

# Sport Club Officers Training

Campus Recreation Sport Programs



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Kelly Miller & Elise  
Foradory

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# **Sport Programs Office Introductions**

# Sport Programs Professional Staff



**Julie Saldiva**

Associate Director at  
Campus Recreation



**Kelly Miller**

Assistant Director for Sport  
Programs



**Elise Foradory**

Sport Programs  
Coordinator

**Sport Programs Office Hours: Mon- Fri, 8 am - 5 pm**

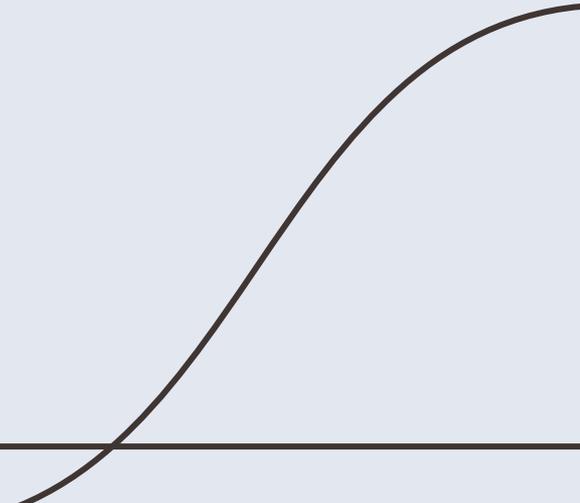
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# Sport Program Lead



**Ty Burns**

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**STEP UP  
FOR STATE**

**1899 MINUTES OF GIVING**

# Register for Campus Rec Focus Group



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Tour website with forms  
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# **Sport Club Roles & Responsibilities**

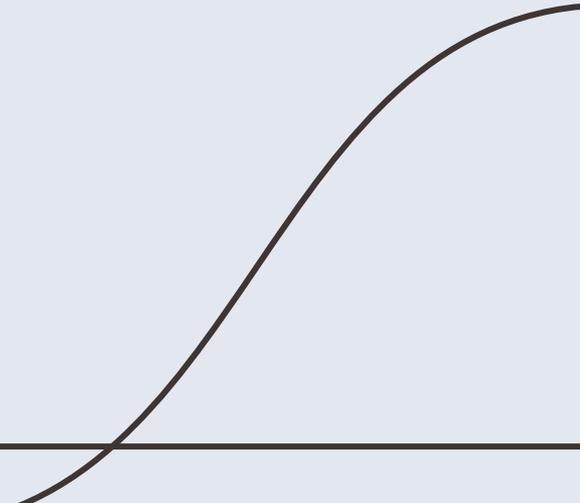
# Sport Club Officers

- **President** - Serves as the leader and primary contact for the Sport Club; responsibilities may include organization of practices, events and tournaments.
- **Vice President** - Serves as an assistant to the President; makes decisions in cases of the President's absence. Certain Vice Presidents may have specific roles within the club (e.g. organizing travel plans, facility reservations, running practices, risk management, etc.).
- **Treasurer** - Monitors the budgetary component of the Sport Club; all records of purchases, payments and/or deposits should go through the treasurer.
- **Safety Officer**: Assists with the risk management and mitigation for the sport club.
- Optional officer roles can include secretary, public relations, fundraising chair, historian, social chair, recruitment chair, among many others.
- Officers are responsible for:
  - Communicating, responding and remaining compliant with SP Office (Bobcat Mail and Teams)
  - Sport Clubs Officers must maintain a 2.25 OVERALL GPA
  - Submitting paperwork (requests, forms, etc.)
  - Sport Clubs are student (participant) focused and led



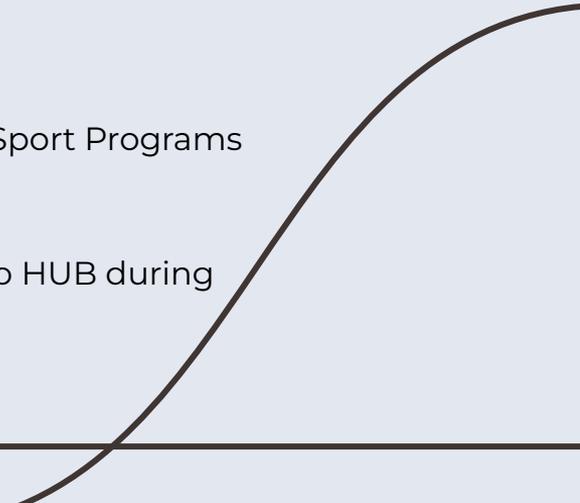
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**What are some unique officer  
roles that your club has  
appointed?**



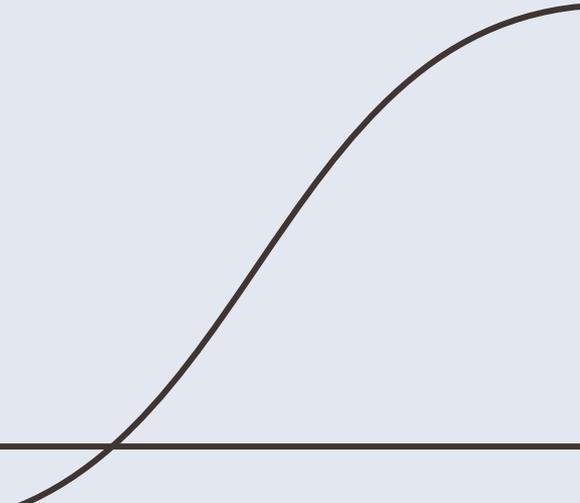
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# Sport Club Advisors

- Must find an advisor outside of the Sport Programs Office before Fall 2026 Re-Registration!
  - Benefits:
    - Assist with safety and risk management of the club
    - Provide insights on TXST policies and procedures
    - Mediate internal disagreements
  - Any full or part time faculty or staff member of Texas State University that assists in the success of the club, and is a resource for the goals of the club.
    - Are not involved in the administrative functions of club
    - Not a paid position with the club
    - Preferably a faculty or staff member that is not affiliated with Sport Programs
    - Required to have as an RSO and be added in the HUB
    - Must attend Risk Management Training
    - Must fill out the Advisor Acknowledgement Form (uploaded to HUB during re-registration)
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**How have you identified potential  
advisors?**



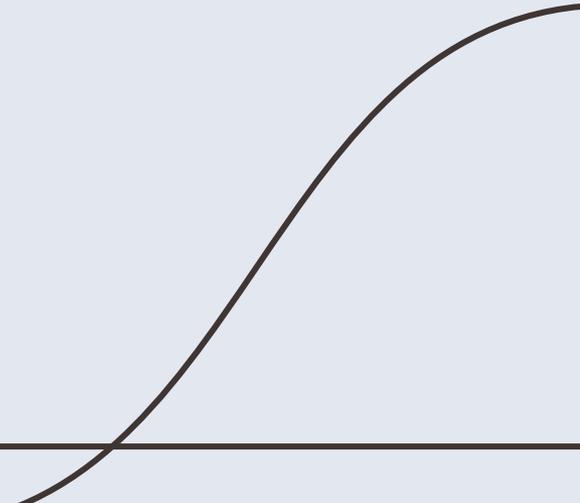
# Sport Club Coaches

- A person involved in the direction, instruction and training of the team or individual
  - Not allowed to handle or access finances
- Does not have to be associated with the University
- Coaches who are also current students are allowed
- Must fill out *Coach Indemnity Agreement Form & Coach Consent Form* prior to coaching the sport club
- May be a volunteer or paid coach (payment from Sport Club, not Campus Rec)
  - Must fill out Independent Contractor Professional Services Worksheet to be paid
- Knowledge of National Governing Body/League rules regarding play and eligibility
- Must also be aware of certifications required to coach
- Must pass a background check each year
  - Funded by the Sport Club budget, not the Department of Campus Recreation
- Can be removed by the club or Sport Programs Office without cause



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**What are things that coaches  
should not be doing?**



