests of students pursuing particular sport activities as a means of skill and social development and competitive play. In addition, Sport Clubs serve as learning experiences for members as they become involved in the administrative activities of the clubs to which they belong. The management of each club is the mutual responsibility of its members. Sport Clubs offer opportunities for students to develop leadership, management, and organizational skills in addition to the benefits of physical activity and team participation.

Vision Statement

Texas State University Campus Recreation will be recognized as a leader in recreation and leisure services.

Mission Statement

To foster life-long learning and wellness, stimulate development and facilitate retention by providing recreation services to the students first, as well as the university community.

Goals

1. Provide co-curricular programs and services that enhance the success of our students in a safe and diverse environment.
2. Improve the health and wellness of the campus community.
3. Develop and improve the Campus Recreation facilities.
4. Improve knowledge and professional development of Campus Recreation staff.
5. Manage fiscal resources in a responsible manner.

SPORT CLUBS ADMINISTRATIVE ORGANIZATION

Sport Clubs Alliance

A committee of current and past Sport Clubs Officers, the Sport Clubs Alliance responsible for the review of current Sport Clubs policies and procedures used by the Sport Clubs Program. The Alliance is also responsible for making recommendations on budget allocations to the Graduate Assistant-Sport Clubs, for hearing disciplinary appeals that have been applied as a result of Sport Club policy violations, and for recommending student organizations that apply to become a recognized Sport Club.

Assistant Director of Sport Clubs

He or She serves as an advisor and resource available to assist sport clubs in conducting their business. The Sport Clubs Assistant Director maintains records of participants, schedules, and results of programs and competitions; administers the Sport Clubs budgets; promotes and advertises the Sport Clubs Program; conducts leadership training workshops specific to Sport Club’s needs; and assists each sport club with the planning and implementation of events, tournaments, and matches.
Graduate Assistant of Sport Clubs

He or She provides support to the clubs through communication, preparing schedules, maintaining First Aid and equipment inventory, assisting with club travel plans, hiring, training and evaluating supervisors and assisting each club with the planning and implementation of events, tournaments, and matches. He or she also assists the Assistant Director-Sport Clubs with the daily coordination of the Sport Clubs Program.

Sport Clubs Supervisors

The Sport Clubs Program student staff members are a resource for club development on and off the field. They can assist clubs with marketing, risk management, fundraising, and community service opportunities, as well as oversee practices and competitions. During practice and competitions their responsibilities include monitoring activities and facility conditions to protect the safety of participants and spectators; reporting risk management concerns, accidents, and incidences; and representing the Department of Campus Recreation during club activities.

MEMBERSHIP

Sport Clubs Registration

Sport Clubs are registered student organizations assisted by the Department of Campus Recreation. Sport Clubs are competitive in nature and provide an opportunity for participation, skill development, and leadership. Sport Clubs compete against other universities both regionally and nationally. Each organization must comply with policy stipulations as outlined in the Sport Clubs Manual and the Official Student Handbook and Code of Conduct printed in the Texas State University and the Student Organization Handbook.

Petitioning Club Membership Request

Any Texas State University-San Marcos Registered Student Organization (RSO) can request membership into the Sports Clubs Program through the Sport Clubs Alliance. All documents must be on file with the Sport Clubs Office at least 30 days prior to scheduled Alliance hearing. The Alliance meets once a month during the academic year.

There are three steps to petition to become a Texas State University Sport Club. The first step is to evaluate the interest level of other students to determine if at least the minimum requirement (10 students) is met. The second step is to become a Registered Student Organization (RSO). Those steps can be found via the following link: http://www.lbjsc.txstate.edu/soc/organization-resources/start.html. The third step to provide the following information to the Sport Clubs Office:

- Proposed budget for one academic year (fall and spring)
- Student Involvement Registration Form (copy)
- Advisor’s Contract
- Diversity Statement
- Hazing Statement
- A current copy of the Club’s constitution and by-laws
- A club roster with a minimum of 10 students
- A letter or petition describing club interest, club contribution to the wellness of students and diversity the club will bring to the Sport Clubs Program
- Calendar of competitions, meeting, fundraisers, etc. for the upcoming year
Once all documents listed above are on file with the Sport Clubs Office a petition hearing will be scheduled with the Sport Clubs Alliance.

