

Sport Club Officer Notes & Reminders:

Events	What	When	Where	NOTES
Bobcat Organization HUB Re-Registration	Annually required for all TXST RSO's	Deadline: September 30, 2026	HUB	
Risk Management Training	Annually required for all TXST RSO officers and advisors	Deadline: September 30, 2026	HUB RSVP, attend in person	
Fall Break	No on campus sport club programming permitted	October 8 – 9, 2026	N/A	
Boko's Glow Run	No on campus sport club programming permitted, PLEASE attend Homecoming Campus Recreation Event!	October 20, 2026 8 pm (check in at 6 pm)	HUB RSVP, attend in person	
Thanksgiving Break	No on campus sport club programming permitted	November 17-25, 2026	N/A	
Reading Day	All sport club operations will conclude		N/A	
Winter Break	No on campus sport club programming permitted	April 24, 2026	MPRC	
Campus Recreation Requirements	What	When	Where	NOTES
Sport Club Profile Form https://forms.office.com/r/GJ2juscXSE	Notify Sport Programs Office on changes (new officers , NGO, concerns, etc.)	Deadline: January 30 th , 2026 (Before Spring Semester) or when there are changes	Microsoft Form	
Practice Preference Form https://forms.office.com/r/MFddVRunGv	Required for all sport clubs to notify office on requests for recurring facility spaces managed by CREC and for off campus practices to be communicated to the office for risk management purposes	Deadline: July 1 st (Fall Semester) November 1 st (Spring Semester)	Microsoft Form	
TXST Student Participants Trying Out or Attending Open Sport Club	Sport Clubs are responsible for administering risk releases to any/all TXST students that are	As needed- must be done before any participation	HUB Form	

Practice Risk Release https://txst.campuslabs.com/engage/submitter/form/start/731975	attending a tryout or open practice. Must be completed each academic year.			
Official Sport Club Participant Risk Release Form https://txst.campuslabs.com/engage/submitter/form/start/731972	Sport Clubs are responsible for administering risk releases to any/all TXST students that are officially apart of the sport club. Sport Programs Office checks risk releases for travel requests and home games. Must be completed each academic year.	As needed- must be done before any participation	HUB Form	
Home Event & Facility Request Form https://forms.office.com/r/eE3h3NDHEq	Request used to reserve Campus REcreation Facilities or equipment	Deadline: July 1st (Fall Semester) November 1st (Spring Semester) *OR submitted 4 weeks prior to day(s) of event	Microsoft Form	
Away Event Request Form https://forms.office.com/r/VQpft5k03g	Notify the Sport Programs Office on competitions or events that will be traveled to (does not replace other travel documents)	Deadline: July 1st (Fall Semester) November 1st (Spring Semester) *OR submitted 14 days prior to day(s) of event	Microsoft Form	

Approved Driver Request Form https://txst.campuslabs.com/engage/submitter/form/start/731978	Notify the Sport Programs Office on drivers that will be transporting sport club members to and from a club sanctioned event	Submitted 14 days prior to day(s) of event	HUB Form	
Sport Club Travel Request Form https://txst.campuslabs.com/engage/submitter/form/start/733344	Notify the Sport Programs Office on competitions or events that will be traveled to (does not replace the Away Event Request Form). CHANGES: Only required for travel that is 25+ miles from San Marcos TXST Campus	Submitted 7- 14 days prior to day(s) of event depending on if in-state or out of state travel	HUB Form	
End of Event Report https://forms.office.com/r/rdpaYsKzGC	Informs the Sport Programs Office on how the competition went (accomplishments, travel issues, injuries, etc.)	Required within 1 week of trips/ home event conclusion	Microsoft Form	
Sport Club Coach Request https://txst.campuslabs.com/engage/submitter/form/start/731982	3 Different Forms to be submitted to request: • Coach Consent Form: Required each year for all coaches • Coach Indemnity Agreement Form: Required each year for all coaches • Independent Contractor Professional Services Worksheet: Only required paid coaches must be submitted annually.	Prior to the start of coaching and instruction on/off campus. MUST complete background check on HireRight Fall Semester: September 30 th Spring Semester: February 13 th	HUB Form	
Sport Club Allocation Funding (Budget Presentations)	Budget Presentations and Allocation Funding Guidelines	April of each year	In-person presentation	

Other Campus Recreation Forms	What	When	Where	NOTES
Purchase Request https://txst.campuslabs.com/engage/submitter/form/start/655254	Used to request funds from the Sport Club Restricted Account. Invoice payment or reimbursement can be issued.	As needed	HUB form	
Apparel & Equipment Branding Request Form https://txst.campuslabs.com/engage/submitter/form/start/646621	Requests design approval for apparel, equipment, or jerseys that use University Logos.	As needed	HUB Form	

New / Returning Officer Tasks

Task	Purpose	Notes
Download Teams App	All communication will happen here for all officers! The Sport Club Profile Form will be used to gather new and returning officer contact information!	
Check out Sport Club Resource Webpage	Has EVERYTHING you could possibly need to access with forms, resources, and tutorials!	
Remain current on Sport Club Manual policies	Changes are being made that will significantly affect Sport Clubs. Ensure that you understand these policy changes and stay compliant!	
Check out NEW Sport Club Travel Resource page	Has EVERYTHING you could possibly need to access with linked forms and descriptions!	
Bobcat Organization HUB	Become familiar with the HUB and work on constitution edits for an easier re-registration process!	
Create Sport Club specific guidebooks	Create documents or folders that can be shared between officers and ensure smooth transition with new officers in their new roles!	

Preparing for tabling events Mazevo Facility Request for other on campus spaces	Strategize new ways to encourage sport club membership! Stay up to date on events and attend!	
Preparing for Step Up for State	Document or continue recording past members to build alumni database or potential donors for the club	
Donor Appreciation	Establish new relationships with new alumni and thank recent donors! Send out custom thank you notes!	
Seek Out Potential Sponsors	Reach out to potential sponsors to gather funds over the summer in preparation for the new school year!	
Plan Fundraisers	Generate revenue by hosting events or invitational competitions, profit shares, hosting concessions, etc.	

Important Resources

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

e Webpage	resources	
Sport Club Travel Webpage	Webpage specifically for travel policies and requirements	https://www.campusrecreation.txst.edu/playsports/sport-clubs/resources/sport-club-travel.html
Academic Calendar	Upcoming Holidays and academic reminders	https://www.registrar.txst.edu/registration/ac/academic-calendar.html
Registered Student Organization Advisors Resource Webpage	Helpful guide on how to interact with advisors	https://studentinvolvement.txst.edu/involvement/student-orgs/advisors.html
Constitution Template	Guide RSO's on how to create a helpful constitution	https://gato-docs.its.txst.edu/student-involvement/student-involvement/soda/documents/Student%20Organization%20Constitution%20Checklist%2025-26
Texas State Brand Guidelines & Licensing License Search Database	See what logos, colors and fonts TXST has to offer Search which vendors are	https://txst.com/feature/TXSTBrandGuide https://clc.com/license-search/

	allowed to use and produce TXST logos	
UFCU Budget Sheet UFCU PowerPoint	Manage sport club finances ethically using the budget sheet Refer to financial best practices	https://docs.google.com/spreadsheets/u/0/d/1yEwbea0tUEsKGY22f7fHRJMUtP8sOzbo/htmlview https://www.campusrecreation.txst.edu/.assets/campus-recreation/TXST%20Student%20Orgs
IRS.gov Filing Taxes for Sport Clubs 990-EZ Form	Filing taxes for Sport Clubs	IRS.gov