Texas State Sport Clubs Manual 2026-27

Table of Contents

Introduction.....5

Vision.....5

Mission.....5

Events & Meetings.....5

Sport Club Administrative Organization.....6

- Associate Director of Programs.....6
- Assistant Director of Sport Programs 6
- Sport Programs Coordinator.....6
- Sport Clubs Alliance.....7

Sport Club Registration..... 7

HUB Annual Registration Process.....7

Constitution.....8

Forming A New Club..... 9

Membership & Eligibility.....9

Permitted Community Sport Club Member Roles.....10

Officer Roles.....10

Optional Officer Roles.....11

Sport Club Advisors.....11

Sport Club Coaches.....11

Contracts.....12

Finances.....12

Managing Club Finances....13
Agency Account....13
Restricted Account....13
Fundraising....13
Monetary Donations....14
Sponsorships....14
In Kind Gifts....14
Raffles....15
Step Up for State (SUFS)....15
W9 & EIN....16
Deposits....16
Purchasing with Sport Club Account Funds....17
Travel....18
Driver Selection....18
Rental Vehicles....19
Discipline....20
Possible Violations (Level I)....20
Possible Violations (Level 2)....21
Possible Violations (Level 3)....22
Disciplinary Policy....22
Disciplinary Actions....23
Appeal Process....23
Disaffiliation....24
Risk Management....24
Safety Plans (Stand Operating Procedures)....24
Acknowledgement of Risk....24

Types of Risks.....25
Weapons Policy.....25
Athletic Trainers.....25
FAQ's.....25
Head Injuries.....26
Hazing, Alcohol, Illegal Substances, Sexual Harassment, Clery Act 28
Facility & Equipment.....29
Equipment.....29
Facility Usage.....29
Facility Scheduling Guidelines.....30
Advertising & Social Media Guidelines.....31
Branded Apparel & Equipment Guidelines 32
Vendor Payment Options.....32
Mail & Packages.....33
Campus Recreation Resources 33

Introduction:

As an integral part of the overall Campus Recreation Department, the Sport Clubs Program supports the common interests of students pursuing sport activities as a means of promoting well-being, finding their clutter and striving for competitive excellence. The management of each club is the mutual responsibility of its members. Sport Clubs offer opportunities for students to develop career readiness competencies such as leadership, communication, teamwork and critical thinking in addition to the benefits of physical activity and team participation. Sport Clubs not only draw students to enroll at our university, they also serve an integral role in ensuring their continued success and development both here and well after their time at Texas State.

Vision

Inspiring Bobcats to be their best and create lasting memories.

Mission

Campus Recreation engages our Texas State community by providing innovative recreation and employment opportunities to cultivate lifelong well-being.

Events & Meetings

- Pass the Torch Ceremony (Friday before Spring Semester Reading Day)
- Risk Management Trainings: Summer and Fall Semester prior to the start of the academic year
- Sport Club Officer Trainings:
    - Fall Semester:
        - First Friday of the beginning of the semester
        - Overview of new procedures, policies and responsibilities
        - Rolling out approaching deadlines
    - Spring Semester:
        - Recap of Fall training
        - Any new content and reminders for responsibilities and deadlines

- Pass the Torch Ceremony (Friday before Spring Semester Reading Day)
- Coaches Meeting: within the first month of the Fall Semester
    - Opportunity for Coaches to meet Campus Recreation Professional Staff, learn about their responsibilities/role to the sport club and policies regarding the coaching role.
        - Sport Club Safety Training & RSO Risk Management Training (1.5- 2 hours)
            - Mandatory for at least 2 officers
            - HUB waiver training & the importance of tracking the waivers
            - CPR/First Aid
            - Opening/closing facilities

Sport Clubs Administrative Organization

Associate Director of Programs

The Associate Director reports directly to the Director of Campus Recreation and leads and manages the administration and operations of 4 program areas. This includes the areas of Aquatics & Safety, Outdoor Recreation, Fitness & Wellness and Sport Programs. The Associate Director is responsible for the development and oversight of an Assistant Director of Sport Programs, Assistant Director of Fitness & Wellness, Assistant Director of Outdoor Recreation and the Senior Coordinator of Aquatics & Safety. Assistant Director of Sport Programs

The assistant director of Sport Programs oversees the sport club program as well as intramural sports. The assistant director serves as the management and oversight of all student organization administrative requirements, risk management, department policies and procedures, scheduling, budgeting and overall promotion of the sport club program. The AD also supervises the coordinator of sport clubs who works directly with the clubs and oversees our student supervisors and program leads.

Sport Programs Coordinator

The coordinator of sport clubs oversees the day-to-day operations of the sport club program. Assisting clubs in the development of their schedule, budgets, sponsorships and compliance with department and student organization requirements and trainings. The coordinator works directly with the sport club alliance and serves as a conduit between the student groups and the university

leadership. The coordinator works directly with advisors and coaches to ensure compliance, documentation and proper training.

Sport Clubs Alliance

An advisory council of sport club officers, elected by the sport club officer body during the April Sport Club Officers meeting. These individuals hold important administrative and consultative responsibilities including:

- Provide input in the appeal process and new sport club proposals
- Provide input on the direction of the program, allocation of funding, and implementation of any new policies or procedures
- Organize annual community projects and ceremony
- Develop mentor pairs for student leaders to work with new incoming leaders in various clubs

Sport Club Registration

Sport Clubs are registered student organizations with the Student Involvement and Engagement office assisted by the Department of Campus Recreation. Sport Clubs are competitive in nature and provide an opportunity for participation, skill development and leadership. Sport Clubs compete against other universities regionally and nationally. Each organization must comply with policy stipulations as outlined in the Sport Clubs Manual, Student Organization Handbook, and the Code of Student Conduct in the Student Handbook of Texas State University. In addition, sport clubs should follow the guidance of their national governing organization.

HUB Annual Registration Process

Re-registering as a Texas State University student organization is completed annually at the beginning of the academic year. The steps to complete registration are as follows:

1. Log into Bobcat Organization Hub using TXST login
2. Find student organization page and click “Manage Organization”
    a. If you are not a current member of your student organization page, you will need to contact the organization president or the Sport Club Office to be added.
3. Click “Re-register this organization” button
4. Complete the Annual Registration form
5. Ensure that all organization profile information is updated and relevant (including contact information, description, etc.)

