



Campus Recreation

# Club Sports Handbook 2017-2018

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# CLUB SPORT PROGRAM OVERVIEW

## Campus Recreation Vision Statement

To be recognized leaders in student development and collegiate recreation.

## Campus Recreation Mission Statement

Campus Recreation provides opportunities to enhance the quality of life and educational experiences by offering a variety of facilities, programs and services that are responsive to the physical, social, recreational, and lifelong educational needs of the campus community.

## Campus Recreation Values

UTSA Campus Recreation values and fosters integrity, fun, inclusion, accountability, learning and human development and innovation in everything that we do.

- **Integrity:** We embody being honorable, fair and honest in everything we do.
- **Fun:** We recognize the importance of enjoyment, humor and play to individual and community well-being.
- **Inclusion:** We provide an open and welcoming environment to meet the needs and interests of a diverse population.
- **Accountability:** It is our duty to be responsible and responsive to the needs of our staff and constituents.
- **Learning and Development:** We contribute to the ongoing enrichment of the whole person through a wide variety of experiential learning and growth opportunities.
- **Innovation:** We promote ingenuity, creativity, exploration and growth.

Campus Recreation's core values reflect how we interact with one another and what we promote for our patrons.

## Club Sport Program Philosophy

The Club Sports program is an integral part of the Campus Recreation program. It fills the void between Intramural Sports activities and Intercollegiate Athletics. Club Sports give the university community an opportunity to participate in highly competitive sport activities, learn new skills, improve skill levels and enjoy the recreational and social fellowship derived from sports involvement.

The Club Sport program is administered by Campus Recreation. All Club Sport matters are channeled through the Assistant Director of Sport Programs. Clubs are not varsity sports. Every student is given the opportunity to try out for any club; however, if a student makes a Club Sport team, playing time is not guaranteed.

Membership and participation in a club is free from discrimination based on race, religion, gender, sexual orientation, ethnic group, disability or national origin. Each club constitution will carry a statement to this effect in the Membership section of their constitution.

Club Sports serve as a learning experience for the members through their involvement in public relations, organization, administration, budgeting, and scheduling. Involvement in a group and team situation helps enhance the student's overall educational experience.

The success of the Club Sport program depends upon the student leaders of the individual clubs. They should have the initiative and drive to handle club administrative matters and motivate club members to take part in various club activities.

## Definition of a Club Sport

A Club Sport is defined as a Registered Student Organization (RSO) structured for the purpose of furthering the common interests in an activity through participation and competition. Club Sport participation is voluntary. Club Sport organizations are sponsored for competitions through the Campus Recreation office and requires the organization be recognized as a student organization through the Student Activities office. A Club Sport should have the minimum number to field players in that sport per term to be eligible to be recognized as an active club.

# CLUB REGISTRATION AND STATUS

## Campus Recreation Club Status

Club Sports are divided into two categories: Conditional and Returning. This two tier system gives clubs qualifying under the guidelines in **Forming a New Club Sport** a chance to demonstrate support for the club within the university community.

## Tier System

### 1. Conditional

- a. New clubs are assigned conditional status for the first year of operation.
- b. Each club has one year to demonstrate viability in terms of club administration, student interest, and support in terms of membership.
- c. Conditional clubs have lowest priority for facilities reservations.
- d. A club assigned conditional status will be a completely self-supporting organization.
- e. Upon successful completion of conditional status, a club will automatically be elevated to **Returning** status and be eligible for support as deemed suitable.

### 2. Returning

- a. Returning status is the normal operating mode for a previously recognized club.
- b. Each club will be allocated the financial, promotional, administrative and resource support deemed appropriate for the club's needs. The club is to be primarily self-supporting, with most of the funding raised by the club.
- c. Returning clubs have normal priority for facilities reservations.
- d. Returning clubs found to be in violation of the rules and regulations governing the conduct of a Club Sport at UTSA or fail to attend required meetings or club sports functions may be reduced to **Conditional status** at any time.

