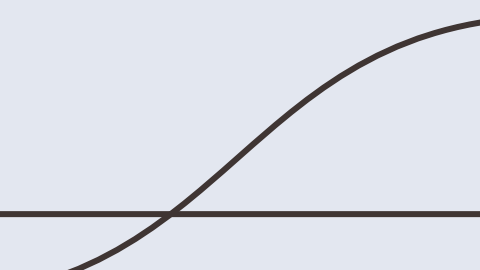


# Sport Club Officers Training

Campus Recreation Sport Programs



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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



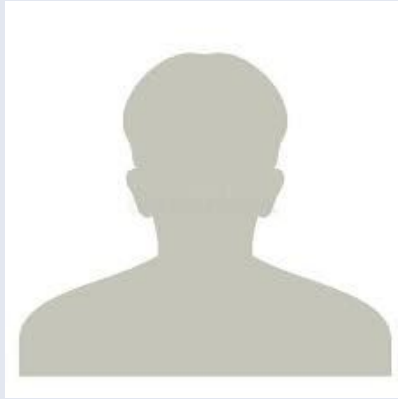
**Elise Foradory**

Sport Programs  
Coordinator

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



# Introductions



**Chris Treme**

Texas State University  
Campus Recreation Sport  
Programs Coordinator



**Kennedy Cook**

Texas State University  
Campus Recreation Sport  
Programs Student Lead



The slide features a light blue background with two horizontal dark blue lines. The top line starts with a curve on the left side, and the bottom line ends with a curve on the right side.

# Sport Club Roles & Responsibilities

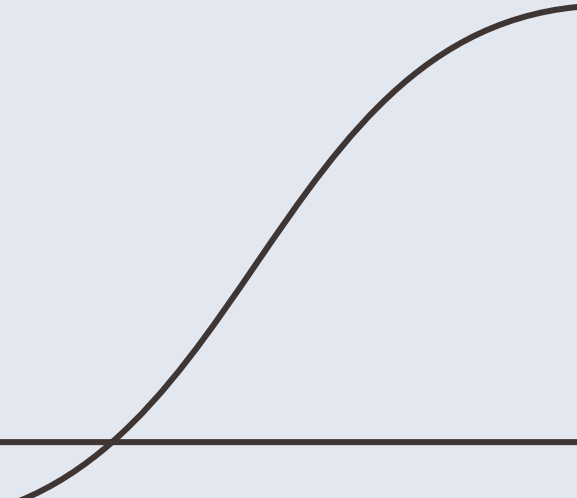
# Sport Club Officers

- **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



---

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



# Sport Club Advisors

- 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)



## Student Organization Advisor Acknowledgment Form

The Department of Student Involvement and Engagement is committed to the success of all student organizations and is dedicated to equipping advisors with the tools needed to successfully navigate the position of advisor to an RSO. Advisors are vital to a student organization's success. The value advisors add to student organizations can be immeasurable at times. Advisors provide valuable guidance, a historical perspective, and a true passion for what their student organization provides Texas State University.

### RESPONSIBILITIES:

- Sign and submit an annual Acknowledgment of Registered Student Organization Advisor Expectations and Agreement Form every new academic year
- Complete the required State Mandated Risk Management Training (once every three years) and Campus Security Authorities Training (once a year)
- Serve as the liaison between the organization and the university by providing guidance pertaining to university policies and procedures
- Assist in officer transitions and help in the transition of finance/treasurer positions
- Assist student leaders in completing all necessary campus forms

### ROLE OF AN ADVISOR:

- Be responsibly informed of the purpose, events, and programs of the organization
- Be reasonably informed concerning University policies and procedures governing student activities and student organizations
- Frequently attend meetings of the organization
- Encourage the members of the organization to assume responsibility for the effectiveness of their programs
- Provide advice on the planning and implementation of events and activities
- Provide continuity for the organization year to year
- Accept communications and/or correspondence via the university mail system regarding activities or announcements that should be conveyed to the officers

### LIABILITY STATEMENT

Faculty and staff at Texas State University that advise student organizations are expected to adhere to university policies and state and federal laws in all their advising interactions with student organizations. Faculty and staff that are advising student organizations as a function of their position are expected to advise organizations within the scope of their job duties and responsibilities. Faculty and staff that are advising student organizations voluntarily, as well as

their role, are expected to utilize common sense within the context of common place life and professional expertise.

Students may not meet the expectations of an advisor. If a student organization member should contact Student Organization Advisor, who will then discuss the

each year. Advisor continuity from year to year is renewed each academic year and are approved.

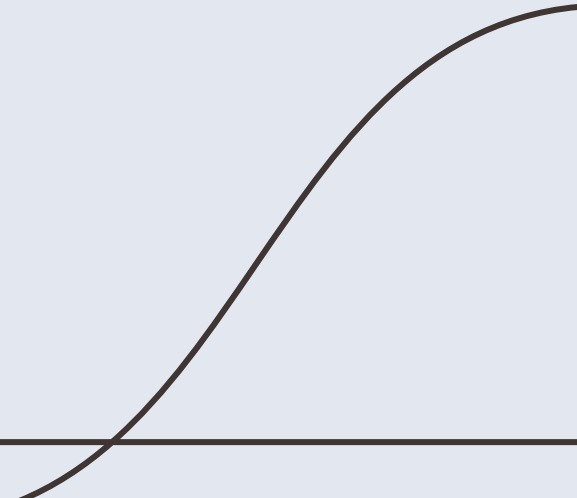
Students decide to no longer serve as an organization's officers of the resignation advisor position.

and responsibilities of accepting the position of advisor to a registered student organization. If for any reason I am unable to fulfill my responsibilities and commitment to the organization listed below, I will contact Student Involvement and Engagement at 512-245-3219 or at [advisor@txstate.edu](mailto:advisor@txstate.edu). Advisors can sign one acknowledgment form for all student organizations they advise by listing all organization names below.