6. All four individuals fulfilling the TXST Faculty/Staff Advisor, President, Vice President, and Treasures roles are listed with their names and TXST NetID emails.
7. Communicate with advisor to complete the Advisor Agreement form and upload the completed document to the organization's registration form.
    a. If you do not have an advisor, please seek out an advisor that is not affiliated with Campus Recreation.
    b. An advisor can be a full or part time TXST Faculty or Staff member and can check out Advisor Resources
8. Submit an updated constitution that follows guidelines that can be found here
9. Click "submit"
10. All registered student organizations are required to attend the state- mandated Risk Management Training. In-person and virtual training options are available.
    a. The minimum of one officer and one advisor are required to attend and complete the training annually
    b. To register; log into the Bobcat Organization Hub using TXST login
    c. Click "Events" and search for "RSO Risk Management Training"
    d. Select date you wish to attend and RSVP
    e. Confirmation of RSVP will be sent to TXST email
    f. Ensure that attendance is tracked by checking in at the training and informing them on Sport Club affiliation.

Constitution

A well-written constitution is essential for clubs, providing clear governance, defined roles, and consistent procedures. It guides operations, resolves conflicts, and supports long-term success. For a checklist of mandatory and recommended items that should be included on constitutions, please visit the Constitution Checklist

In addition to the items on the checklist, sport clubs may also consider including information on:

- Alumni/non-TXST affiliates participation in clubs
- Rules/regulations from their national governing body
- Teams with coaches should include procedures for selection of and removal of coaches and an appeal process
- Policies or deadlines for collecting or refunding dues as well as returning any equipment or attire owned by the club
- Removal of any members apart of the sport club
- Member eligibility for voting on decisions and voting style
- SOPs for health and safety related activities

- Define “good standing” with the sport club for all member levels

Forming a New Sport Club

To best support sport clubs, Campus Recreation will evaluate new club proposals based on capacity, alignment with priorities, and student interest. The Sport Club Alliance will collaborate with Campus Recreation in this assessment.

The first step to petitioning to become a sport club is to first become a Registered Student Organization (RSO)**.** Once registered, the organization must remain active and in good standing for at least three academic semesters under RSO status. Once the first two criteria are met, a club may submit a Sport Club Proposal to the Sports Club Office that requests the following information:

- Current club constitution and bylaws
- Roster with at least 10 student members
- Letter or petition outlining club interest and value to student life
- Proposed academic year budget (fall & spring) with fundraising plans beyond dues
- Active membership in a National Governing Organization (NGO)
- Must be an RSO recognized by SI&E for at least 1 year
- All activities must comply with university, local, state, and federal laws

Once the form has been received, the department along with the Sport Club Alliance will evaluate whether a petition hearing will be held.

NOTE: Acceptance into the Sport Club program may be limited based on capacity, even if all other criteria are met.

Membership & Eligibility

The following are the minimum eligibility requirements for Sport Club membership. Each club must also include these, along with any additional club-specific requirements, in its Constitution.

1. The primary member of a Sport Club is a Texas State University Student
    a. Individuals under the age of 18 may NOT be a member of a Sport Club unless they are enrolled at Texas State University AND complete all appropriate waivers.
2. All club members must be current Texas State University students who are registered for at least one credit hour each fall/spring semester.

3. If a person's access to Campus Recreation facilities/programs has been revoked or suspended, membership within the Sport Club is also suspended/revoked for the duration of the suspension.
4. If a club utilizes any Campus Recreation facility with restricted access, a Campus Recreation membership is required for all club participants.
5. A club roster must be kept up to date on the club's HUB database site.
6. All participants must complete the Sport Clubs Participation Agreement and Risk Release on the Bobcat Organization HUB before joining any club activity. Waivers are valid from August 1 to July 31 and must be renewed annually. Club officers are responsible for ensuring compliance; members without a signed waiver may face disciplinary action.
7. Membership or insurance with a National Governing Organization may be required and may include additional eligibility requirements for club members.
    a. National Governing Organizations that require full time student status and specific GPA requirements, may require additional documents to be signed by participating members, Registrar's Office or Sport Programs Office
    b. **Submitting National Governing Organization Eligibility Documents:**
        i. Print and complete the form with all **handwritten signatures**.
        ii. **Scan and email** it to the Sport Programs Office along with travel requests.
        iii. Wait for the required **Registrar or Sport Programs signature**. Revisions may be needed.
        iv. Once approved, **submit the document to the National Governing Organization**.
        v. If a member is not enrolled full-time (12 hours) and is in their last semester, the Registrar may require **proof from the student's Academic Advisor** (email or letterhead with name and contact info).

Permitted Community Sport Club Member Roles

Community members not affiliated with Texas State University may hold the following roles:

- **Coach:** External individuals may coach sport clubs, with the role subject to change at the club's discretion. Proper notification and paperwork must be submitted to the Sport Programs Office.
- **Alumni:** Graduates who participated in sport clubs may mentor, donate, assist with events, and join alumni activities.
- **Donors:** Can contribute in-kind gifts or monetary donations through the University's donation website.

- **Certified Athletic Trainers:** Can provide first aid at home competitions hosted by Texas State University.

Officer Roles

Each officer has key responsibilities to support the sport club's operations and promote member learning.

- **President:** Leads the club, organizing practices, events, competitions, and travel. Serves as the primary contact for the Sport Club Office.
- **Vice President:** Assists the president and fills in during their absence. May handle specific tasks like risk management or facility requests.
- **Treasurer:** Manages the club's budget, records transactions, and handles purchase requests and invoices with the Sport Club Office.