# Sport Club Coaches Should NOT:

- Handle finances or access bank accounts
- Schedule lodging, book flights or rent vehicles on behalf of the club
- Make organization decisions
- Play a role in electing new officers
- Have access to TXST facilities outside of designated practice or competition times
- Determine student eligibility
- Request GPA or credit hours



# Sport Club Alliance (SCA)

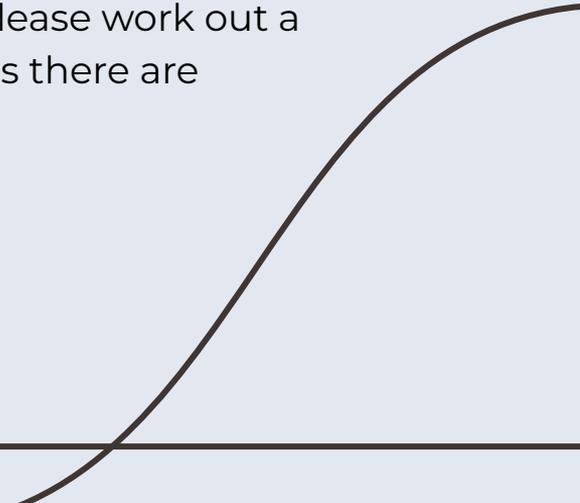
- An advisory council of Texas State students sport clubs officers or members who have consultative responsibilities:
  1. Provide input on the direction of the program, allocation of funding, and implementation of any new policies or procedures-
  2. Organize annual community project/banquet
  3. Develop mentor pairs for student leaders to work with new incoming leaders in various clubs
  4. Serve as a primary component of the appeal process.

## **CURRENT MEMBERS:**



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# Alumni Associations

- Manage records on previous club members to build Alumni Database!
  - Can assist the club in SUFS
  - Are wonderful ways to help support your team!
  - If your assistance is being required for fundraisers, please work out a MOU to lay out who is doing what/what expectations there are
- 

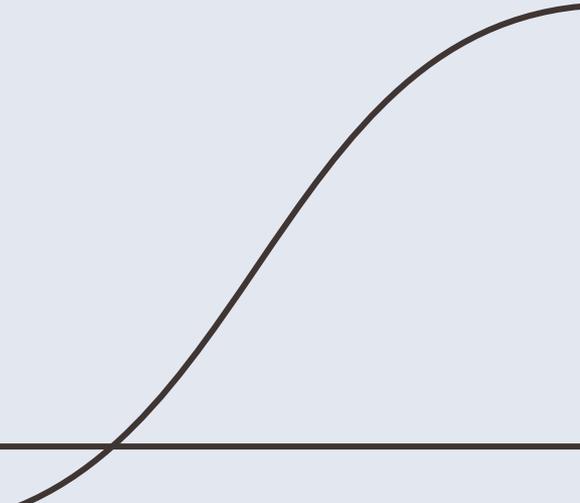
# Code of Conduct

- You represent Texas State University & Campus Recreation
- Be cognizant of the club's image and perception
- We assume an obligation to conduct ourselves and our clubs in a manner compatible with the University's function as an educational institution
- Sportsmanship: on and off the field/court/competition area
- Expected to serve in a mature and responsible manner on and off campus
  - Refrain from use of alcohol and drugs
  - Refrain from hazing
  - Refrain from Sexual Harassment
  - Uphold Title IX
  - Financial responsibility
- Code of Conduct affects all officers, memers, coach(es), and advisor(s)
- Violations are reviewed by Sport Club Alliance
- Potentially the Dean of Students



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**How do you uphold TXST Sport  
Club Code of Conduct?**



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# Registered Student Organization Requirements

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# Navigating Annual Re-Registration (HUB)

- Search *Bobcat Organization HUB*
- Sign In (using TXST Credentials)
- Search for Sport Club
- Click "Manage Organization" on Sport Club HUB page
- Click "Re-Register This Organization"
- Fill out information:
  - Organization description (mission, values, goals, NGO information, practice days and times, membership fees, etc.)
  - Organization social media handles
  - Organization Officers contact info
  - Add member requirements:
    - President, Vice President, Treasurer & Advisor
  - Invite official members to add to roster
  - Upload completed Advisor Acknowledgement Form
  - Upload updated and current Constitution (use Constitution Template to ensure that all requirements are included)
- Wait for approval from Sport Club Office (may receive feedback on submission)
- **Due Sept 30th!**



# Requirements on the HUB

- Current Social Media accounts
- Updated description:
  - Practice days, times and location(s)
  - Member due amounts (\$)
  - Level of competitiveness
  - Information on NGO or league
- All current and official sport club members should be listed on the roster
  - Updated primary contact
  - Sport Club Officers should have a title based on their role (UFCU)
- All documents that facilitate daily operations for the Sport Club
  - Documents can be hidden from the public, accessible by officers only, or members only
  - Treasurer documents
  - Guidebooks / Resources needed for NGO
- Monthly audits to ensure all information is accurate will be performed the Sport Programs Office.



# Purpose of a Constitution

- Well-written constitution: lays the foundation for governance, operations, and member expectations.
- Clarity in purpose, roles, and procedures, fostering a strong organizational structure.
- Guiding document: helps to maintain consistency and resolve previous and future conflicts
- Checklist of mandatory and recommended items that should be included on constitutions located on the Sport Club Resource webpage
- Any issues within the Sport Club that are brought forth to the Sport Programs Office will be solved with the use of the Constitution.
- Any amendments made after re-registration should follow the process of changing the constitution (determined by the sport club officers) and should be uploaded to the HUB

STUDENT ORGANIZATION CONSTITUTION CHECKLIST (REVISED AUGUST 2023)	
<p>____ <b>ORGANIZATION NAME</b> (required): States the official name of the student organization. The name of the student organization must follow the "Guidelines for Naming Your Student Organization" in the Student Organization Handbook. Specifically, the student organization cannot use the words "Texas State University" or "Texas State" or "TXST" as a part of the name of the organization.</p> <ul style="list-style-type: none"><li>• Only Sport Clubs registered through Campus Recreation are allowed to use Texas State at the beginning of their organization name. Any other student organization that wishes to include Texas State or TXST in their name must use it at the end. (E.g. Club at Texas State).</li><li>• Include that name of the organization and any abbreviated name or acronym if it intends to use one.</li></ul>	
<p>____ <b>MISSION AND GOALS</b> (required): The Mission statement that is clear, precise, and definitive (generally 60 words or less)</p> <ul style="list-style-type: none"><li>• Philosophy, goals, and/or purpose for which the organization has been created.</li><li>• Must include the following sentence in its own paragraph: <b>"All activities and functions of the organization must be legal under University, local, state, and federal laws."</b></li><li>• <b>Chartered Student Organizations Only:</b> If your organization is a chartered student organization, it must include the following statement: "____ is a chartered organization based in the department of ____ in the division of ____ at Texas State University. Per SAPP's 07/04 the university accepts the responsibility for assisting students in organizing and maintaining chartered student organizations; agree to support, supervise and advise their activities, will provide resources for these activities; and acknowledges that these organizations contribute to the educational mission of the institution. This is achieved by the appointment of Staff Advisor(s) within the sponsoring department."</li><li>• <b>Statement of Affiliation (optional)</b><ul style="list-style-type: none"><li>◦ Does your organization have a governing body or off-campus affiliation?<ul style="list-style-type: none"><li>◦ What is the expectation or reporting structure of this affiliated relationship?</li></ul></li></ul></li></ul>	
<p>____ <b>MEMBERSHIP</b> (required): Defines the composition of the student organization including membership requirements and selection procedures. Any Texas State University student, faculty member, or staff member who subscribes to the purpose and basic policies of the organization may become a member of the organization subject only to compliance with the provisions of the constitution. All officers/representatives must be currently enrolled students at the University.</p> <ul style="list-style-type: none"><li>• ____ <b>University's Prohibition of Discrimination Policy (UPPS No. 04.04.46)</b> (required): Must include the following statement from the University's Prohibition of Discrimination Policy (UPPS No. 04.04.46): "Texas State University is committed to an inclusive educational and work environment that provides equal opportunity and access to all qualified persons. Texas State, to the extent not in conflict with federal or state law, prohibits discrimination on the basis of race, color, national origin, age, sex, religion, disability, veterans' status, sexual orientation, gender identity, or gender expression."</li></ul>	<p>____ <b>FINANCES</b> (required): Defines how decisions will be made and how funds will be managed, including a definition of the fraction of members that must be elected to the governing body. (E.g. "The governing body shall consist of three-fourths (50%) of the members of the organization.")</p> <p>____ <b>OFFICERS</b> (required): Defines the process for selecting and replacing officers and the duties and responsibilities of each office.</p> <p>____ <b>AMENDMENTS</b> (required): Defines the process for proposing and adopting amendments to the constitution.</p>
<p>____ <b>COMMITTEES</b> (recommended): If applicable, standing (permanent) committees and ad hoc (temporary) committees should be listed including duties and responsibilities.</p> <p>____ <b>ADVISOR</b> (recommended): Procedures for selecting and replacing an advisor and defines the relationship between the advisor and the student organization.</p> <p>____ <b>RATIFICATION AND EMPOWERMENT</b> (recommended): Necessary approval needed for approval of the constitution.</p> <p>____ <b>AMENDMENTS</b> (recommended): What is the procedure for proposing amendments (i.e. in writing, verbally, etc.)</p> <p>____ <b>HISTORY</b> (required):</p> <ul style="list-style-type: none"><li>• ____ <b>DATE OF CREATION AND REVISION</b> (required): Must include the following statement: "This document must be submitted for review to the department of Student Involvement every three (3) years or when changes occur."<ul style="list-style-type: none"><li>◦ Must include the date of creation.</li><li>◦ Must include all dates of revision.</li></ul></li></ul>	<p>____ <b>FINANCES</b> (required): Defines how decisions will be made and how funds will be managed, including a definition of the fraction of members that must be elected to the governing body. (E.g. "The governing body shall consist of three-fourths (50%) of the members of the organization.")</p> <p>____ <b>OFFICERS</b> (required): Defines the process for selecting and replacing officers and the duties and responsibilities of each office.</p> <p>____ <b>AMENDMENTS</b> (required): Defines the process for proposing and adopting amendments to the constitution.</p>

