

Texas State Sport Clubs Manual
2021-2022

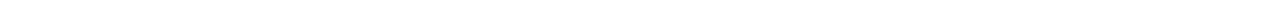


Table of Contents

| | |
|---|-----------|
| Sport Clubs Roadmap Information..... | 4 |
| Travel/Collegiate Competitions Resume August 9..... | 4 |
| Club Meetings..... | 4 |
| Meetings with Sport Club Office..... | 4 |
| Practices/Trainings..... | 4 |
| Attendance Logs | 4 |
| Health, Wellness & Safety..... | 4 |
| Daily Self-Assessment & How to Self-Assess | 5 |
| Mobile Apps for Monitoring COVID-19 Symptoms..... | 5 |
| Face Covering..... | 6 |
| Introduction..... | 7 |
| Vision Statement..... | 7 |
| Mission Statement..... | 7 |
| Goals | 7 |
| Sport Clubs Administrative Organization..... | 7 |
| Assistant Director of Sport Clubs | 7 |
| Sport Clubs Supervisors..... | 7 |
| Sport Clubs Alliance | 8 |
| Membership..... | 8 |
| Sport Clubs Registration..... | 8 |
| Petitioning Club Membership Request | 8 |
| Probationary Clubs | 8 |
| Eligibility..... | 9 |
| Insurance..... | 9 |
| Conduct..... | 9 |
| Intramural Sports Participation | 10 |
| Finances | 10 |
| Managing Club Finances | 10 |
| Deposits | 11 |
| Requesting Payments..... | 11 |
| Fundraising..... | 12 |
| Sponsorship & Donations | 12 |
| Tax Deductible Donations | 12 |
| Sponsorship Promotion Guidelines..... | 12 |
| Travel | 12 |
| Overview..... | 12 |
| Requesting Travel | 13 |
| Travel Approval..... | 13 |
| Travel Sanctions | 13 |
| Travel Payments | 13 |
| Travel Guidelines..... | 14 |
| Vehicle Reservations | 14 |
| Hotel Reservations..... | 15 |
| Discipline..... | 15 |
| Process | 16 |
| Appeals | 17 |
| Risk Management | 17 |
| Concussion Protocol | 17 |
| Alcohol..... | 18 |
| Illegal Substances | 18 |

| | |
|--|-----------|
| Hazing..... | 19 |
| Sexual Harassment..... | 19 |
| Clery Act..... | 19 |
| Equipment | 19 |
| Facility Usage | 20 |
| Advertising Guidelines | 20 |
| Campus Recreation Resources | 20 |
| Mail..... | 20 |
| Campus Recreation Address | 21 |
| Important Phone Numbers | 21 |

SPORT CLUBS ROADMAP INFORMATION

Texas State provided a website to know and show respect for our fellow Bobcats as we arrive on campus: [Roadmap](#). This is the university's plan to help keep our community safe and help our students advance toward achieving their goals. The website covers policies and procedures that guide everyday situations on and around campus. We will follow the university's direction for sport club participation, including the policies outlined on this page.

Collegiate competition and Travel are authorized as of August 9.

Per Texas State University guidelines, sport club teams and members are permitted to travel and compete in collegiate competition for the fall semester. If there is a change in status, we will notify clubs and update this page.

Club Meetings

Club meetings are recommended to take place via Microsoft Teams or Zoom. However, clubs can meet in person. We recommend students wear masks indoors and be physically distanced as appropriate.

Meetings with Sport Club Office

We can meet in person or via Teams as needed at this time. Face coverings are recommended indoors.

Practice/Training

From August 23 and until further notice, clubs may resume practices as normal. Clubs are to review your league's or national governing body's best practices in how club practices are to be held. Please note that:

- Face Coverings are encouraged indoors regardless of vaccination status and outdoors in close quarters with people. Per the University directive on May 19, Face Coverings are not required.
- If practicing off-campus, must follow facility guidelines.

Attendance Logs

All Sport Clubs will be required to submit an attendance log for each practice and event. All attendance logs will be submitted remotely via Microsoft Teams. On-campus club practices will receive assistance from Sport Club staff to assist with attendance. Off-campus club practice attendance must be kept by the club and submitted within 24 hours. This will allow for compliance with proper contact tracing policies and procedures.