## Returning Club Sports

Recognition as a Campus Recreation Club Sport is granted for one year only. It is necessary for each club to register their intent to return as a Club Sport the following year.

### Registration procedures for returning clubs:

1. Register with Student Activities and Campus Recreation for the upcoming year, by the associated deadline.
2. Turn in an updated list of officers for the upcoming year to the Student Activities office and Campus Rec.
3. Submit an updated constitution to the Student Activities office and Campus Recreation.

Unless a club has completed the above procedures and is recognized by Campus Recreation, it will be dropped to conditional status for the next school year. In order to retain its "active" status, a Club Sport must continue to meet the criteria outlined in this Handbook.

## Forming a New Club Sport

- 1) Become a Recognized Student Organization on campus by completing the required paperwork through the Student Activities Office (UC 1.02.08), 458-4160.
- 2) Organizations wishing to become a new club must meet the following requirements:
  - a) Must be a registered UTSA student organization in good standing for at least **two** years.
  - b) Minimum of 10 active members, or at least 4 members more than the minimum to play the sport; whichever is greater
  - c) Must be an active member of a national governing body.
  - d) Must be actively competing in a state/regional collegiate league/conference or competing in at least three collegiate division competitions per year.
  - e) Must demonstrate leadership transition beyond founding members.
  - f) The club's purpose and activity is appropriate and consistent with the Department of Campus Recreation's purpose and philosophy.
  - g) A minimal amount of risk is involved in the activity.
  - h) Suitable on-campus or off-campus facilities are available where the club can meet, practice and hold competitions.
  - i) Must be financially self-reliant and must continue operating in such a capacity during a one-year probation period before any UTSA Campus Recreation funding becomes available.
  - j) Must possess equipment.
  - k) Student needs/interests that the club hopes to meet are not being currently offered in the Club Sport Program or met elsewhere on campus.
  - l) The Sport Programs staff has the time and the personnel available to supervise the club and its activities.
- 3) Set up meeting with Assistant Director of Sport Programs to review qualifications listed above
- 4) Become familiar with the information contained in this Handbook.
- 5) Obtain a letter from the Assistant Director of Sport Programs that states the club has been formally established as a Campus Recreation Club Sport. This letter will be turned into the Student Activities office.

After completing the preceding steps, the newly registered Campus Recreation Club Sport may request facilities reservations from the Assistant Director of Sport Programs. Newly registered clubs receive conditional status and the lowest priority for facilities reservations.

## MEMBERSHIP GUIDELINES

### Campus Recreation Club Membership

#### Eligibility:

1. Club members must be UTSA students currently enrolled in a minimum of 1 credit hour. Please know that league guidelines may require that a member have a higher number (i.e. ½-time enrollment, ¾-time enrollment or full-time enrollment). Please consult league guidelines.
2. Club members must maintain a GPA of 2.0 or higher. If a member's GPA falls below a 2.0 they will be placed on probation and will only be allowed to practice with the club for one semester until it rises above a 2.0 (no travel, no play). If a member's GPA is below a 2.0 GPA for a second consecutive semester, the member will be dismissed from the club.
3. Members of the faculty/staff may apply for an affiliate club membership in some clubs, but may not hold an office within the club, vote on club matters, vote in elections nor participate in collegiate competitions.
4. UTSA alumni, spouses and family members of students/faculty/staff are NOT eligible for club sports membership.

5. **Prior to participating**, each member and coach (including affiliate members) of a Club Sport will complete the following requirements, before he/she is recognized as an official member of the Club Sport. These requirements include:
  - a. Signing the UTSA Club Sport liability waiver
  - b. Completing Participant information sheet (online via Rowdylink)
  - c. Be listed on the Club's RSO membership roster (online via Rowdylink)
6. Current intercollegiate athletes are not eligible for membership in a Club Sport. Former intercollegiate athletes are eligible for participation based on national, regional or league standard. If not, he/she is only eligible after sitting out of that sport for one calendar year. Former or current professional athletes are ineligible to participate.
7. The guidelines governing the Club Sport program are written to protect the rights and safety of each participant and are designed to provide fair and equal opportunity for people eligible to participate in Club Sports activities.

