



# **CAMPUS RECREATION**

## **Sport Clubs**

**Stephen F. Austin State University  
Department of Campus Recreation  
Sport Club Handbook  
Fall 2019**



## CAMPUS RECREATION

Stephen F. Austin State University  
Sport Club Program

### Quick and Dirty Guide to Forms

- Officer Information – Officer Trainings
- Club Participant Registration Form – Before anyone can participate (fines start the third Monday of classes)
- Proof of personal insurance (copies or originals) – before you can participate in any club functions
- Waivers – Before you can participate
- Travel Request – 10 business days prior to departure
- Travel Roster – 3 business days prior to departure
- Class Excuse Request – 10 business days prior to departure (need complete list of travelers with CID #'s)
- Reimbursement Request – 3 days after return from trip
- Post Game Report – 3 days after return from trip
- Purchase Request – at least 5 business days before date needed
- Fundraiser – 10 days before your event, summary due 3 days after event
- End of Semester Report – During your end of semester meeting
- Equipment Request – 3 days prior to date needed
  - Equipment due back to office no later than 3 days after event
- Publicity Form – 10 days before the date you need it
- Deposit Form – same business day as deposit

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# Contact Information

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# CAMPUS RECREATION EDUCATIONAL GOALS

**C**hange is near and ever-present

**A**ttitude

**M**ulti-cultural

**P**articipation

**U**nity

**S**portsmanship

**R**espect

**E**nergy

**C**haracter

**R**esponsibility

**E**nthusiasm

**A**ccountability

**T**ime

**I**nitiative

**O**omph

**N**ever ending



# Stephen F. Austin State University

## Sport Clubs Program Overview

The Stephen F. Austin Sport Club Program, administered by the Department of Campus Recreation, is dedicated to the education of our student athletes through sport. By participating in the Sport Club Program students are involved with a student-run organization that continually educates by providing leadership experience, recreation, competition, and outstanding sportsmanship. Through the learning experiences afforded by Sport Clubs, these teams bridge the gap between Intramural Sports and varsity athletics.

### **WHAT IS A SPORT CLUB?**

A Sport Club is a recreational or competitive organization created, managed, and led by students. These teams are not varsity teams, so no players are on athletic scholarship. This is a student organization and no student is denied participation. Players must pay dues and team fees, fundraise for the club, and provide some of their own equipment. Competitive teams do practice and compete on a regular basis against opposing universities and colleges. Recreational clubs hold practices or meetings but do very little in terms of competing on a regional or national level. It is through the student leadership of each club that will lead to the success of the organization.

### **HOW DO I JOIN A SPORT CLUB?**

To join a club team, you only need to have interest. If you are interested in a particular club, you can contact the Sport Club Office 936-468-1434 or contact the club president by email and express your interest. Each club will hold organizational meetings at the beginning of each semester as well as represent their clubs at orientations and student organizational fairs. Once you have expressed your interest to the club officers, it is time to play!

### **WHAT IF I AM INTERESTED IN STARTING A CLUB?**

The SFA Sport Club Program consists of recognized student organizations that are established to promote and develop common sport and recreation-related interest. Each club has been founded, organized, managed and maintained by volunteer student leaders. Club members are involved in the leadership and decision-making process of club activities. Aside from the supervision through Campus Recreation, the University assumes NO responsibility for student organizations or their programs.

The process/requirements for starting a club team are as follows:

1. Contact the Sport Club Office and set-up a meeting with the Assistant Director –Competitive Sports and Sport Club Manager to discuss the process.
  - a. From this meeting, information will be discussed about past clubs, current available clubs, future clubs, student organizations, etc. If a club already exists on campus, either with Campus Recreation or through Student Life, a club team will not be allowed to continue. If a club did exist and has been removed from either program, a minimum of one year and maximum of five years must pass before a club is allowed to be restarted.
  - b. Potential new clubs must be an active student organization for a minimum of one academic year before they will be considered for admittance as a Sport Club.
  - c. **HIGH RISK CLUBS:** Being labeled as a HIGH RISK club is determined by the current industry standards of high risk (i.e. MMA clubs, skydiving, off road, urban games, etc.).

- d. Clubs involving weapons: any potential club involving the use of weapons (guns, knives, bows and arrows, etc) will involve approval by University Police Department, University Judicial Affairs, and upper level Administration.
2. The following information is required for all potential new clubs:
  - a. Any potential club must have the ability to compete in collegiate regional and state competition and potential national tournaments. Clubs are typically governed by a NATIONAL GOVERNING BODY (NGB). If there is no existing NGB, a potential club has limited opportunities for competition. Clubs must be able to compete in a minimum of three collegiate division competitions per year.
  - b. The club purpose and activity is appropriate and consistent with the Campus Recreation Department's purpose and philosophy.
  - c. Must demonstrate leadership transition beyond founding members.
  - d. Must be financially self-sufficient and must continue operating in such capacity during a minimum one year probationary period with a maximum of \$250 from SFA funding.
  - e. Insurance has been secured through a NGB or through other carriers for all members and events. All players are required to have health insurance for themselves before and during their participation with the club. Potential participants with a lack of adequate health insurance will not be allowed to participate in any club related functions.
  - f. Meet all initial equipment needs.
  - g. Suitable on-campus or off-campus facilities are available where the club can meet, practice and hold competitions.
  - h. Must have regularly scheduled practices and club meetings.
3. All new clubs will be brought into the program as a Tier 3 club, meaning they receive only \$250 funding but are required to follow all Sport Club policies and procedures. After a minimum one year probationary period, the new clubs can be moved to tier 2 for a minimum of two years. Tier 2 means a larger base amount of money and additional money earned through the ACF and budget presentations. After the club's 3<sup>rd</sup> year, they could potentially be moved to tier 1, increasing their base money and requirements as a club. More detailed info will be given in meeting with the Sport Club Administration.

## **INACTIVE CLUBS**

A club becomes inactive when they fail to attend scheduled meetings as well as turning paperwork on time. Communication with the Sport Club Office during the active period will help prevent a club from reaching inactive status. To make an inactive club active please see the Sport Club Office for more information.

## **TIER SYSTEM FOR CLUBS**

All clubs within the Sport Club Program are assigned to tiers. Tier placement is based on competitive nature of the club, ability to compete in state, regional and national competitions, longevity of a club, strength of leadership of officers, amount of practice time and club activity in campus events, as well as other factors. This tier system will help the SC Program to administer the clubs from a financial standpoint also.

### **Tier 1**

Tier 1 is the highest placement available to clubs. Tier 1 consists of clubs that have been established for a minimum of three (3) years. These clubs have the opportunity to participate in organized leagues, regional, state and national tournaments or events. They are a member of a National Governing Body (NGB). They have proven stability in club existence and are in good standing with the Sport Club

Program. Clubs must maintain four officer positions (President, Vice President, Treasurer, and Secretary). Clubs must maintain a roster minimum of ten (10) members. Tier 1 clubs earn money through tier based award, ACF, fundraising, alumni donations, sponsorships, budget presentations and grants. The community service requirement for the year is 150 hours/team. Any community service in excess of the required hours will earn points through the ACF for next year.

### **Tier 2**

Tier 2 consists of clubs that have been established for one (1) to three (3) years. They have limited formalized league opportunities, as well as having limited travel opportunities and are in good standing with the Sport Club Program. Clubs must maintain four officer positions (President, Vice President Treasurer, and Secretary). Clubs must maintain a roster minimum of six (6) members. Tier 2 clubs earn money through tier based award, ACF, fundraising, alumni donations, budget presentations and grants. The community service requirement for the year is 100 hours/team. Any community service in excess of the required hours will earn points through the ACF for next year.

### **Tier 3**

Tier 3 consists of clubs that are recreational in nature and have limited funding for travel. Clubs must maintain four officer positions (President, Vice President, Treasurer, and Secretary). Recreational clubs must maintain a roster minimum of four (4) members. Tier 3 clubs earn money through ACF, fundraising, alumni donations, budget presentations and grants. The community service requirement for the year is 50 hours/team. Any community service in excess of the required hours will earn points through the ACF for next year.

### **ACF Non-Compliance**

Failure to comply with ACF directives will result in punishment as seen fit by the CO-SC. Each club's circumstances will be taken into account when evaluating ACF compliance. Failure to comply will include punishments including, but not limited, to fines from club internal account, club probation, club suspension, and will affect the internal budget awarded to the club for the next school year.