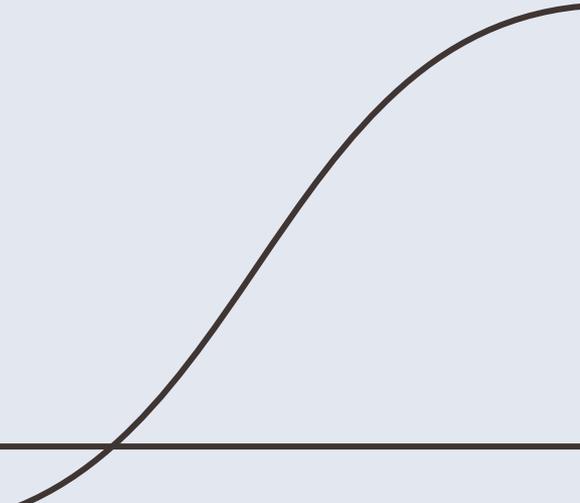
# Sport Club Constitution Requirements

- Removing a player
- Removing a coach
- Considering National Governing Body requirements for members (GPA, full time student, etc.)
- Maintaining and returning Sport Club owned apparel / equipment
- Community involvement and member participation in club operations
- Voting system for revision of constitution decisions or appeals within the team or officers

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<p>____ <b>COMMITTEES</b> (recommended): If applicable, standing (permanent) committees and ad hoc (temporary) committees should be listed including duties and responsibilities.</p> <p>____ <b>ADVISOR</b> (recommended): Procedures for selecting and replacing an advisor and defines the relationship between the advisor and the student organization.</p> <p>____ <b>RATIFICATION AND EMPOWERMENT</b> (recommended): Necessary approval needed for approval of the constitution.</p> <p>____ <b>AMENDMENTS</b> (recommended): What is the procedure for proposing amendments (i.e. in writing, verbally, etc.)</p>	
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**What unique features has your  
club included in the HUB?**

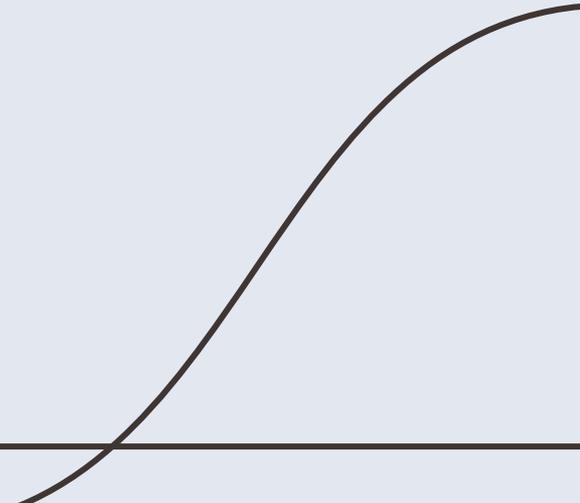


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# Risk Management Training

- Must be completed annually
- One officer and sport club advisor must attend
- Attending officer must present information to other sport club members

## Opportunities:

- September 8th @ 5 pm @ LBJSC room 306
  - September 12th @ 2 pm @ LBJSC room 323
  - September 16th @ 5 pm @ Alkek 441-442
  - September 24th @ 5 pm @ LBJSC room 323
  - September 30th @ 2 pm @ LBJSC room 323
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# **Sport Club Member Requirements**

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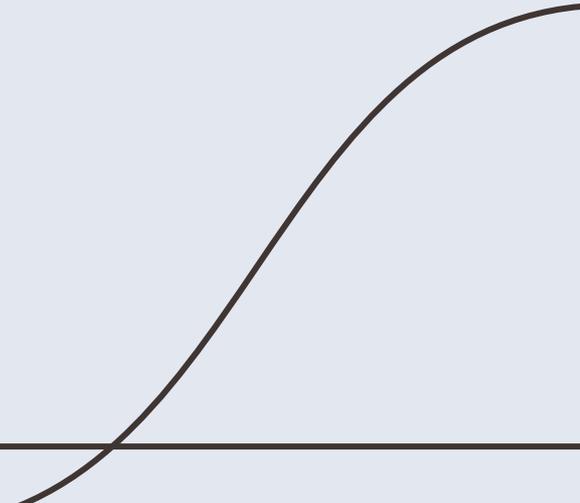
# Sport Club Member Requirements

- **Must be 18 years or older**
  - Younger than 18 years: requires a parent guardian approval and signature
- **Must be a current student at TXST**
  - All undergraduate and graduate students currently enrolled in at least 1 credit unit are eligible to join & practice with a Sport Club.
- **National Governing Body**
  - For eligibility to compete, verify with the sport clubs NGO
  - GPA or Credit Hours
    - If eligibility documents are requested by NGO, contact the Sport Programs Office to assist with signatures from the Registrar's Office!
- **Risk and Release Form (HUB)**
  - All Sport Club members must complete a every academic year prior to any participation in practices or competitions
- **Constitution**
  - Any specific requirements from the Sport Club must be an amendment.
    - Membership due deadlines



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# Sport Club Roster Notification Form

- Located on Sport Club Resource Website
  - Used to gather member information & check travel requests
  - Due Feb 13th
  - Download excel sheet, fill out and send to [sportclubs@txstate.edu](mailto:sportclubs@txstate.edu)
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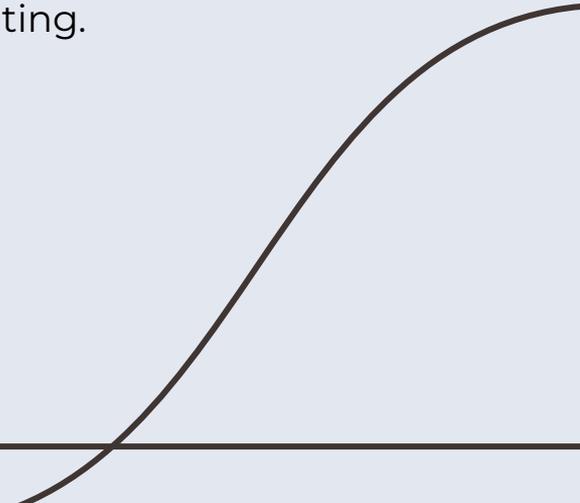
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# Sport Club Member Risk Release Forms

## Sport Club Tryout & Open Practice Attendee Risk Release (HUB)

- For anyone who is trying out or attending open practice with the club.
- Must be completed prior to participating.