Optional Officer Roles

- **Secretary:** Coordinates communication, reminds officers and members of deadlines, and tracks upcoming tasks.
- **Public Relations:** Maintains alumni relations and ensures the club is in good standing with the university and governing bodies.
- **Fundraising Chair:** Leads fundraising efforts, including on-campus events, merchandise sales, and sponsorships, following university guidelines.
- **Historian:** Documents the club's history and maintains alumni records.
- **Social Chair:** Creates promotional materials, works with marketing teams, and ensures adherence to university guidelines.
- **Recruitment Chair:** Promotes the club, manages interest forms, attends university events, and recruits new members and officers.
- **Safety Officer:** Manages risk, ensures safety compliance (first aid/CPR certification), and reports incidents to the Sport Club Office.

Sport Club Advisors

Refer to the Student Organization Handbook for additional responsibilities and requirements held by an advisor.

- Each club is required to select an Advisor who is a full or part-time member of the TXST faculty or staff and should be outside of Campus Recreation Sport Programs Staff.

- The Advisor is empowered to cancel club activity based on risk and safety concerns of which they are directly aware and knowledgeable.

Sport Club Coaches

Sport Clubs may hire coaches/instructors to assist with coaching or teaching but are not required to unless mandated by their National Governing Organization. Club leadership is responsible for selecting qualified coaches who follow the guidelines below:

- **Notification**: Clubs must inform the Sport Programs Office when appointing a new coach, providing their full name and email.
- **Required Documents**: Coaches must submit a Coach's Consent Form and Release and Indemnity Agreement and pass an annual background check.
- **Annual Submission**: Coaching documents must be resubmitted each academic year or when a new coach is appointed.
- **Approval**: The coach/instructor must be approved by Campus Recreation.
- **Coach Requirements**: Clubs should choose coaches with experience and knowledge of the sport. Coaches must respect club officers and Campus Recreation leadership and abide by all University policies.
- **Role Limitations**: Coaches should only focus on coaching during practice and competitions, not on other club management tasks. They are not employees of the University and are considered independent contractors.
- **Paid Coaches**: If a coach is paid, compensation details must be documented in the Coach's Consent Form, and payments must be processed through the club's account.
- **Coach Conduct**: Coaches may be sanctioned or dismissed for managing club business, failing to represent TXST positively, or engaging in unethical or unsafe behavior.

Campus Recreation has an obligation to protect the club and its members. If, in the opinion of the department, the club or any member is being neglected or misled by the coach, or if the coach is not working in the best interests of the club, he/she can be relieved of all coaching and/or teaching functions. Coaches will be afforded the same due process as the club and its members.

Contracts

Sport Clubs are not allowed to sign or create contracts, until all steps are taken in accordance to the UPPS.

Finances

Proper management of funds from dues, fundraisers, donations, and allocations is essential for club success. Officers, in consultation with the Sport Clubs Office, are responsible for handling funds. Restrictions apply to both State and Club accounts, with balance details available through the Sport Clubs Office.

Managing Club Finances

Each Sport Club has two different accounts. The funds generated in the Sport Club Account are from club fundraising activities and dues. The funds generated in the Restricted Account are from donations to a specific Sport Club through the University Advancement office.

Agency Account

• With this account, clubs may deposit money generated from fundraisers, sponsorships, clinics, etc…, that they may participate in throughout the year or from the collection of dues.

- Taxes can be reimbursed on this account; however, it is highly recommended to utilize the Tax-Free form provided on the Teams site to save the club money.

• Access to this account is limited and must have the authorization of at least one officer.

Sport Club Purchase Requests forms must be submitted with:

- Itemized receipts or invoices
    - If receipts are lost, the club can submit a lost receipt memo; but this cannot be done routinely.
- Credit card statements (with only the last four digits of account number showing) should also be submitted for reimbursements.

• This account is used for payment for services, products, rentals, reimbursements, awards, supplies, registration, dues, travel, and any other needs of the club.

• The balance in this account carries over from year to year.

Restricted Account

• With this account, clubs may accept tax deductible donations through the University Advancement office.

• Access to these funds requires University Advancement (UA) and Campus

- Recreation approval. Per UPPS 03.06.01., UA is responsible for soliciting, accepting and processing all gifts on behalf of the university and affiliated organizations, including those initiated elsewhere in the university. Therefore, UA must know who is giving how much and for

what purposes. Therefore, all donations must go through the UA website and cannot be taken via outside websites such as gofundme.org.

- Taxes cannot be paid through this account.

Fundraising

All fundraisers must first be reported to the Sport Clubs Office by completing the *Sport Club Fundraising, Sponsorships, In Kind Gifts or Donations Notification Form*. Fundraisers must stay within the context of Texas State University and Sport Clubs' missions; therefore, no fundraisers or sponsorships may be associated with alcohol or tobacco products, illegal substances or activities and groups that are discriminatory in nature.

Organization Funding: Each year a pool of funding is made available to support student organization programming and conference travel expenses up to $1000.00. To apply for this funding click here

Monetary Donations:

- Donations are considered cash gift under IRS and the donor will receive a tax receipt. Donors can request money be spent on something specific, such as uniforms, travel, etc. (If they request it be spent on something specifically, you must follow through). The only donation website that is permitted for Sport Club Donations is the TXST UA website. Other donation websites are prohibited.
- Donation Process Options:
  1. TXST University Advancement Website
  2. Check or cash deposited to Campus Recreation
  3. Mailed check to:

     Texas State University Advancement Services
     601 University Drive
     JC Kellam, Room 320
     San Marcos, TX 78666

Sponsorships

Definition: Business/Entity wishes to provide something, but asks for something in return

Example: Profit shares. Company donates money, but in exchange you must promote a product, etc.

- Plan needs to be sent to Campus Recreation (sportclubs@txstate.edu). If Campus Recreation approves the plan, we will send to University Advancement for approval. If they approve, the team may move forward with the sponsorship.

- Sport Clubs are prohibited from creating and signing any binding agreements or contracts with a Business or Entity, and notification of these documents will result in a violation

In Kind Gifts

- There are two types of gift-in-kinds:
    - Charitable - tangible items in which the donor will receive a tax receipt for.
    - Non-Charitable - non-tangible items the donor will not receive a tax receipt for but can receive donor recognition for.
- If the donor wants recognition and/or tax credit: Fill out the two GIK forms and submit to sportclubs@txstate.edu (forms on Teams/website)
- If the donor does not want recognition, there is no need to fill out forms. Just notify our office of the gift by emailing sportclubs@txstate.edu.