Each officer that misses a required event will result in a \$25 fine per officer per event. Attendance to some events is MANDATORY and by missing these events, the officers put the club at a disadvantage. If the officers cannot make it to these meetings, it will result in a fine. Extenuating circumstances will be taken into account when assessing fines as long as arrangements have been PRIOR to the meeting.



# INTRODUCTION

## ADMINISTRATION

The Sport Club Program is governed by the Department of Campus Recreation. The Sport Club Program will be administered professionally by the Assistant Director –Competitive Sports (AD). Each club will be governed by student appointed officers elected by club members. The officers are responsible for all club related duties and reporting in a timely manner to the AD. Because this is a student-run organization, the club members are vital to a club's success.

The Sport Clubs Office (SC Office) will serve as the main administrative office for Sport Clubs. Each club team will have access to the office and any materials needed for the administration of the club. Each club also has a club mailbox in the Sport Club Office that needs to be checked on a weekly basis. Mail will be sent to the SC Office and will be passed along to the proper club members at any time.

Club Officers will be responsible for attending ALL scheduled meetings with the AD. Likewise; all club officers will be responsible for representing or having team members represent their organizations at student affairs functions, student organizational fairs, orientations, and any other events where students would be gathering for student activities on campus.

## SPORT CLUB STUDENT EMPLOYEES

The Sport Club Manager (SC Manager) will act as the first contact for clubs in most cases. The SC Manager will cover office hours, oversee club paperwork, assist with all travel and financial needs of clubs, and handle most equipment needs. The SC Manager will also assist with the training of all officer positions and help in the budgeting process for all clubs. The SC Manager will be present at some practices and all home events in an effort to better assist club officers.

## SPORTSMANSHIP

Stephen F. Austin wants to be known as a premier sport club program in Texas as well as the country. Our reputation should extend to both the competitive realm as well as the realm of good sportsmanship. We want our clubs to compete at a high level and achieve as much success as possible when competing; but we want to be known as a quality university full of good sports win or lose.

In that light, please remember these words:

- Let the officials officiate the game without interference or harassment
- Abide by the decisions they make, no matter how bad YOU THINK the call was
- Be gracious in defeat and magnanimous in victory
- Do not speak to fans...they are FANATICS for their team and have nothing to say to you that will help you compete
- Do not retaliate if something happens. Report it and let the administration deal with any problems

Any sportsmanship related problems **MUST** be reported by the officers upon return from a trip by the following business day. Complete the **Post Game Report** and submit it to the SC Office **THE NEXT DAY** after the incident has occurred. Failure to report a sportsmanship problem could lead to financial penalties or possible suspensions or removal of the team.

## ELIGIBILITY FOR PARTICIPATION

1. All undergraduate and graduate students registered for a minimum of six (6) hours at Stephen F. Austin.
  - a. Rugby players must be registered for 12 hours by Rugby Association requirements.
  - b. Club regulations by national governing bodies supersede SC regulations regarding credit hours.
  - c. Graduate students, faculty or staff may be restricted from participating in league or association competition. Please check with your league or association in advance of competition for eligibility requirements.
2. A member is not permitted to practice or play until a **Waiver of Liability and Hold Harmless Agreement** have been filled out and signed by that member and the member has turned in all required insurance paperwork. These documents need to be kept on file and up-to-date in the SC Office.
3. A member is not permitted to participate until they have shown proof of adequate health insurance coverage for themselves. Health insurance can be obtained through a private carrier (i.e. family insurance plan) or through an NGB plan (depending on the club). Proof of this insurance coverage must be brought to the SC Office and copies will be made.
4. Intercollegiate athletes are not eligible to participate in Sport Clubs. Please contact the Athletic Director or AD with any specific questions.
5. Alumni or community members are NOT eligible to participate in the Sport Club Program. Alumni may assist ONLY in general club operations. Please contact the AD with specific questions.
6. No club may restrict its membership on the basis of race, gender identification, sexual orientation, religion, color, national or ethnic origin, disability, or military service.
7. No club may engage in any form of physical or emotional hazing of members or prospective members. SEE HAZING SECTION.
8. All clubs are restricted from holding tryouts for membership into the club. The Sport Club Program exists to offer SFA students the opportunity to participate in a sport. Any student who is interested in participating in a club should be accepted and allowed to participate. The level of participation can be based on performance and club needs only. Sport Clubs are not exclusive to top level athletes and participation is our mission.
  - a. Clubs may keep potential members from participating in all club events due to lack of payment for dues, lack of attendance at club meetings/practices, or disciplinary issues.
  - b. Clubs may form traveling squads if the club has enough members, as well as forming A and B teams if needed.

### ***Varsity and Professional Athletes***

Varsity athletes are prohibited from club involvement due to health and safety issues. Former varsity athletes may be restricted from participation based on league rules. Please check with your league or association prior to allowing a former varsity athlete to participate.

Former professional athletes are banned from participating in similar sports to their professional experience. If you have any questions, please contact the SC Office.

## **ADMINISTRATIVE SERVICES**

### ***Mailboxes***

Each club has a mailbox in the SC office. If clubs have outgoing mail, bring to the SC Office and we will mail it out for them. Failure to check mailboxes in a frequent manner will result in disciplinary actions. **IMPORTANT FORMS, FLYERS, AND ADMINISTRATIVE FORMS ARE RELAYED THROUGH YOUR MAILBOXES!!!**

### ***E-Mail***

It is encouraged that each club maintain the club email account through Yahoo! Make sure if a club account is opened, that all officers know the password and that the information is passed on to new officers. The SC office will have all email addresses and passwords on file at all times. **DO NOT CHANGE PASSWORDS WITHOUT APPROVAL BY THE AD.**

### ***Long Distance and Fax Services***

Clubs have access to an administrative office phone and fax machine for club business only. These services may only be used when the SC office is open and Assistant Director –Competitive Sports or SC Manager are present. Any club can have information faxed to the Department of Campus Recreation at anytime at (936) 468-7052. Make sure that your club name is displayed prominently on the document and it will be placed in your team mailbox in the SC office.

### ***Web Access***

Individual clubs will have their own home pages through the Campus Recreation Website. If you have updates you would like made to the website, complete the **Web Update Form** (Appendices) and submit to the SC Office. That information will be passed along to the Promotions Program.

We will set up times for all the clubs during mid/late February to set up photo shoots for team and individual photos as well as have all members complete information sheets to be loaded on the web so viewers can see who is on the club team and representing their university.

If clubs have games schedules, information, and pictures please email to AD so that information can be updated on the website.

Along with the Campus Recreation website, each club has been created on the Axes website available to all SFA students. It is the club's responsibility to have all of its members in the Axes group. Each officer **MUST** register for the group for their club. Axes is accessible through your MySFA account by clicking on the My Services tab. Please contact the AD if you need assistance.

### ***First Aid, CPR/AED for the Professional Rescuer***

Two club members designated as "safety officers" will be required to become certified First Aid and CPR/AED for the Professional Rescuer. Classes will be provided by the Campus Recreation Department and your club internal account will cover the cost of the class. If you are already certified the SC Office needs a copy of the card to be kept on file. If you are unable to attend one of the certification dates alert the AD and an alternative time can be arranged. There are several classes offered, so making alternative plans will include you paying for the course out of pocket. The certification is required by February 8, 2016. Clubs will be fined 5 points and \$25 per week until the requirement is met.

At minimum, one Safety Officer must be present at all club practices. Because we will not be staffing practices, a safety officer will be your first responder. The SC office will randomly send staff to practices to check rosters, equipment, inventory, etc. If a safety officer is not present, your practice will be shut down immediately and your club will be ***fined 10 points and fined \$50*** from your internal account.

## **Promotional Guidelines**

The SC Office and Campus Recreation Promotions are available for assistance at any time. The Promotions Program will be available to make flyers, posters, and displays in the bulletin boards at the Student Recreation Center and elsewhere on campus when needed. However, clubs must complete the **Publicity Form** and submit it ten business days prior to their deadline so the SC office has time to complete the project.

### ***Publicity***

All forms of publicity must be reviewed by the SC Office before it can be dispersed to the public. This includes, but is not limited to: flyers, posters, and newspaper ads, radio spots, t-shirts, etc. All materials must include the Campus Recreation Logo and Sport Clubs logo (if applicable). Any publicity that reflects negatively on Stephen F. Austin or contradicts the mission of the University, Campus Recreation or the Sport Club Program will subject the club to disciplinary actions. Failure to get approval will result in a ***5 point deduction and a \$25 fine for the first offense***.