Health, Wellness and Safety

Considering rising infection rates and recent [Centers for Disease Control and Prevention guidelines](#), Texas State is requesting all members of the university community to take these five additional steps:

1. **Get tested.** Regardless of vaccination status, get tested before the start of the fall semester and when selected to participate in Texas State's random COVID-19 testing program. Testing information can be found on the [Texas State's COVID-19 Testing, Reporting, and Response Steps webpage](#).
2. **Stay home and get tested if you develop cold-like or other [COVID-19 symptoms](#)**, regardless of vaccination status.

3. **Promptly Report to Bobcat Trace** if you test positive for COVID-19 or have had close contact with someone who received a positive test result. Reporting information can be found on the [Texas State's COVID-19 Testing, Reporting, and Response Steps webpage](#).
4. **Isolate if you test positive for COVID-19.** Stay home and away from others for 10 days from the start of symptoms or the positive test if you have no symptoms.
5. **Quarantine if you have been identified as a close contact** and stay home for the prescribed time period.
 - Fully vaccinated Bobcats who are asymptomatic are not required to quarantine but should get tested for COVID-19 three to five days after last exposure. They should also wear a face mask when indoors in public spaces for 14 days since the exposure or until a negative test result is obtained three to five days after exposure.
 - Unvaccinated Bobcats are required to quarantine for 10 days since the time of last exposure.

Daily Self-Assessment

All students and employees must monitor their own health on a daily basis. Check your temperature daily and self-assess for symptoms of COVID-19 prior to coming to a Texas State campus. Stay at home and call your healthcare provider or the Student Health Center at 512-245-2161 for evaluation and testing for possible symptoms of COVID-19.

Delta variant symptoms often include:

- Sore throat
- Headache
- Runny nose/sinus congestion
- Fever (100.4 degrees Fahrenheit or higher)

Other COVID-19 symptoms may include:

- Muscle or body aches
- Fatigue
- Cough
- Shortness of breath
- New loss of taste or smell
- Chills
- Vomiting or diarrhea

What to do next

- **If you answered NO to all:** Report to class, work or university activities and comply with all relevant guidelines on-campus
- **If you have COVID-19 symptoms:** Stay at home and contact your healthcare provider or the Student Health Center at 512-245-2161 to arrange for a medical evaluation and COVID-19 testing.

Keep a Copy of the Self-Assessment

- If you would like to keep a copy of these questions in your home to reference each day, you can [download the Daily Self-Assessment](#).

Mobile Apps for Monitoring COVID-19 Symptoms

- [COVID Symptom Tracker](#) (Harvard T.H. Chan School of Public Health, Massachusetts General Hospital, King's College London, and Stanford University School of Medicine)
- [COVID-19 Self Checker](#) (Johns Hopkins)
- [COVID-19 Self Assessment](#) (Google/CDC)

Face Covering

Face masks have proven very effective in preventing the spread of COVID-19 on our campus.

- Per standing guidance from [Governor Abbott's Executive Order No. GA-36](#) issued on May 18, 2021, and confirmed by The Texas State University System Office of General Counsel, Texas State is not able to require face coverings.
- We strongly urge that everyone, vaccinated and unvaccinated, wear face coverings indoors.

Face coverings are not necessary outdoors but are urged for unvaccinated persons in crowded settings.

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

Assistant Director of Sport Clubs

The Assistant Director of Sport Clubs 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.

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.

Sport Clubs Alliance

An advisory council of Texas State students (mainly club officers) or other university community members, the Sport Clubs Alliance is 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 Assistant Director-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.

MEMBERSHIP

Sport Clubs Registration

Sport Clubs are registered student organizations with the Student Involvement office 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 regionally and nationally. Each organization must comply with policy stipulations as outlined in the Sport Clubs Manual, Student Organization Handbook, and the Code of Student Conduct in the Student Handbook of Texas State University.

Petitioning Club Membership Request

Any Texas State University 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 prior to a scheduled Alliance hearing. The Alliance meets once a month during the fall and spring semesters.

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 is to provide the following information to the Sport Clubs Office:

- Proposed budget for one academic year (fall and spring)
- 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 at the next subsequent meeting.