### **Intramural Sports Participation:**

- 1) Club Sports members are eligible to participate on Intramural Sports teams outside of their Club sport without limitation.
- 2) Club Sports members are eligible to participate on Intramural Sports teams within their affiliated Club sport but must follow the following guidelines (as per Intramural Sports Participation Guidelines):
  - a. Competitive Club Sport members: Any individual on the official competitive roster for that academic year of a registered/recognized UTSA Club Sport who competes and/or travels with the UTSA Club team. Individuals who submit Club paperwork, appear on the RowdyLink roster and/or have practiced with the Club team are considered members for Intramural Sports purposes.
  - b. A restricted player is one who meets the definition of any restricted player categories listed under Section 4.06 b.
    - i) **Competitive teams are limited to TWO restricted players on the roster who should be noted prior to play. This includes a total of TWO players in Co-Rec competitions.**
  - c. Once a player becomes eligible to play in the intramural sports program, he/she is restricted to play in the Competitive league for the time periods listed in the Intramural Sports Participation Guidelines. No team shall have more than two "restricted" players on its roster and that team MUST play in the Competitive League. **Competitive club members MUST play in the highest skill level offered.** ABSOLUTELY NO RESTRICTED PLAYERS MAY BE ADDED DURING THE PLAYOFFS.
  - d. The following club sports are subject to restrictions for playing in the intramural league in the following intramural sports (as per Intramural Sports Participation Guidelines):
    - i) Restricted players are restricted in their sport and associated sport as follows:
      - (1) \*Club Football: 7v7 Flag Football, 4v4 Flag Football
      - (2) \*Club Basketball: 3v3 Basketball, 5v5 Basketball
      - (3) Club Baseball: Slow Pitch Softball
      - (4) Club Volleyball: Volleyball, Sand volleyball
      - (5) Club Soccer: 7v7 Outdoor Soccer, Indoor Soccer
      - (6) Club Softball: Slow Pitch Softball
      - (7) Club Ultimate: Ultimate
      - (a) \*-Clubs not active but will follow restrictions should they become active.

### **Eligibility to Hold Office:**

1. To be elected and maintain office in a Campus Recreation Club Sport, an individual is required to maintain an overall GPA of 2.25.

### **Certification of Eligibility for Competition:**

1. Campus Recreation Club Sport teams must abide by Conference, Regional, State, NIRSA or NCAA rules and regulations in competition that has such guidelines.

**Rosters:**

1. A complete membership roster will be filed with Campus Recreation and Student Activities by the third practice. This roster will be updated on an ongoing basis as membership changes. Please provide an updated roster at every meeting the officers have with the Assistant Director or as necessary.

## CLUB SPORT INCENTIVE SYSTEM

The Club Sports Incentive system has been created to promote compliance with Club Sport policies and procedures in addition to encouraging clubs to plan ahead and prepare for upcoming travel, meetings, events, etc.

The Incentive system will include POSITIVE and NEGATIVE points, in addition to FINES associated with earning negative points. These points work together, meaning if the Club earns negative points, the amount earned will be deducted from their positive point total. It is possible for a Club's total points to be in the negative.