#### **FACEBOOK, TWITTER, INSTAGRAM and MYSPACE pages**

- Any page or group created as a means of publicity or personal use that prominently displays a sport club team is under the realm of Campus Recreation publicity. Personal pages of club members do NOT fall under Campus Recreation.
- Photos and comments on these pages will be reviewed on a regular basis by SC staff.
- Inappropriate material will not be tolerated and the SC Office will ask that it be removed immediately. Failure to comply will result in disciplinary action.

### ***Licensing***

Clubs wishing to use SFA logos or name must use a Collegiate Licensing Company. When making a purchase with an art design an electronic copy must be accompanied with a **Purchase Request**. Once art has been sent for approval to the University, the order will be placed by the SC Office. The Promotions Program of Campus Recreation can assist in designing club shirts and promotional materials. Please fill out a **Promotions Request**. Failure to get approval will result in ***5 point deduction and \$25 fine*** for first offense.

# CLUB RESPONSIBILITIES

## GENERAL GUIDELINES

- Responsibility of each clubs' members to elect officers each spring for the following academic year or when stated in your constitution.
- Responsibility of each club to inform the Sport Club Program of officer changes as soon as possible.
- Responsibility of these officers to operate the club within the guidelines set forth by Stephen F. Austin, the Campus Recreation Department and the Sport Club Program.
- Responsibility of the club officers and members to be knowledgeable of the Sport Club policies and procedures set forth in this handbook and any addendums.
- Responsibility of the officers to ensure that all members are eligible for participation and have filled out the **Wavier of Liability & Hold Harmless Agreement, Proof of Personal Insurance, and Hazing Contract** before members' participation. *Members are strongly encouraged to consult with a physician prior to participation in any club activity.*
- Responsibility of the club officers to follow guidelines in relation to reserving facilities for practices and competitions.
- Responsibility of the club officers to follow financial guidelines, reporting procedures and scheduling methods discussed in this handbook.
- The club is responsible for its officers and the officers are responsible for the actions of their club members during all club activities.
- All participants of the Sport Club Program MUST have adequate personal insurance either through the NGB or personal coverage through their own means.
- Each club must have two members currently certified in First Aid/CPR/AED for the Professional Rescuer. Classes will be offered through Campus Recreation for FREE!!!

## OFFICERS

The club will elect officers every spring semester for the following year or when your constitution states. The officer elections can be done in any way the club deems fit. There are four basic officer positions that each club may be required to have: President, Vice-President, Treasurer and Secretary.

### *President*

This officer will be the administrative leader of the club. The club will be run off the field/court by this officer and the SC Office will work extensively with this officer. This officer should be someone with organizational, communication, and time management skills. The president will be required to attend all Sport Club meetings. This officer is crucial to club success from semester to semester and year to year.

### *Vice-President*

This officer will work closely with the President to run the club off the field/court. This officer will ideally work with the other officers and serve as another liaison with the SC Office to handle publicity, marketing, and paperwork for the club. This officer should be someone with organizational and time management skills as well as someone who is detail oriented. Paperwork is a necessity for the SC Office as well as the University, so this officer will be crucial.

### ***Treasurer***

This officer will oversee all financial dealings with the club. This officer should have (but is not required to have) previous experience with fiscal responsibilities as well as be organized and resourceful. This officer will oversee all club monies and work with the SC Office to research and purchase club needs. This officer will also oversee fundraising efforts and monitor club accounts. ***All financial transactions must be approved through the SC Office.*** All club accounts will be run through the SC Office and all club checkbooks will be held in the SC Office.

### ***Secretary***

This officer will be responsible for keeping track of all club activities, documenting and recording all club functions/events, continuing previous projects for the club, recording game results and relaying those to the SC Office. This officer will also work with the SC Office in an effort to produce historical archives of club activities. This officer will also assist in scheduling club events and contests, work with the SC Office to schedule practice times and facilities, arrange for officials when needed, oversee travel accommodations (travel, food, lodging, etc), be aware of inventory of club equipment, work with other officers on budgetary presentation, work with SC Office and Promotions for marketing and promotional material, keep club documents updated with club and SC Office, and keep up with community service hours. This officer should have organizational experience as well as multi-tasking skills.

### ***Safety Officers (two per club)***

These officers will be certified in First Aid/CPR/AED for the professional rescuer through American Red Cross. These officers must be present for all practices and games. They are your clubs resident risk management officer. They should inspect playing surfaces, equipment, personnel prior to all practices or games and make sure the environment is safe to play. They will complete injury/accident reports, incident reports, and be the contact for the SC Office in regards to any issues dealing with Risk Management.

### **All officers are required to:**

- 1. Attend all scheduled general Sport Club meetings**
- 2. Attend officer training clinics that will be scheduled during the first few weeks of the semester**
- 3. Train newly elected officers upon completion of your term.**

## **COACHES AND INSTRUCTORS**

Club coaches and instructors are not considered to be employees of Stephen F. Austin and are not eligible for benefits or salary pay. If a coach/instructor is to be paid, it is completely at the discretion of the club. They may be paid through external account monies ONLY. **THEY MAY NOT BE PAID OUT OF CAMPUS RECREATION INTERNAL FUNDS!**

Coaches and instructors must be included on the travel roster to travel with the club. They will not be reimbursed for travel and hotel stay when traveling with the club, nor will they be reimbursed for staying in a single room. Club money from the club's external account may be used if the coach or instructor drives and stays in a room with club members, but the club cannot submit receipts to be reimbursed from CRec internal accounts to their external accounts. Simply put, if the coach is going to get money, the club is paying for it and will not receive money from internal accounts to cover that cost, so the club is losing that money.

### ***Instructors***

Sport clubs requiring the services of an instructor should seek a knowledgeable person within the specific area of instruction. The chosen individual should be certified as an instructor in that sport. The instructor is not considered to be a club member and therefore is not eligible to use club monies for travel, registration fees, competition fees, etc. **Instructors are not invited to the club general sessions or officer trainings.** They have a separate meeting to discuss their roles and involvement with the club.

### ***Coaches***

If a club wishes to use the services of a non-student coach, members should seek an experienced individual who possesses technical knowledge of that sport and knows how to avoid player injuries and resulting lawsuits. The coach is not considered to be a club member and therefore is not eligible to receive reimbursements from SFA, but can be reimbursed from the club external account. **Coaches are not invited to the club general sessions or officer trainings.** They have a separate meeting to discuss their roles and involvement with the club.

Based on their knowledge of the activity, experience and leadership skills, coaches and instructors must be appointed by club members. They may be students, faculty, or staff of the university or a community member. It is important to select a coach or instructor who understands that these clubs are **STUDENT RUN ORGANIZATIONS!!!** Coaches and instructors are encouraged to refrain from other areas of club management, as club officers should take on those responsibilities.

The Campus Recreation Department has an obligation to protect all clubs. As a result, the SC Administration reserves the right to dismiss a coach or instructor who has acted outside the scope of his/her authority, violated University and/or Campus Recreation policy, violated state and/or federal laws or has displayed conduct which is not in the best interest of the club, Sport Club Program, Campus Recreation, and/or University.

### ***All Coaches and Instructors must abide by the following rules:***

1. The coach/instructor shall be aware and follow all university and departmental procedures relative to the Sport Club Program. A session covering Campus Recreation and Sport Club policies and procedures will take place at the beginning of the semester, and attendance is mandatory.
2. The coach/instructor's purpose is to be involved strictly with the coaching and teaching during team practices and competitions. He/She is to refrain from all other areas of club management, including club business matters.
3. Participation in sport clubs is completely voluntary and monetary rewards or scholarships shall not be promised or given to any player or prospective player.
4. Coaches/Instructors are not allowed to make any purchases on behalf of the club.  
Coaches/Instructors do not have access to any club monies nor does the club have to provide this information to them.

## **ADVISORS**

Each club is required to have an advisor to provide direction and help maintain continuity in club programming from year to year. A good advisor can be a valuable asset to a club in terms of providing mature judgment, advice based on experience and insight into university operations and policies. If a club is in need of an advisor, it should contact the SC Office for possible suggestions.

A Sport Club Advisor must be a full-time faculty or staff member employed by Stephen F. Austin. Pending approval by the AD, graduate assistants employed by Stephen F. Austin may serve as interim advisors for a period of no longer than one academic semester. Clubs without a qualified advisor will be placed on suspension until an appropriate advisor is found.