ORGANIZATION NAME(S): \_\_\_\_\_  
NetID@txstate.edu EMAIL: \_\_\_\_\_  
ADVISOR PRINTED NAME: \_\_\_\_\_  
ADVISOR SIGNATURE: \_\_\_\_\_  
DATE: \_\_\_\_\_

---

**How have you identified and  
selected advisors?**



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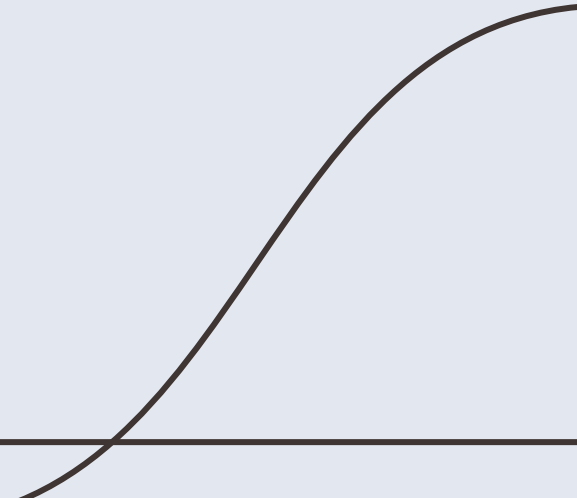
# Sport Club Coaches

- A person involved in the direction, instruction and training of the team or individual
  - Knowledge of National Governing Body/League rules regarding play and eligibility
  - Must also be aware of certifications required to coach
- Does not have to be affiliated 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
- Volunteer or Paid (CREC cannot reimburse)
  - Must fill out Independent Contractor Professional Services Worksheet to be paid
- Submit all documents on Sport Club Coach Request
  - **Deadline:**
    - i. **Fall: 9/30**
    - ii. **Spring: 2/13**
- **Must pass a background check each year PRIOR to coaching club**
  - Covered by Department of Campus Recreation
  - Conducted through HireRight
- Can be removed by the club or Sport Programs Office without cause



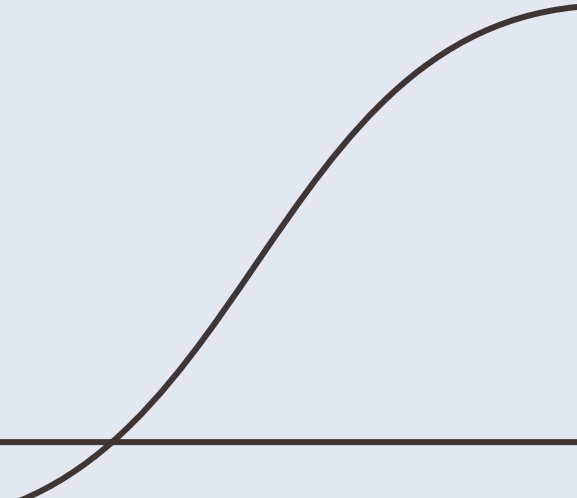
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**What are things that coaches  
should not be doing?**



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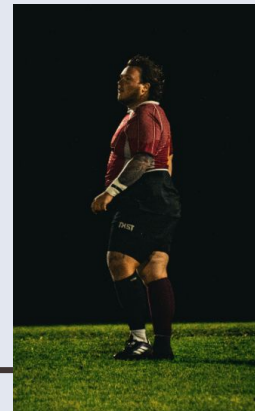
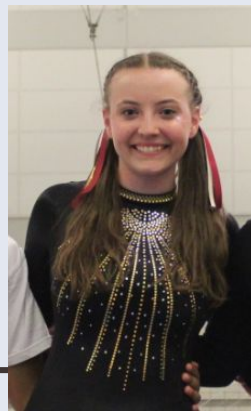
# Coaches Should Not Be:

- Accessing or handling any finances for the club
  - Booking hotels or rental cars on behalf of the club
  - Managing social media
  - Making operational decisions that the club does not approve of
- 

# Sport Club Alliance (SCA)

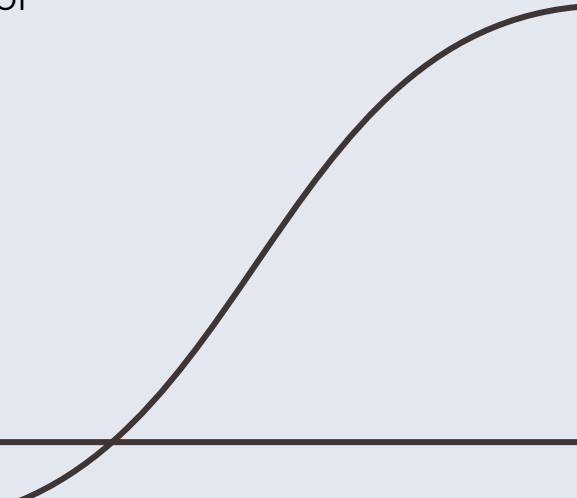
- An advisory council of Texas State students sport clubs officers or members who have consultative responsibilities:
  1. Provide input on the direction of the program, allocation of funding, and implementation of any new policies or procedures:
  2. Organize annual community project/banquet
  3. Develop 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

- Are external associations that can assist current sport club officers and members
  - If your assistance is being required for fundraisers, please work out a MOU to lay out who is doing what/what expectations there are
  - Should not be determining current sport club operations or decisions.
- 