**Positive Points**

1. Clubs can earn positive points through the following actions:

Action	Points Earned
Submit Travel Request at least 2 bus. Days in advance of deadline	+5
Submit Meeting Request at least 2 bus. Days in advance of deadline	+3
Submit Game Report by associated deadline	+1
Win a League Sanctioned Game/Match	+3
Win a local/regional/conference tournament	+10
Win a National Tournament/Championship (Team)	+25
Place 2 <sup>nd</sup> / 3 <sup>rd</sup> at local/regional/conference tournament	+5
Place 2 <sup>nd</sup> / 3 <sup>rd</sup> at national tournament / championship	+15
Individual member(s) win local/regional/ race, match, or competition	+2
Individual member(s) win national race, match, or competition	+10
Individual member(s) place 2 <sup>nd</sup> / 3 <sup>rd</sup> at local/regional race, match, or competition	+1
Individual member(s) place 2 <sup>nd</sup> / 3 <sup>rd</sup> at national race, match, or competition	+5
Participate in Community Service Project (25% of members)	+5
Participate in Community Service Project (50% of members)	+7
Participate in Community Service Project (75% of members)	+10
Participate in Community Service Project (100% of members)	+20
Create & Administer Launch UTSA Campaign*	+15
Meet Launch UTSA Campaign Goal*	+10
Exceed Launch UTSA Campaign Goal*	+5
Participate in non-Launch UTSA Fundraising Activities**	+10 per \$100 raised
Overall Club Semester GPA: 3.0 – 3.24	+5
Overall Club Semester GPA: 3.25 – 3.49	+10

Overall Club Semester GPA: 3.50 – 3.74	+15
Overall Club Semester GPA: 3.75 – 4.0	+20

2. Other positive actions not described above may warrant positive points. If a Club feels they deserve positive points for actions not listed above they may request a review by the Assistant Director of Sport Programs, via an email sent by the Club's President.
  - a. The request will be reviewed by the Assistant Director of Sport Programs, who will make a decision regarding the awarding of points in cooperation with the Club Sports Council.
3. \* = Clubs may earn bonus points for a Launch UTSA Campaign once per academic year
4. \*\* = Team Entry fees to Club hosted tournaments are not considered fundraising

## Negative Points & Fines

1. Clubs will earn negative points by committing the following infractions. Additionally, Clubs will be assessed a fine for each infraction. This fine will be deducted from their Campus Recreation allotment.

Infraction	Fine Amount	Negative Points
Unapproved / Unauthorized Travel	- 25% of Travel Fund	-25
Unapproved / Unauthorized use of logos	- 15% of Travel Fund	-15
No Athletic Trainer Present For Home Match (High Impact Clubs)	-\$100 (Flat Rate)	-10
Late Travel Request Form	- \$20 (Flat Rate)	-10
Incomplete Travel Request Form	- \$10 (Flat Rate)	-3
Missed Club 1on1 (without notice)	- \$10 (Flat Rate)	-3
Missed Deadline (Various)	- \$10 (Flat Rate)	-5
Late to Club 1on1 (without notice)	-\$5 (Flat Rate)	-1
Late Meeting Request Space Submission	-\$5 (Flat Rate)	-3
Late / Missed Game Report Submission	-\$5 (Flat Rate)	-3
Other Violations of Club Handbook / Student Activities / Campus Recreation	Varies	Varies

2. Fine amounts and point deductions not explicitly written above will be determined on a case by case basis by the Assistant Director of Sport Programs in cooperation with the Club Sports Advisory Council.

## Rewards

1. The money assessed from Club allotments for committing negative action point infractions will be pooled.
2. At the end of the Fall and Spring semesters, the top three point earning clubs will split the pool of fine money by the following percentages.
  - a. Example: At conclusion of Fall semester, there is \$200 in fines collected
  - b. First: 55% (\$110)
  - c. Second: 30% (\$60)
  - d. Third: 15% (\$30)
3. This money will be added to the Clubs remaining allotment.
4. Point totals will reset at the end of the SPRING semester ONLY. They do not reset at the end of the Fall semester.
5. In the event there is no collected via fines during the Fall semester, the top three point earning clubs from the Fall will be given bonus allocations at the End of Spring semester based on available Campus Recreation funds.

- a. Campus Recreation cannot guarantee Clubs will receive bonus allocations at any time during an academic year. However, every effort will be made to reward the top performing clubs.