**Probationary Clubs**

Petitioning clubs can either be granted probationary status or denied. If granted status, the club must undergo a one year probationary period in which they receive no funding from the University; however, the University and the Sport Clubs Program will assist the club in any way they can. After the probationary period, the Sport Clubs Alliance will evaluate the progress of the probationary club to determine if the club has successfully completed all requirements of maintaining Sport Clubs status. If the Alliance deems the club’s progress successful the club will be granted Sport Clubs status as an active club.

**ELIGIBILITY**

All undergraduate and graduate students currently enrolled in six hours in a degree seeking program for a long semester at Texas State University are eligible to join Sport Clubs. (Graduating seniors in the final semester of their degree may have fewer than six hours and remain eligible.) Some leagues require that students take nine or more credits to compete in tournaments. All club members, however, must have a completed Risk and Release Form and have it on file in the Sport Clubs Office to be eligible to participate in club practices and competitions. The program only allows up to 20% of club members who intend to practice with the club to be from the community (non-student faculty, non-student staff, alumni, non-university affiliated). Clubs should check with their governing bodies concerning community members in competitions.

**Insurance**

Participation in Sport Club practices or competitions, on and off campus, is contingent upon the completion of a Risk and Release form. The Risk and Release form indicates that participants understand the risks involved with sport competitions, and will not hold Texas State University, the Sport Clubs Program, or its affiliates liable for injury, damage, or loss arising from participation in Sport Club activities. All participants under the age of 18 must have guardian consent to participate in Sport Clubs. While insurance is not required, the Sport Clubs Program highly recommends that individuals participating in our programs obtain insurance prior to activity.

The club roster will be established on September 20th using the Risk and Release Forms that have been submitted. Failure to comply will result in the athlete being prohibited from participating in practices, competitions and events.

Roster Checks will be completed by Sport Clubs Supervisors at each practice throughout the year. All athletes should always carry a picture ID to each practice. If an athlete does not have their Risk and Release form COMPLETED; he or she will not be allowed to practice.
Conduct

Sport Clubs participants are responsible to the club and to the University for individual conduct. Irresponsible behavior can be reprimanded with individual sanctions, as well as, affect the club’s privileges and status in the Sport Clubs Program. Loss of funding, suspension of travel privileges, and denial of facility use requests are possible sanctions to club exhibiting a pattern of inappropriate or irresponsible behavior. It is important for all members to consider the intent of the Sport Clubs Program, its policies and procedures, as well as those of Texas State University-San Marcos when participating in any student organization or activity.

Grades

All Sport Club participants must maintain a 2.0 GPA each semester in order to be eligible to participate in any Sport Club competition. Sport Club Officers must maintain a 2.25 GPA each semester. If an athlete’s grade point average drops below the specified level, he or she will be held on probation for one semester. He or she will be ineligible to play and practice until his or her GPA is above the required mark.

FINANCES

Responsible management of funds received from dues, fundraisers, donations, and the Sport Clubs allocation is critical to the success of each club. Officers, in consultation with the Sport Clubs Office, are responsible for spending allocated funds as proposed in each club’s annual budget. Restrictions exist for both State accounts and Club accounts. Account balances are available through the Sport Clubs Office.

Managing Club Finances

Each Sport Club has three different accounts. The funds generated in the Agency Account (70215) are from club fundraising activities and dues. The funds in the Sport Club Account (5-4421) are allocations given from the Department of Campus Recreation. The funds generated in the Restricted Account are from donations to a specific Sport Club.