# 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



# Sport Club Manual

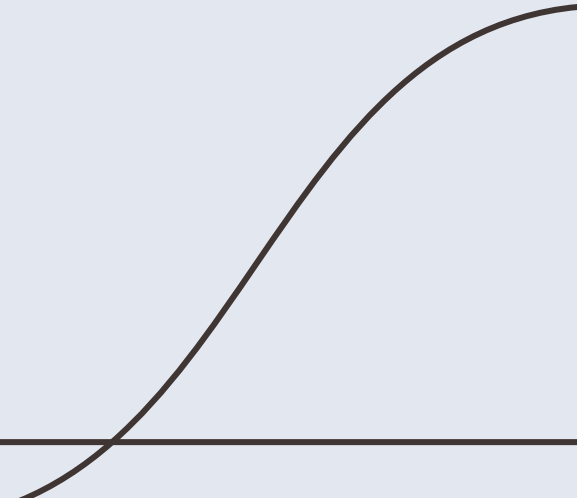
- Located in the Sport Club Officer Resource Webpage
- Covers all topics and more!
- New Edits to be finalized by 9/15- message will be sent out for review

## Sport Club Manual

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

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



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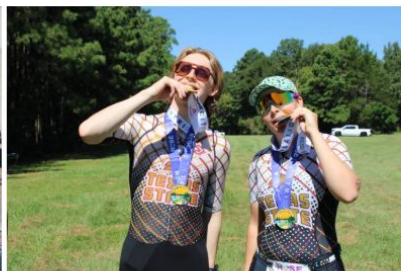
# Sport Club Officers Resource Webpage

Menu  
Search



DIVISION OF STUDENT SUCCESS / CAMPUS RECREATION

## SPORT CLUB RESOURCES



# The Sport Club Resources Page Has Every Form/Link We Will Discuss Today on it!

DIVISION OF STUDENT SUCCESS / CAMPUS RECREATION

## SPORT CLUBS



SPORT CLUB RESOURCES

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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!**



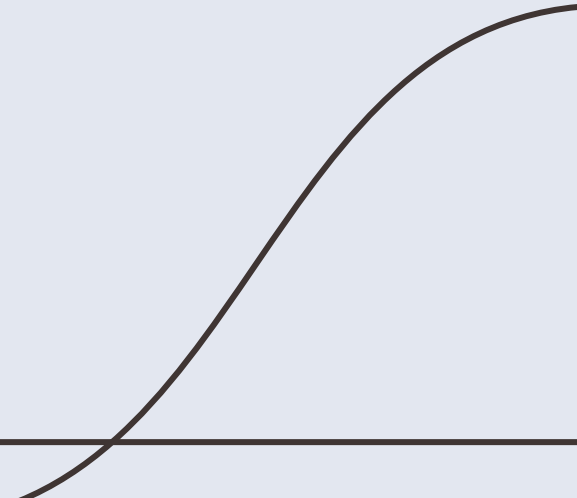
# Requirements on the HUB

- 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
  - Remove any students on roster that are no longer affiliated with the club
- 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
  - Upload photos
- Monthly audits to ensure all information is accurate will be performed the Sport Programs Office.



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**What unique features has your  
club included in the HUB?**



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# 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.
- Helps to maintain consistency and resolve previous and future conflicts
- Refer to Constitution Template Checklist
  - On sport club resource webpage
- Sport Programs Office will mediate refer to the constitution and mediate any issues that arise within the sport club if/when requested
- 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

**Constitution Guidelines for  
Texas State University Student Organizations**

**Overview**

Registered student organizations (RSOs) at Texas State University are required to create and maintain a constitution. Student involvement has established standards and guidelines for RSOs that will help you in the creation of a constitution for your organization.

**Purpose of a Constitution**

A constitution serves as the foundation for a student organization, outlining its purpose, structure, and rules for operation. By establishing a framework for governance, a constitution ensures consistency, accountability, and fairness in the organization's activities. It also helps resolve conflicts, guide future leaders, and maintain the organization's mission over time. Having a well-crafted constitution strengthens the organization's credibility and ensures efficient functioning within the larger institutional or community framework.

**How to use this document:**

1. Using the template below, edit the sections highlighted in yellow to expand on these articles. Think critically about these sections as this will be the governing document for your organization and its operations.
2. Do not edit or remove any of the required policies outlined in the section below.
3. Once completed and edited by the members of your organization, save an editable copy of the document as well as a PDF version for submission through the Student Organization Registration process.

**Notes:** This template should serve as a guideline for your organization's constitution. However, not all sections may be applicable to your organization. Remove any sections and change or add any language to bring all the articles with an asterisk (\*) below are present and well-defined.

**Constitution Checklist**

|                                                        |                                                  |
|--------------------------------------------------------|--------------------------------------------------|
| <input type="checkbox"/> Student Organization Name*    | <input type="checkbox"/> Article VI: Meetings    |
| <input type="checkbox"/> Article I: Mission and Goals* | <input type="checkbox"/> Article VII: Committees |
| <input type="checkbox"/> Article II: Membership*       | <input type="checkbox"/> Article VIII: Advisor   |
| <input type="checkbox"/> Article III: Officers*        | <input type="checkbox"/> Article IX: Amendments  |
| <input type="checkbox"/> Article IV: Finances*         | <input type="checkbox"/> Article X: History*     |
| <input type="checkbox"/> Article V: Risk Management*   |                                                  |

**Policies for Student Organization Constitutions**

These clauses must appear exactly as written in every student constitution:

- **Activities Statement (in Mission and Goals section):** All activities and functions of the organization must be legal under University, local, state, and federal law.
- **Texas State University Prohibition on Discrimination (in Membership section):** Texas State University is committed to an inclusive educational and work environment that provides equal opportunity and access to

