



★ Sport Club Officer
Training
★
Spring 2025

★	Texas State Campus Recreation Sport Programs	★
---	---	---





Content

Introductions	New Assistant Director!
New Program Area Updates + SCA	Changes made to the program
Sport Club Operations	Updates on changes and how to be successful! (Travel, Hosting, Fundraising, etc.)
Spring 2025 Sport Club Officer Workshops	Schedule for workshops to learn about resources and operations
Step Up for State	Spring 2025 Campaign
Questions	Thank you!





Introductions



Julie Saldiva

Associate Director at
Campus Recreation



Kelly Miller

Assistant Director, Sport
Programs





Introductions



Elise Foradory

Sport Programs
Coordinator



Ty Burns

Sport Programs Lead





Updates



Rebranding

Sport Programs: now encompasses sport clubs & intramurals



HUB presence

Using the HUB more for sport club members & electronic risk releases



Sport Club Website

New resource for forms and instructions for everything sport club related!





Updates Continued



New Equipment

Aluminum Benches at Spring Lake Complex



New Amenities

SRC weight room & Natatorium locker room updates,
NEW SRC Mat Room TBA & organized storage area at
Spring Lake Complex



Sport Club Alliance

Open for applications!





Sport Club Alliance (Application Open)



What is it?

Student Organization focused on sport club Campus Recreation policies and advancement.



APPLY NOW! Application closes on February 7, 2025

Responsibilities

Meet Monthly

Meet to discuss proposed policies that will affect sport club members and operation

Plan & Brainstorm

Prepare for upcoming events and collaborate with other Sport Club Leaders on future resources

Provide Feedback

Assist Campus Recreation with student leader feedback





Professional Development with SCA Membership



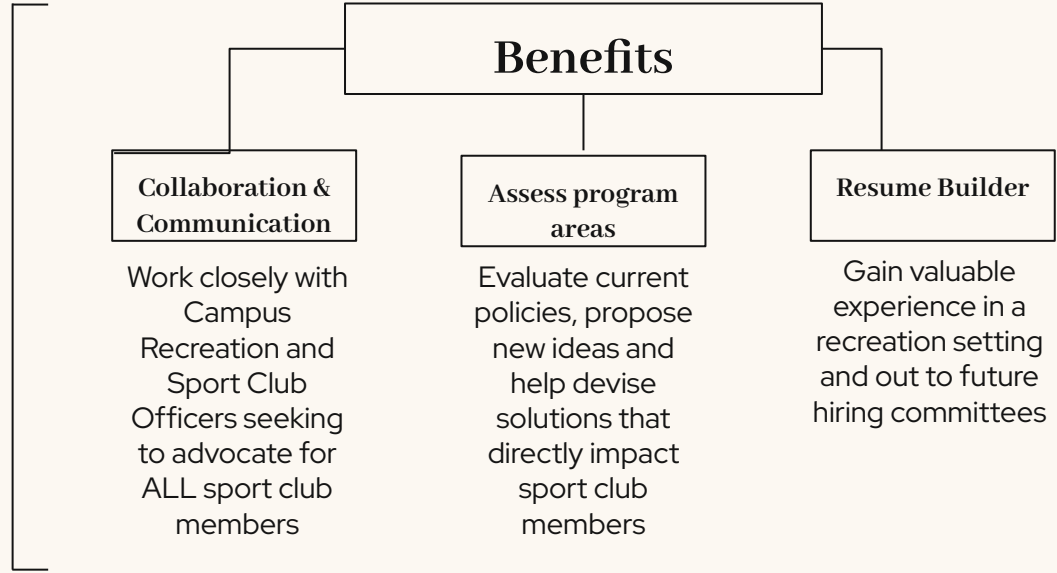
Apply NOW!



APPLY NOW! Application closes on February 7, 2025

Timeline:

1. Review of applicants February 10-12, 2025
2. Selection of members February 12, 2025
3. First monthly meeting end of February





Sport Club Operations





Table of contents

01	Sport Club Membership & Eligibility	02	Hosting on Campus	03	Traveling to Competitions
04	New Officers & Coach Process	05	Treasurer Information	06	Apparel & Licensing





Sport Club Membership & Eligibility



Campus Recreation Requirements:

- Must be a student enrolled at TXST (at least 1 credit hr.). No GPA requirements for members (Officers 2.50)
- Must have a current risk release on file (waivers signed in Fall 2024 are retained until May 2025)
 - SIGN IN using TXST login!
- Must be on the official sport club roster (HUB)



Eligibility:

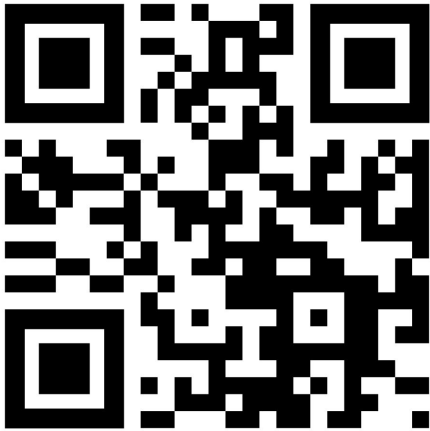
- Based on constitution (amendments must be added on process for adding or removing members)
- Based on league or National Governing Organization requirements (GPA or credit hours)