Agency Account (9050070215)

- With this account, clubs may deposit money generated from fundraisers, sponsorships, clinics, youth programs, etc., that they may participate in throughout the year or from the collection of dues.
- Access to this account is limited and can be done only by student officers that are on the club’s Signature Card (up to four officers).
- Access to this account’s funds is done via a Payout Request Form (AP-9). All Payout Requests forms must be submitted with original itemized receipts or invoices only.
- This account is used for payment for services, products, rentals, reimbursements, awards, supplies, registration, dues, travel, and any other needs of the club.
- The balance in this account carries over from year to year.
Sport Club Account (5-4421)

- This account is money designated to each club by the Department of Campus Recreation.
- Access to these funds is limited and requires Sport Clubs Office approval.
- You may purchase only the following items:
  - Equipment, van rentals, hotels, entry fees, gas, and approved team membership.
  - The Assistant Director of Sport Clubs makes the final decision regarding the approval of these purchases.
- No reimbursements can be made from this account.
- The balance of this account expires at the end of the fiscal year.
- A club must fundraise half of the allocated amounts and deposit the monies into their club account before accessing their allocated funds.

Restricted Account

- With this account, clubs may deposit money generated from donations.
- No reimbursements can be made from this account.
- Access to these funds is limited and requires Donor Services approval.
- The Sport Clubs Alliance is the account holder and each Sport Club and the Professional Recreation Organization have a cost center number within the account for individual use.
- All dealings with donors should be routed through Donor Services.
- Deposits made from donations must be deposited at the JC Kellum building.

Deposits

Deposits into the club account are made at the Campus Recreation Main Office (Room 227). Office Assistants and Administrative Assistants will be the individuals to accept the deposit. Depositors will receive a receipt for club files. The Agency Account number (70215) and club name must be written in the signature area on back of the check. If the check is from a current student or the parent/relative of a current student, the student’s PLID must be added to the check next to the remit address. Cash deposits can also be made. Clubs will be asked to identify if the funds are dues, fundraising events, or sponsorships. Please make sure you have all monies sorted and counted prior to bringing in for deposit. All coins must be wrapped. Deposits made from donations must be deposited at the JC Kellum building.

REQUESTING PAYMENTS

Agency Account- Payout Requests (AP-9)

- Accessing funds from the Agency Account requires use of a Payout Request Form (AP-9). This form acts like a check request service and may be done by an officer on the club’s signature card.
  - The Payout Request form must be submitted with an authorized signature to the Department of Campus Recreation.
  - All Payout Requests must include a Vendor Number.
  - No Payout Request form may be signed by anyone other than an officer on the signature card and the recipient cannot sign for his or her own reimbursement.
All checks will either be mailed or direct deposited from the Cashiers Office. Please include full address on every Payout Request form, regardless of the payment method.

- Payout Request forms for reimbursements must be submitted within 30 days of when the transaction occurred.
- An original receipt or an invoice must be submitted for payout processing.
- Please allow fifteen business days to process each request.

**FUNDRAISING**

All fundraisers must first be reported to the Sport Clubs Office by completing the Fundraising Form. Fundraisers must stay within the context of Texas State University and Sport Clubs’ missions; therefore, no fundraisers or sponsorships may be associated with alcohol or tobacco products, illegal substances or activities and groups that are discriminatory in nature.

**SPONSORSHIPS & DONATIONS**

To coordinate efforts, all Sport Clubs solicitations must be approved through the University Advancement Office.

**Tax Deductible Donations**

Donations made to Restricted Account are eligible for a tax deduction.

**Sponsorship Promotion Guidelines**

The following guidelines for sponsorship were created by members of the Student Affairs staff and are provided to all organizations courtesy of the Office of the Dean of Students. Consult with the Sport Clubs Office to discuss compliance with these guidelines.

- Advertising and promotion of any sponsor must focus on the event or activity held, rather than on the product or sponsor. Your club must be clearly defined.
- The sale or giving away of a sponsor’s products or commemorative items bearing the sponsor’s logo or message may not be the primary activity or focus.
- No more that 25% of a give-away item, flyer, banner, poster, t-shirt, or other advertisement should promote, name or display the sponsor, its product, logo, or message.