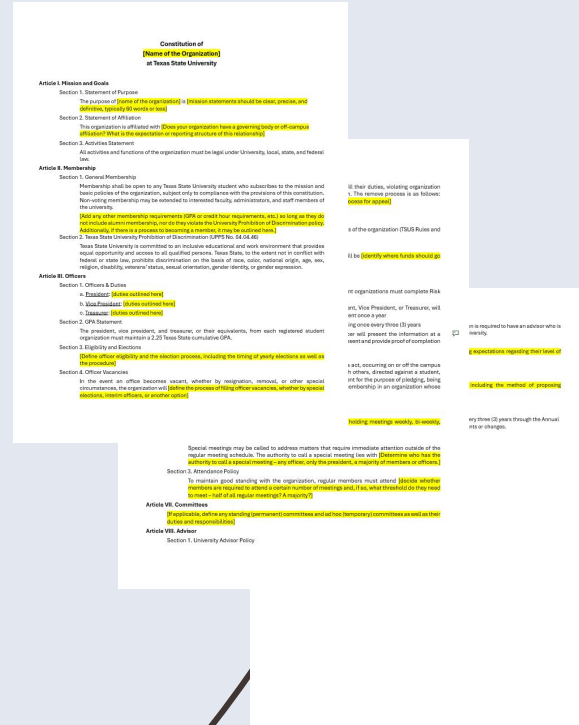
First with federal or state law, prohibits age, sex, religion, disability, veterans' status, sexual

1 president, and treasurer, or their equivalents, from 15 Texas State cumulative GPA. 1 not to have control of the funds and financial: 86.2, UPPS No. 03.01.10).

are law defines having an intentional, knowing, optional institution, by one person alone or acting mental or physical health or safety of a student for in, holding office in, or maintaining membership in at an educational institution.

# Sport Club Constitution Requirements

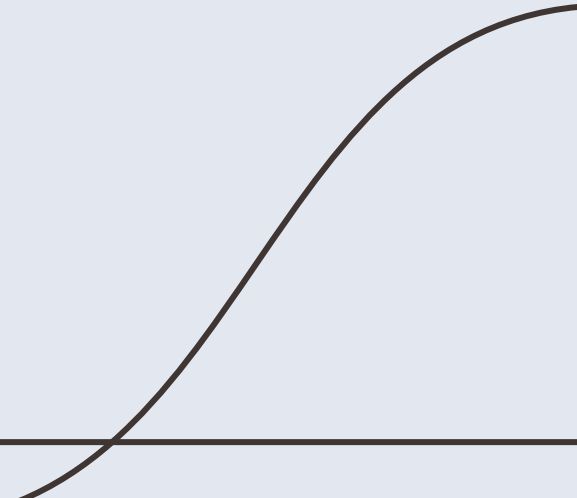
- Removing a player
- Removing a coach
- Considering National Governing Body requirements for members (GPA, courseload, etc.)
- Maintaining and returning Sport Club owned apparel / equipment
- Community involvement and member participation in club operations
- Voting system for revision of constitution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



# Risk Management Training

- Must be completed annually by sport club officers
- MUST check in and provide sport club name
- One officer and sport club advisor must attend
  - Advisors must complete training every 3 years
- **Attending officer must present information to other sport club members**

## Opportunities:

- September 1st, 2026 @ 12 pm LBJSC room 306
  - September 8th, 2026 @ 12 pm @ LBJSC room 306
  - September 9th, 2026 @ 5 pm @ LBJSC room 315
  - September 22nd, 2026 @ 12 pm @ LBJSC room 315
  - September 23rd, 2026 @ 5 pm @ LBJSC room 306
- 

---

# 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 dues & expectations



# 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)**

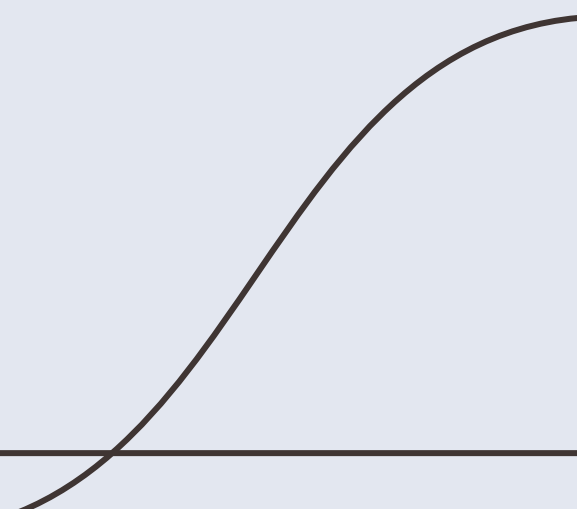
- For official sport club members (after tryouts)
- Asks for emergency contact information
- Must be completed prior to participating.



---

# Sport Club Roster Notification Form

- Located on the Sport Club Resource Page
  - Fill out electronically
- Deadline: September 30th
- Submit in Sport Club Teams Chat



# 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
    - Must also generate a receipt for paid members
  - 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
- **Sport Programs Office does NOT accept In-Person Deposits**
- **Sport Clubs can use electronic payment methods, BUT account must be linked to the UFCU bank account, not a personal bank account.**
  - **MUST file taxes on any applications used for the club**



# Sport Club Facility Reservations



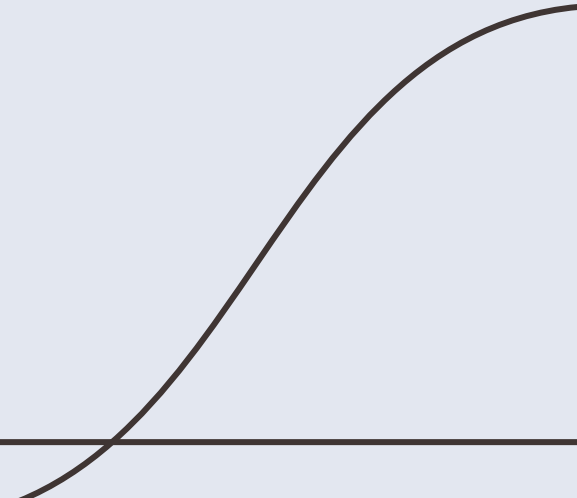
# Sport Club Practice Requests

- 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.