## Official Sport Club Member Risk Release (HUB)

- For official sport club members (after tryouts)
  - Asks for emergency contact information
  - Must be completed prior to participating.
- 

# Sport Club Member Dues

- **Cash or Check Payment Methods**

- All payments will need to be tracked by the sport club treasurer
  - To determine which members paid
  - To assist with tax purposes
- Payments should be turned into sport club officers to deposit to UFCU bank acct.
- Money orders can also be used like a check (from personal bank or HEB)
- UFCU app has a “scan a check” feature for check deposits
- UFCU has 24/7 ATM’s that can deposit or withdraw cash immediately
- Club is expected to record-keep and create receipts for each due payment

- **Customer Portal & In-Person Deposits**

- **No longer accepting payments for member dues**

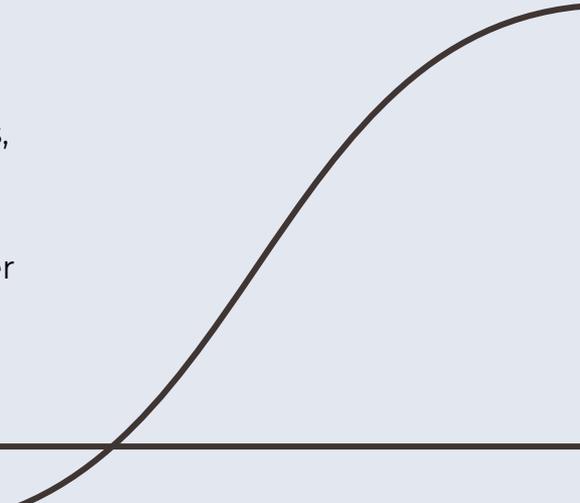


# Sport Club Facility Reservations



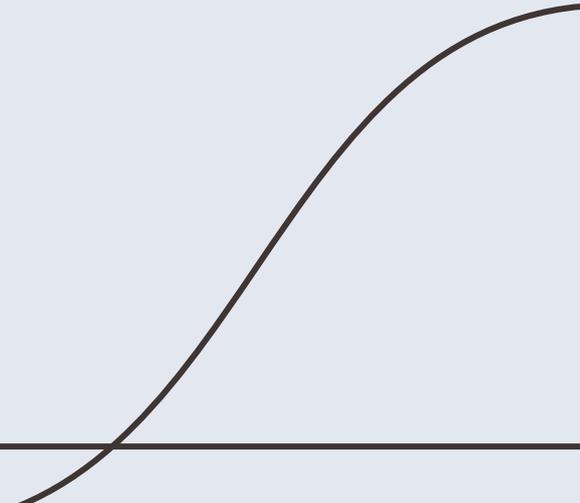
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# Sport Club Practice Requests

- ALL Sport Clubs must submit a Sport Club Practice Preference Form
    - On campus practices: form used to reserve practice days, times and facilities
    - Off campus practices: form used to notify Sport Programs Office
  - Must be operating hours and avoid holidays or other external reservation conflicts
  - **Submitted semesterly July 1st and November 1st**
  - Reservable Spaces:
    - Indoor: SRC Courts, SRC Lobby, SRC Racquetball Courts, Pool, Jower's Gymnasium, Multipurpose Rooms, Mat Room
    - Outdoor: West Campus Fields, Bobcat Village Fields, Spring Lake Complex, Intramural Field, Aquarena Field, Sand Volleyball Courts, Bobcat Tennis Complex, Sewell Park
    - All details should be included in request
  - Approval of recurring practices will have an MOU for the entire semester and is reviewed semesterly.
    - Requires President, VP and Treasurer signatures.
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**Who reviewed their clubs MOU?  
What policies can you  
remember?**



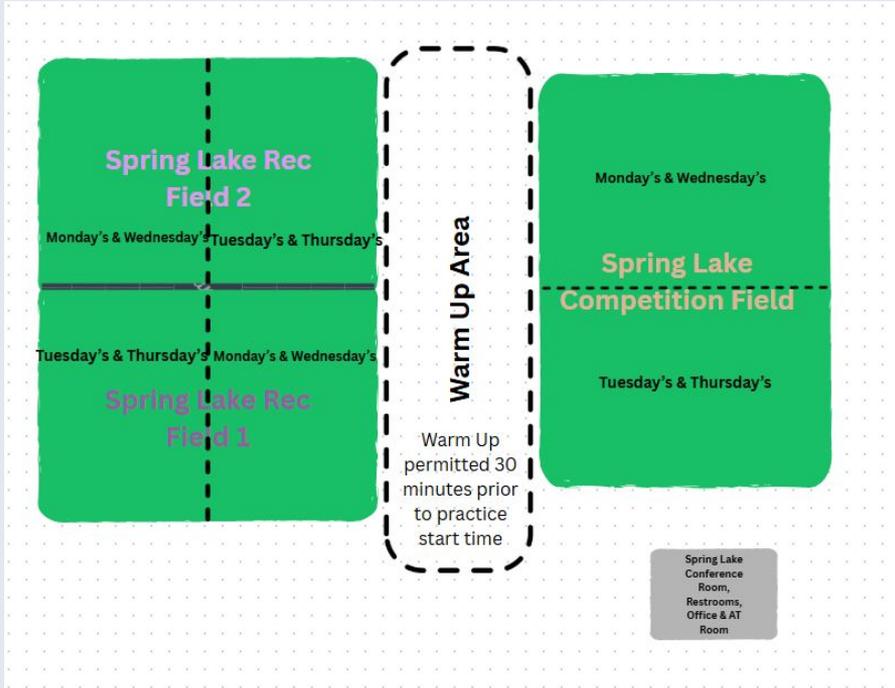
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# Sport Club On Campus Practice Conduct

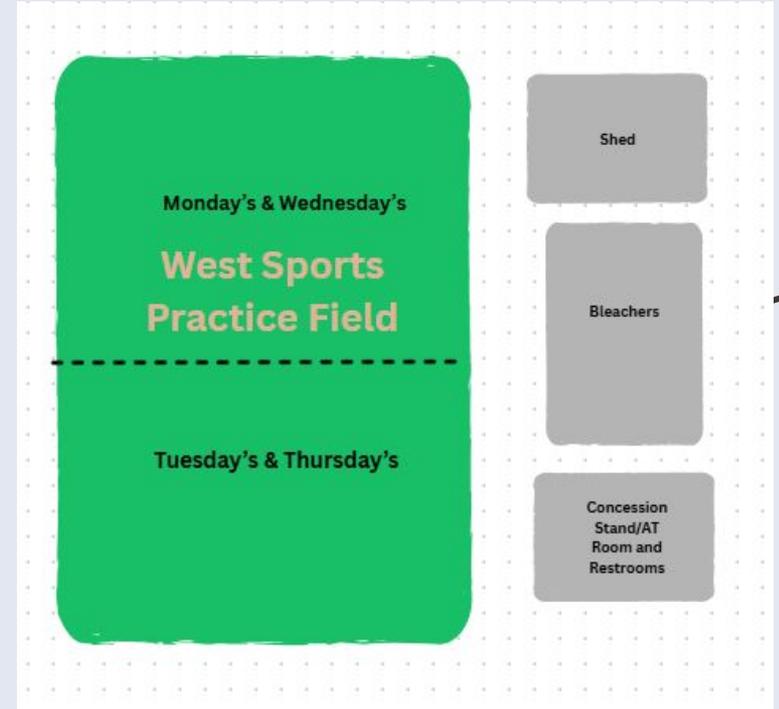
- Follow all MOU statements and Facility Policies
- Arrive and depart at designated times
- Do not interfere with other sport clubs and Campus Rec equipment
- Leave facility better than how it was found
- Weather delays and cancellations
  - Outdoor practices:
    - Will be determined by the Sport Programs Supervisor
    - Lightning delays: 30 minutes after each lightning strike within 10 miles from site
    - Cancellations:
      - Can occur during scheduled practice time and announced immediately
      - Can occur in advance and communicated by the Sport Programs Office
        - Indoor practice opportunities offered in SRC Court 5 for 1 hour increments to clubs affected
  - Indoor practice
    - Will be determined by Sport Programs Supervisor or other CREC Staff