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 possible. 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 the status of an active Sport Club.

ELIGIBILITY

All undergraduate and graduate students currently enrolled in at least one credit hour at Texas State are eligible to join and practice with a Sport Club. However, some leagues may require that students take a minimum number of credit hours to be eligible to compete in their leagues. Students must follow league rule in order to play for a club in that league.

All Sport Club participants must maintain a 2.0 OVERALL GPA or HIGHER each semester in order to be eligible to participate in any Sport Club competition. He or she will be ineligible to compete until his or her GPA is above the required mark. Sport Club Officers must maintain a 2.25 overall GPA each semester. Students in need of academic assistance are encouraged to visit the Student Learning Assistance Center (SLAC: <http://www.txstate.edu/slac/>).

All club members must have a completed Risk and Release Form and have it on file in the Sport Clubs Database to be eligible to participate in club practices and competitions. 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.

If a club member is deemed ineligible, that person cannot be listed on any travel rosters. Furthermore, that person may not travel in any rented vehicles with the club to their designated destination.

Insurance

Texas State does not insure students who are injured during participation in extracurricular activities such as sport club competitions, travel, practices, and other club activities. Texas State Campus Recreation **highly recommends** that individuals participating in our programs obtain adequate medical insurance coverage prior to activity.

Conduct

Sport Clubs participants are responsible to the club and to the University for individual conduct. This includes any activity that takes place on campus or on the road as you represent Texas State in club competitions from the moment the club leaves campus until the club arrives back to San Marcos. 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 when participating in any student organization or activity. Violations of the Code of Student Conduct will be subject to review by the Sport Club Alliance, Campus Recreation or the Dean of Students Office.

INTRAMURAL SPORTS PARTICIPATION

Sport club members are encouraged to participate in Intramural Sports. However due to additional training sport clubs have over intramural teams, there is a limit as to the amount of sport club players allowed on an intramural team in the club member's sport or associated sport. If a club member appears on a travel roster or appears on a club/org roster, that member is considered a club player for IM roster purposes for the entirety of the academic year. Restrictions on IM rosters are in effect for the following club members:

| | |
|-------------------------|----------------------------|
| Baseball Club..... | Softball |
| Flag Football Club..... | Flag Football |
| Racquetball Club..... | Racquetball |
| Soccer Club..... | Indoor and Outdoor Soccer |
| Tennis Club..... | Tennis |
| Ultimate Club..... | Ultimate |
| Volleyball Club..... | Indoor and Sand Volleyball |

Only 2 sport club members per IM team in their related sport are allowed. For more information on IM Sports rules please visit: <http://www.campusrecreation.txstate.edu/intramural/rules.html>.

Sport club members wishing to team up outside of their related sport are allowed to do so with no limit.

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 Sport Club Account (70215) are from club fundraising activities and dues. The funds in the State Account (5-4421) are allocations given from the Department of Campus Recreation. The funds generated in the Gift Account are from donations to a specific Sport Club through the University Advancement office.

Sport Club Account

- 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 has to have the authorization of at least one officer.
- 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.

State Account

- 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.

Gift Account

- With this account, clubs may accept tax deductible donations through the University Advancement office.
- No reimbursements can be made from this account.
- Access to these funds is limited and requires University Advancement and Campus Recreation approval.
- All dealings with donors should be routed through the University Advancement office.
- Donations can be made in person, through the mail or online.

Deposits

Deposits into the club account are made at the Campus Recreation Membership Desk at any time the Rec Center is open. Student Facility Supervisors will be the individuals to accept the deposit. Depositors will receive a receipt for club files. The Sport Club name must be written on any check. If the check is from a current student or the parent/relative of a current student, the student's ID number must be added to the check next to the remit address. Cash deposits can also be made but it is highly recommended to do a cashless transaction. Please make sure you have all monies sorted and counted prior to bringing in for deposit. Excessive coins must be wrapped.

Please ensure that deposits are verified and to account for that time when making a deposit. Please inform staff that you are making a sport club deposit for your club. Please be very specific on what club you are with. Please ask for the sport club name to appear in the comments of the receipt and that the receipt is printed.