## CLUB SPORT OFFICER'S RESPONSIBILITIES

**Note:** The following are requirements set by Campus Recreation. The club's constitution will outline additional roles and responsibilities of each elected officer.

1. Officers are required to attend and participate in semester trainings sessions.
2. Officers are required to attend budget sessions each year
3. Officers are required to attend or have representatives attend Campus Recreation Club Sports meetings.
4. The President and Vice President will meet twice monthly meetings with the Assistant Director of Club Sports. This meeting is for the club to discuss:
  - a. Club business,
  - b. Issues with schedules, members etc.,
  - c. Finances and budget updates,
  - d. Upcoming travel and/or special events.
5. Meet with Assistant Director to plan and attain approval for travel, publications, equipment, t-shirt designs, sponsorships and other club business.
6. Inform all club members of Campus Recreation policies, procedures, responsibilities, emergency protocols and other university/state/federal regulations that must be followed.
7. Insure that all club events are following stated procedures.
8. Submit required forms completely and on time.
9. Arrange facility reservations for Club functions (practice, competitions, meetings, etc.) with the Assistant Director of Sport Programs or other offices as needed.
10. Register with the Student Activity Office every semester.
11. Assure all financial obligations are met.
12. Check for mail once a week with the Assistant Director whose office is located in the Rec Center Student Coordinator Office (RWC 1.204).
13. Report any injuries that occur at any club practice, match/game to the Assistant Director of Sport Programs within 24 hours of the injury.
14. Assure that the club participates in Campus Recreation events including but not limited to: Late Night at the Rec, Club Sports End of the Year Banquet, Orientation Recruitment, etc.

## RISK MANAGEMENT

To provide a safe and positive club sports experience for all participants, it is necessary to anticipate situations to minimize the risk of having accidents and injuries.

### Campus Recreation Expectations

1. Club officers, members, coaches and instructors will emphasize safety during all activities.
2. Club officers should encourage members to have a **physical examination** prior to participation.
3. Club Officers should encourage members to purchase personal health/medical insurance prior to participation. Student Health Services offers a student insurance policy (call 210-458-4142 for details). The national governing bodies may offer supplemental accident and liability insurance for members. Check to see if your activity provides or offers this type of coverage.
4. Inspect facility with assistance of supervising staff prior to every practice, game or special event. Report unsafe conditions to the supervising staff immediately. If at an off-campus site, report condition to proper managing authorities. **Do not use facilities or equipment if they appear unsafe.**

5. It is the responsibility of the team coach and officers to design a safe practice (i.e., safe drills, ensure protective equipment is worn properly).
6. It is **recommended** that each club have at least **2** members certified in First Aid and Adult CPR/AED and have at least two available at club practices, games and events. First Aid and Adult CPR/AED classes are offered by Campus Recreation for which club members are eligible to attend. Student Health Services (210-458-4142) and the San Antonio Red Cross (210-224-5151) offer classes at a cost to the student. Please call the numbers provided for dates and times.
  - a. In the event of a minor injury, go to UTSA Student Health Services.
    - Student Health Services is not open 24 hours a day. During the long semester Student Health Services is open Monday-Friday 8am to 5pm. They are closed on weekends.
  - b. In case of an emergency, (e.g. head injury, severe knee injury),
    - Call 4911 if using an on campus phone. If using a cell phone please dial 210-458-4911.
    - Tell the dispatcher that have an emergency and ask them to call EMS. **EMS will transport the injured player to the hospital.**
    - Contact the Assistant Director of Sport Programs and notify him of the injury.

**The University of Texas at San Antonio and Campus Recreation are not responsible for any injury or property loss incurred by participants while involved in any Campus Recreation Program.**

## **CLUB SPORTS ORGANIZATION AND MANAGEMENT**

### **Club Sports Organization Responsibilities**

Club Sports are run by their participants. The key to success lies in the degree of student leadership and participation. The Campus Recreation staff will provide assistance in planning the Club's activities and scheduling competitions with other universities' club sport teams. Prior approval of Club activities including travel, events, publicity, budget expenditures and facility reservations is required. Staff is available for consultation regarding any aspect of your organization. The responsibility to seek the assistance of the Campus Recreation staff is the club sport members.