No sponsorships or in-kind gifts may be associated with alcohol or tobacco products, illegal substances or activities and groups that are discriminatory in nature.

Raffles

- Raffles involving paying money for the chance to win a prize of greater value are considered gambling under the Texas Penal Code. Conducting such a raffle is a Class A misdemeanor. Participating in an unauthorized raffle is a Class C misdemeanor. Only raffles held according to the terms of the Charitable Raffle Enabling Act are authorized raffles. The law is Chapter 2002, Texas Occupations Code. If you do conduct a raffle, please note: The following is the University policy for Raffles: UPPS Np. 07.04.03 Solicitation on Campus
- Groups authorized to conduct raffles under the Charitable Raffle Enabling Act (Art. 179 F, Vernon's Texas Civil Statutes), hereafter referred to as a "qualified organization," may conduct raffles on campus, if approved, with proper documentation, by Department of Student Involvement or by the director of the Round Rock Campus, or designee. Qualified organizations include non-profit organizations that:
    - A. have existed for at least three preceding years and are exempt from federal income tax under Section 501(c), Internal Revenue Code;
    - B. do not distribute any of their income to their members, officers or governing body; 20
    - C. do not devote a substantial part of their activities to attempting to influence legislation; and
    - D. do not participate in any political campaign.
- Groups wishing to conduct raffles on- or off-campus must meet with Student Involvement or with the director of the Round Rock Campus, or designee, at least 10 university days

prior to requested dates to review State of Texas and university policies and procedures related to conducting raffles.

Step Up for State (SUFS)

Sport Clubs are encouraged to participate in Step Up for State on an annual basis. The University Advancement Office conducts and leads all operations for SUFS during the Spring Semester.

- The responsibilities of the Sport Club:
    - Reach out to the University Advancement Office to acquire previous donor contact information
    - Keep accurate records of potential alumni and donors that are interested in supporting the sport club during SUFS
    - Strategize SUFS plans and delegate tasks to other officers and members to reach more potential donors
    - Customize the Sport Clubs SUFS page
    - Compete in SUFS state mini challenges that award teams based on their efforts and participation
    - Send customized "Thank You" notes to sport club donors throughout the year

W9 and EIN

Student Organizations need to have an EIN to be considered it's own entity as an organization. To obtain a EIN visit the IRS at:
Apply for an employer identification number (EIN) online | Internal Revenue Service (irs.gov)

Deposits

Deposits into the club accounts are made at the Campus Recreation Membership Desk during Student Recreation Center operating hours. Here are the instructions for deposits based on method of deposit:

- Cash:
    - Dues: can be deposited via cash and the deposit form will need to be filled out to explain which sport club member(s) dues are being deposited.
    - Entry fees: when a TXST sport club hosts a competition or tournament and charges an entry fee, that entry fee can be collected as cash. The deposit form will need to be filled out to explain which sport club visiting team(s)/ University's entry fees are being deposited.
    - Excess cash advance money: should be deposited via cash or check the week after funds were used and the deposit form will need to be filled out to explain the amount of money that was spent and is being returned during the

deposit. All receipts will need to be included in the deposit envelope and a summary of how the money was spent or moved between accounts. After the deposit form is filled out, the depositor can drop the deposit in the safe near Shake Smart

- Checks: All checks will need to be written out to the sports clubs name (ie. TXST _____ Sport Club). After the deposit form is filled out, the depositor can drop the deposit in the safe near Shake Smart.
    - Dues: can be deposited via check and the deposit form will need to filled out to explain which sport club member(s) dues are being deposited.
    - Entry fees: when a TXST sport club hosts a competition or tournament and charges an entry fee, that entry fee can be collected as check. The deposit form will need to filled out to explain which sport club visiting team(s)/ University's entry fees are being deposited.
    - Profit Shares: when a TXST sport club hosts a profit share with another company, that profit can be collected as check. The deposit form will need to filled out to explain where the sport club received the proceeds.
    - In- Kind Gifts: Please refer to all instructions listed in the In-Kind Gifts section. When a TXST sport club supporter makes an in-kind gift, that gift can be collected as a check. The deposit form will need to fill out to explain the in-kind gift.

Purchasing with Sport Club Account Funds

All requests for any account are initiated by submitting the Sport Club Purchase Request form.

- Club officers should check the balance of their accounts prior to submitting requests; if the team does not currently have the funds, the purchase cannot take place.
- Vendors (including any club member seeking reimbursement) must be registered in the Payment Works system prior to payment or direct deposit.
    - Requests to be added to Payment Works should be sent to sportclubs@txstate.edu and include the vendors name and email.
    - Vendors are responsible for maintaining their Payment Works account and should update it if they change contact or bank information.
- Reimbursements must be signed by two officers and signers cannot also be the reimbursee.
- Payments will take up to 35 working days. This is 5 business days for Sport Club office to process and 30 days for Accounts Payable Office to process.
- If the club has multiple invoices to pay to a vendor, one request must be submitted per invoice.

- If a vendor needs to be paid an amount of funds that is insufficient from one account, then the sport club will need to request the vendor to create two separate invoices to pull funds from the 2 accounts with sufficient funds.
- In addition to direct payments and reimbursements, officers may choose cash advances.
    - Cash Advances must be submitted at least 10 working days in advance
    - Any unused amounts must be returned within 2 working days
    - Cash advances can be electronically deposited (highly recommended) or via check (club member will have to pick up for JCK or receive through mail).

Travel

UPPS 05.06.03 defines registered student organization travel as "an organized event or activity that is required by the student organization when it occurs more than 25 miles away from campus. (03.01)"

Sport clubs must submit the Away Event Notification Form at least 14 days prior to the first day of travel for the event.

Sport clubs must also confirm that every driver is an approved driver 14 days prior to the first day of travel. Clubs are responsible for ensuring that their approved driver documents are active and current (not expired). If an approved driver has expired documents, update the Sport Club office with current documents as soon as possible. Approved Driver Request can be found on the HUB or on the Sport Club Resource Page.