REQUESTING PAYMENTS

Sport Club Account- Payout Requests (AP-9 Form)

- Accessing funds from the Agency (Club) 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 of the club.
 - The Payout Request form must be submitted with an authorized signature from an officer to the Department of Campus Recreation.
 - All Payout Requests must include a Vendor Number.
 - Sport Clubs can assist with the vendor number.
 - No Payout Request form may be signed by anyone other than an officer on the club and the recipient cannot sign for his or her own reimbursement (2 other officers must sign to confirm the 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.
 - 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 Gift Accounts through the University Advancement office are eligible for a tax deduction.

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 adhere to university policies regarding student travel 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
 - **Charter Bus**- Club rents through a bus company
 - **Plane**- Club purchases for the entire team or make individual member's purchase tickets.
- Clubs should notify the Sport Clubs Office of team's exact departure or return times; however, they must complete a Travel Request form that states at minimum their estimated departure and return time.
- Clubs are required to provide a working cell phone number and this is to be carried with them at all times.
- In the event that grade or enrollment verification is needed, please submit all completed forms to the Registrar's Office (1st Floor JCK) 10 days prior to a departure.

Requesting Travel

- Each club is required to submit the following items when traveling as Texas State University representatives:
 - Sport Clubs Travel Request form
 - Itinerary
 - Travel Roster
 - Trip Leader Contact Information

- 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 **Gift account** or **Sport Club account** funds are requested, the Travel Request form (both in-state and out-of state) must be submitted **three weeks** prior to the date of travel to allow time for processing.
 - **State account or Sport Club account travel**
 - In-state travel- travel request must be submitted **two weeks** or **fourteen days** prior to travel date.
 - Out-of-state travel- travel request must be submitted **three weeks** or **twenty one days** prior to travel date.
- Estimated expenses (hotel, entry fees, vehicle rental, and gas charges) must be included on the travel request if Restricted or Sport Clubs 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 Approval

- Once a Travel Request form and all supporting documents have been submitted, the Sport Clubs office will process the request and send it the Assistant Director-Sport Clubs for additional approvals.
- If any information is missing or if corrections need to be made, the Club Officers will be contacted. All corrections and additions must be completed by Sport Clubs travel submission deadlines or the trip will not be approved.

Travel Sanctions

- If a club chooses to travel without an approved travel request they are subject to the following sanctions:
 - **First Offense:** 30-point deduction from Bobcat Scoreboard and referral to the Sport Club Alliance for additional penalties
 - **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 the 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 a gas card 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 a gas card:

- 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 a gas card 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

Travel Guidelines

Clubs must adhere to the following Texas State Sport Clubs Travel Policies:

- Clubs cannot drive over 14 hours in any given 24 hour period.
- **No clubs should be driving between midnight and 6 AM.**
 - Exceptions:
 - If the club is traveling to College Station or Waco, the club may depart at 5 AM.
 - If the club is traveling by charter bus or plane, the club may depart for the airport or their designated meeting area before 6 AM.
- Clubs may not depart after 4 p.m. for trips exceeding eight hours.
- Driver must be 18 years old or older.
- Drivers must change every four hours.
- Each driver should not drive any more than 10 hours within a day.
- The person sitting in the passenger seat should be the only person controlling the AC, GPS, radio, etc.
- Only 10 passengers, including the driver, are allowed in the vehicle if a 12-passenger van is being used (**NOTE: 15 passenger vans are NOT allowed**).
- Vehicles may not be overloaded with more than 10 passengers. There should be one seat belt per person and ample space for luggage.
- 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.
- Clubs are to contact the Assistant Director of Sport Clubs immediately if any accident or unusual happening occurs (significant injury, hospitalization, catastrophic accidents, altercations, etc.) on a Sport Clubs related trip.

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 Assistant Director-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 within 48 hours when returning from travel.

HOTEL RESERVATIONS

If paying for a hotel using the State, Sport Club or Gift 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 State Account, please inform her/him that you are a tax-exempt entity and that you will be paying with a Purchase Order (if hotel does not accept purchase orders another hotel must be chosen that does).**
- 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 48 hours of returning.

DISCIPLINE

Each club within the Texas State University Sport Clubs Program is student run 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 and the Sport Clubs Alliance will assist.

In addition to the aforementioned repercussions, the Assistant Director or Alliance 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.