**TRAVEL**

When it is uncertain if travel will occur, submit information as though it will. Travel expenses will not be paid or reimbursed if the information is not submitted by the designated deadlines. Any time one or more club members compete as a representative of a Texas State University Sport Club, a Travel Request form must be completed and submitted to the Sport Clubs Office.
Overview

- These travel policies and procedures are specific to Sport Clubs travel. Sport Clubs are also required to comply with University travel policies and procedures standards (UPPS) and state and federal laws and regulations when not specifically addressed by Sport Clubs travel policies and procedures.
- Professional Staff are not required to accompany clubs during travel.
- Clubs may choose from the following options when traveling:
  - Private Vehicle- Club member’s own car
  - Rental- Club rents through major car rental carrier
  - Plane- Club purchases for the entire team or make individual member’s purchase tickets.
- Clubs are not required to notify the Sport Clubs Office of team’s exact departure or return times; however, they must complete a Travel Request form that states their estimated departure and return time.
- Clubs are to contact the Assistant Director of Sport Clubs or Graduate Assistant immediately if any accident or unusual happening occurs (significant injury, hospitalization, catastrophic accidents, altercations, etc.) on a Sport Clubs related trip.
- Clubs are required to provide a working cell phone number and this is to be carried with them at all times.

Requesting Travel

- Each club is required to submit the following items when traveling as Texas State University representatives:
  - Sport Clubs Travel Request form
  - Overnight information, if applicable
  - Club Roster of who will be traveling
  - Contact phone number of at least one member; must be able to be contacted at all times
  - Gas Card Use Agreement, if applicable
  - Purchase Orders or Payout Request forms if requesting payment for hotels and other travel related expenses, if applicable
- Travel Request forms and supporting travel documents must be submitted by the deadlines indicated below prior to the travel date.
  - If Sport Club funds are requested, the Travel Request form (both in-state and out-of state) must be submitted four weeks prior to the date of travel to allow time for processing. For example, if your travel is set for June 1, which lands on a Friday then count five business days back as one week until you reach four full weeks.
  - In-state travel- travel request must be submitted three weeks or fifteen working days prior to travel date.
  - Out-of-state- travel request must be submitted four weeks or twenty working days prior to travel date.
- Estimated expenses (hotel, entry fees, vehicle rental, and gas charges) must be included on the travel application if Sport Club Funds are being requested. The Sport Clubs Office uses the estimated expense to create entry fees memos, Purchase Orders, and P-card requests (please see Travel Payment section for more information).
Travel Sanctions
- If a club chooses to travel without an approved travel request they are subject to the following sanctions:
  - First Offense: 30 day suspension from travel and 30 point deduction from Bobcat Scoreboard
  - Second Offense: Semester suspension from travel and an additional 30 point deduction from Bobcat Scoreboard
  - Third Offense: Year suspension from travel and an additional 30 point deduction from Bobcat Scoreboard. Status of club with the program will be reevaluated.

Travel Payment
- Clubs may not access Sport Club Funds if the Travel Request form is not submitted before the aforementioned deadline.
- If clubs are requesting the use of state funds for payment of registration fees, hotels, or car rental; an invoice/estimated charges (quote) from the place of business must be submitted with the Travel Request form.
- Before lodging can be paid for clubs must ensure that a vendor number is established. If no vendor number exists clubs must secure from the company a completed Vendor Maintenance form, so that the Department of Campus Recreation is able to pay them properly.
- If Sport Clubs Funds are requested to pay for gas charges, clubs may request to use the gas cards available through the Sport Clubs Office when they turn in their travel application by completing and submitting the Gas Card Use Agreement form.
- To obtain the gas cards:
  - Clubs must have an approved Travel Request form and Gas Card Use Agreement form on file in the Sport Club Office.
  - Clubs must pick up the gas cards from the Sport Clubs Office one day prior to travel and must return the gas cards and all receipts within 48 hours of return.
- Clubs must only use the gas cards to purchase gasoline and oil.