In addition, sport clubs must submit the following forms to the sport club office at least 7 days in advance of your planned trip to allow for proper authorization:

Complete the Travel Request on the website. This includes travel dates, lodging information, primary contact, approved drivers, expenses, travel roster and trip itinerary. Travel forms need to be submitted no later than 7 days before the trip. Forms submitted after the 7-day deadline may not be approved.

Sport Clubs will then need to complete the Post Event Report and the Sport Club Photo Submission Form within 3 days of the conclusion of the event.

Driver Selection

UPPS 05.06.03 section 07 outlines the requirements for vehicle drivers. Below is an overview of requirements, please refer to the UPPS for full details:

- Drivers must be at least 18 years of age, with a valid driver's license, and valid liability insurance or lease policy insurance.
- If a university-owned vehicle is used, all drivers must be university-approved drivers as defined in Section 04.01 a. of UPPS No. 05.05.02, Driver Selection.
- Specifically, a student driver is required to hold a valid driver's license and have less than 10 penalty points under the system set forth by UPPS No. 05.05.02, Driver Selection.
- No driver shall have consumed any alcoholic beverages or ingested any chemical substance (prescriptive or over the counter) that would impair their ability to operate a motor vehicle within 12 hours of operating a vehicle (please refer to the Student Handbook for more specific information regarding the university's alcohol and drug policies).
- Drivers must carry copies of a completed Request for Authorization, which was submitted to the appropriate administrative unit, and the Safety Guidelines.
- No student shall be required to use their personal vehicle to perform university-related activities.

To become an approved driver for a sport club, current members must submit a Sport Club Approved Driver Request Form located on the Bobcat Organization HUB. Each individual looking to drive and transport other sport club members MUST request approval each academic school year and notify the Sport Club Office if any changes have occurred with personal driver information. Those requesting approval to drive and transport other sport club members must be able to provide the following information and possess active, unexpired documents.

- Specific Sport Club
- First & Last name
- Current Net ID
- Phone # of person submitting request
- Car Details of person submitting request (Year, Make, Model, number of seats available)
- Current and active Driver's License
- Current Inspection Stickers that match license plate
- License plate
- Current and active proof of insurance for car or driver.

If a sport club member is only seeking approval to become an approved driver without using a personal vehicle, they can still submit the same form but clarify in the final submission comments

that member is only seeking approval as a driver and not using their personal vehicle. The submission would require a valid driver's license and proof of insurance for the driver.

Personal driving information is recorded in the Sport Club office and reviewed when a Sport Club is seeking approval for a travel request. If a member's driving information shows documents that have expired, the Sport Club Office will need to be notified immediately to approve a member as a driver. A Sport Club Approved Driver Request Form does not need to be submitted again if a member was already previously approved at the start of the academic school year.

Rental Vehicles

Vehicles may be rented via Enterprise Rent-A-Car for off-campus travel. The club will assume responsibility for all damage to rented vehicles. Steps for vehicle rental:

- Provide Sport Programs staff with travel request form
- Have already approved drivers from the Sport Club Approved Driver Request Form
- This is necessary prior to any Enterprise rentals being made
- Provide dates for travel and include preferred vehicle pick-up time & preferred vehicle return time
- Provide preferred type of vehicle (i.e. SUV, 7-passenger minivan, etc.) and number of vehicles needed.
- Sport Programs staff will contact Enterprise Rent-A-Car to reserve the number of vehicles needed & provide details of reservation along with confirmation number(s) to provide at preferred vehicle pick-up and return time. Cost of rentals will be billed to the club after vehicles are returned and payment of rented vehicles facilitated through university billing.

Discipline

Each club within the Texas State University Sport Clubs Program is student run and under the guidance of the Department of Campus Recreation. Each club member is responsible for the knowledge and adherence to the policies set forth by this manual and the Texas State University Student Organization Handbook. Safety and risk mitigation are also central priorities of the Sport Clubs Program; therefore disciplinary rules are in place to ensure compliance with university and department policies.

Club officers are expected to enforce policies within their club, through the application of their Constitution Bylaws; however, if a problem persists or becomes serious in nature, the Assistant Director of Sport Programs and the Sport Programs Coordinator needs to be alerted and can assist.

It is important to remember that individual conduct reflects upon the sport clubs, the Sport Clubs Program, and Texas State University. While individuals have a responsibility to act in accordance with established guidelines concerning university conduct, Sport Clubs bear some responsibility for the actions of their members. In addition, all clubs are expected to develop their own constitution and bylaws that direct the student members and leaders in the safe operation of the club and its activities.

Campus Recreation may take additional action up to and including suspension, probation and removal of the sport club, depending on the severity of the violation. The following is not an exhaustive list of potential policy violations; Campus Recreation will use discretion in assessing situations not listed below.

Generally, violations will reset beginning August 1st. However, suspension from the previous year may still be in effect dependent on the nature and severity of the violation(s).

Possible Violations

Level 1 Violations

a. Event/game/travel form not submitted by the deadline
b. Not notifying the Sport Programs Office of a cancelled practice or activity with at least 24 hours of notice
c. Sport club members or invited guests/competitors of clubs participating in club activities without having completed the risk release waiver on Bobcat Organization HUB or paper risk release
d. Failing to submit proper information and documentation on the potential coach(es) before participating in Sport Club operations (ie. Travel, practices, etc.)
e. Not informing Sport Programs Office of removed coaches
f. Not having at least one officer attend the RSO Risk Management Training and teach all club members
g. Irresponsible use of club funds or non-compliance with budget policies
h. Physical altercations within club or with opposing club (depending on severity, could elevated to a higher violation level)
i. Misusing or Damaging TXST property at TXST or while traveling (depending on severity, could be elevated to a higher violation level)

j. Damage to lodging, property, etc. while on a Sport Club trip (depending on severity, could be elevated to a Level II violation)
k. Not having at least two officers in attendance at officer training
l. Failure to notify the Sport Programs Office on officer changes (ie. Removal, appointment, etc.)
m. Posting on social media sites the use or possession of illegal substances, including drugs and drug paraphernalia, or irresponsible alcohol consumption
n. Missed assigned deadline from Sport Programs Office (training, documentation, etc.)