### **Constitution**

In order to be successful, an organization needs a set of operational guidelines or rules by which the members govern themselves. Club Sports should develop a constitution suited to the practical operation of their club. General provisions provide for the internal needs of the club. Specific provisions insure fulfillment of the RSO Handbook guidelines. A constitution template is available on the Student Activities website.

1. The purpose: to include the general goals, objectives and direction of the group.
2. Definition of membership requirements.
3. Listing of officer titles, duties and requirements.
4. Quorum requirements for conducting official business.
5. The process for accessing dues and fees.
6. Approval to constitution changes comes from the voting members of the club and Campus Recreation.

### **Club Sports Procedures**

#### **1. Mail Collection**

Please check for mail with the Assistant Director in the Main Office (RWC 1.204) on a weekly basis during the offseason and twice a week during your competitive season. Any letters, phone messages or notes regarding your Club, which come to the Campus Recreation office, will be placed in the Assistant Director's mailbox. Mail should be checked at least twice a week during your competitive season and once a week the rest of the year.

#### **2. Mailing Address**

The mailing address to be used for Club correspondence is:

Campus Recreation  
(Club Name)  
University of Texas at San Antonio  
One UTSA Circle  
San Antonio, TX 78249-0693

### 3. Duplication Services

- Duplication services are available through Campus Recreation, please adhere to a 200 page limit of:
  - ¼ sheets
  - 8 ½ X 11, 8 ½ X14, 11 X 17 fliers
  - posters
- This service will be done if the work schedule of the support staff allows time and if the original copy is typed or created by computer.
- Please allow at minimum a ten day notice for posters and/or fliers

### 4. Publicity Materials

- **All publicity materials require the approval of the Assistant Director of Club Sports prior to printing and duplication.**
- All approved materials must include the Campus Recreation logo.
- Club social events are not sponsored by Campus Recreation and must not be advertised as part of official club functions.
- For general posting guideline information and general posting locations please review the Student Organization Handbook.

### 5. Purchasing Procedures

- The Assistant Director of Club Sports approves all purchases using Campus Recreation funds, in advance.
- Club Sports purchase requests will reflect the best interests of all club members.
- Club members will buy personal items individually.

### 6. Purchasing Club Sport T-Shirts

- The buying and printing of shirts will not be reimbursed.
- Clubs must seek approval from the Assistant Director prior to purchasing their own shirts. Guidelines are found below.
- Campus Recreation may purchase shirts for each club each year.

### 7. Submitting Forms:

- **Game Reports: (Rowdylink)**  
Each Club Sport is required to submit a Game report after each competition within 24 hours for home game/tournament and within 24 hours after returning to campus from a road game/tournament. The Game Report document can be found on Rowdylink. Alternatively, the Club can text the Assistant Director of Sport Programs their results within the deadlines listed above.
- **Semester Reports: (Rowdylink)**  
Each Club Sport is required to submit a Semester report in December and April. This report should detail any activities (such as competition results, clinics, meetings) that have taken place over the course of the semester.

### 8. Email Use

- The President and Vice President of each club must provide the Assistant Director of Sport Programs a valid email address for official Club Communication. The President and Vice President should check their email **daily** for communication regarding Club activities.

- These email accounts will be the primary method that will be used by the Clubs Sports Staff to contact you.

## 9. Web Pages

- Clubs may maintain a separate club website.
- If the club chooses to host a website and do not already have a host, they must follow the guidelines as posted in the Student Organization Handbook.
- Content must be reviewed and approved by the Assistant Director.