# Practice & Field Rotations

## Spring Lake Complex

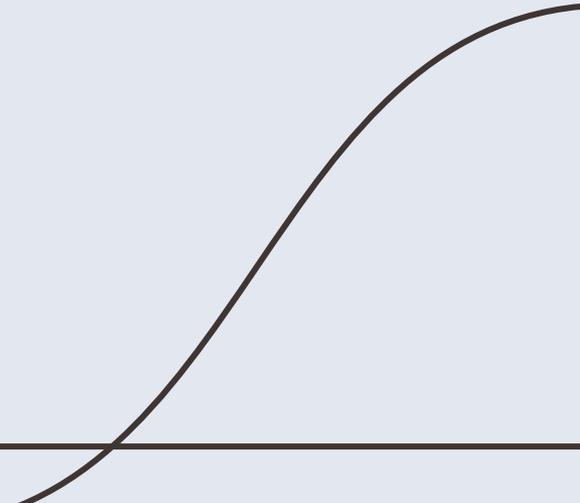


## West Sports Practice Field



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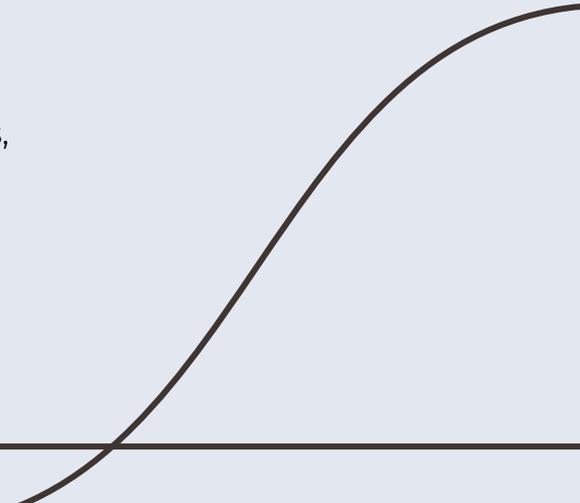
**How do clubs reserve Campus  
Recreation Facilities for Sport  
Club events?**



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# Sport Club Home Event & Facility Requests

- ALL Home Events will be requested using the **Home Event & Facility Request Form (Microsoft Form)**
    - Games, matches, events, fundraisers, tournaments, etc.
  - Must be operating hours and avoid holidays or other external reservation conflicts
  - **Submitted 30 days in advance**
  - Does NOT reserve other facilities outside of CREC (LBJ Mall, Quad, Bobcat Trail, etc.)
  - Reservable Spaces:
    - Indoor: SRC Courts, SRC Lobby, SRC Racquetball Courts, Pool
    - Outdoor: West Campus Fields, Bobcat Village Fields, Spring Lake Complex, Intramural Field, Aquarena Field, Sand Volleyball Courts, Bobcat Tennis Complex, Sewell Park
  - All details should be included in request
    - Athletic Trainers, tables, chairs, lights, field painted, scoreboard, food distribution, etc.
  - Approval of event will be sent to the sport clubs teams channel after Facility Staff confirms reservation!
- 

# Sport Club Home Event & Facility Requirements

- Home Events may require additional meetings to prepare for the event
- May require the sport club to set up day before
- Must coordinate with the SP Office and student supervisors on having participants complete Sport Club Risk Releases.
  - All participants unaffiliated with TXST should be 18 years or older and fill out a paper risk release
  - All participants affiliated with TXST, but not with the sport club must be 18 years or older and fill out a paper risk release
  - All participants affiliated with TXST and with the sport club must be 18 years or older and fill out an **electronic risk release** (Bobcat Org HUB)
- 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
- End of Event/Competition Report: needs to be completed at the end!



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# NEW BRAVO Work Card

## What:

- BRAVO Work stands for Bobcats Recognizing Acts of Value & Outstanding Work!
- Share your positive feedback on when a Sport Programs student staff member has demonstrated grace, helpfulness, care and dedication to Campus Recreation programs!

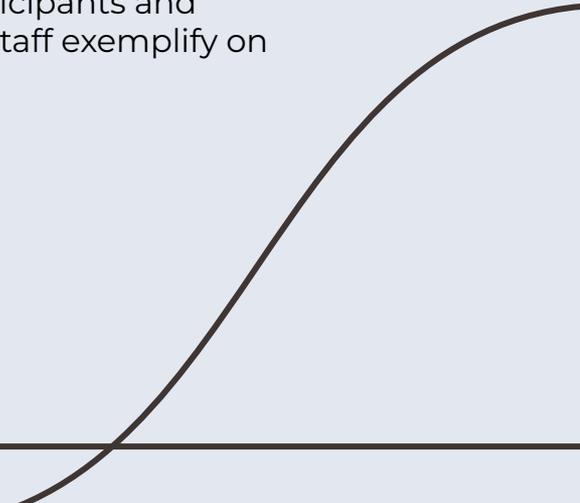
## Why:

- The BRAVO Card is a form that can be filled out by Sport Programs participants and members to acknowledge the hard work and dedication that student staff exemplify on a daily basis.

## How:

- Fill out the Microsoft Form!

## When:

- All throughout the academic year!
- 
- 

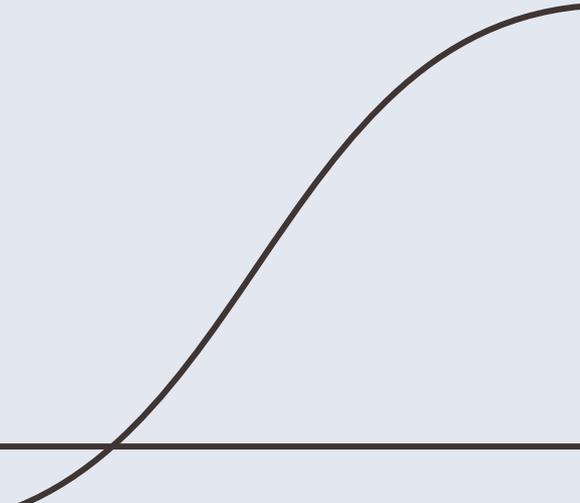
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# Sport Club Travel Requirements

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**What necessary documents and  
requests are needed prior to  
Sport Club travel?**



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# Sport Club Away Event Requirements

## Away Event Notification Form (Microsoft Form)

- ALL Away Events will need to notify the Sport Programs Office through the Away Event Notification Form
  - Games, matches, events, fundraisers, tournaments, etc.
- This form does NOT replace the travel request.
- **Submitted 14 days in advance**



# Sport Club Travel Request

- Required for all trips taken by the Sport Club
- Submitted:
  - 7 business days in advance for in state events
  - 14 business days in advance for out of state events
- Must have accurate information:
  - Lodging information, method of transportation, approved drivers with contact information, travel roster, expected expenses and an estimated itinerary for the trip with timestamps.
- **Travel Roster:** should have full legal name of member and their A# (SP Office can assist with this)
- **Approved Drivers:** Each vehicle should have at least 2 approved drivers
- **Rental Cars:** if selected, will be booked by the SP Office and billed to the club post trip.
- **Itinerary:** Sport club travel is NOT permitted between 12 am - 5 am

The form is titled 'TEXAS STATE SPORT CLUBS' and 'Campus Recreation Sports Clubs Travel Request'. It contains the following sections:

- Header:** TEXAS STATE SPORT CLUBS logo.
- Trip Information:** Fields for Sport Club, Event Dates, Destination, Lodging, Trip Contact, and Trip Contact Email.
- Forms of Travel:** Checkboxes for Personal Vehicle, Plane, Charter Bus, and Rental Vehicle. Includes a section for 'If Rented Vehicles' with fields for # of Cars, # of passenger Minivans, Date of Pickup, Time of Pickup, Date of Drop off, and Time of Drop off.
- Approved Driver Information:** A table with columns for Driver/Phone # and Driver/Phone #.
- Travel Roster:** A large table with columns for Name, A#, and other details.
- Signature and Date:** A line for the signature and a date field.
- Office Use Only:** A section with checkboxes for 'SP Calendar', 'Traveling', 'Enterprise confirmation', 'Members Verified', and 'Consent Travel #'. Below this are fields for 'Arrival Time', 'Arrival Location', and 'Departure Time'.