2. Level II Violations

a. Undocumented club travel (not approved in advance by proper departments)
b. Violation of traffic law or university travel policy during club travel (depending on severity of violation)
c. Use of alcohol, drugs, or other prohibited substances that impair a driver OR passengers less than 8 hours prior to departure
d. Violation of state or federal law (depending on severity of violation)
e. Allowing ineligible member(s) to participate in club activities.
f. Allowing ineligible member(s) to travel with club.
g. Allowing ineligible drivers to operate vehicle during club trip.
h. Outstanding balance on any club bills associated with Texas State University for 30 days or more.
i. The club is in violation of any other university campus department policy (depending on severity of violation)

3. Level III Violation

a. Use of alcohol, drugs, or other prohibited substances that impair a driver or passengers in vehicle during club travel.

b. Traveling despite trip request being denied
c. Hazing
d. Use of alcohol or illegal drugs during club activities of any kind
e. Violation of state or federal law (depending on severity of violation)

Disciplinary Policy

Level 1 Violations

- Written notice and warning of policy violation
- Explanation of consequences for subsequent infractions

Level II Violations (or four Level I Violations)

- Club immediately placed into suspended status within the program.
- At least 2 club officers and the club's advisor must meet with Sport Clubs office full-time staff to discuss the policy violation(s)
- Written statement from the club must be submitted, stating in detail how the club will rectify the issue(s) and avoid future policy violations
- After the written statement is submitted and approved, the club will remain in suspended status for a minimum of one week from the approval designation. The Sport Clubs office will notify the club officers of the official length of the suspension

Level III Violation (i.e. six Level I violations or two Level II)

- Club immediately placed into suspended status within the program.
- At least 2 club officers and the club's advisor must meet with Sport Club office full-time staff to discuss the policy violation(s)A meeting of at least half (50%) the club membership will occur with the entity(ies) involved in the policy violation
- Written statement from the club must be submitted, stating in detail how the club will rectify the issue(s) and avoid future policy violations
- After the written statement is submitted and approved, the club will remain in suspended status for a minimum of one month. The Sport Clubs office will notify the club officers of the official length of the suspension

Disciplinary Actions

May also include, depending on the nature and severity of the violation(s):

- Loss of Sport Club status/removal from Sport Clubs program

- Suspension/Probation
- Funds Frozen
- Loss of other privileges
- Loss of travel privileges
- Facility reservation restrictions/cancellations
- Reduced practices
- Cancellation of games/matches/tournaments etc.
- Sanctions on individual club member(s)
- University disciplinary actions
- Contact of Student Involvement & Engagement and the Dean of Students
- Other disciplinary action deemed reasonable and necessary within the purview of the Sport Clubs program

APPEAL PROCESS

Sport Clubs may appeal decisions made by the Sport Club Office (Coordinator and Assistant Director) to the Sport Club Alliance via a written appeal. Appeals must include:

- Date, time, and location of the incident
- Detailed description of the incident
- Rebuttal to the violation or disciplinary action
- Supporting documentation
- Steps taken to resolve the issue
- Signatures from all club officers

Important:
Sport Club Alliance members involved with the appealing club must recuse themselves. Violations of this will terminate the appeal and uphold the original decision.

Appeal Review Steps:

1. Club submits appeal to Sport Club Alliance.
2. Alliance reviews the appeal, relevant handbooks, and submitted documents.
3. Alliance decides to uphold, reduce, or increase the disciplinary action.
4. Sport Programs Office reviews the recommendation and responds to the club.
5. If unresolved, the club may appeal to the Director of Campus Recreation.

Final Review:

The Director of Campus Recreation will make the final decision after reviewing all materials. The Director may consult Student Involvement & Engagement and the Dean of Students.

DISAFFILIATION

Sport Clubs can lose sport club status due to various reasons:

- Lack of participation: sport club members and officers graduate or resign from positions leaving the sport club without leadership or an interest in continuing the club
- Disciplinary Reasons: Failure to fulfill responsibilities and accruing violations or University misconduct
- Student Organization Recategorization: some sport clubs may find it more beneficial to become a student organization rather than a sport club (chartered vs unchartered, etc.)

Risk Management

Safety Plans

- Create, submit and implement a sport specific SOP (Standard Operating Procedures) and outline that is taught and adhered to by other sport club members
    - Includes travel safety protocols
    - Includes National Governing Organization safety protocols
- Possession and inventory maintenance of a travel first aid kit to all competitive activities home or away

Acknowledgment of Risk

The student is aware that these activities involve physical and emotional risks, such as physical person to person contact, exertion, use of equipment, and the use of indoor and outdoor facilities. The student voluntarily assumes all risk of accident, injury, damage, death, and/or loss to him/her or to his/her property which may arise out of participation in Sport Clubs. The student also releases and discharges Texas State University officers and personnel (paid or voluntary) for every claim, liability, or damage of any kind. The student should not have any medical impairment, disease, physical liability, or injury that would prevent his/her participation in Sport Clubs, and the student is strongly recommended to have medical insurance that covers his/her participation.

Types of Risks (PREFF)

Physical risks – Physical risks include situations, actions or items that can hurt you, but also includes food, alcohol, dangerous environmental conditions, etc. can potentially cause harm or injury.

Reputational risks – Poor conduct reflects poorly on the individual, but also the reputation of the department and university.

Emotional risks – Hazing, discrimination, harassment, and sensitive topics all create emotional risks.

Financial risks – Ensure that funds are being tracked by the sport club, funds are being used responsibly based on the sport clubs needs and goals and ensure that the use of funds are restricted only to authorized users of club bank accounts.

Weapons Policy

No person shall openly carry firearms or illegal weapons (as defined in Texas Penal Code 46.05a) or display a deadly weapon in a manner calculated to cause alarm (as prohibited by Texas Penal Code Section 42.01) while on university property. Exceptions to this prohibition include persons commissioned as peace officers in the state of Texas and federal law enforcement personnel.

Athletic Trainers

Athletic Trainers are certified health care professionals who specialize in the prevention, diagnosis, treatment, and rehabilitation of injuries and illnesses related to sports and athletics. Sport Clubs are permitted to have an athletic trainer at home events or competitions hosted at Texas State University facilities. Some sport clubs are required to have an athletic trainer present at home events or competitions based on their national governing organization or league requirements. It is completely up to the sport clubs discretion to acquire an athletic trainer. The sport club office has a limited athletic trainer contact database, but that does not mean an athletic trainer will accept the job offer.