PROCESS

Violation of, or non-compliance with, Texas State policies & regulations, Campus Recreation/Sport Clubs procedures or standards of conduct may result disciplinary action taken against the Sport Club involved. The discipline process has been developed to assist Club leaders in correcting mistakes that have caused problems for clubs, Campus Recreation and Texas State.

Minor Infractions (examples may include failure to submit required paperwork on time or missing club meetings)

- First Infraction-If it is the first infraction of the year and the club is not on probation from a previous infraction the following steps may be taken:
 - The club is placed on probation for period of time or until the situation is corrected
 - The Assistant Director will notify the club:
 - Reason for probation
 - Length of probation
 - Possible consequences the club would face if additional infractions occur
 - Appeal Process
- 2nd and subsequent Infraction
 - Club funds may be frozen and/or allocations may be reduced
 - The Assistant Director may take any action deemed appropriate
 - The club will be notified writing
 - Appeal Process
 - The Assistant Director will notify the club:
 - Reason for probation
 - Length of probation
 - Possible consequences the club would face if additional infractions occur
 - Appeal process

Major Infractions (examples may include club actions that are in violation of the code of student conduct or are in violation of Campus Recreation or University policies and procedures)

- Examples of major infractions include, but are not limited to:
 - Conduct that is not in compliance with the mission of Texas State as an educational institution and the purpose of Campus Recreation and Sport Clubs
 - Misusing club funds
 - Use of ineligible participants in club activities/competitions
 - Compromising the safety of club members while practicing, playing or traveling
 - Transporting and/or consuming alcohol or illegal substances while on sport club trips
- For all major infractions
 - A meeting with the Assistant Director is scheduled
 - Information from relevant parties will be asked for when needed
 - The Assistant Director will determine the disciplinary action to be taken
 - The club will be notified writing
 - Appeal Process

APPEALS

Clubs or individuals given consequences from violations can appeal to the Sport Clubs Alliance and have a hearing scheduled in which they are allowed to present their side of the issue. A written appeal is required within 3 business days of the dated discipline letter. Decisions set forth by the Sport Clubs Alliance are subject to appeal to the Associate Director-Programs via written

appeal. Please note that the result of an appeal can also lead to a consequence greater to what was originally decided. The steps for an appeal are as follows:

- Decision of the Assistant Director of Sport Clubs may be appealed to the Sport Club Alliance by following the listed steps:
 - Written communication from the club representative to the Assistant Director of Sport Clubs indicating the reason(s) for the appeal and any other relevant information pertaining to the infraction must be submitted 3 business days after the date of notification of the imposed sanction from the Assistant Director.
 - The Sport Club Alliance will be informed, and a hearing will be scheduled
 - The Sport Club Alliance will rule on the appeal after the hearing and may uphold, reject or modify the sanction given by the Assistant Director.
 - The Sport Club Alliance will discuss the final appeal process

- Decision of the Sport Club Alliance may be appealed to the Associate Director of Programs by following the listed steps:
 - Written communication from the club representative to the Assistant Director of Sport Clubs indicating the reason(s) for the appeal and any other relevant information pertaining to the infraction must be submitted 3 business days after the date of notification of the imposed sanction by the Sport Club Alliance.
 - The Associate Director of Programs will rule on the appeal after investigating the matter and may uphold, reject or modify the sanction given by the Sport Club Alliance
 - Decisions made by the Associate Director of Programs are final except in extraordinary circumstances at the discretion of the Director of Campus Recreation.

RISK MANAGEMENT

CONCUSSION PROTOCOL

Safety of our participants in Sports Clubs is a priority. If any participant is suspected of having suffered a possible head injury or concussion, the following precautions will be taken.

- If a sport club participant is hit in his/her head, a Sport Club Supervisor will monitor the individual, and UPD & EMS will be notified.
- If a sport club participant shows any signs of a concussion, the individual will be removed immediately from the contest and unable to return, and UPD & EMS will be notified.
- If a sport club participant shows any signs of a concussion with game officials or athletic trainers present during a match or tournament, game officials are to refer them to a Sport Club Supervisor or the athletic trainer.
 - If to a sport club supervisor:
 - A participant removed from a contest due to signs of concussion will not be allowed to re-enter the contest or participate in another contest until he/she has been evaluated by a licensed health care provider, and is given written clearance to resume activity.
 - If to an athletic trainer:

- The Sport Club Supervisor will allow the athletic trainer to make the determination as to whether or not the sport club participant will continue.
- If removed from the contest by the athletic trainer, the participant will not be allowed to re-enter the contest or participate in another contest until he/she has been evaluated by a licensed health care provider, and is given written clearance to resume activity.
- The participant must provide written clearance from a licensed health care provider to resume activity.