Types of Sport Club Risk Releases

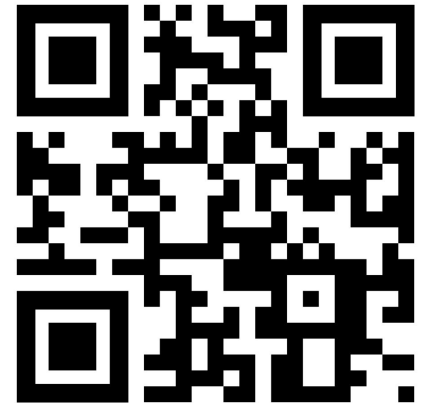
Official TXST Sport Club
Members



TXST Tryout / Open
Practice Attendees

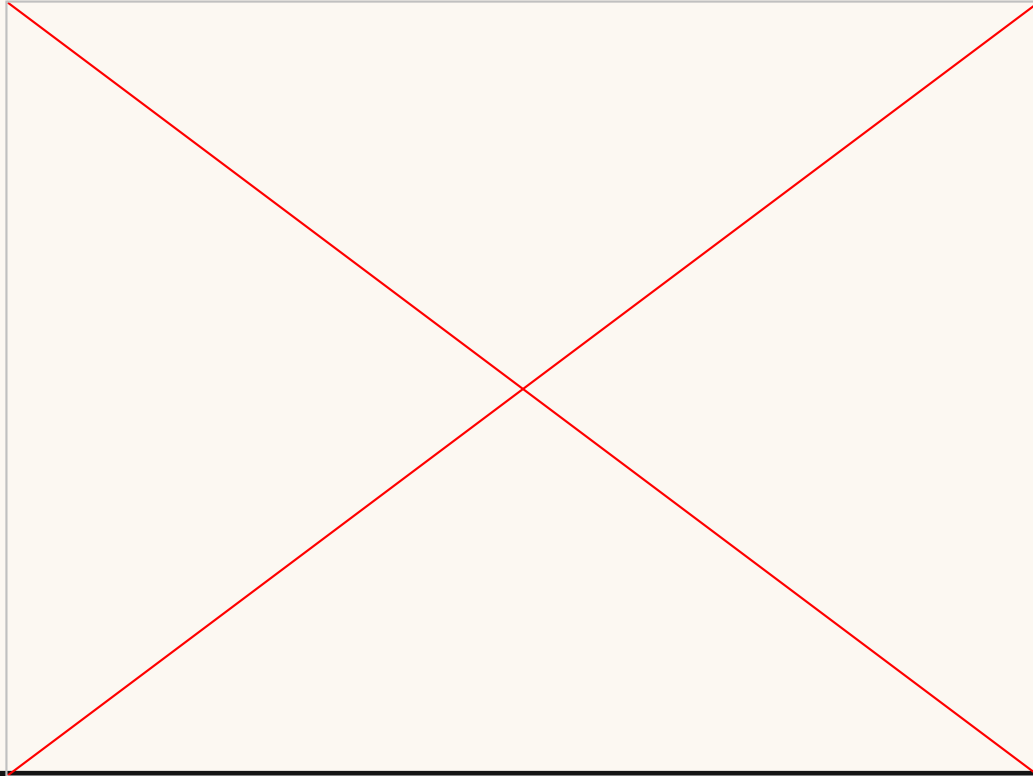


Opposing Sport Club
Participants





Inviting Official Sport Club Members to the HUB Tutorial





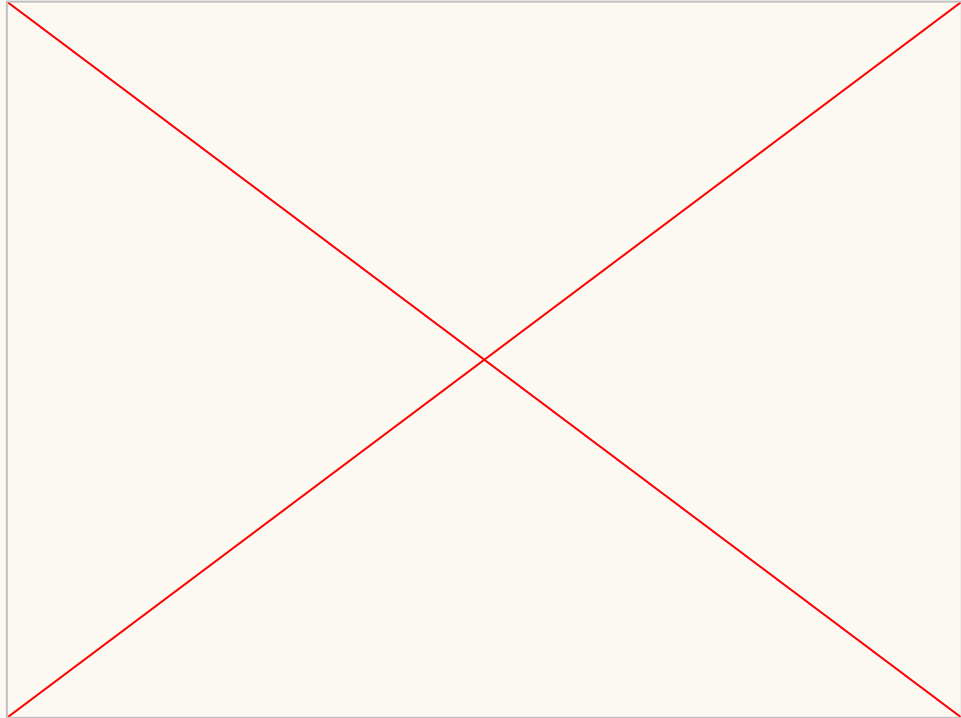
Hosting Sport Club Activities on Campus

- Facility Request Form (HUB):
 - New process with Facilities Coordinator
 - Do not use Campus Recreation Facility Request for Sport Club related activities
 - Reach out to Sport Programs Office after submitting request
 - Event must be affiliated with TXST Sport Clubs (external users will be charged)
- Must meet in advance to discuss event details
- Must have all members, visitors and tryouts/open practice attendees participating with an active risk release
 - 3 different risk releases on the HUB
- IF league requires an Athletic Trainer or Official:
 - Communicate this with the Sport Programs Office for assistance
 - Securing additional personnel is the responsibility of the Sport Club Officers
- IF event is selling or distributing items or non pre-packaged food:
 - Submit a notification form to the EHSREM Office (link on sport club resource page)