Athletic Trainer FAQ's:

How much does an athletic trainer cost?

Rates vary based on:

- Seasonal demand and travel distance
- Available medical/first aid supplies at the venue
- Number of athletes or spaces covered (typically 1 trainer covers 2 fields or 4 courts)

Venue Supplies:

- **West Sports & Spring Lake:** Training table, tape, ice machine, restrooms, first aid supplies
- **Jowers Gym:** Tape, restrooms, first aid supplies
- **SRC:** Ice machine, tape, restrooms, first aid supplies

How do we pay an athletic trainer?

- Recommended: Pay in cash after the event
- If not, the trainer will send an invoice to the club or office
- Payment can also be processed via PaymentWorks with an invoice

How do we hire an athletic trainer?

- Clubs are responsible for securing their own trainers, using sites like **GO4**
- If unable, contact the Sport Programs Office **at least one month in advance**
    - The office will check availability using a limited contact list
    - If a trainer is secured, the office will confirm date and time

Head Injuries

Player Head Injury Procedures

• When a head injury occurs on/off Texas State Campus during Sport Club sanctioned events or competitions, leading officers are responsible to contact EMS for an evaluation. During on campus sport club events, notify the sport programs supervisor of all major head injuries for EMS to be contacted.

- When a head injury occurs, it MUST be communicated immediately to the Sport Clubs office via phone call and Sport Club End of Event Report should provide details on injured person affiliated with Texas State University.

• If a participant receives a head injury, he/she MUST be evaluated by a doctor.

• Once evaluated and cleared for participation, member must submit a doctor's note/permission to the Sport Clubs Office IN PERSON by setting up a time before being permitted to return to any club activity

• Depending on the sport and individual, there could be a varying level of a return to play protocol before full activity may be resumed

• Return to learn protocols may be obtained through the Office of Disability Resources

Emergency Procedures
If an EMT is present:

• Determine the nature and extent of the injury

- DO NOT ATTEMPT TO MOVE injured person

• Assist the EMT in any way necessary and standby for any instructions the Medic may give about contacting the ambulance or Medic Supervisor

When contacting 911:

- Inform the dispatcher an EMT is on the scene

- It is important to stay near the phone you called from in the event that EMS calls back for further information or instruction

• If possible, have a club member wait by the entrance to direct EMS personnel to the injury site

• Please remember all patient information is confidential and should not be discussed with others

• The medic will process the necessary forms and will contact the appropriate university personnel

If no EMT is present:

For minor injuries:

• A qualified individual should render first aid as required on the spot

For injuries requiring medical attention:

• Designate someone to take the injured party to a or local medical facility. Under no circumstances should he/she go unescorted. If a student has been unconscious, he/she must be taken to a or local medical facility

For emergencies:

• Call 911 and request EMS

• Explain the nature of the emergency and inform them no EMT is on the scene

• Give them clear and specific directions to the site

• Provide the name and exact location of the victim, a brief description of the injury, identification of the caller, and phone number

• Meet emergency personnel at the entrance to the building or scene of the accident and

guide them to the injured party

• Emergency personnel will be responsible for determining if and how the injured party shall

be transported and whether to transport to the Health Center or the local hospital

Hazing, Alcohol, Illegal Substances, Sexual Harassment, Clery Act

Hazing is defined as any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include students at an educational institution. The term includes but is not limited to:

- Any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity;
- Any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
- Any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance which subjects the student to an unreasonable risk of harm, or which adversely affects the mental or physical health or safety of the student;
- Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, or that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described in this subsection;
- Any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of the Penal Code.

To maintain a safe and secure environment for its faculty, staff, students, and visitors and as a recipient of federal financial aid, Texas State will comply with the provisions of the Clery Act, as amended. The Clery Act requires Texas State report specific crime statistics on and near its

campuses and provide other safety and crime information to the campus' community. Interpretation of the Clery Act is regularly refined by U.S. Department of Education guidance. This policy provides guidance to maximize Texas State's efforts to comply with the Clery Act. When in the judgement of the Clery Act Compliance Officer, Texas State will be required to deviate from this policy to satisfy new guidance, the Clery Act Compliance Officer, with the approval of the President's Cabinet, will be responsible for updating this policy as needed to ensure compliance. Please refer to the Texas State UPPS policies that indicate Clery Act Compliance.

Facility & Equipment Policies

Equipment

Any equipment, including uniforms, purchased by the club through Sport Club funds is considered University property. Sport Club funds may not be used for equipment or uniforms which are kept by the club members; therefore, the club officers must keep an inventory of each item. This equipment can be stored, with the assistance of Sport Programs staff, in a university storage area on an annual basis.

This policy enables us to cut down on the amount of equipment lost on a yearly basis and eventually cut down on club expenses caused by lost or stolen equipment. A schedule for inventory and storage of equipment will be set annually by the Sport Clubs Office. Sport Clubs are required to complete an annual audit and inventory of club affiliated equipment.

The sport club is only permitted to move and transport sport club specific equipment while using Campus Recreation facilitie**s** (West Sports Fields, Spring Lake, Intramural Fields, etc.)

- The sport club may only move and transport the portable goals used for their sport and any additional equipment owned by the sport club to host practice or matches
- The sport club is not permitted to move any other sport club equipment without the supervision of Campus Recreation Sport Programs Supervisor present to ensure the safe transportation of other sport club equipment.
    - In the case that another sport clubs equipment is impeding practice(s) or game(s), please notify the sport programs supervisor on duty and ensure that the student staff is present while equipment is being safely relocated.

Facility Usage

- Sport Clubs should adhere to all University and Campus Recreation policies relating to facilities

- Campus Recreation Facilities determine the schedule of events and competitions based on requests and availability. Reservations will follow scheduled time duration for the event and set up/clean up time. Failure to comply with schedule can result in loss of privileges and facility usage.
- Additional charges can be incurred based on post event facility conditions, extended reservation time, additional personnel or equipment, etc.