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 club may transport or consume any alcoholic beverages while on an approved trip at any time (i.e. from the time the club leaves San Marcos to the time the club returns to San Marcos).
- No alcoholic beverages may be purchased with Sport Club, State or Gift Account 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-host, or co-finance any social function where the above guidelines are not followed.

ILLEGAL SUBSTANCES

Any possession and / or consumption of an illegal substance is strictly prohibited during any club function (i.e. practice, games, sport club activities / events, and travel). Any violation of this policy will be subject to the discipline of the Assistant Director- Sport Clubs and/or Dean of Students/Designee.

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 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 of purpose pledging or being initiated into, affiliating with, holding office in or maintaining membership in any organization whose members are or include Texas State University students. For further information on hazing, please refer to the [Hazing Policy](#) within the Student Handbook.

SEXUAL HARASSMENT (Title IX)

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, the person affected should notify the Assistant Director-Sport Clubs, the Associate Director-Programs, the Director of Campus Recreation, or the Dean of Students immediately. Strict confidentiality will be kept in all cases. For a more in depth understanding of the Title IX policies, please refer to the [Texas State University System Sexual Misconduct Policy](#).

CLERY ACT

Texas State University, as an institution that receives student aid assistance, follows federal law (the Clery Act of 1990) by distributing an annual campus security report, Campus Watch. The report includes descriptions of campus crime prevention programs, procedures for reporting crimes, and information about the number and frequency of crimes reported to the University Police Department during the last three years. It also provides Texas State's policies for campus security and law enforcement related to sexual offenses, liquor law violations, and controlled substance offenses. The Campus Watch report covers both San Marcos and the Round Rock Campus.

In addition to publishing crime statistics, the Clery Act requires Texas State University to provide timely warnings to the campus community of certain crimes reported to the University Police Department or local law enforcement which may be considered a threat to the campus community. The Campus Watch report is also available in the Offices of Undergraduate Admissions, the Graduate College, Human Resources, and the University Police Department. To pick up a copy of the report, visit UPD in the Nueces Building, 615 North LBJ Drive, San Marcos, TX 78666, or call 512.245.2890 to have a copy mailed to you free of charge.

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.

If a club member does 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 Clubs 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 SRC. Therefore, those clubs are required to use different facilities. Reservations for all University facilities must be done through the Sport Clubs Office. Please check with the Assistant Director of Sport Clubs for any 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. If 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 uniforms, t-shirts, posters, flyers, promotional materials, and the like must be approved by the Assistant Director of Sport Clubs prior to distribution and printing****

CAMPUS RECREATION RESOURCES

Mail / Packages

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

| | |
|-----------------------------------|--------------|
| Sport Clubs Office | 512-245-1791 |
| Assistant Director of Sport Clubs | 512-245-5792 |
| Campus Recreation Office | 512-245-2392 |
| Fax | 512-245-8486 |
| SRC Front Desk | 512-245-2940 |
| Physical Plant (after hours) | 512-245-2108 |
| Student Health Center | 512-245-2161 |
| On Campus Emergency (police) | 911 |
| UPD (non-emergency) | 512-245-2805 |
| Bobcat Bobbies Safety Escort | 512-245-7233 |
| City Police | 512-753-2108 |
| Fire | 512-805-2660 |
| University Star | 512-245-3487 |
| KTSW Radio | 512-245-5879 |
| Texas State (TXTV) ITAC | 512-245-4822 |
| Live Oak Walk In Care | 512-396-3911 |
| Care Now Urgent Care | 512-960-2545 |
| My Emergency Room 24/7 | 512-392-7800 |
| Central Texas Medical Center | 512-353-8979 |

Web page: www.campusrecreation.txstate.edu

[Sport Clubs Page](#)