 - Become a certified food handler or provide certification





Hosting a Sport Club Activity on Campus Form Tutorial





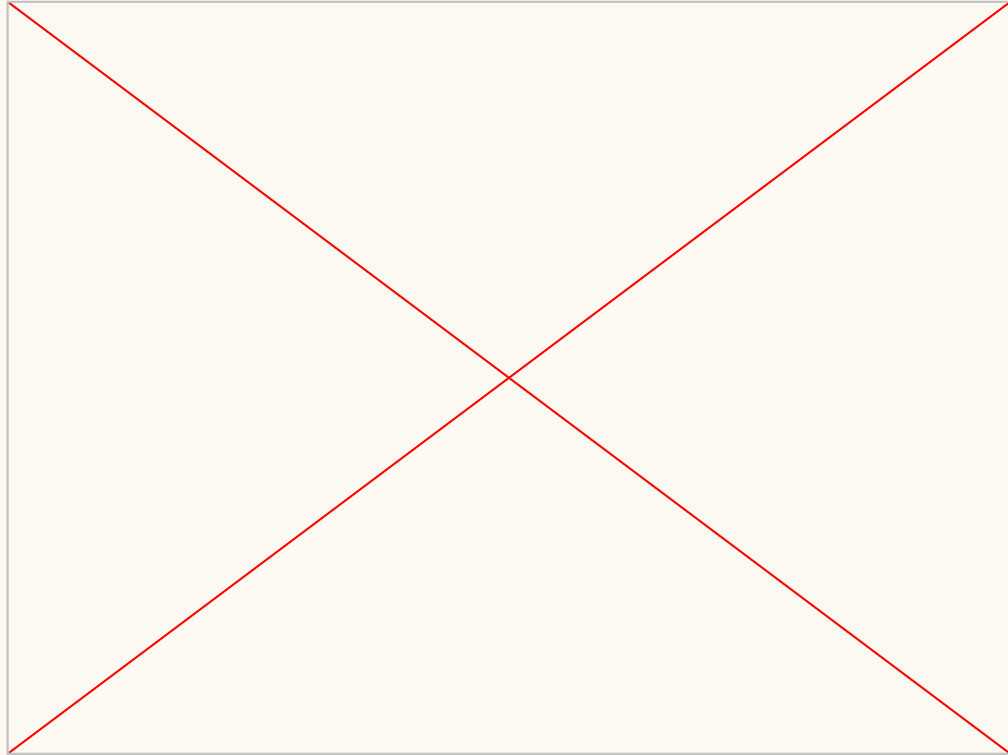
Traveling to Sport Club Events Off Campus

- Travel Request Form (NOT on the HUB)
 - Using PDF version (edits can be made, less travel requests denied)
 - Official travel roster needed 3 business days in advance to trip and all travelers should have a current risk release
 - Must specify drivers if using personal or rental vehicles (Full name, phone #, drivers license, inspection sticker, license plate and valid driver's/car insurance)
- Driver's Request Form (HUB):
 - Full name, phone #, drivers license, inspection sticker, license plate and valid driver's/car insurance
 - If using personal vehicle: car details also required
 - All vehicular travel will require at least 2 approved drivers per car
- Rental Vehicles:
 - Will be secured by the Sport Programs Office
 - Can only be secured if there is an approved driver on file
- Lodging:
 - Responsibility of sport club officers to secure lodging if staying overnight.
 - Must be documented on travel request (physical address)
- Requesting Funds:
 - Communicate this with the Sport Programs Office for assistance and submit a purchase request (HUB) for funds in advance