*UTSA is not responsible for the privacy practices or the content of Web sites outside of the utsa.edu domain.*

### **All clubs must have on their page the following information:**

- Must be updated on a monthly basis.
- Must provide a club member's contact name and Club email address for prospective members to contact.
- Must provide Assistant Director's contact information.
- Must give an overview of the club and its activities.
- Must provide the current game schedule with location and time (if a time is announced).
- Must provide current practice schedule with location, days and times.
- Must have a statement that the club is sponsored by Campus Recreation and provide a link to [campusrec.utsa.edu](http://campusrec.utsa.edu).
- Pictures on the website must relative to the sport of the club. DO NOT post pictures outside of these guidelines.

## 11. Usage of UTSA/Logos

- Campus Recreation primarily authorizes the use of the UTSA name and any of its derivatives and the UTSA athletic logo ONLY for club sport competition.
- Clubs may use the UTSA name and athletic logos in attire that is FIRST approved by the Assistant Director of Club Sports.
- Clubs may not use the UTSA name or any logo of UTSA without prior approval from the Assistant Director for any reason.
- The use of the UTSA name and logo assisting the club in entering into a contract with any business entity or individual is PROHIBITED.

**CLUBS MAY NOT ENTER THE UNIVERSITY OF TEXAS AT SAN ANTONIO, CAMPUS RECREATION OR THE UNIVERSITY OF TEXAS SYSTEM INTO ANY CONTRACT OR AGREEMENT WITH ANY BUSINESS ENTITY OR INDIVIDUAL.**

## 12. Commercial Advertising Guidelines

Commercial involvement opportunities available to the clubs are limited by University policies. Regulations found in the *Student Organization Handbook* prohibit co-sponsorship of an on-campus event or project by an unregistered (not UTSA affiliated) organization. **Before considering sponsorship opportunity with any organization, individual or business, the club must seek approval from the Assistant Director.** Campus Recreation is the primary co-sponsor for all official club events. The following guidelines for commercial advertising have been created to serve as an initial guide only.

### ***T-Shirts***

All designs for t-shirts and other apparel require approval by the Assistant Director **before** going to print. Be advised that only a limited number of businesses are licensed to print apparel bearing "UTSA" or any other form of UTSA or the Roadrunner logo. Contact the Assistant Director before ordering any merchandise. Other guidelines include:

1. The design must be appropriate
2. Companies/establishments that market products that arouse safety, health or decency concerns should be eliminated from consideration.
3. If the club chooses to use an official trademark of UTSA, no sponsor logos will be permitted on the shirt. Only the sponsor's name may appear.
4. The club's name should not appear on the same side of the shirt as the logo.
5. Size of the logo must be appropriate to the logo's placement on the shirt and cannot exceed ½ of the material of a part of the shirt (example: a logo must not take up the entire front of the shirt or an entire sleeve).
6. Only one logo may be on a particular part of the shirt (one per front, back or sleeve).
7. A shirt may not advertise more than two companies (example: one on front; one on sleeve).
8. A shirt may only have a logo on the front or the back and on one or both sleeves (Either the front or the back should have the Club's name, tournament name or something identifying the Club on it).
9. The Assistant Director has the authority to refuse a company or logo even if the above conditions are met.

### ***Banners***

All designs for banners require approval by the Assistant Director **before** going to print. Be advised that only a limited number of businesses are licensed to print apparel bearing "UTSA" or any other form of UTSA or the Roadrunner logo. Contact the Assistant Director before ordering the banners. Other guidelines include:

1. The design must be appropriate
2. Companies/establishments that market products that arouse safety, health or decency concerns should be eliminated from consideration.
3. If the club chooses to use an official trademark of UTSA, no sponsor logos will be permitted on the banner. Only the sponsor's name may appear.
4. The club's name should not appear on the banner.
5. Multiple logos may appear on the banner as long as no UTSA trademark or the club's name appears.
6. Neither UTSA nor Campus Recreation wishes to endorse any product. All businesses are to understand that their participation in this support is not a direct relationship with UTSA or Campus Recreation.
7. Do not use the word "sponsor" to describe the relationship that any outside organization enjoys with the club or an event hosted by the club. "Special Thanks" or "Supported By" are permissible.
8. The Assistant Director has the authority to refuse a company or logo even if the above conditions are met.