Facility Scheduling Guidelines

- The Sport Clubs office will attempt to find suitable space and time for Sport Club practices and events if requested. Sport Clubs are usually given a reduced (free) rate to use Campus Recreation facilities for club activities. If additional staffing (building supervisor, custodians, lifeguards, etc.) is needed, the club may be charged for those expenses.
- Critical consideration of Sport Club facility requests will be determined based on:
    - Club is currently in its competitive season
    - Club is in good standing with Campus Recreation
    - Order that the request was sent to the Sport Club office
- Facility requests for practices/home events will be scheduled by the Sport Club office at the beginning of each semester.
- For all sport club practices, Sport Clubs are required to submit the **Practice Preference Form** at the beginning of each semester (July 1 or November 1) to request on campus spaces or notify office on off campus practice days and times.
- Sport Clubs hosting games, matches, tournaments, or any other special events need to submit an **"Sport Club Campus Recreation Facility & Event Request Form"** for each individual event. This form should be submitted at least 30 days before a home event but should be submitted well in advance of the activity depending on the nature and details of the event. Clubs should not commit to hosting games/matches/tournaments until they have received confirmation from the Sport Programs office that their facility reservation has been approved through Campus Recreation.
- If your club is hosting an event in a Camus Recreation facility where non-students/non-pass holders will be in attendance; you must notify the Sport Clubs office at least ten (10) days in advance to discuss facility access.
- The Sport Clubs office reserves the right to cancel any club activity if they deem the weather/playing surface (or other reason) to be unsuitable for play.
- The Sport Clubs office reserves the right to move club activities from outdoor to indoor and vice versa due to changes in weather and playing surface conditions in the Fall and Spring semesters.

Advertising & Social Media Guidelines

The Department of Campus Recreation has developed some basic guidelines regarding the use of their logo, along with the logo for the University and the Supercat Logo. These guidelines have been produced to ensure continuity within Sport Clubs, and to help create "brand identification" with the organization as a whole. Any designs or modifications of previously approved design must be submitted to the Assistant Director of Sport Clubs for approval.
All designs with for uniforms, t-shirts, posters, flyers, promotional materials, and the like must be approved by the Assistant Director of Sport Clubs prior to distribution and printing

Social Media:
Avoid sharing content that is inappropriate under general University Guidelines:

- Rude remarks
- Harassment
- Alcohol, drugs, or illegal substances
- Negative comments about University, opponents, referees, etc.
- Poor grammar, excessive misspellings and uncommon acronyms

Social media best practices:

- Build the TXST NEXT brand for sport club which includes practices, games, competitions, tournaments, team building/bonding, community partnerships, and pictures/videos that showcase member engagement and retention!
- Respond to comments
- Do not create a new social media account without requesting approval from the Sport Club Office
- Campus Recreation will share sport club content if it adheres to branding standards
- Refrain from posting QR codes or flyers

Branded Apparel & Equipment Guidelines

The Department of Campus Recreation requires Texas State Sport Clubs to submit all designs that are using University logos using the Sport Club Apparel & Equipment Request Form. If the apparel or equipment is not using TXST branded logos, an approved licensed vendor is not required for production. Sport Club apparel and equipment do not require TXST branding or logos, but it is

highly recommended. Here is the process for producing Texas State branded sport club apparel or equipment:

- Ensure that the sport club has adequate funds that can be used towards new apparel and equipment
- If University Logos are being used on apparel or equipment, vendor must already exist in the Licensee Search portal
    - If a vendor does not exist in the Licensee Search portal and the sport clubs apparel and equipment needs are unique, the sport club can request a one time or indefinite approval for a new vendor to gain Texas State University licensee status.
    - This process requires the vendor company name, a vendor representative's name, a phone number and an email address. Additional information may be required to help support the reasoning and justification for the vendor to gain licensing rights.
    - If an approval is granted to a previously unapproved vendor, the Licensing Office will send either a one time or indefinite approval letter which will need to be shared with the vendor prior to apparel or equipment production.
- Sport Clubs seeking to use any University Logos will need to submit the Sport Club Apparel & Equipment Request Form prior to the production of apparel or equipment.
- Once the request has been submitted, designs will be reviewed and sent back with either approval or modifications. It is the responsibility of the sport club to ensure that required modifications are made by the vendor prior to production.
    - After a new design has been created, the new design must be shared with Campus Recreation using the same request form. The process continues until the design is officially approved by Campus Recreation and the Licensing Office.
- Once design approval has been granted and production has ended, refer to the Mail/Packages section for the official address for items to be sent to Central Receiving. Items must be sent to and processed by Central Receiving and cannot be picked up.
- After Central Receiving has delivered the item to the Student Recreation Center, the Sport Programs office will notify the Sport Club officers on its arrival.

Payment Options:

- **Via PaymentWorks:** Vendor must be approved and submit an invoice; club officer submits a purchase request.
- **Cash Advance:** Officers can request funds ahead of time.
- **Reimbursement:** Officers can pay out-of-pocket and submit a purchase request for reimbursement.
- **Direct Cash Payment:** Officers may pay vendors directly with cash on hand.

- **Important:**
  If your sport club shares a name with a TXST NCAA team, all apparel/equipment must include the full name + **"Sport Club"** for clarity.

Mail & Packages

Sport Clubs receiving packages should direct all items to Central Receiving where it will be processed and delivered to the Student Recreation Center. After the Student Recreation Center receives the package, the sport club will be notified and pick up should occur no later than a week of delivery.

Campus Recreation Address

Department of Campus Recreation
Attn: *Club Name*
305 River Ridge Parkway
San Marcos, TX, 78666
Phone: 512-245-2392
Fax: 512-245-8486
Important Phone Numbers

Campus Recreation Resources

Campus Recreation main website
Sport Club Resource Page
Bobcat Organization HUB Login
Campus Recreation Intramural Sports
Campus Recreation UCAMP
Campus Recreation Challenge Course & Team Building
Campus Recreation Climbing Center
Campus Recreation Fitness Classes
Campus Recreation Natatorium
Campus Recreation Certification Classes
Campus Recreation Jobs