The primary role of the club's advisor is to act as the first point of contact for all approvals of club activities (budget, expenditures, fundraising, schedules, travel, etc.) The advisor shall be responsible for ensuring that the activities and undertakings of the club are sound and reflect favorably on Stephen F. Austin. The foremost goal is to allow the club to be self-organized and self-governed but the advisor is to guide and counsel the club members where it is appropriate or necessary.

Advisors are responsible for the guidance, conduct, and eligibility status of club members. In addition, the Advisor is responsible for:

1. Developing leaders by encouraging the growth of initiative, responsibility, and leadership in the club's student officers and student athletes.
2. Providing oversight of the club funds and encouraging sound financial decisions and business practices.
3. Approving all fundraising and developmental plans and activities.
4. Interpreting and ensuring compliance with University policy and philosophy
5. Assuring club compliance with state and federal laws.
6. Providing leadership and acting in a professional manner if traveling with clubs. Regulations on sexual harassment, use of alcohol, illegal substances, profanity and discrimination are subject to enforcement.
  - a. Advisor travel is the same as the coach/instructor travel – external money only, no reimbursement from internal accounts for their costs.
7. The AD MAY NOT SERVE AS ADVISORS TO ANY CLUB AT ANY TIME!

## **EQUIPMENT**

Any equipment, including uniforms, purchased by the club through either internal or external accounts is considered University property. Funds may **not** be used for equipment or uniforms that are kept by club members. Therefore, the club officers (secretary) must keep inventory of each item. This equipment must be stored with the assistance of the SC Office in a university or Campus Recreation storage area on an annual basis. Equipment is not to be kept from year to year by students or club members if it belongs to the club. **ALL EQUIPMENT MUST BE STORED ON UNIVERSITY PROPERTY DURING THE OFF-SEASON AND UNIVERSITY BREAKS!!** There will be visual inventories **randomly** throughout the year for clubs that cannot store their equipment on Campus Recreation property.

This policy is in place so that clubs do not have to purchase equipment from year to year because of forgetfulness or theft. Financially, this will save all clubs money from year to year on equipment costs. Should a club member not return university property, actions will be taken against that player by the club and by Campus Recreation. Club officers are responsible for reporting this to the CO for assistance in claiming the lost or damaged equipment or the associated fine.



## STORAGE

All equipment will be stored on Campus Recreation property unless approved by AD. Destruction of storage equipment will result in a fine and cost of replacement by the club. Clubs must find the SC Supervisor or Operations Manager (red shirt) on duty to have them unlock your storage cabinet.

If equipment is needed outside the normal scope of your club, please fill out an **Equipment Request** and submit at least three (3) days prior to the date needed.

## UNIFORMS

All uniforms purchased by the club are property of the club and Campus Recreation. If money for the uniforms comes from the internal or external account, then those uniforms are paid for by the club and do **NOT** belong to individual members. Uniforms may be checked out by completing an **Equipment Request Form** three days prior to need. Uniforms need to be returned within three days after the event and SC Office will wash and store them. If they are not returned, that member will be responsible for the cost of the uniform. Actions will be taken by the club and Campus Recreation for uniform theft. If uniforms continue to go missing, Purchases Requests for uniforms will not be approved.

## SCHEDULING GUIDELINES

1. A semester practice and game schedule must be turned in to the SC Office at the beginning of each semester. It is imperative to provide the SC Office with as much information as possible about your club and its events as soon as possible. Attentiveness in this area will result in free club publicity and promotion.
  - a. Deadlines for semester are listed at beginning of handbook
2. Attempt to tentatively create a schedule four to six months in advance.
3. Attempt to schedule as many home events and tournaments as possible.
4. Check with local hotels, Nacogdoches Chamber of Commerce and SC Office before scheduling any major tournament/events to see if there is already another major event scheduled for that weekend.
5. Try to schedule as many of your away contests within a 200 mile radius of campus. Attempt to avoid excessively long travel, except in the case of regional or national tournaments.
6. Please notify the SC Office immediately when a scheduled event changes.
  - a. Practice schedules will be approved by the SC Office and dates and times will be based upon seniority of club, practice punctuality, and need.
  - b. All requests have to be approved through facility reservation, 1<sup>st</sup> come 1<sup>st</sup> serve.
7. Please notify the opposing team captain, coach, officers and Campus Recreation Department immediately with any changes.
8. Clubs are not authorized to sign agreements/contracts without the approval of the CO-SC. Please allow three days to review all documents before possible approval.
9. Clubs that cannot honor their regularly scheduled events will be suspended from club competition immediately.
10. No programming, such as tournaments and games, are allowed to take place starting the Sunday of Dead Week thru Friday of Finals Week.
11. There will be times that practices may be cancelled due to maintenance work on the fields. Campus Recreation will do their best to alert you of any cancellations that will affect your usage of the field.

## FIELD AND FACILITY USAGE POLICY

1. Reservations for practices will be made on a semester basis. Game reservations should be made as soon as possible. All requests must go to the SC Office for approval. The SC Office will handle all reservations for all clubs.
2. All fields/facilities must be inspected for use by the SC Supervisor before practices or events can be held or hosted. Officials for contests will also inspect the field/court and can cancel games depending on conditions.
3. In the event of a field/facility hazard, report it immediately to the AD at 936-468-6051.
4. Inclement Weather Policy – clubs are not to utilize the fields if they are excessively wet. It is the responsibility of the individual club to exercise good judgment. **IF YOUR FIELD IS TOO WET TO PRACTICE ON, THE IMS FIELDS ARE MORE THAN LIKELY TOO WET TO BE USED ALSO.** Clubs are responsible for finding alternate practice sites if fields are unplayable. Organized use of the weight room is prohibited if clubs wish to work out as a club.
  - a. A decision will be made at 3:00pm if at all possible on the day of the practice or game.
  - b. On game day and practices the decision of whether to play needs to be a joint decision between the AD, SC Supervisor and officers. The final decision is made by the AD.
  - c. If thunder is heard or lightning is seen, all clubs must evacuate the fields. Club activities will remain suspended until thirty minutes after the last thunder is heard. GA on supervision has the final decision on whether club activities will be cancelled for the day.
5. Alcoholic Beverage Policy – no alcoholic beverages or glass containers of any kind are permitted on or around any sport club field or facility. This includes any players, spectators, coaches, or advisors. Discipline guidelines are explained in greater detail later in the handbook.
  - a. SC Supervisors have the right to inspect coolers, cups, drinks, etc if they suspect alcohol. Participants and spectators can and will be asked to leave if alcohol is found. UPD will be contacted if needed.
6. Tobacco Policy – no tobacco products of any kind are permitted on the Campus Recreation property. This includes players, spectators, coaches, or advisors.
7. No animals of any kind are permitted on the Campus Recreation property with the exception of animals used for special needs.
8. The club is responsible for cleaning up trash that accumulates on or around the field or facility as a result of usage by the club.
9. Remove all equipment from the playing area after each practice/event.
10. Re-lock all cabinets, gates and entrances to the fields to ensure trespassers cannot access the equipment after usage.

***Clubs who ignore these policies will lose their privileges to field usage, storage areas, equipment usage, etc. and potentially fined from their internal account.***

## TRAVEL

Clubs must travel to compete in some events throughout the year. Club teams must follow these policies for travel or travel privileges will be revoked. Clubs traveling act as representatives of Stephen F. Austin State University and will act accordingly.

1. Complete the **Travel Request** and have it submitted **10 business days** prior to scheduled departure date. ***This includes trips that you are not requesting funds.***
  - a. Must have AD approval **PRIOR** to going on trip even if **NO REIMBURSEMENT** is needed.