Travel Request Tutorial





Driver Request Form HUB Tutorial

The screenshot displays the BOBCAT Organization Hub website. The browser address bar shows `tst.campuslabs.com/engage/`. The page header includes the BOBCAT logo and a search bar. The main content area is titled "Explore Texas State University" and features an "All Events" section with four event cards:

- Education Abroad General Information Session (GIS):** In-...
Friday, January 31 at 11:00AM CST
LBJ Student Center, Room 303 (3-212)
Education Abroad
- Lunch With LEAD 1: Getting Involved on Campus**
BRINGING LEADERSHIP TO THE TABLE
Friday, January 31 at 12:00PM CST
Shirley Harris Lounge-Student Involvement and Engagement LBJ 2nd floor
Leadership and Service
- Yoga with Campus Recreation**
Friday, January 31 at 12:00PM CST
Campus Recreation at TXST RBC (Avery 110)
Round Rock Student Success & Acade...
- TLSP Director Board January Event**
Friday, January 31 at 1:00PM CST
Campus Recreation
Leadership and Service

A "VIEW MORE EVENTS" button is located below the event cards. The "Recommended Events" section at the bottom features an illustration of two people and a "GET STARTED" button with the text: "Share your event preferences to receive event picks that might match!"





New Officer(s) & Coach(es) Process



New Officers

- Campus Recreation & Student Involvement Requirement: Minimum 2.5 GPA
- New officers can be elected based on rules and amendments in the sport clubs constitution
- HUB offers an election tool:
 - Limits voters to only official sport club members
 - Shares results after election concludes
 - Anonymous voting feature



New Coaches

- Only responsibility is to coach and provide sport specific instruction
- Can be paid or unpaid (determined by team)
- All community members not enrolled at TXST that want to have a role with a sport club, will need to be categorized as a coach.
- Coach can be a TXST Student
- Coach Process & Forms:
 - Inform the Sport Programs Office
 - Background Check (email)
 - Coach will sign Coach Release and Indemnity Agreement (PDF)
 - Coach will sign Coach Release Form (PDF)





HUB Officer Election & Voting Tutorial

The screenshot displays the BOBCAT Organization Hub interface. At the top left is the BOBCAT logo. A search bar is located at the top center. On the right side of the header, there are icons for a calendar, notifications, and a user profile. The main content area is titled "Elections" and features a blue "+ CREATE ELECTION" button. Below this is a table with the following data:

Name	Start Date	End Date	Action
Test	1/27/2025 11:00 AM	1/27/2025 11:45 PM	Publish

Below the table, it says "Showing 1 - 1 of 1". On the left side of the interface, there is a vertical sidebar with various navigation icons, including a home icon, a calendar icon, a group of people icon, a document icon, a list icon, and several circular icons representing different organizational units or departments.





Treasurer Information



Types of Accounts & Purchase Requests

- Campus Recreation manages 2 accounts for each sport club:
 - Agency: more accessible funds (dues, profit shares, work)
 - Restricted: less accessible funds with the intent of being used for national competitions & travel (donations)
- Accessing Funds: Purchase Requests (HUB)
 - Reimbursements: receiving money back after purchasing out of pocket (takes 30+ business days to receive)
 - Cash Advances: receiving money prior to purchasing (takes 10+ business days to receive)
-



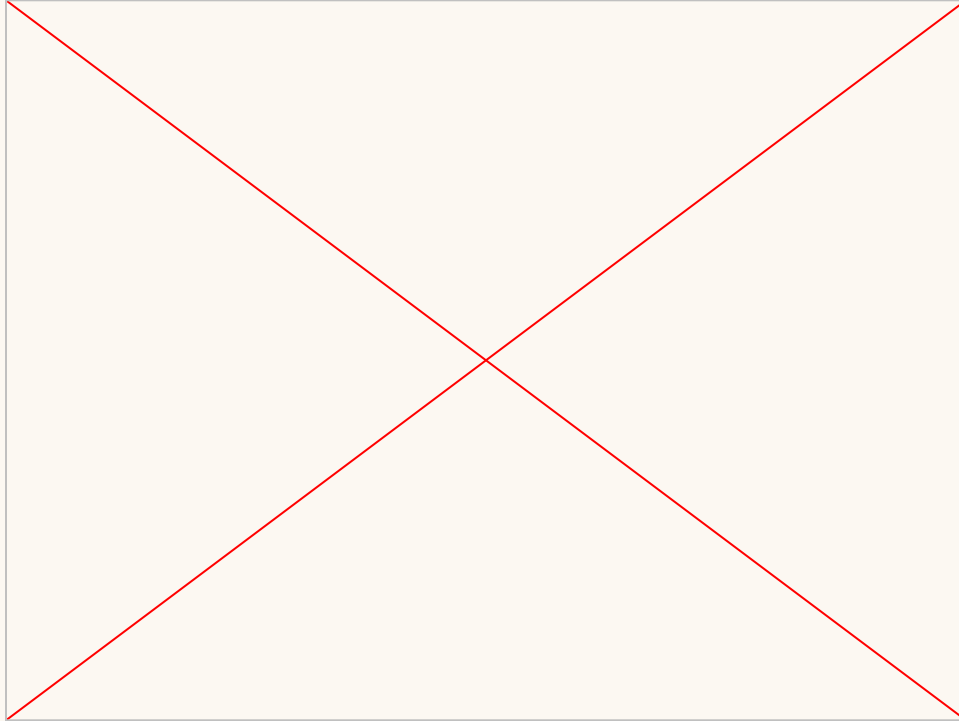
Other information

- Always keep records of income & expenses (check with Sport Programs Office for discrepancies)
- Monthly budget report posted in HUB documents
- Must be an approved vendor in Payment works
- Keep all receipts and invoices (including all records for transfers of money)
- Cash on hand: for unexpected expenses, officials, league fees or athletic trainers
-





