

Sport Club Officer Notes & Reminders:

Events	What	When	Where	NOTES
Student Organization Fair	Recruitment opportunity hosted through Student Involvement & Engagement	January 29, 2026 @ 4-6 pm	LBJ Student Center	
Step Up for State	Opportunity to connect with donors and generate donations	TBD	Online	
Spring Break	No on campus sport club programming permitted	March 14 – 22, 2026	N/A	
Sport Club Award Nominations	Nominate a deserving individual or club to receive an award presented at Pass the Torch!	Deadline: March 31, 2026	Microsoft Form	
Pass the Torch	Required event for new and experienced officers to relay crucial club information to ensure smooth transition of leadership and responsibilities.	April 24, 2026	MPRC	
Reading Day	All sport club operations will conclude	May 5, 2026	N/A	
Campus Recreation Requirements	What	When	Where	NOTES
Sport Club Profile Form https://forms.office.com/r/GJ2jUSDXSE	Notify Sport Programs Office on changes (new officers , NGO, concerns, etc.)	Deadline: January 30 th , 2026 or when there are changes	Microsoft Form	
Home Event & Facility Request Form https://forms.office.com/r/eE3h3NDHEq	Request used to reserve Campus REcreation Facilities or equipment	Deadline: November 1st, 2025 *OR submitted 4 weeks prior to day(s) of event	Microsoft Form	
Away Event Request Form	Notify the Sport Programs Office on competitions or	Deadline: November	Microsoft Form	

https://forms.office.com/r/VQpft5k03g	events that will be traveled to (does not replace other travel documents)	1st, 2025 *OR submitted 14 days prior to day(s) of event		
Approved Driver Request Form https://txst.campuslabs.com/engage/submitter/form/start/692140	Notify the Sport Programs Office on drivers that will be transporting sport club members to and from a club sanctioned event	Submitted 14 days prior to day(s) of event	HUB Form	
Sport Club Travel Request Form https://txst.campuslabs.com/engage/submitter/form/start/708978	Notify the Sport Programs Office on competitions or events that will be traveled to (does not replace the Away Event Request Form). CHANGES: Only required for travel that is 25+ miles from San Marcos TXST Campus	Submitted 7- 14 days prior to day(s) of event depending on if in-state or out of state travel	HUB Form	
End of Event Report https://forms.office.com/r/rdpaYsKzGC	Informs the Sport Programs Office on how the competition went (accomplishments, travel issues, injuries, etc.)	Required within 1 week of trips/ home event conclusion	Microsoft Form	
Other Campus Recreation Forms	What	When	Where	NOTES
Coach Forms	3 Different Forms: <ul style="list-style-type: none"> • Coach Consent Form: Required each year for all coaches • Coach Indemnity Agreement Form: Required each year for all coaches • Independent Contractor Professional 	Prior to the start of coaching and instruction on/off campus	Online and sent to sportclubs@txstate.edu email	

	Services Worksheet : Only required paid coaches must be submitted annually.			
Purchase Request	Used to request funds from the Sport Club Restricted Account. Invoice payment or reimbursement can be issued.	As needed	HUB form	
Apparel & Equipment Branding Request Form https://txst.campuslabs.com/engage/submitter/form/start/646621	Requests design approval for apparel, equipment, or jerseys that use University Logos.	As needed	HUB Form	

New / Returning Officer Tasks

Task	Purpose	Notes
Download Teams App	All communication will happen here for all officers! The Sport Club Profile Form will be used to gather new and returning officer contact information!	
Check out Sport Club Resource Webpage	Has EVERYTHING you could possibly need to access with forms, resources, and tutorials!	
Check out NEW Sport Club Travel Resource page	Has EVERYTHING you could possibly need to access with linked forms and descriptions!	
Bobcat Organization HUB	Become familiar with the HUB and work on constitution edits for an easier re-registration process!	
Preparing for tabling events Mazevo Facility Request for other on campus spaces	Strategize new ways to encourage sport club membership! Stay up to date on events and attend!	
Preparing for Step Up for State	Document or continue recording past members to build alumni	

	database or potential donors for the club	
Donor Appreciation	Establish new relationships with new alumni and thank recent donors! Send out custom thank you notes!	
Seek Out Potential Sponsors	Reach out to potential sponsors to gather funds over the summer in preparation for the new school year!	

Tasks to prepare for

Responsibilities	Purpose	Notes
Required Travel Documents	<p>Stay compliant with Campus Recreation and University Policies!</p> <ol style="list-style-type: none"> 1. Submit Microsoft form on all away competitions 2. Submit travel request (PDF) for each away competition occurring 25+ miles 3. Ensure all drivers are approved drivers (Bobcat Org HUB form) 	
Sport Club Accounts & Purchase Requests	<p>Funds secured by Campus Recreation.</p> <ul style="list-style-type: none"> • 1 account managed by Campus Recreation <ul style="list-style-type: none"> ○ Agency & Restricted • Purchase request withdrawals money (cash advance or reimbursement) • Form on Bobcat Organization HUB 	
Home Event Requests	Notify Sport Programs Office on upcoming events to request spaces.	

	<ol style="list-style-type: none"> 1. Submit Microsoft form on all home competitions 2. Ensure all details are discussed with Sport Programs Office 	
<p>Risk Releases & Current Roster</p> <p>Official Members Risk Release</p> <p>Trying Out Participants Risk Release</p>	<p>Ensure that all tryout attendees and official members have a risk release on file. All official sport club members will need to be submitted to the office (PDF) and up to date on the HUB</p>	
<p>Plan Fundraisers</p>	<p>Generate revenue by hosting events or invitational competitions, profit shares, hosting concessions, etc.</p>	
<p>Remain current on Sport Club Manual policies</p>	<p>Changes are being made that will significantly affect Sport Clubs. Ensure that you understand these policy changes and stay compliant!</p>	

Important Resources

Resource	Purpose	Link
<p>Sport Club Manual</p>	<p>Provide guidelines and policies affiliated with the University and a Registered Student Organization Sport Club overseen by Campus Recreation</p>	<p>https://docs.gato.txst.edu/742059/Texas%20State%20Sport%20Clubs%20Manual%202024%20-%20Copy%204.pdf</p>
<p>Sport Club</p>	<p>Webpage with all</p>	<p>https://www.campusrecreation.txst.edu/playsports/sport-clubs/resources.html</p>

<u>Officer Resource Webpage</u>	links and resources	
<u>Sport Club Travel Webpage</u>	Webpage specifically for travel policies and requirements	https://www.campusrecreation.txst.edu/playsports/sport-clubs/resources/sport-club-travel.html