- b. If personal vehicles are used, the driver's personal insurance will be responsible for any liability. The driver is responsible for all persons in the vehicle. Any driver without adequate insurance is NOT permitted to drive and the vehicle is not allowed to be used.
2. A complete **travel roster/itinerary** should be on file with the SC Office **3 business days prior to trip departure**.
    - a. List all club members, coach(s) and advisors who will be traveling. Each vehicle must have a minimum of four (4) people; the only exception is uneven number of travelers. Include what car they are riding in and room that they are staying in.
    - b. Each driver must meet the following requirements:
      - i. Possess a valid Texas Drivers License.
      - ii. Have adequate car insurance and liability coverage.
      - iii. Fill out their automobile insurance information on Travel Roster.
      - iv. Copies of drivers license and insurance
    - c. Hotel/Motel: Four to a room is the norm. Exceptions: when male/female ratios make this impossible they may have a separate room.
      - i. Remember each person that pays for the room needs to submit an itemized receipt for their portion.
      - ii. We have a NIRSA discount with the following hotels: Baymont Inn, Days Inn, Hawthorn Suites, Howard Johnson, Knights Inn, Microtel, Motel 6, Ramada Worldwide, Super 8, Travelodge, Wingate by Windham, Wyndham Hotels & Resorts. If one of these is within 30 minutes of your location, you must stay at one of these. You must come by the Sport Club office when making reservations in order to receive the discount code.
    - d. If club members are staying with relatives or at a friend's house, please attach a roster with the address, what relation this person is to the club, and who is staying at each location.
    - e. Non-club members are allowed to travel with the club under the following provisions:
      - i. Person WILL NOT be reimbursed for any reason.
      - ii. Any hotel room that is used to house the non-club member will not be reimbursed.
      - iii. Person MUST be listed on the travel roster, even if they are not a student at Stephen F. Austin State University.
      - iv. If the person is traveling with the club so that the club may use their vehicle, the person must meet the previously mentioned driver requirements.
      - v. Person must also abide by all policies set forth in the Sport Club Handbook as well as the Stephen F Austin Student Handbook.
  3. Your Secretary will be given a travel packet from the SC Office. This packet will include all needed paperwork for club members (emergency contacts, insurance info, etc) as well as envelopes for receipts, and other needed paperwork. This packet will be turned back in to the SC Office within **three days** of the trip and you will sit down with the AD and SC Manager and complete all necessary paperwork to complete the trip.
  4. If travel forms are not submitted on time, the club will not be eligible to receive reimbursements from either account. *If a club goes on a trip without approval they will be subject to disciplinary actions up to suspension of club.*
  5. SC Office will call for you to come in and sign travel.
  6. *Remember you can only be reimbursed for gas in Nacogdoches one time and that must be done prior to your return. If you fill up upon your return to Nacogdoches in town, you will **NOT** be reimbursed with club money.*

Clubs who do not adhere to this policy will:

1. Face disciplinary actions by the AD.
2. Have travel rights suspended or revoked.
3. Forfeit reimbursement privileges for the trip (if applicable).

Clubs will have access to university 15-passenger vans and buses provided they have sufficient certified drivers, sufficient funds to rent vans and van availability. All members interested in becoming certified for the 15-passenger vans must: have a valid and current Texas driver's license, a safe driving record, and current, adequate insurance coverage. At the beginning of each semester, driving sessions will be scheduled where club members can become certified to drive the vehicles in the University Fleet. If you are interested, you must contact the AD for more information. *The 15-passenger vans only hold 8 people maximum.* All University vehicle reservations will take place through the SC Office; all drivers must be certified through the University and vehicles are on a first come first serve basis (depends on availability). Failure to abide by University policy when using University vehicles could result in suspension of club and loss of access to University vehicles. University vehicles (vans and Ford Fusions) are charged 55.5 cents per mile. In order for the SC Office to reserve a vehicle, the club must have the adequate money in their internal account. In order to drive, each driver must be defensive driving certified through UPD. In order to drive a van, the driver must be van certified through UPD as well.

In case of a vehicular accident or major injury incurred at any point during the approved travel, take any and all necessary emergency care steps. Contact the AD ASAP. You may also try contacting the SC Office. Use as much detail as possible when describing the incident. If you are unable to reach any of the above locations, please contact the University Police Department at (936) 468-2608 and give them all pertinent information needed.

## **REIMBURSEMENTS**

### **1. Reimbursement Request Form**

- a. A club must have an external bank account and an EIN number to get reimbursements from the school, as all reimbursements are done electronically
- b. To receive reimbursement for travel **ITEMIZED RECEIPTS** must be submitted to the Sport Club Office **three days** following trip. The receipt must consist of the following information:
  - i. Date and time
  - ii. City and State
  - iii. Billing amount itemized
    1. If gas, you must have a receipt that shows the amount of gasoline you purchased (gallons) and the price per gallon.
    2. **YOU WILL HAVE TO GO INSIDE TO GET THIS RECEIPT AT SOME STORES.** Try to use national chain gas stations as they are easier to get the needed info from.
- b. Failure to turn in paperwork and receipts within this three day period means you will lose your ability to get reimbursed from CRec internal accounts.
- c. The SC Office will process the paperwork on the 4<sup>th</sup> business day after the completion of a trip. If your paperwork is not submitted by the 3<sup>rd</sup> business day, you will NOT be reimbursed for that money from your internal account.

- i. Sort receipts by members who need to be reimbursed and store in the envelopes provided in the travel packet.
    - ii. Reimbursement Request must be filled out by each member requesting reimbursement.
    - iii. Receipts must be paper clipped to the form to submit.
  - d. The payment will be directly deposited into the club's external bank account. Checks may then be written from that account to other club members who are entitled to a reimbursement. Checks will be written out in the Sport Club Office and logged in the check register.
  - e. Generally this process takes a *minimum of three to four weeks*. Be sure to record all deposits and disbursements in the checkbook register to ensure problems do not occur.
2. **Post Trip Report** is due **three days** once returned from trip with Reimbursement Request.
  3. SC Office will call once travel is ready to be signed. This paperwork must be signed by one officer.
  4. Once the paperwork is processed by the university (minimum three to four weeks), the university will deposit money into the external account for the club and send an email notification to the club email account.
  5. Once the money has been deposited and we have confirmation (print out of email or current statement from the account), two officers can come to the SC Office and write checks to reimburse club members.
    - a. We will not allow you to write checks from your external account if our current information on your external account does not show you have the money to cover expenditures.
  6. THIS PROCESS TAKES ABOUT 3 TO 4 WEEKS. Please bring members up to speed on this process before trips.
  7. Do not expect to get reimbursed for anything if you do not follow the procedure for submitting receipts. If you do not follow through on your end, we will not process paperwork.
  8. *Remember you can only be reimbursed for gas in Nacogdoches one time, and that must be done prior to your return. If you fill up upon your return to Nacogdoches in town, you will NOT be reimbursed with club money.*

## **DISCIPLINE**

Each club within the Sport Club Program is student run and under the administration and guidance of the sport club administration. Each club member is responsible for the knowledge of and adherence to the policies set forth by this handbook and the Stephen F. Austin Student Handbook.

### **IGNORANCE IS NO EXCUSE!!!**

Failure to return paperwork, failure to attend meetings, violating conduct codes, misuse of funds and privileges, failure to complete roster information, incomplete liability information and unapproved travel are a few serious violations. The sport club administration will set forth disciplinary action using the following guidelines:

- 1ST VIOLATION: WRITTEN WARNING / FINE (from CR Internal Funds)  
2ND VIOLATION: PROBATION / FINE (from CR Internal Funds)  
3RD VIOLATION: SUSPENSION / FINE (from CR Internal Funds)  
4TH VIOLATION: EXPULSION / FINE (from CR Internal Funds)

Depending upon the severity of the violation, probation, suspension or expulsion may result immediately. Fines from CR funds will be determined on a case by case basis.

Club officers are expected to enforce policies within their clubs. However, if a problem persists or becomes serious in nature, the AD will enforce all policies.

In addition to the aforementioned repercussions, the AD may take additional action according to the nature of the violation. 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 Stephen F. Austin or the Sport Club Program.

### **PROBATION, SUSPENSION AND EXPULSION**

Should a club commit an infraction or series of infractions that warrant probation, suspension or expulsion, the following measures will be taken:

#### ***PROBATION***

Any club on probation can lose access to its CRec internal account money for a period of time.

#### ***SUSPENSION***

Clubs on suspension will lose access to their facilities and/or fields and will no longer be eligible to use their CRec internal account until the term associated with their suspension is complete. If a club does not demonstrate any progress, it can be expelled from the Sport Club Program.

#### ***EXPULSION***

Any club that is expelled from the Sport Club Program will lose all funding and access to facilities administered by Campus Recreation and will be referred to judiciaries for further investigation. Any CRec internal account monies remaining will be taken back. Any club that has been expelled will not be eligible for reinstatement for a period of at least two years.

These sanctions may be appealed to the SC Administration within two weeks of the action. See APPEALS section for more detailed information.

#### ***MEMBERS CONDUCT***

As students of Stephen F. Austin, club members have an obligation to conduct themselves and their organization in a manner compatible with the University's philosophy and function as an educational institution. Members of sport clubs are expected to act in a mature and responsible manner both on and off campus and especially while participating in club activities.