Risk Management & Travel
- It is recommended that all clubs adhere to the following Texas State Sport Clubs Travel Risk Management Policies:
  - Clubs cannot drive over 14 hours in any given 24 hour period. The majority of the hours must be during daylight.
  - Clubs may not depart after 4 p.m. for trips exceeding eight hours.
  - Drivers must change every four hours.
  - Driver must be at least 18 years old.
  - Only 10 passengers, including the driver, are allowed in the vehicle if a 12-passenger van is being used. University policy encourages the use of 12 passenger vans. A van may not be overloaded with more than 10 passengers, including the driver, and their associated luggage.
  - Vehicles may not be overloaded. There should be one seat belt per person.
  - If a breakdown occurs, the Sport Clubs Office or another representative of the Department of Campus Recreation should be contacted immediately.
• When towing a trailer or using a cargo rack, vehicle speeds must be reduced, especially in heavy traffic. Check all lights and hitches prior to each departure.
• No alcoholic beverages are allowed in vehicles at any time. All drivers must have refrained from drinking at least 12 hours before a trip departure.
• All drivers need to be currently insured and bring proof of insurance with them when traveling.

VEHICLE RESERVATIONS

Enterprise Rent-A-Car offers state rates to Campus Recreation at Texas State University, which is usually much less than commercial rates. This does not guarantee vehicles will be available. Follow the steps below to utilize a rental vehicle:
• Decide and finalize where and when you are going on your travel.
• Complete all appropriate travel forms.
• Contact the Sport Clubs Office with the following:
  ▪ Dates of travel along with departure and return times
  ▪ Location of destination
  ▪ Who will be the driver(s)
  ▪ Participants traveling
• The Graduate Assistant-Sport Clubs will reserve the vehicle, and the driver(s) will go pick up the vehicle on the day of travel.
• Please return all paperwork/receipts to the Sport Clubs Office promptly when returning from travel.

HOTEL RESERVATIONS

If paying for a hotel using the Sport Club Account or Agency Account a hotel must be an approved vendor through the university. To ensure proper payment to the hotel follow the steps below:
• Contact the hotel directly.
  ▪ Speak with the manager and inform her/him that the trip is a sponsored activity by Texas State University.
  ▪ If you will be paying with the Sport Club Account, please inform her/him that you are a tax-exempt entity and that you will be paying with a Purchase Order.
• Provide the hotel with:
  ▪ Dates of travel
  ▪ Name of person reserving the rooms
  ▪ A Vendor Maintenance Form that they need to complete and fax to the Sport Clubs Office in order to become a registered vendor with the university.
• Request a copy of the charges (invoice) be faxed to:
  ▪ Department of Campus Recreation, Attention: Sport Clubs at 512-245-8486
• Contact the Assistant Director-Sport Clubs to inform them that the fax should be coming and follow up that it has arrived.
• Submit an itemized receipt to the Sport Clubs Office within TWO days of returning.
DISCIPLINE

Each club within the Texas State University Sport Clubs Program is student ran and under the guidance of the Department of Campus Recreation. Each club member is responsible for the knowledge and adherence to the policies set forth by this manual and the Texas State University Student Handbook.

Club officers are expected to enforce policies within their club; however, if a problem persists or becomes serious in nature, the Assistant Director- Sport Clubs, the Graduate Assistant-Sport Clubs, and the Sport Clubs Alliance will assist.

In addition to the aforementioned repercussions, the Assistant Director, Alliance, or Graduate Assistant may take additional action according to the nature of the violations. Serious violations of this nature include, but are not limited to, misappropriation/mishandling of funds, failing to follow emergency procedures, destruction/theft of property (facilities), and conduct which negatively reflects upon the Texas State University, its Sport Clubs Program, or the Department of Campus Recreation.

It is important to remember that individual conduct reflects upon the sport clubs, the Sport Clubs Program, and Texas State University. While individuals have a responsibility to act in accordance with established guidelines concerning university conduct, Sport Clubs bear some responsibility for the actions of their members.

Clubs or individuals given repercussions from violations can appeal to the Sport Clubs Alliance and have a hearing scheduled in which they are allowed to present their side to the Sport Clubs Alliance. A written appeal is required within two weeks of the dated discipline letter. Decisions set forth by the Sport Clubs Alliance are subject to appeal to the Sport Clubs Alliance, the Graduate Assistant-Sport Clubs, the Assistant Director-Sport Clubs, the Associate Director-Facility Operations, the Director of Campus Recreation, and the Campus Recreation Advisory Council (in that order) via written appeal.