# Sport Club Travel Request

- **NEW LOCATION & FORM Bobcat Organization HUB**
- **Required for all trips 25+ miles from main San Marcos campus taken by the Sport Club**
- Submitted:
  - 7 business days in advance for in state events
  - 14 business days in advance for out of state events
- Must have accurate information:
  - Lodging information, method of transportation, approved drivers with contact information, travel roster, expected expenses and an estimated itinerary for the trip with timestamps.
- **Travel Roster:** should have full legal name of member and their A# (SP Office can assist with this)
- **Approved Drivers:** Each vehicle should have at least 2 approved drivers
- **Rental Cars:** if selected, will be booked by the SP Office and billed to the club post trip.
- **Itinerary:** Sport club travel is NOT permitted between 12 am - 5 am

# Sport Club Driver Request Form

## Approved Driver Request Form (Bobcat Organization HUB)

- ALL sport club members transporting members to / from an away event will need approval as a driver.
- **Submitted 14 days in advance**
- Requirements:
  - Year, Make and Model
  - Active Driver's License
  - Active Driver or Vehicle Insurance
  - **Current Registration Tags**
  - Vehicle License Plate
- If any information expires, new information will need to be submitted before driving to any future sport club away events.



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# Sport Club Letters of Support

## What:

- This letter asks for excusal for the course absence during a sport club sanctioned trip. It is still at the professor's discretion to grant the excusal!

## Why:

- Sport Clubs may travel to club sanctioned events while courses are in session, however some professors may require documentation
- A letter of support serves as an official document from the department to vouch for students participating in a sport club activity.

## How:

- Letter is generated after the Away Event Notification form, the Official Sport Club Member Roster Notification, and the Travel Request has been submitted to the office.

## When:

- Request the letter at the time of submitting the Away Event Notification form. At least 14 days in advance prior to the first trip date.
-

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# Sport Club Eligibility Paperwork

## What:

- Eligibility documents are requesting information on member eligibility to ensure they meet league requirements (Enrollment, GPA, Credit Hours, etc.)

## How:

- Documents typically need to be filled out by member first (full name, student ID, signature, etc.)
- Signatures must be handwritten, not electronically signed.
- Once completed document is submitted to Sport Programs Office, document will be sent to Registrar Office for University Seal of approval!

## When:

- As soon as a league requests eligibility paperwork to be submitted, get members to fill out information and send to the Sport Programs Office via scan (NO PHOTOS!) or drop off in person.
  - Registrar's Office takes about 3-4 business days to complete document and send back with University Seal of approval!
-

# Sport Club Post Event Forms

- **End of Competition/Event Report:**
  - **Required** after each competition has concluded (home and away) for the Sport Club
  - Submitted:
    - 3 business days after trip/event concludes
  - Must have accurate information:
    - Injured players
    - Issues with traveling (weather, lodging miscommunication, rental cars, etc.)
- **Photo Submission Form:**
  - Highly encouraged to be submitted at the end of each event/trip that was performed by the club
  - Current photos uploaded semesterly to presentations, Pass the Torch, Instagram stories & WEBSITE!

Sport Club Officer End of  
Competition / Event Report FY26



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# **Sport Club Fundraisers, Sponsors, Donations & Allocated Funding**

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# Fundraisers, Sponsorships & Donations

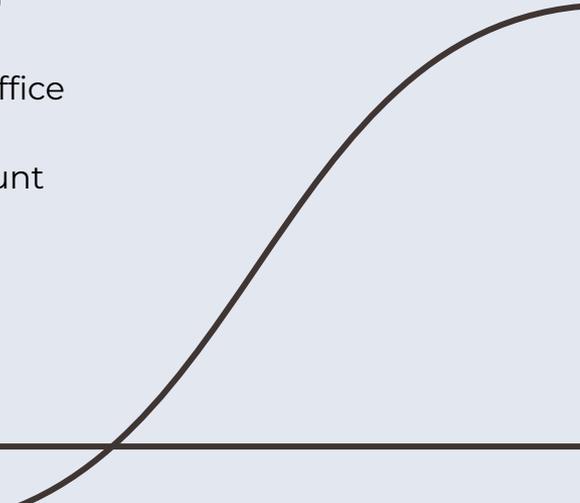
Fundraisers: opportunities for the sport club to collaborate with on/off Campus Partners to generate funds

- Profit shares with local businesses
- Hosting an invitational tournament or event that charges entry fee
- Selling concessions during an event or while tabling

Sponsorships: Outside entities provide funding to the club with the club advertising the entity.

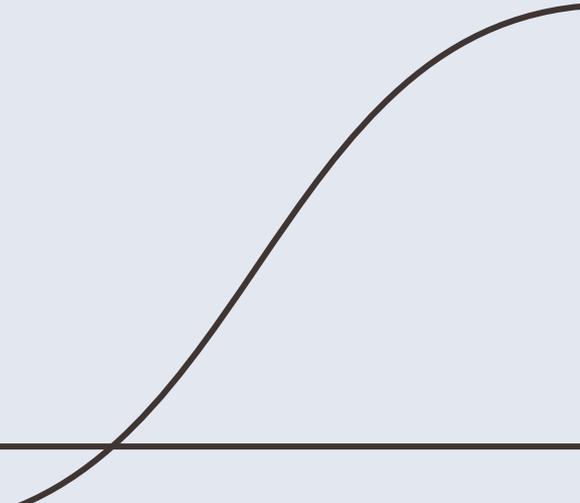
- New warm up jersey with company logo

Donations: Funds or goods (in kind gifts) awarded to the club without the club providing anything tangible in return

- All monetary donations are processed by the University Advancement Office (UA) to provide donor with a receipt.
  - All monetary donations are deposited to the sport clubs' restricted account which is managed by CREC.
- 

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**Share successful fundraisers that  
have worked for your club!**



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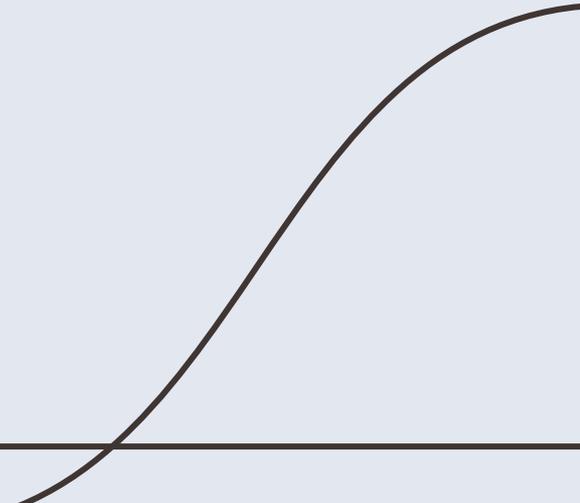
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# Sport Club Restricted Account

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# What is the purpose of a Sport Clubs Restricted Account?