Inappropriate conduct or actions while participating in any sport club related activity, including misuse of equipment or facilities would jeopardize the club's continued status as a recognized Sport Club. Furthermore, club members who participate in inappropriate activity that violates University policies,

campus regulations, or state or federal laws will be subject to disciplinary action by the Campus Recreation Department, Stephen F. Austin and/or appropriate legal authorities.

The Stephen F. Austin Code of Conduct binds all Sport Club members with particular emphasis given to the following offenses:

Hazing = EXPULSION from Sport Club and turned over to judicial

Discrimination = EXPULSION from Sport Club and turned over to judicial

Alcohol and / or Drug Abuse = EXPULSION from Sport Club and turned over to judicial

Destruction of Property = EXPULSION from Sport Club and turned over to judicial

Violence = EXPULSION from Sport Club and turned over to judicial

## **PROCEDURE FOR APPEAL**

Sanctions given by the SC Administration may be appealed to the SC Administration within two weeks of the action. Decisions regarding serious disciplinary action and appeal will be distributed in writing to the Club President and Advisor, AD, and the Director of Campus Recreation.

1. Incident occurs
2. Program meeting with parties involved to discuss issue and come to a resolution
3. Resolution is deemed unjust or unethical based on previous decisions or policy regarding a situation is not followed
  - a. All incidents do not have to be followed exactly the same way because all situations are different
  - b. There is a difference between the intent of a policy and the letter of the policy
4. Student or club officer(s) submits a written request for a disciplinary meeting with dates and times of availability
  - a. Written request gives a summary of the actions leading to the sanction, the sanction itself, and the reasons why the sanction is being appealed.
5. The SC Administration will review the request and determine if there is a need to hold a disciplinary meeting to discuss the issue(s) any further.
  - a. The SC Administration can refuse to hear an appeal if they deem it is inappropriate or unnecessary.
6. Disciplinary meeting takes place with SC Administration and a final verdict is rendered.
  - a. Cody Kuykendall – Assistant Director – Facilities and Membership Services, will chair the SC Administration during appeals hearings. Mr. Kuykendall, who is on the Campus Recreation Student Discipline Committee, will serve as a non-biased, non-partisan member and will serve only to ensure the proceedings are handled correctly.
7. Any further protests of decision will be directed to Ken Morton, Director of Campus Recreation.

## **STUDENT CODE OF CONDUCT**

Any student found to have committed or to have attempted to commit the following misconduct is subject to disciplinary sanctions:

1. Acts of dishonesty, including but not limited to the following:
  - a. Cheating or plagiarism as defined in university policy 4.1 (Academic Integrity), or other forms of academic dishonesty or breach of integrity such as but not limited to the distribution or selling of lecture notes, handouts, readers or other instructor-provided materials without permission.

- b. Furnishing false information to any university official, faculty member, or office.
  - c. Forgery, alteration, or misuse of any university document, record, or instrument of identification.
  - d. Fraud as defined in university policy 2.7 (Fraud).
2. Disorderly conduct, disruption or obstruction of teaching, research, administration, living environments, disciplinary proceedings, other university activities, including public service functions on or off campus, or of other authorized non-university activities when the conduct occurs on university premises. These acts include, but are not limited to:
    - a. Making or causing any false report, warning, or threat of fire, explosion, or other emergency.
    - b. Interfering with police, fire or emergency service.
    - c. Failure to evacuate a building or area when directed.
    - d. Willfully disregarding any emergency or fire alarm signal.
    - e. Disorderly conduct or disruptions in classrooms, other instructional areas and university events.
    - f. Violation of rules set forth in the Residence Life Community Living Guidelines.
  3. Physical abuse, fighting, assault, verbal abuse, threats, intimidation, harassment, bullying, coercion, stalking, or other conduct defined in university policy 13.3, which threatens or endangers the health or safety of any person that is not an exercise of constitutional rights.
  4. Sexual harassment/discrimination, as defined in university policy 2.11 (Discrimination Complaints/Sexual Harassment), sexual assault, sexual abuse, and other sexual misconduct defined in university policy 13.3.
  5. Attempted or actual theft of and/or damage to property of the university or property of a member of the university community or other personal or public property, on or off campus. This includes possession of stolen property and other related conduct defined in university policy 13.3.
  6. Hazing, as defined in university policy 10.3 (Hazing).
  7. Failure to comply with directions of university officials or law enforcement officers acting in performance of their duties and or/failure to identify oneself to these persons when requested to do so.
  8. Wrongful use of university goods, services or information including but not limited to:
    - a. Unauthorized possession, duplication or use of keys to any university premises or unauthorized entry to or use of university premises.
    - b. Unauthorized possession or use of security codes, long distance access codes or calling cards, or cable service.
    - c. Sale or use of university property for personal gain.
    - d. Misuse of proctoring or tutoring services.
  9. Violation of any university policy, rule, or regulation published in hard copy or available electronically on the university website.
  10. Violation of any federal, state or local law including, but not limited to:
    - a. Arson,
    - b. Robbery,
    - c. Burglary,
    - d. Forgery,
    - e. Gambling, and
    - f. Trespassing.
  11. Use, possession, manufacturing, or distribution of any illegal substance as delineated in university policy 13.11 (Illicit Drugs and Alcohol Abuse), or simulated illegal substance, or drug paraphernalia.
  12. Use, possession, manufacturing, or distribution of alcoholic beverages or products (except as expressly permitted by university policy 13.11 regarding Illicit Drugs and Alcohol Abuse), or



public intoxication or other alcohol-related crime. Alcoholic beverages or products may not, in any circumstance, be used by, possessed by or distributed to any person under twenty-one (21) years of age.

13. Illegal or unauthorized possession of firearms, ammunition, explosives, fireworks, other weapons, or dangerous chemicals, or use of any item, such as a weapon replica, even if legally possessed, in a manner that harms, threatens or causes fear to others. Possession of weapon replicas will be determined on a case-by-case basis.
14. Obstruction of the free flow or vehicular traffic on university premises or at university sponsored or supervised functions.
15. Theft, destruction or other abuse of computer facilities and resources, as delineated in university of policies including, but not limited to: university policies 14.2 (Computer and Network Security), 9.3 (Digital Millennium Copyright), or 9.1 (Computing Software Copyright). Examples of prohibited acts in these policies include:
  - a. Unauthorized entry into a file or account, to use, read, or change the contents, or for any other purpose.
  - b. Unauthorized transfer, copying or download of a file or software.
  - c. Use of another individual's identification and/or password.
  - d. Use of computing facilities and resources to interfere with the work of another student, faculty member or university officials.
  - e. Use of computing facilities and resources to send obscene or abusive messages.
  - f. Use of computing facilities and resources to interfere with normal operation of the university computing system.
  - g. Use of computing facilities and resources in violation of copyright laws.
  - h. Violation of any departmental or lab policy.
  - i. Use of any device that interferes with the normal operations of the university computing system.
16. Interfering with the freedom of expression of others on university property or at university-sponsored events.
17. Abuse of the student conduct system, including but not limited to:
  - a. Failure to obey the notice from a student conduct hearing board or university officials to appear for a meeting or hearing as part of the student conduct system.
  - b. Falsification, distortion, or misrepresentation of information before a student conduct hearing board.
  - c. Disruption or interference with the orderly conduct of a student conduct hearing board proceeding.
  - d. Institution of a student code proceeding in bad faith.
  - e. Attempting to discourage an individual's proper participating in, or use of, the student conduct system.
  - f. Attempting to influence the impartiality of a member of a student conduct hearing board prior to, and/or during the course of, the student conduct hearing board proceeding.
  - g. Harassment (verbal or physical) and/or intimidation of a member of a student conduct hearing board prior to, during, and/or after a student conduct code proceeding.
  - h. Failure to comply with the sanction(s) imposed under the Student Code of Conduct.
  - i. Influencing or attempting to influence another person to commit an abuse of the student conduct code system.
  - j. Retaliating against any party involved in the student conduct process.
18. Violating any rule, regulation, or law for which the university could be penalized including but not limited to fire, safety or environmental codes.

19. Failure to complete required student trainings/assessments within the timeframe determined by university officials.

**Hazing (as defined by University policy 10.3)**

Any intentional, knowing or reckless act occurring on or off campus by one person alone or acting with others, that endangers the mental or physical health or safety of a currently-enrolled or prospective student for the purpose of new member intake, being initiated into, affiliating with, holding office in, or maintaining membership in that organization.