ALCOHOL

The following guidelines are the minimum requirements for Sport Clubs participants to follow when representing Texas State University and the Sport Clubs Program. Visitors to Texas State University must also follow these guidelines so all efforts should be made by the club to inform its visitors. These guidelines help to ensure that neither the club nor its club members find themselves in indefensible situations. Violations to University and Program policy will be sanctioned on an individual case basis.

- The possession, use, and/or consumption of alcoholic beverages while on University premises, during official club events, or in any situation sponsored or endorsed by a club is not permissible in compliance with all applicable laws of the University, county and state.
- No alcoholic beverages may be purchased with Sport Club or Agency funds, nor may the purchase of it for members be undertaken or coordinated by any member in the name of
or on behalf of the club. The purchase and/or use of a bulk quantity of alcoholic beverages, e.g., kegs or trash can punch, is prohibited.

- No club members, collectively or individually, may purchase for, serve, or sell to any minor (anyone under the legal drinking age) any alcoholic beverage.
- No club may co-sponsor an event with an alcoholic beverage distributor, charitable organization, tavern (an establishment generating more than half of its annual gross sales from alcohol that is given away, sold at a discount, or otherwise provided to those present at a cost less than that to the general public), pub, bar, etc.
- No member may permit, tolerate, encourage, or participate in drinking games at any club social activity.
- No alcohol may be present at any Sport Club activity or program.
- No club may sponsor, co-sponsor, co-host, or co-finance any social function where the above guidelines are not followed.

HAZING

Sport Clubs will not participate in any type of hazing. Hazing is defined as any intentional, knowing, or reckless act, occurring on or off the Texas State University-San Marcos campus, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging or being initiated into, affiliating with, holding office in or maintaining membership in any organization whose members are or include Texas State University-San Marcos students. Each year the President and advisor must sign and submit the Summary of Texas Hazing Laws in order to renew club membership with the Student Involvement Office.

SEXUAL HARASSMENT

Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature. In the event a club member is uncomfortable with the advances of University staff or faculty, coaches, or fellow students, Sport Clubs Alliance, the Graduate Assistant-Sport Clubs, the Assistant Director-Sport Clubs, the Associate Director-Facility Operations, the Director of Campus Recreation, or the Dean of Students should be notified immediately. Strict confidentiality will be kept in all cases.

EQUIPMENT

Any equipment, including uniforms, purchased by the club through Sport Club funds is considered University property. Sport Club funds may not be used for equipment or uniforms which are kept by the club members; therefore, the club officers must keep an inventory of each item. This equipment can be stored, with the assistance of Sport Clubs staff, in a university storage area on an annual basis.

This policy enables us to cut down on the amount of equipment lost on a yearly basis and eventually cut down on club expenses caused by lost or stolen equipment. A schedule for inventory and storage of equipment will be set annually by the Sport Clubs Office.
Should a club member not return university property, he/she could have grades withheld and be denied registration privileges for the following semester’s classes or diploma. Club officers are responsible for reporting this to the Assistant Director of Sport Club for assistance in claiming the lost or damaged equipment or the associated fine.

**FACILITY USAGE**

Excluding the Student Recreation Center, the Department of Health and Human Performance, Physical Education Classes, Athletics and Campus Recreation all share the same facilities. Each has priority of particular use to each facility during certain times and days. For some clubs it is not feasible for them to operate in the facility, therefore those clubs use different facilities. Reservations for all University facilities must be done through the Sport Clubs Office. Check with the Assistant Director of Sport Clubs and Graduate Assistant of Sport Clubs for schedule conflicts.

Sport Clubs may not have access to certain facilities. Every effort is made to accommodate reasonable space requests when made by specified times, but if the clubs wait until the last minute to make reservations, or if there is a legitimate issue of priority between offices or among clubs themselves, certain facilities may not be available.