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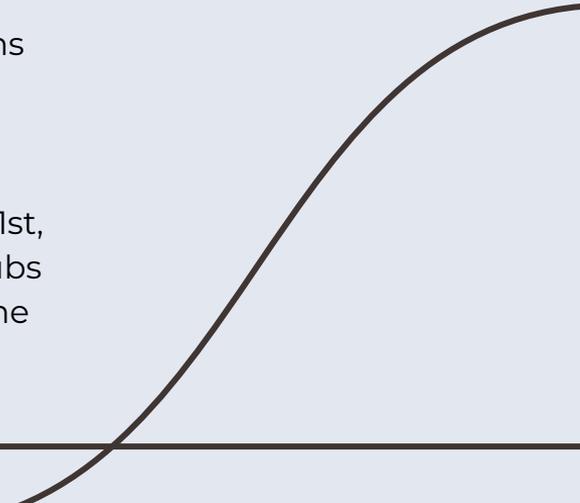
# Restricted Account Information

- All donated funds will be stored here.
  - During SUFS, alumni events with donations, company donations, friends and family donations
- Funds are recommended to be used on club competitions
  - Travel expenses, entry fee(s), lodging fees, etc.
- To access funds from the Restricted Accounts, submit a Sport Club Purchase Request (Bobcat Organization HUB)
  - 1) check to ensure that budget will cover expense (budget reports uploaded to clubs HUB webpage monthly)
  - 2) ensure that recipient of funds is an approved vendor in Payment Works
  - 3) submit purchase request form (can be a cash advance or reimbursement)
  - 4) sign document sent by the Sport Programs Office (2 officers and advisor signature required)
  - 5) funds will be electronically deposited to designated recipient
  - 6) after use, return all unused funds and receipts to show proof of fund use (receipts should match amount of funds used)



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# Departmental Program Area Allocated Funding

- Sport Clubs will now have the ability to apply for allocated funding to help support their clubs operations! It is strongly encouraged that you all apply for allocated funding.
  - **Process:**
    - a. Teams will present to the Sport Programs Office & SCA Members who are available
    - b. Presentation will be 15-25 mins in person and include this information through a visual medium (Powerpoint, canva, poster board etc. Be creative!)
    - c. After the presentation, clubs will be asked a few clarifying questions
    - d. Sport Programs Office and SCA will use an established rubric to determine how much money each club will be awarded for the following fiscal year
    - e. Clubs will be notified by the Sport Programs Office on September 1st, how much money they have been allocated for that fiscal year. Clubs have access to that money starting September 1st and must use the money by July 1st.
- 

# Guidelines for Budget Presentations

## Guidelines for Budget Presentations

- Basic Club Information
  - Who is presenting
  - Number of members
  - Practices/games/tournaments
  - Success from past year
  - Challenges from past year
  - Goals
  - Cool facts
  - Information on the sport
- Finance Outlook
  - Income
  - Expenses
  - Projections for next year
  - What would the money do for your club
  - Biggest priority for next year
- Time for Questions

# Rubric for Budget Presentations

Rubric For Budget Presentations / Budget Allocations

	1-3	4-6	7-9	10
Budget Presentation/ Presentation Materials	The presentation is missing most or all the required information. Presenters are unorganized and unprepared. The presentation materials are bare and brief. A clear lack of effort. Falls <u>very</u> short of the <u>15-30 minute</u> timeframe.	The presentation has most of the required information. <u>Presenters</u> are somewhat organized and prepared. The presentation materials are somewhat appealing. Some effort <u>shown</u> . Close to <u>15-30 minute</u> timeframe.	The presentation has all the required information. Presenters are organized and prepared. The presentation materials are appealing. Effort clearly shown. Within <u>15-30 minute</u> timeframe.	The presentation has all <u>required</u> information and additional useful information. <u>Presenters</u> are extremely organized and prepared. Presentation materials exceed expectations. Effort shown through the whole process. <u>Stays</u> within <u>15-30 minute</u> timeframe.
Communication/ Completion of Forms/ Admin Duties	Sport clubs were <u>difficult to impossible</u> to communicate without throughout the year. Paperwork was almost never turned in on time or without multiple reminders. Deadlines <u>were</u> almost always missed. <u>Officer</u> team kept little to <u>none accurate</u> records about club information.	Sport clubs were somewhat difficult to communicate with at times and easily reachable at other times throughout the year. Paperwork was turned in on time more often than not, sometimes needed a reminder. Deadlines were met a majority of the time, sometimes needed a reminder. <u>Officer</u> team keeps mostly accurate records of the club.	Sport clubs were nearly always reachable and easy to communicate with throughout the year. Paperwork was turned in on time needed a reminder or two. Deadlines were met all the time, might have needed one reminder. Officers kept accurate records of the club.	Sport Clubs were always reachable and went out of their way to communicate throughout the year. Paperwork was always turned in on time. Deadlines were always met. Officers kept accurate records of the club.
Fundraising/ Community Service	Sport club did not complete one fundraiser or community service event.	Sport club completed one fundraiser or community service event.	Sport club completed two fundraisers or community service events.	Sport club completed three fundraisers or community service events.
Need for Funds / Use of Funds Requested	Sport club <u>does</u> not articulate what allocated funds would be used for. There is no benefit from the funds for the club or its members.	Sport club <u>does</u> not clearly articulate what allocated funds would be used for. There are some benefits from the funds for the club or its members.	Sport club clearly articulate what allocated funds would be used for. There are clear benefits from the funds for the club or its members.	Sport club clearly articulate what allocated funds would be used for. There are clear benefits from the funds for the club and its members.

# Departmental Program Area Allocated Funding FY26 Only

For this school year, your club will do a "mini-presentation" that requires your club to create a budget PowerPoint and email it to [sportclubs@txstate.edu](mailto:sportclubs@txstate.edu) by **February 1st**. Upon successfully doing that, your club will be awarded an allocation of money that can be used **until July 1st 2026**.

Here are the instructions for the PowerPoint due on February 1st (examples attached to email):

PowerPoint should include:

- Basic Club Information
  - Number of members
  - Practices/games/tournaments
  - Success from past year
  - Challenges from past year
  - Goals
  - Cool facts
  - Information on the sport
- Finance Outlook
  - Revenue (Fall 25)
  - Expenses (Fall 25)
  - Projections for next semester (Spring 26)
  - How money would be used if awarded
  - Biggest priority for next year

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# Sport Club Apparel & Logo Use

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# Licensing and Branding Resources

## Use of University Logos:

- Brand guidelines are required (TXST Brand Guide)
- Approved licensed vendor is required to design and produce apparel and/or equipment with logos (Licensee Search)
- Use of the Supercat must receive approval from Licensing Office
- Use of other NCAA logos are prohibited
- Must have *“Texas State University \_\_\_\_\_ Sport Club”*
- **\*Must submit a Sport Club Apparel & Equipment Request Form (Bobcat Organization HUB Form) & message SP Office!**

## No University Logo Use:

- Unlicensed vendor can be used
- Design will not be able to use any TXST logos, colorways or typography due to an unlicensed vendor producing apparel
- Club has the ability to create their own sport specific logo
- **\*Must submit a Sport Club Apparel & Equipment Request Form (Bobcat Organization HUB Form)**
- **If a vendor is seeking licensing approval, they can apply on the CLC Get Licensed Webpage!**



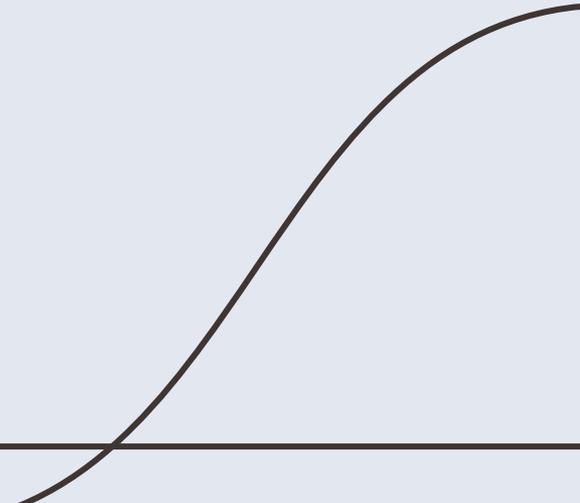
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# **Sport Club Social Media**