Hazing acts include but are not limited to:

1. any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, placing a harmful substance on the body, or similar activity;
2. any type of physical activity such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
3. any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug or other substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health of the student;
4. any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, humiliation, that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered at the institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to the acts described in this policy;
5. any activity that induces, causes, or requires the student to perform a duty or task which involves a violation of the Penal Code.

# FINANCIAL ADMINISTRATION

## BUDGET

Each Stephen F. Austin sport club team is a student organization through the Campus Recreation Department. Each club will have two accounts, an internal account managed by the Sport Club office and an external account managed by the club officers and overseen by the Sport Club Office. The internal account consists of money that Campus Recreation has allotted to the club. All CRec internal accounts must be zeroed out at the end of the spring semester. External club accounts consist of money collected or given to the clubs. Money in these external accounts can be carried over from year to year.

The external account is set up through Bancorp South Bank, with Campus Recreation being the address the bank statements come to. The club will receive a copy of the original that is kept by the Sport Club office. **Campus Recreation does not have access to external accounts**, but does have final approval on all purchases through that account. Clubs may not access money without approval. If a club is caught spending money without approval the following disciplinary actions will take place:

1. First Offense – club will be fined the amount spent plus ½ from their internal account
2. Second Offense – club will lose all Campus Recreation funding and be placed on probation for one academic year and lose travel privileges
3. Third Offense – club will face suspension as deemed appropriate by AD

Clubs that do not use internal money will be subject to non-usage fines. These fines are assessed to clubs who do not use their allotted budget and transferred to clubs who may be using more of their money. We want to encourage clubs to use their awarded money on travel and club events, if a club does not use their money, Sport Club Administration reserves the right to re-allocate funds as they see fit. Extenuating circumstances will be taken into account before fining clubs for non-usage (ex: if the club has all spring semester events, they will not be fined for non-usage in the fall). **Fines will be assessed at the end of each semester.**

**All club checkbooks will be kept by the SC Office and will only be given to the account managers when needed. All checks must be filled out in the SC Office. All checks must be logged into the check register once check is written. When deposits take place, the receipt must be submitted to the SC Office, as well as being logged in the check register. No cashing of checks is allowed.**

What can you spend internal Campus Recreation account money on:

- Equipment
- Travel reimbursement
- Uniforms
- Officials fees if they don't need to be paid at the site
- Team shirts
- Paying league fees or registration fees

What can you NOT spend internal Campus Recreation account money on:

- Food
- Facility rental
- Livestock
- Personal insurance coverage
- Personal league fees/dues
- Extraneous non-essential equipment (radios, land, etc)
- Alcohol

What can you spend your external account money on:

- **Almost anything you want – but Sport Club Office must approve any purchases regardless**
- If you make a purchase without approval, you will be fined from internal account

What can you NOT spend external account money on:

- Alcohol
- Personal league fees/dues

There are eight ways that teams can get monies to spend on club activities:

1. Tier Funding
2. Dues – set by the clubs per semester
3. Fundraising – determined by clubs
4. Development Funding (DF)
5. Administrative Compliance Funding (ACF)
6. Excellence Funding (EF)
7. Gifts/Donations
8. Sponsorships

### ***Tier Funding (TF)***

Tier funding is the money a club is awarded based on their tier placement. Clubs will be placed in Tiers 1-3. The clubs placement in a tier depends on how long they have been established and if the club is in good standing with the SC Office. Tiers affect how much money a club can receive through Sport Clubs, and placement will be based on the decision of AD, and SC Administration. Please see the section, Tier System for Clubs for more information.

- Tier 1 - \$1000
- Tier 2 - \$500
- Tier 3 - \$250

### ***Dues***

It is required that clubs set dues for membership. Each member is responsible for paying their share of the dues for the club in a timely manner. Clubs may set their own dues amount. The Treasurer will keep an account book regarding dues and deposits of dues. The Sport Club Office will also be tracking dues and bank accounts throughout the year to assist with financial bookkeeping.

- Clubs will have receipt books purchased for them for the sole purpose of tracking dues.
- Once a member pays dues, a copy of the receipt as well as the deposit slip must be turned in to the Sport Club Office.
- On the 15<sup>th</sup> of each month, clubs must have  $\frac{3}{4}$  of their members paid (this will be tracked based on completed waivers).
- Clubs will have until the Friday before Dead Week each semester to be accurate on dues compared to total membership.
- If the procedures are not met, then clubs will face disciplinary action.

### ***Fundraising / Community Service***

Each club has different financial needs, so fundraising should be a goal for all but will be more important for clubs with higher costs. After internal club funds have been awarded, fundraising requirements will be set based off of the money awarded and the tier of the club.

- Tier 1 – 75% of funds
- Tier 2 – 100% of funds
- Tier 3 – 125% of funds

Clubs who fail to meet their fundraising requirements will not have access to wish list money and will be assessed financial penalties during the budgeting process for following school year. Credit for fundraising will count as any funds brought in by the club, this includes dues, sponsorships, donations, and any other revenue.

All clubs will be required to complete community service hours. Totals are team totals and hours can be counted from other organizational community service.

- Tier 1 – 150 hours/team
- Tier 2 – 100 hours/team
- Tier 3 – 50 hours/team

### ***Development Funding (DF)***

DF is the initial monies a club can receive by presenting to the AD and SC Administration outlining their budget for the academic year. This pool of money is subject to change depending on the number of clubs seeking Development Funding. Fundraising, dues, community service, activity level, etc. will be taken into account by all clubs when making their presentation for monetary needs. This funding will not cover all of your club expenses. Sport Clubs will be reluctant to help a club out if they are not willing to meet the minimum requirements of helping themselves out.

### **Budget Preparation**

Clubs are required to complete a budget summary request for each academic year outlining how they are planning on earning money through any of the eight ways listed above and how they plan on spending that money. The AD are available for assistance in creating a budget and preparing the forms if needed. Failure to submit a budget by the deadline will result in ZERO access to Development Funding.

Budget summary requests need to be as detailed as possible outlining trips, such as gas and lodging expenses. Many clubs may not have game schedules yet, so a rough estimate on amount of games is acceptable. Provide the SC Office with as much information and costs regarding everything that you feel that your club may need for the upcoming year. It is better to over prepare than not provide a lot of detail regarding needs of the club. A good rule of thumb is to prioritize and plan for any possible thing that the club may need. Expenses to consider are hosting a tournament, club shirts, travel, and equipment.

### ***Administrative Compliance Funding (ACF)***

ACF is the remaining monies that teams can earn by following policies and procedures, completing all forms and documents on time, attending all scheduled meetings and representing the University with pride and honor at all times. This amount will be based on a point system and will be awarded the following year.

### ***Excellence Funding (EF)***

EF is monies that are set aside for clubs attending regional or national tournaments. This money can be requested when needed. A budget presentation and application process must be completed by the club to show how this money will be used and why this club deserves the money. Clubs who have failed to fundraise adequately throughout the year are more likely to be denied Excellence Funding. SC Program will not provide enough money to cover all costs. Additional fundraisers will be required and expected by the SC Program.

### ***Gifts/Donations***

Gifts/Donations are a viable way for clubs to raise money throughout the year. Alumni, friends, family, companies, etc. are allowed to make donations to the club of their choice. However, all donations must go through the University. **CLUBS ARE NOT ALLOWED TO ACCEPT MONEY FROM AN INDIVIDUAL OR COMPANY WITHOUT ALERTING THE SC OFFICE.** All checks must be given to the Campus Recreation Department or the SC Office and then the money will be turned over to the club.

Donations/Gifts range from anything from monetary contributions to equipment. If the club receives a donation from family, friends, alumni, etc. please notify the AD to discuss how the donation will be handled. The university has many policies in place and we want to make sure that we are following policy to make sure that donations and gifts are handled correctly and going into the correct accounts. This will provide us with the opportunity to begin the proper documentation with the university and the SC Office. **Donations of equipment are not personal equipment for individual players, but equipment for the club.**

### ***Sponsorships***

Clubs have the ability to obtain sponsorships. However, clubs are not allowed to solicit sponsorships on their own. **ALL SPONSORSHIPS MUST BE HANDLED BY THE CAMPUS RECREATION DEPARTMENT.** A meeting between the CO-SC and Promotions/Sponsorships Coordinator to discuss the feasibility of sponsorships can take place anytime throughout the year. **CLUBS MAY NOT SIGN CONTRACTS OR ANY LEGAL DOCUMENT WITH ANY OUTSIDE VENDORS AT ANYTIME!**

- Requirements of obtaining sponsorships:
  - Club must do a presentation to the AD outlining the needs of the sponsorships
    - Why does your club need a sponsorship?
    - What has your club done to help themselves financially?
  - A list of potential sponsors (city, regional, state, and national sponsors)
    - You must do the research; we are not going to do everything for you. We will not accept the answer “whatever we can get.”
    - Please provide a list of places to contact.
  - Goals for sponsorships –Why do you need a sponsor? What is the money for?
  - What do sponsors get out of their endorsement (banners, promotional materials, etc)
  - History of club and club accomplishments
  - Must meet requirements of fundraising prior to obtaining sponsorships

Sponsorships are designed for clubs that help themselves. Sponsors cannot be advertised on uniforms but can be placed on a banner to display. The Promotions/Sponsorship Coordinator can assist with making a banner by submitting a **Promotions Request five days** in advance of the needed date.