Sport Club Practice Preference  
Form

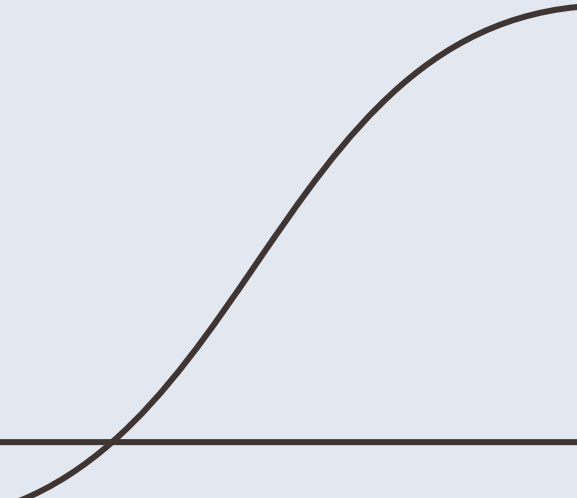


# OFF Campus Sport Club Practices

- Coordinated by the club officers and external location
  - MUST still submit Sport Club Practice Preference Form
    - Notifies office
    - NO travel request needed for recurring practices
    - Inform potential recruits
    - Risk mitigation
- 

---

**Who reviewed their clubs MOU?  
What policies can you recount?**



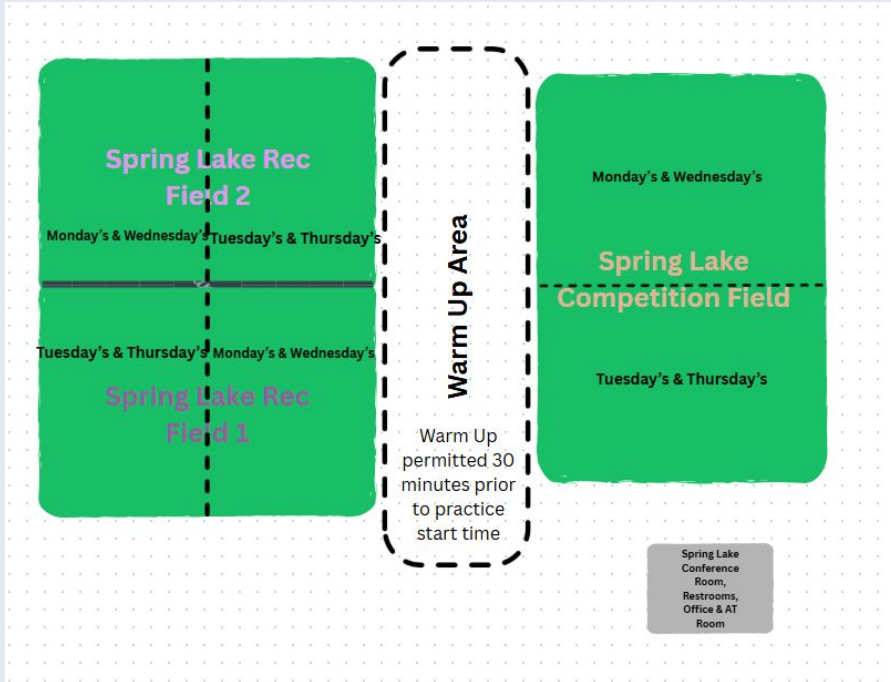
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# Sport Club On Campus Practice Conduct

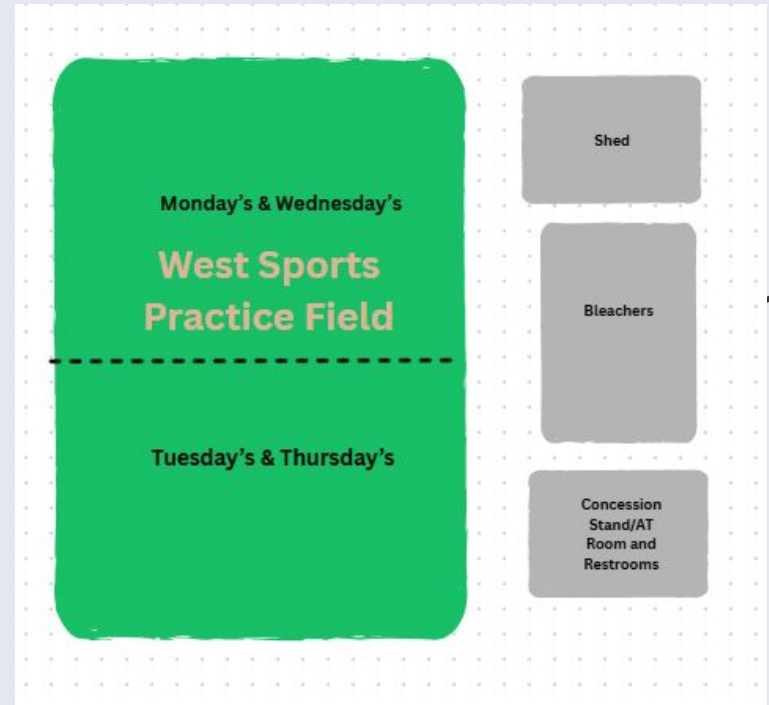
- Follow all MOU statements and Facility Policies
- Follow instructions from student staff and aid in reports
- Arrive and depart at designated times
- Do not interfere with other sport clubs and other equipment
- Leave facility better than how it was found
- Ensure procedures are followed (Raking, Sifting, Disinfecting, Locking, Setting, etc.)
- Follow all location policies (including but not limited to):
  - Speakers are not allowed unless amplified sound permit is present and acquired by EHSREM
  - Pets are not allowed
  - Vaping, alcohol or illegal substances are not allowed
- 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