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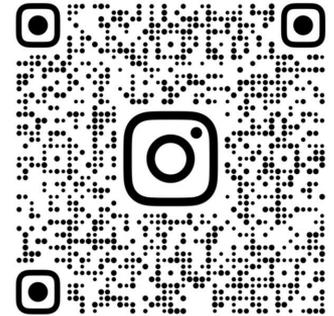
# Social Media Best Practices

- All social media handles should be linked on the HUB
  - Content to share:
    - Practices, games, competitions, events & fundraisers
    - Community partnerships
    - Team building activities
  - Avoid posting:
    - Content that is inappropriate under general University Guidelines
    - Harassment
    - Alcohol, drugs, or illegal substances
    - Negative comments about other universities, opponents & referees
    - Excessive misspelling, poor grammar and uncommon acronyms
  - If in doubt, ask about the social media post!
  - Share social media account information with sport club officers
    - Delete or report any old accounts that are no longer in use or accessible.
- 

# Social Media Best Practices

- Campus Recreation Marketing: ALWAYS looking for content
  - **Submit the Sport Club Photo Submission Form**
  - Tag Campus Recreation for possible reposts
- Be engaging, positive, consistent, responsible and respect copyright
  - Respond to comments and messages
  - Do NOT post QR Codes or Flyers
- @TXSTRec will share content if it adheres to branding standards
  - Highlight club or individual achievements
  - Promote upcoming tournaments or fundraisers
  - Recruit new members

Sport Club Photo Submission  
FY26



@TXSTREC

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# **TXST Sport Club Manual**

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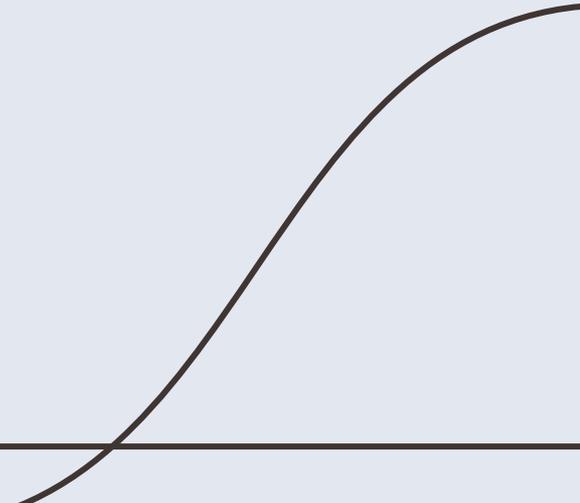
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# Sport Club Manual

- Located in the Sport Club Officer Resource Webpage
- Covers all topics and more!

Sport Club Manual

The new [Sport Club Manual](#) is here!



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# Campus Recreation Opportunities

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# Campus Recreation Opportunities

- **Group X Classes:** various classes offered throughout the day and week (FREE)
- **Fit for Hire:** Customized group fitness classes (\$)
- **Intramural Leagues and Sports:** Create an intramural team to hang out with friends and enjoy a recreationally competitive atmosphere (\$)

## GROUPX SCHEDULE

TXST CAMPUS RECREATION SPRING 2026  
FREE FOR ALL STUDENTS AND MEMBERS!

ICON KEY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
<b>DANCE</b>	Hot Pilates 10:00-11:00 AFPI-C	Swishy Taps 10:00-11:00 AFPI-C	Swishy Taps 10:00-11:00 AFPI-C	Swishy Taps 10:00-11:00 AFPI-C
<b>CYCLE</b>	None	None	None	None
<b>STRENGTH</b>	None	None	None	None
<b>MIND / BODY</b>	None	None	None	None
<b>SHIRT / INTERNAL</b>	None	None	None	None
<b>Hot &amp; Yoga Flow</b>	None	None	None	None
<b>REGISTER HERE</b>	None	None	None	None
<b>QR CODE</b>	None	None	None	None
<b>Check our Instagram and follow to stay up to date!</b>	None	None	None	None
<b>QR CODE</b>	None	None	None	None
<b>Monday</b>	Hot Pilates 10:00-11:00 AFPI-C	None	None	None
<b>Tuesday</b>	None	Core Blast 10:00-11:00 AFPI-D	None	None
<b>Wednesday</b>	None	None	Hot Pilates 10:00-11:00 AFPI-C	None
<b>Thursday</b>	None	None	None	Hot Pilates 10:00-11:00 AFPI-C
<b>Friday</b>	None	None	None	None
<b>Saturday</b>	None	None	None	None
<b>Sunday</b>	None	None	None	None



SCAN TO REGISTER



# Campus Recreation Opportunities

- **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 (\$)
- **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)



# Bobcat Service Saturdays

- Opportunity to give back to community through service work
- Can register as a group through the Bobcat Org HUB!

## FALL 2025 PROJECTS

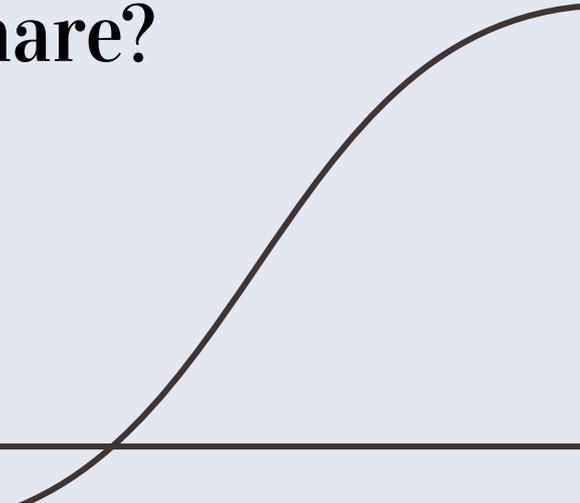
- ▶ First Year Service Project
- ▶ Bobcats Give Back
- ▶ Fall Service Project
- ▶ Claws for a Cause

## SPRING 2026 PROJECTS

- ▶ MLK Service Project
- ▶ Hearts in Action
- ▶ Bobcat Build's Big Event

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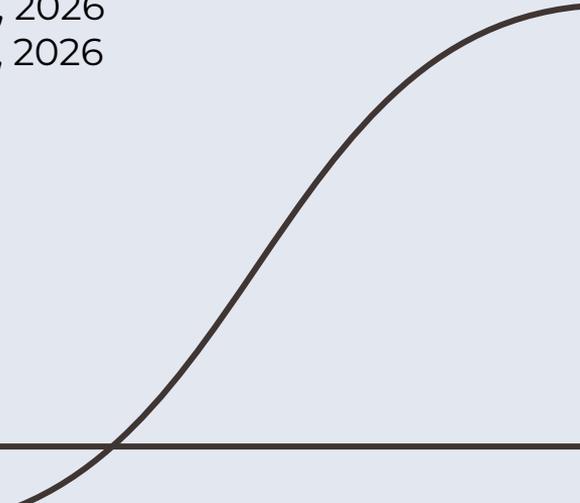
**Are there any other beneficial  
opportunities your club has  
partaken in that you can share?**



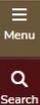
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# Other Campus Recreation / University Dates

- Spring Break: March 14th - 22nd, 2026
    - All on campus sport club operations will pause on March 14th, 2026 and resume after March 22nd, 2026
  - Sport Club Pass the Torch Award Nominations Deadline: March 31st, 2026
    - Nominate a deserving individual or club to receive an award presented at Pass the Torch!
  - Sport Club Allocated Funding Application Deadline: April 1st, 2026
  - Sport Club Budget Presentations: conducted April 5th - 17th, 2026
  - Pass the Torch: April 24th, 2026 3-6 pm
    - Required for at least 2 officers, members also welcome
    - Light refreshers and snacks provided
    - Presenting Sport Club Awards
  - Reading Day: May 5th, 2026
    - All sport club operations will conclude on May 5th
- 

# Sport Club Officers Resource Webpage



DIVISION OF STUDENT SUCCESS / CAMPUS RECREATION

## SPORT CLUB RESOURCES



# Thank You!

Do you have any questions?  
ybh17@txstate.edu  
512-408-5989



@TXSTREC