HUB Purchase Request Tutorial





Licensing & Branding Information



Licensing Resources & Requirements

- All information is located on the sport club website:
 - Branding Guidelines (colors, logos, etc.)
 - Licensee Search Database
- Campus Recreation Requirements:
 - Must submit HUB Form
 - Design must follow all branding guidelines
 - Design must also include "Sport Club" (Texas State University Equestrian Sport Club)
- *If sport club apparel is specific and approved vendors do not have proper options, reach out to Sport Programs Office with an unapproved vendor to seek approval



Process

1. Ensure that adequate funds are accessible
2. Review **branding guidelines**
3. Search on **Licensee Search Database** for specific apparel needs
4. Find an approved vendor that suits the needs of the team (material and design) & compare options
5. Contact the approved vendor via email and include Sport Programs Coordinator
6. Decide on quantity and review design
7. **Submit design to Sport Programs Office (HUB form)**
8. Await approval or required modifications
9. Once approval is granted, proceed with order
10. Pay approved licensed vendor for apparel



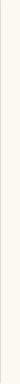


Approved Licensee Search Database Tutorial

The screenshot displays a Chrome browser window with a list of bookmarks. The active tab is titled "tst.campuslabs.com/engage/submitter/election/start/664891". The bookmark list includes:

- Bobcat Organization Hub - Review Submission - tst.campuslabs.com/engage/submitter/election/start/664891
- tst campus map - Google Search
- tst rock wall
- tst team builder
- Texas State University - tst.campuslabs.com/engage/manage/organization/CampusRec/events/events?orderByField=StartDate&orderByDirection=1&nameContains=climbing
- Explore - Bobcat Organization Hub - tst.campuslabs.com/engage/submitter/form/start/655529
- Home - texasstate.na1.documents.adobe.com/account/home570C_employe-vrue
- SAP Resources - Texas State University - tst.edu/sap.html

Below the bookmark list, there is a row of shortcut icons with labels: SAP Resources, Organizations, Outlook, Sign In, Sport Clubs, Texas State U..., Microsoft For..., Muzo Light..., Enterprise Re..., and Add shortcut. The Windows taskbar at the bottom shows the search bar, several application icons, and the system tray with the time 9:38 AM and date 1/21/2025.





Sport Club Apparel & Equipment Request Form Tutorial

The screenshot displays the BOBCAT Organization Hub website. The browser address bar shows `tst.campuslabs.com/engage/`. The website header includes the BOBCAT logo and a search bar. The main content area is titled "Explore Texas State University" and features an "All Events" section with four event cards:

- Education Abroad General Information Session (GIS): In...**
Friday, January 31 at 11:00AM CST
LBJ Student Center, Room 303 (3-212)
Education Abroad
- LUNCH WITH LEAD**
BRINGING LEADERSHIP TO THE TABLE
Lunch With LEAD 1: Getting Involved on Campus
Friday, January 31 at 12:00PM CST
Shirley Harris Lounge Student Involvement and Engagement LBJ 2nd floor
Leadership and Service
- Yoga with Campus Recreation**
Friday, January 31 at 12:00PM CST
Campus Recreation at TXST RRC (Avery 110)
Round Rock Student Success & Academi...
- TLSP Director Board January Event**
Friday, January 31 at 1:00PM CST
Campus Recreation
Leadership and Service

A "VIEW MORE EVENTS" button is located below the event cards. The "Recommended Events" section at the bottom features an illustration of two people walking and a "GET STARTED" button with the text "Share your event preferences to receive event picks that might match!".





Step Up For State

- **WHAT:** Annual giving campaign to help support TXST departments, programs and organizations!
- **WHEN:**
 - Step Up For State: March 2025
 - SOLD: Fundraising Best Practices: February 4, 2025 @ 1 pm
- **WHERE:**
 - SOLD: Fundraising Best Practices @ Alkek Library 441 OR ONLINE
- **WHY:** Sharing best practices information to assist with accomplishing fundraising goals and engaging with loyal donors!
- **WHO:** ALL current Sport Club Officers are invited, please share information with any sport club members seeking information on the sport club program and prospective officers