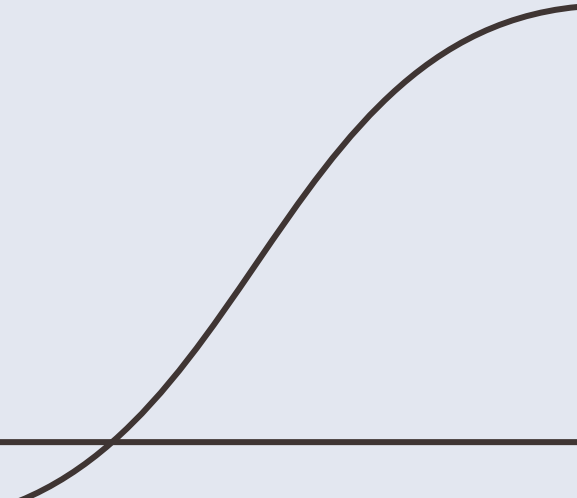


## West Sports Practice Field



---

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



---

# 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
  - 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 Campus Recreation  
Facility & Event Request Form



# 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 using a sound system outdoors
  - Submit a request for amplified sound permit (Bobcat Org HUB Form)
- 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



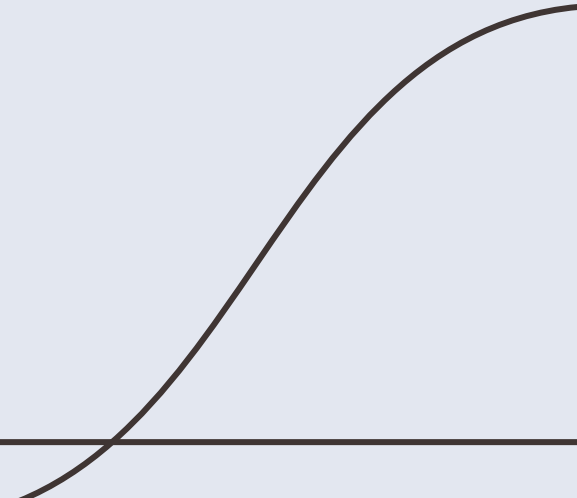
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# Sport Club Travel Requirements

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



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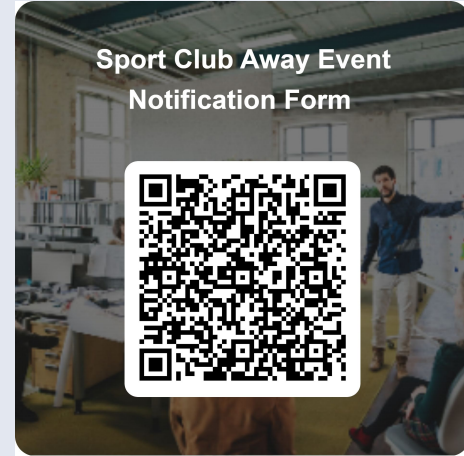
# Sport Club Away Event Requirements

## 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**

## 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.

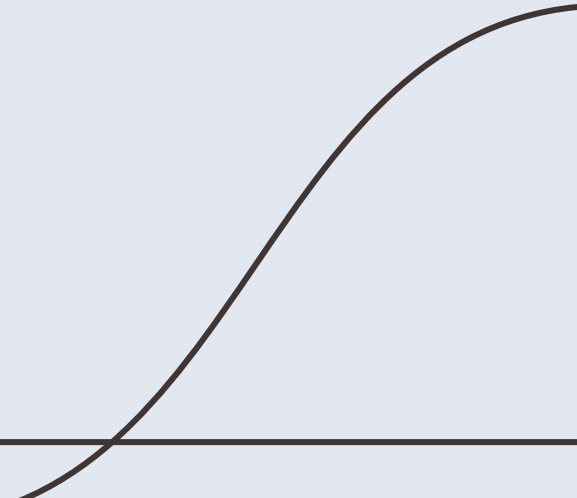


# Sport Club Travel Request

- Required for all trips taken by the Sport Club (Club sanctioned events off campus)
- Located on SC Resource Webpage (Bobcat Org HUB Form)
- 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 at all times
- **Rental Cars:** NO LONGER RESERVED BY SPORT PROGRAMS OFFICE
- **Itinerary:** Sport club travel is NOT permitted between 12 am - 5 am



# Enterprise Rental Cars

- All past unpaid invoices have been paid off by Campus Recreation- THANK YOU KELLY
  - New Process:
    - ANY Texas Enterprise Location
    - Book rentals on your own, using UFCU bank account
    - Sport Club members are eligible to book (18+ years)
      - Must meet in person
    - Better rate if reservation is made with 21+ member
- 

# Sport Club Post Event Form

- Required after each individual trip taken by the Sport Club
- Submitted:
  - 3 business days after event concludes
- Must have accurate information:
  - Injured players
  - Issues with traveling (weather, lodging miscommunication, rental cars, etc.)
  - Outcome of trip (win/loss/tie/draw)
    - Marketing Team is notified on accomplishments
    - Pass the Torch relies on form submissions!!!