### ***Purchasing***

All clubs must keep accurate records of all club expenditures throughout the year. Purchases of equipment must be done through the SC office to ensure prices are kept low and clubs have reviewed options for purchases. A **Purchase Request** must be approved by the SC Office prior to **any** purchases. If items are purchased without SC approval, no reimbursement will be granted. Purchases made through the external accounts with insufficient funds will result in clubs being held responsible for getting the account back into the positive within 24 hours and a fine from their internal accounts for the unauthorized amount plus 15%.

Equipment or apparel being purchased with the use of SFA logos or name must go through a Collegiate Licensing vendor, as well as receiving approval on the design from the University. Please see the SC Office for more information.

*No purchases or reimbursements may be made without proper forms completed and approval from the SC Office. Doing so will result in disciplinary actions.*

*Purchases are made for Sport Clubs every Wednesday, if you need something, please plan ahead! Since each company ships at a different rate, we cannot guarantee when an item will arrive. All club purchasing is done on Wednesdays, DO NOT SUBMIT A REQUEST AND EXPECT IT TO ARRIVE THE NEXT DAY.*

# APPENDIX A

## ADMINISTRATIVE COMPLIANCE FUNDING PROGRAM (ACF)

Sport Club funding is distributed to the clubs according to each individual clubs fulfillment of the Administrative Compliance Funding Program (ACF) requirements. Points will be awarded to teams as outlined in the ACF. The total dollars available for allocation will be divided by the cumulative number of points earned by all clubs throughout the previous academic year. This method will determine a dollar value to be assigned to each point. Each club's earned points will then be multiplied by this value to determine the funding to be allocated to each. This will be calculated as a percentage of the total budget for all clubs based on their projected "need" for the current year. Any club who fails to meet with Sport Club Administration by the announced deadline to create their budget will forfeit their opportunity to receive funding from this method.

### COMPLIANCE CATEGORY #1: MEETING ATTENDANCE

There will be two (2) General Session Meetings during the academic year. The General Session Meetings will be at the beginning and end of each semester and must be attended by club officers. Points will be awarded according to how many General Session meetings are attended by the club.

#### Point Breakdown:

- Officer attendance at meetings: 1 point/officer per meeting

### COMPLIANCE CATEGORY #2: DOCUMENTATION

Throughout the year, the Sport Club Program requires that all clubs complete and turn in a number of forms and reports. The deadlines for these forms are outlined on the annual calendar handed out at the 1<sup>st</sup> General Session. These forms are extremely important for both record keeping and risk management/liability purposes. All forms are available at the SC Office as well as online through CR home page.

#### Points will be awarded for completing the following documentation by the deadline:

##### 1. Club Member Paperwork

- A club should not practice as a team until club member paperwork is submitted to the SC Office.
- New members are not allowed to participate with a club until their paperwork is submitted to the SC Office.
  - Club Participant Registration Form
  - Liability Waiver
  - Insurance Information
  - Proof of Personal Insurance (copies or originals)
  - Any other paperwork needed by the AD
- Club member paperwork is due within the week a club begins practicing. If players are practicing without completing and submitting paperwork, they, along with club officers, will be subject to disciplinary measures.

**Point Breakdown:** FS – 1 point/member  
SS – 1 point/member  
Failing to submit all member paperwork- -2 points /member and \$1 per player per day per violation





**Point Breakdown:**

- Each **Travel Request** turned in 1 point
- **Travel Roster** turned in 1 point
- Completion of **Post Trip Report** 1 point
- Failure to complete and submit forms -2 points per form/travel could be revoked and result in a freeze on internal account money

**COMPLIANCE CATEGORY #4: DISCIPLINE**

As students of Stephen F. Austin, club members have an obligation to conduct themselves and their organization in a manner compatible with the University’s philosophy and function as an educational institution. Members of Sport Clubs are expected to act in a mature and responsible manner both on and off campus and especially while participating in club activities. Inappropriate conduct or actions while participating in any Sport Club related activity, including misuse of equipment or facilities will jeopardize the club’s continued status as a recognized Sport Club. Furthermore, club members who participate in inappropriate activities that violate University policies, campus regulations, or state or federal laws will be subject to disciplinary action by the Campus Recreation Department, Stephen F. Austin and/or appropriate legal authorities. A more detailed description of disciplinary actions and consequences are listed in the Sport Clubs Handbook (pages 23-28). Please refer to the manual for further information. Points will be awarded to those clubs that have no disciplinary violations.

**Point Breakdown:**

- No disciplinary violations: 5 points/semester
- One or more disciplinary violations: -5 points/violation

**COMPLIANCE CATEGORY #5: SPECIAL EVENTS, UNIVERSITY EVENTS and COMMUNITY SERVICE**

The Sport Club Program encourages clubs to become involved in hosting Special Events and to participate in Community Service projects. Involvement in these unique opportunities can provide an excellent learning experience for a club and its members. Special events such as hosting a city or regional tournament will provide the club members with experience in organizing events, sponsorship, marketing, leadership, time management and many more skills. Involvement in Community Service projects helps to create a positive image of your club and the Sport Club Program. If your club has an interest in participating in Community Service or hosting an event, please come to the SC office and meet with the AD.

In order for the club to receive points for the activity:

1. Register the *Special Event* or *Community Service* activity at the SC office ten (10) days prior to the start of the event.
2. Results of the event must be reported to the Sport Clubs office within three (3) days of the conclusion of the event. As a guideline for Community Service activities, at least one-quarter of the team members must participate in order to receive points.

3. University Events – points will be awarded for university spirit by attending and supporting SFA activities such as: Sport Club Lumberjack Alley Tailgate, sport club home games/tournaments, university sponsored fairs or orientations.

A SPECIAL EVENT will be defined as an activity that is primarily planned and organized by a Stephen F. Austin Sport Club. This event will be something that is not typically considered a regular function of the Club or similar clubs and is fairly large in scope. An event may be considered for ONLY ONE of the following: Fundraiser OR Special Event OR Community Service. The AD will ultimately decide if an event fits into any of the classifications.

A COMMUNITY SERVICE EVENT will be defined as an activity in which at least one-quarter of the team members on the official roster participate. The main goal of participating in the event will be to serve a community or philanthropic group. The Club itself shall not receive any personal benefits for its involvement in the activity.

A UNIVERSITY EVENT will be defined as an event hosted by SFA and open to the SFA community. This includes home varsity events, home sport club events, campus activities events, etc. A club must notify the SC office that they plan to attend as a club and photographic documentation must be shown as proof of the activity. A club must attend these events for a specified amount of time (determined by the SC office) for this event to count.

**Point Breakdown:**

- Special Event: 2 points (Up to a MAX of 10 Points per year)
- Community Service: ½ point for every “person-hour” up to a MAX of 100 points per year
  - These points will be awarded after the club has met their minimum community service hours requirement based on tier
- University Event: 1 point/event
- Failure to meet Community Service requirements – ½ pt per hour from point total

**COMPLIANCE CATEGORY #6: LEADERSHIP DEVELOPMENT WORKSHOP SERIES**

The Campus Recreation Department strives to promote good leaders and outstanding sport clubs. The goal of the Leadership Development Workshop is to provide an opportunity for growth in leadership skills for the students. In accordance with the Department and University missions, the program will be a continued commitment to improve the quality of life for students. Documentation that event was attended must be submitted to the SC Office within 3 days of event.

**Point Breakdown:**

- For each person attending one session: 1 point/person (Up to a MAX of 30 points/year)
- Completing a leadership/educational training program (including Alcohol.edu by any members not officers will receive points): 1 point/person (up to a MAX of 30 points/year)