Other Resources

- **Group X Classes:** various classes offered throughout the day and week (FREE)
- **Fit for Hire:** Customized group fitness classes (\$)
- **Climbing Wall:**
 - Two 52-foot tall towers. One 12 foot tall bouldering cave, rental shoes and harnesses available. (FREE)
 - Clinics & Competitions: Flash Fest, Belay, Top Rope & Route setting (\$)
- **Intramural Leagues and Sports:** Create an intramural team to hang out with friends and enjoy a recreationally competitive atmosphere (\$)

GROUP EXERCISE SCHEDULE SPRING 2025

CLASSES NOW OPEN TO EVERYONE
BRING YOUR TEST ID

WORKOUT | SWEAT | CONNECT


*SCHEDULE SUBJECT TO CHANGE

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
TONING EXPRESS 5:30PM-6:00PM MFR-D	SUNRISE YOGA 7:00AM-8:45AM MFR-C	TONING EXPRESS 5:30PM-6:00PM MFR-D	SUNRISE YOGA 7:00AM-8:45AM MFR-C	FRIDAY CYCLE1 7:00AM-8:45AM MFR-A	NO CLASSES TAKE A REST	RESTORATIVE YOGA 6:00PM-7:00PM MFR-C
ZUMBA 6:00PM-6:45PM MFR-C	TOTAL BODY CIRCUIT 6:00PM-6:45PM MFR-B	AB ATTACK 5:30PM-6:00PM MFR-D	AB ATTACK 5:30PM-6:00PM MFR-D	TOTAL BODY CIRCUIT 6:00PM-6:45PM MFR-B	RESTORATIVE YOGA 6:00PM-7:00PM MFR-C	RESTORATIVE YOGA 6:00PM-7:00PM MFR-C
CYCLE POWER 30 6:15PM-6:45PM MFR-A	CYCLE 45 6:15PM-7:00PM MFR-A	ROLL & RESTORE 7:00PM-7:30PM MFR-C	ROLL & RESTORE 7:00PM-7:30PM MFR-C	CYCLE POWER 30 6:15PM-6:45PM MFR-A	RESTORATIVE YOGA 6:00PM-7:00PM MFR-C	RESTORATIVE YOGA 6:00PM-7:00PM MFR-C
ROLL & RESTORE 7:00PM-7:30PM MFR-C	DANCE REMIXED 6:30PM-7:30PM MFR-C	YOGA FLOW 7:45PM-8:45PM MFR-C	YOGA FLOW 7:45PM-8:45PM MFR-C	DANCE CHOREO 6:30PM-7:30PM MFR-C	RESTORATIVE YOGA 6:00PM-7:00PM MFR-C	RESTORATIVE YOGA 6:00PM-7:00PM MFR-C
YOGA FLOW 7:45PM-8:45PM MFR-C	REC YOGA 7:00PM-8:30PM MFR-C	YOGA FLOW 7:30PM-8:30PM MFR-C	YOGA FLOW 7:30PM-8:30PM MFR-C	YOGA FLOW 7:30PM-8:30PM MFR-C	RESTORATIVE YOGA 6:00PM-7:00PM MFR-C	RESTORATIVE YOGA 6:00PM-7:00PM MFR-C

KEY

- DANCE
- CYCLE
- STRENGTH
- MIND/BODY
- HIT/INTERVAL

SCAN FOR MORE INFORMATION





Other Resources

- **UCAMP:** At 126 acres, University Camp hosts over four miles of hiking and biking trails and sweeping views of the Blanco River and the river valley. Offering a variety of year-round outdoor recreation such as, swimming, kayaking, snorkeling, and fishing. Campsites and lodges reservable (\$)
- **Team Building Program:** Using activities that are socially, mentally, physically, and environmentally challenging. Our staff will specially tailor a program to fit your group needs. (\$)
- **Student Organization Leadership Development Workshops:** Officer Transition, Delegating Tasks, Annual Registration and Career Development. (FREE)





Website Tour





★	<h1>Thank You!</h1>	★
★		★
★		★



Instructions for use

If you have a free account, in order to use this template, you must credit [Slidesgo](#) by keeping the [Thanks](#) slide. Please refer to the next slide to read the instructions for premium users.

As a Free user, you are allowed to:

- Modify this template.
- Use it for both personal and commercial projects.

You are not allowed to:

- Sublicense, sell or rent any of Slidesgo Content (or a modified version of Slidesgo Content).
- Distribute Slidesgo Content unless it has been expressly authorized by Slidesgo.
- Include Slidesgo Content in an online or offline database or file.
- Offer Slidesgo templates (or modified versions of Slidesgo templates) for download.
- Acquire the copyright of Slidesgo Content.

For more information about editing slides, please read our FAQs or visit Slidesgo School:

<https://slidesgo.com/faqs> and <https://slidesgo.com/slidesgo-school>

Instructions for use (premium users)

As a Premium user, you can use this template without attributing [Slidesgo](#) or keeping the "[Thanks](#)" slide.

You are allowed to:

- Modify this template.
- Use it for both personal and commercial purposes.
- Hide or delete the "Thanks" slide and the mention to Slidesgo in the credits.
- Share this template in an editable format with people who are not part of your team.