**Sport Club Officer End of  
Competition / Event Report FY26**



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

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# Fundraisers & Sponsorships

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

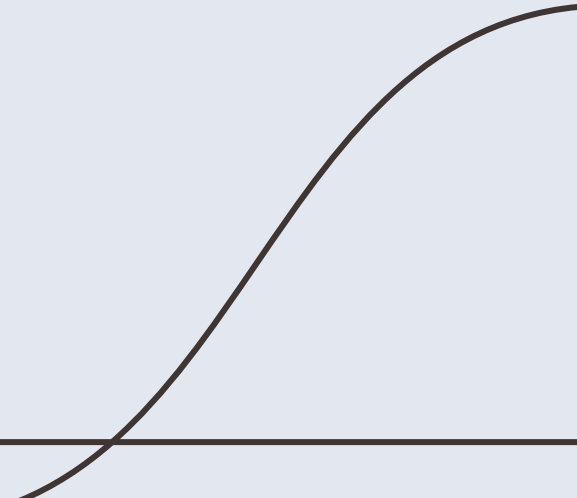
Donations: Funds or goods (in kind gifts) awarded to the club without the club providing anything tangible in return

- 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.
- IF club is seeking donations thru external platforms:
  - MUST submit Solicitation on University Property Form OR Off-Campus Solicitation Form



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



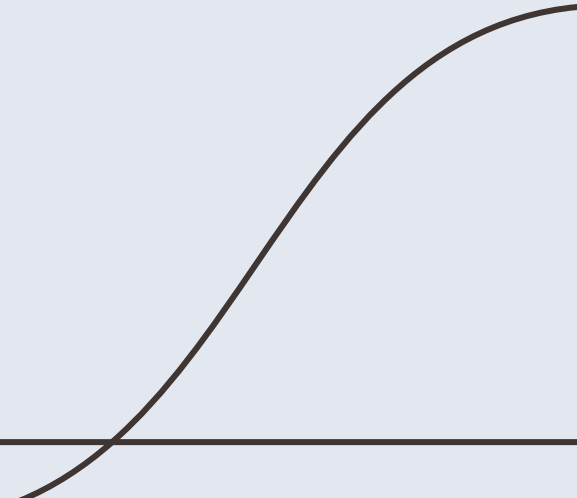
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# Sport Club Restricted Account

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

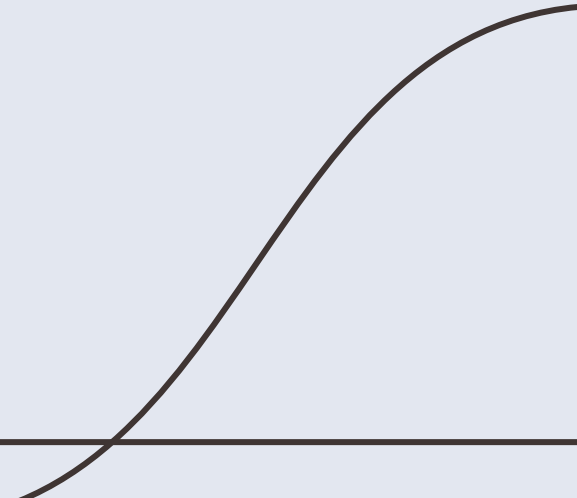


# Restricted Account Information

- 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, equipment 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 (Ask SP office for current balance)
  - 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)



# Sport Club Allocation Funding



# Sport Club Allocation Funding

- Sport Clubs apply for funding the academic year prior
- Sport Clubs present April 2027
- Refer to Budget Presentation Rubric

## Guidelines for Budget Presentations and Allocation Funding

Sport Clubs will sign up for a 30-minute presentation during the first two weeks of April (April 6-10 & April 13-17). Presentations should be 15-20 minutes long, to allow for questions at the end. Sport Clubs must create a presentation and present to Elise, Kelly, and available SCA Members. What should be included in the presentation:

- **Basic Club Information**
  - Who is presenting
  - Number of members
  - Practices/games/tournaments
  - Success from past year
  - Challenges from past year
  - Goals
  - Fundraising/Community Service Efforts
  - 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**

On **September 1<sup>st</sup>**, Sport Clubs Officer teams will be notified of the amount of funding they have been awarded by the Sport Club Office. This money can be used to pay invoices, to purchase items through the University Purchase Card, or through the Texas State University Marketplace.

10

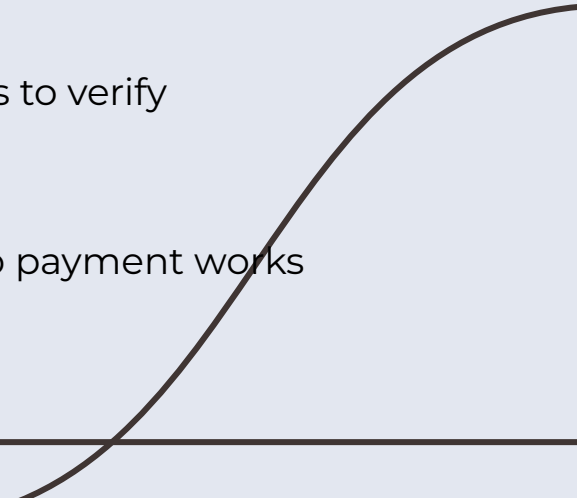
The presentation has all required information and additional useful information. The presenters are extremely organized and prepared. Presentation materials exceed expectations. Effort shown throughout the whole process. Stay within 15-30 minute timeframe.

Sport Clubs were always reachable and went out of their way to communicate throughout the year. Paperwork was always turned in on time. Deadline were always met. Officers kept accurate records of the club.