Facility rental fees will be charged for use of Jowers for fundraising activities. The Student Recreation Center will charge personnel costs for events scheduled during non-regular operational hours.

**ADVERTISING GUIDELINES**

The Department of Campus Recreation has developed some basic guidelines regarding the use of their logo, along with the logo for the University and the Supercat Logo. These guidelines have been produced to ensure continuity within Sport Clubs, and to help create “brand identification” with the organization as a whole. Any designs or modifications of previously approved design must be submitted to the Assistant Director of Sport Clubs for approval.

**All designs with for t-shirts, posters, flyers, promotional materials, and the like must be approved by the Assistant Director of Sport Clubs prior to distribution and printing**
SETTING UP A VENDOR

In order to pay a vendor, he, she, or the company must be an established vendor with the University. To become established, the potential vendor must submit a Vendor Maintenance Form, also known as a FS-01, or a W-9. The FI Master Data Center prefers for vendors submitting a W-9 to also submit a Vendor Maintenance Form, but it is not mandatory.

Starting in 2014, any student, Faculty, or Staff of the University are established as vendors and are exempt from completing the Vendor Maintenance Form.

To complete the Vendor Maintenance Form, an individual or authorized representative for a company, must complete sections A, B, AND E and EITHER section C, if they want Direct Deposit, or section D, if they want a check mailed to them.

Tips for the Vendor Maintenance Form:

- Make sure all required sections of the form are complete.
- Check for signatures in section C OR D AND in section E.
- Make sure the print is legible. FI Master Data will contact us to verify information if they are unsure of a letter or number.
- If the form is returned to our office, you or one of our office assistant’s need to fax the form to FI Master Data at 5-8990. The form may also be faxed directly from the vendor to FI Master Data.
- If the vendor is not used within a year, the number becomes inactive and cannot be used. This is especially important to consider when looking for hotels for club travel.
- Make sure the vendor is using the newest version of the form. You can see on the bottom left hand side of each page that it reads “Rev 08/12” and that section F contains the Assistant Director of Sport Clubs and/or the Graduate Assistant of Sport Clubs contact information.
CAMPUS RECREATION RESOURCES

Mail

Sport Clubs mailboxes are located in the Sport Clubs Office at the Student Recreation Center. Messages and mail are placed in each individual club’s mailbox. Ensure that your club checks your mailbox on a regular basis. Clubs may mail or fax items from the Student Recreation Center. The address for receiving mail and for returns is:

Campus Recreation Address

Department of Campus Recreation
Attn: Club Name
Student Recreation Center
601 University Dr.
San Marcos, TX 78666 - 4616
Phone: 512-245-2392
Fax: 512-245-8486

Important Phone Numbers

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sport Clubs Office</td>
<td>512-245-1791</td>
</tr>
<tr>
<td>Assistant Director of Sport Clubs</td>
<td>512-245-9998</td>
</tr>
<tr>
<td>Graduate Assistant of Sport Clubs</td>
<td>512-245-8581</td>
</tr>
<tr>
<td>Rainout Number</td>
<td>512-245-3940</td>
</tr>
<tr>
<td>Campus Recreation Office</td>
<td>512-245-2392</td>
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<tr>
<td>Fax</td>
<td>512-245-8486</td>
</tr>
<tr>
<td>SRC Front Desk</td>
<td>512-245-2940</td>
</tr>
<tr>
<td>Physical Plant (after hours)</td>
<td>512-245-2108</td>
</tr>
<tr>
<td>Student Health Center</td>
<td>512-245-2161</td>
</tr>
<tr>
<td>On Campus Emergency (police)</td>
<td>911</td>
</tr>
<tr>
<td>UPD (non-emergency)</td>
<td>512-245-2805</td>
</tr>
<tr>
<td>City Police</td>
<td>512-392-8111</td>
</tr>
<tr>
<td>Fire</td>
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<td>University Star</td>
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<td>KTSW Radio</td>
<td>512-245-3485</td>
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<td>Texas State (TXTV)</td>
<td>512-245-2319</td>
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<td>Library</td>
<td>512-245-2132</td>
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