You are not allowed to:

- Sublicense, sell or rent this Slidesgo Template (or a modified version of this Slidesgo Template).
- Distribute this Slidesgo Template (or a modified version of this Slidesgo Template) or include it in a database or in any other product or service that offers downloadable images, icons or presentations that may be subject to distribution or resale.
- Use any of the elements that are part of this Slidesgo Template in an isolated and separated way from this Template.
- Register any of the elements that are part of this template as a trademark or logo, or register it as a work in an intellectual property registry or similar.

For more information about editing slides, please read our FAQs or visit Slidesgo School:

<https://slidesgo.com/faqs> and <https://slidesgo.com/slidesgo-school>

Fonts & colors used

This presentation has been made using the following fonts:

Abhaya libre

(<https://fonts.google.com/specimen/Abhaya+Libre>)

Red hat display

(<https://fonts.google.com/specimen/Red+Hat+Display>)

#141414

#fc8f2

#fff4e4

#e7dbc9

#ffffff

Storyset

Create your Story with our illustrated concepts. Choose the style you like the most, edit its colors, pick the background and layers you want to show and bring them to life with the animator panel! It will boost your presentation. Check out how it works.



Pana



Amico



Bro



Rafiki



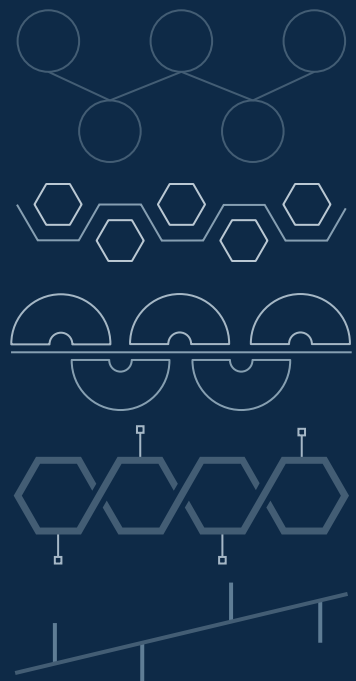
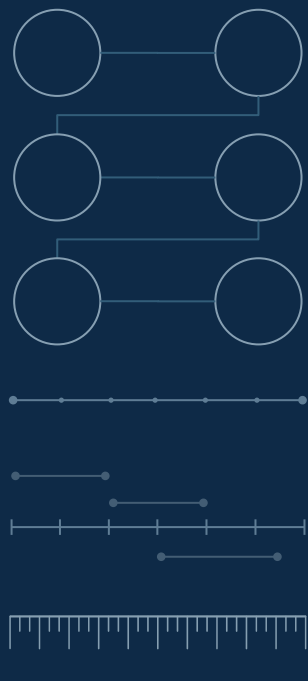
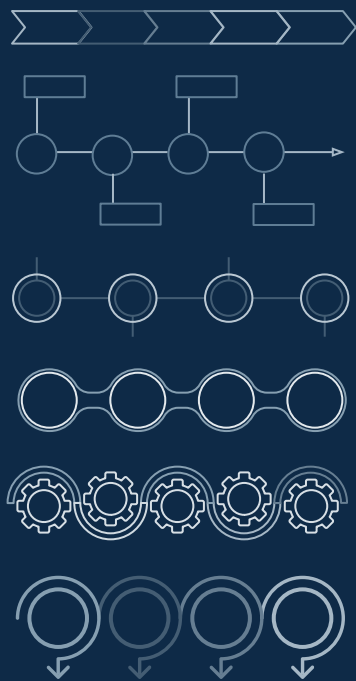
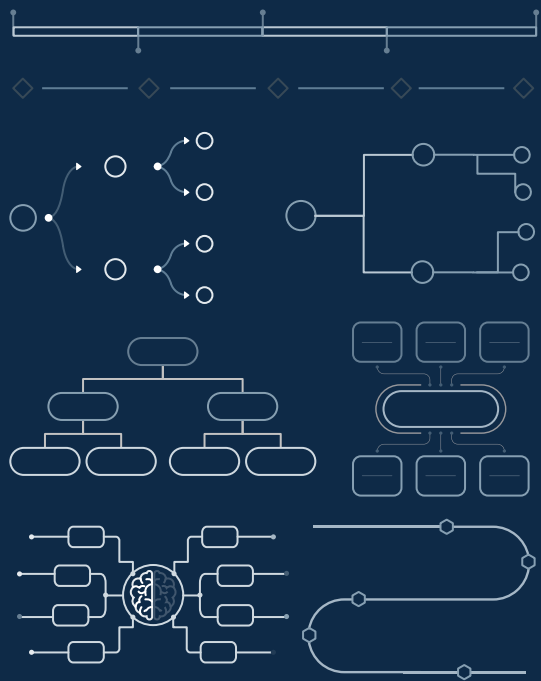
Cuate