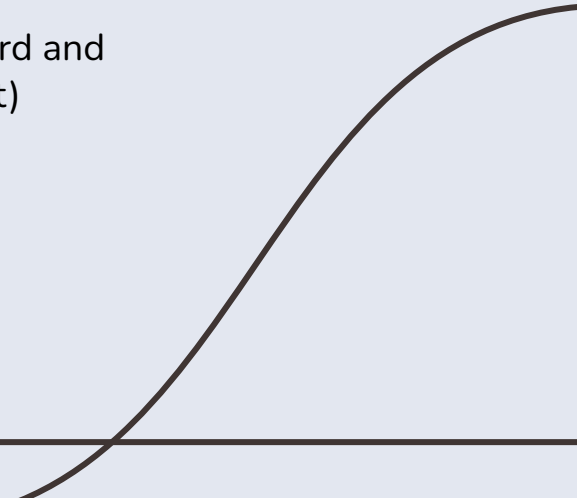
Sport club completed three fundraisers or community service events.

| Need for Funds / Use of Funds Requested | REVIEWER COMMENTS:                                                                                                                     |                                                                                                                                                    |                                                                                                                                            |                                                                                                                                             |
|-----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
|                                         | Sport club does not articulate what allocated funds would be used for. There is no benefit from the funds for the club or its members. | Sport club does 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. |

# Sport Club Allocation Funding

- All allocated funds granted in FY27
    - Allocations will be emailed early September
    - Must be used by **July 1st, 2027**
  - Operate financially as if funds are not being allocated
  - Bank and Tax information
    - Should be handed down during officer transitions
  - Changes in account holders/users:
    - Must visit the LBJ UFCU branch with updated HUB officers to verify
  - DO NOT switch banks
    - UFCU accounts are linked to payment works
    - Reimbursements will go to the account that is attached to payment works acct!
- 

# Allocated Funding Instructions

- To request the use of allocated funds please fill out the Purchase Request Form on the sport club resource page
    - Reimbursement of purchases for club (preferred)
    - Amazon
      - We make the amazon purchase for you, just need the links to the items
    - Purchase from vendor with Pcard
  - Reimbursements (Purchase must be made with UFCU Club Bank Card and show proof of purchase with an itemized receipt and bank statement)
  - Complete by July 1st
- 

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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)**

## 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)**

**Campus Rec Department Staff are interested in purchasing YOUR Sport Club branded apparel!!! (Inform us on the process for purchasing!)**

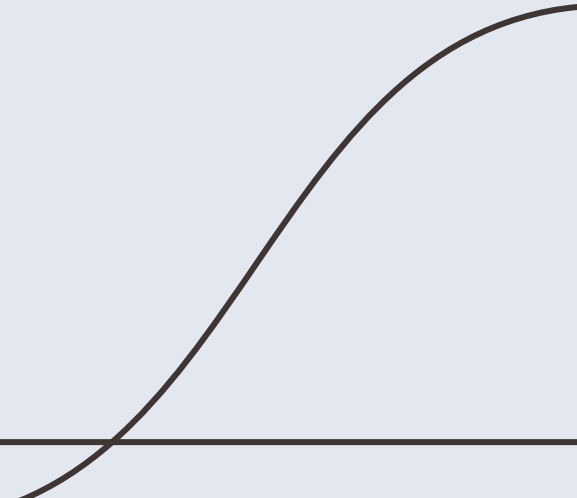


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# Sport Club Social Media

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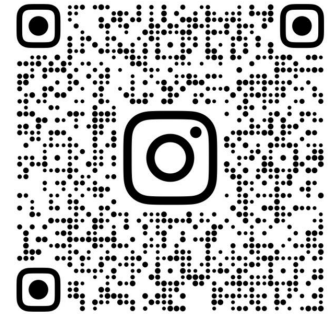
# Social Media Best Practices

- 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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# Campus Recreation Opportunities

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# Campus Recreation Opportunities

- **Group X Classes:** various classes offered throughout the day and week (FREE)
- **Wellness2U:** Customized group fitness classes (\$)
- **Intramural Leagues and Sports:** Create an intramural team to hang out with friends and enjoy a recreationally competitive atmosphere (\$)



# 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)



# Koko's Glow Run & Bobcat Service Saturdays

- Koko's Glow Run:
  - Bobcat Organization HUB Event & Forms
  - Sign up to participate in the fun run!
  - Volunteering:
    - Sign up as a Glow Station for your RSO!
    - Sign up as an individual volunteer
- Bobcat Saturdays:
  - Opportunity to give back to community through service work
  - Can register as a group through the Bobcat Org HUB!
  - Great opportunity to fulfill requirement for Sport Club Allocated Funding



## Service Saturday - October

### Date and Time

Saturday, October 3 2026 at 9:00 AM CDT to  
Saturday, October 3 2026 at 1:30 PM CDT

Add To [Google Calendar](#) | [iCal/Outlook](#)

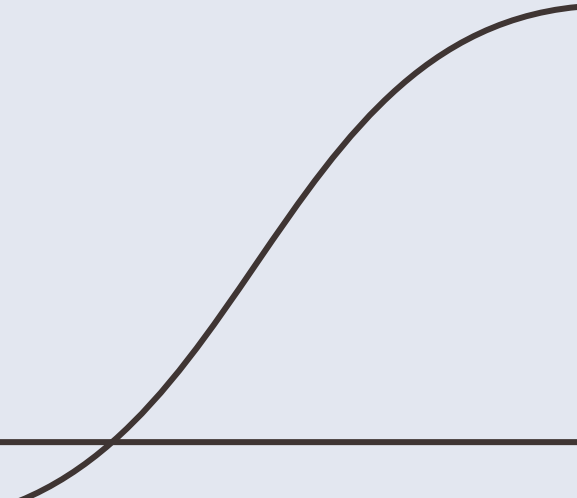


### Location

LBJ Amphitheater

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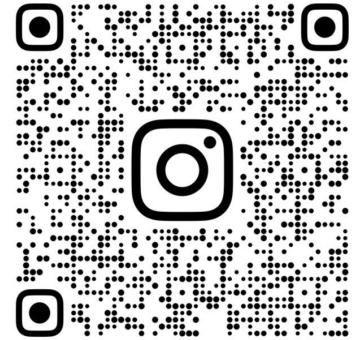
***Are there any other resources  
your club has partaken in that  
you can share?***



# Thank You!

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

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@TXSTREC