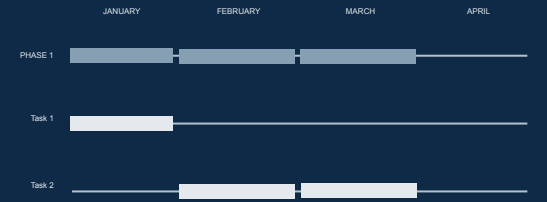
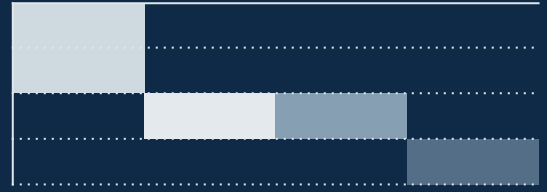
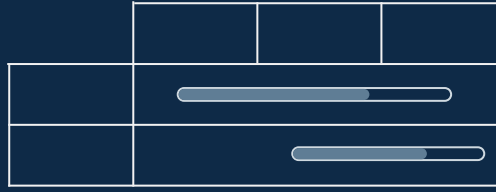
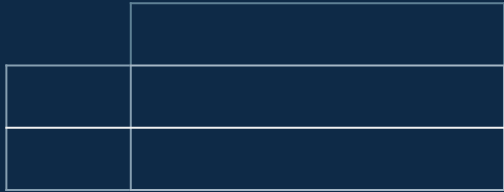
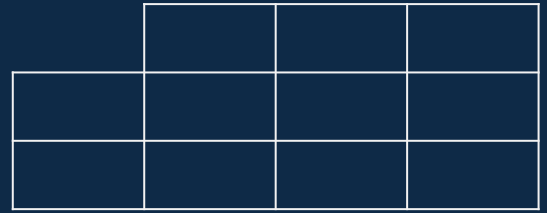
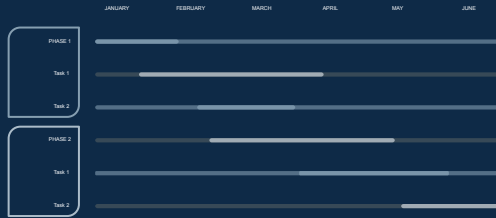
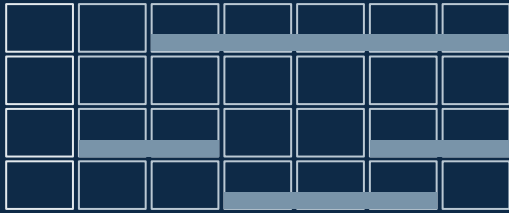
Use our editable graphic resources...

You can easily [resize](#) these resources without losing quality. To [change the color](#), just ungroup the resource and click on the object you want to change. Then, click on the paint bucket and select the color you want. Group the resource again when you're done. You can also look for more [infographics on Slidesgo](#).

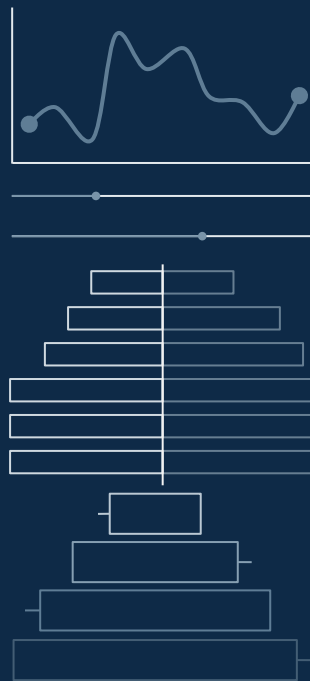
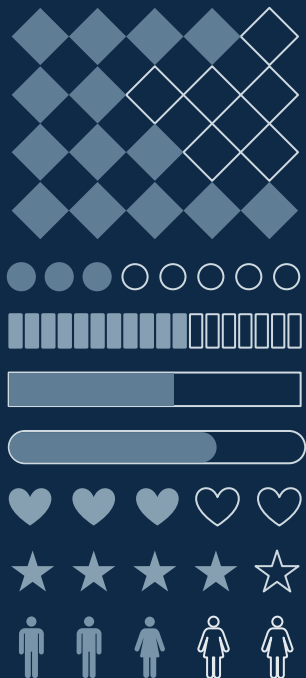
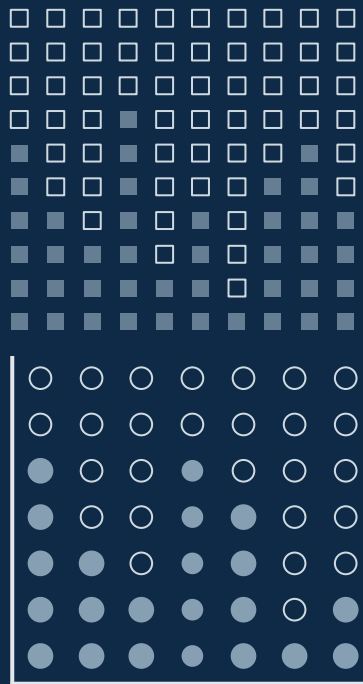












...and our sets of editable icons

You can resize these icons without losing quality.

You can change the stroke and fill color; just select the icon and click on the paint bucket/pen.

In Google Slides, you can also use [FlatIcon's extension](#), allowing you to customize and add even more icons.



Educational Icons



Medical Icons



Business Icons



Teamwork Icons



Help & Support Icons



Avatar Icons



Creative Process Icons



Performing Arts Icons



Nature Icons



SEO & Marketing Icons