## **Securing a Coach/Instructor**

Club team may secure the services of a coach or instructor. The club is required to submit a Coach's Information Form & proof of medical insurance (should coach have insurance) prior to assisting the club.

The following guidelines should be followed when securing a coach:

- Whenever possible, Club Sports coaches/instructor should be UTSA students, staff or faculty.
- The coach or instructor will adhere to employee policies of the university and of Campus Recreation even though the coach or instructor is not classified as an employee.
- The coach or instructor will adhere to UTSA's policy regarding sexual harassment and will be dismissed for violation of the policy regardless of the fact the coach or instructor is not an employee of UTSA.
- Compensation for services of a coach or instructor will not be paid by Campus Recreation and/or UTSA. Compensation will be a club decision at the club's expense. This may include that a coach or instructor does not receive compensation.
- The coach or instructor may be removed at the request of Campus Recreation with or without club approval.

## Coach/Instructor Responsibilities

1. The selection of instructors and/or coaches is the responsibility of the club, but is subject to the approval of Campus Recreation.
2. It is strongly recommended that all coaches purchase their own personal medical and liability insurance.
3. Although coaches/instructors are not employees of the University, they will be expected to adhere to the University's policy regarding sexual harassment as follows:  
It is the policy of The University of Texas at San Antonio to maintain an educational environment free from sexual harassment and intimidation. Sexual harassment is expressly prohibited and offenders are subject to disciplinary action. Reprinted from The University of Texas System brochure, "Sexual harassment of Students."
4. The coach must be made aware of and follow **all** university and Campus Recreation procedures relative to the Club Sports program.
5. The coach should restrict his/her contributions to coaching and **must refrain from activities involved in the club's management**. A club is a student organization and must be run by current students involved in the club. Direct contact will be made through club officers.
6. Should the coach need access into the Campus Recreation Center, the coach will be issued a card that will allow access to the Rec Center 30 minutes prior to and 30 minutes after each practice day scheduled by the club. **The card does NOT make the coach eligible for any other Campus Recreation activity.**
7. Conduct safe and well organized practice sessions that enable club members to develop and improve skills.
8. Give attention to appropriate safety measures, including the inspection of sport equipment and reporting any hazardous facility conditions.
9. Club business is to be handled by students. Coaches may have full authority over practices and games only.
10. Participation in club sports is voluntary; as such the coach may not compensate members through scholarship or other monetary rewards to obtain membership in the program.
11. Coaches must help ensure good sportsmanship at all times. Individuals must always conduct themselves in a manner that does not detract from the reputation of UTSA, Campus Recreation, the club nor themselves. This includes behavior in the game, interactions with opponents, interactions with Campus Recreation staff both at home, on the road or while traveling to and from such competitions to include any stay during road games. It is expected that coaches and players represent themselves in a professional manner from the time they leave campus until the time they return.
12. Coaches should refrain making appointments with any other representative of the university to discuss club matters without consultation with club officers and the Assistant Director of Sport Programs.
13. Campus Recreation has the right/authorization to protect the club if the coach is not working in the best interests of the club. This is to include removal of the coach by Campus Recreation with or without club approval.
14. Continuation of the club from year to year is not automatic. Paperwork must be completed each academic year to ensure continuity from year to year.
15. Coaches may travel with the team. When Campus Recreation provides rental vans, the coaches may ride with the team so long there is room for them. Campus Recreation will not rent additional vans for coaches. If vans are full, coaches are to provide their own transportation at their own risk.

## Facility Reservations

Clubs may request the use of any Campus Recreation facility listed below for club practices. Requests must be made through Rowdylink. There is a high volume of requests for facility space in the Rec Center. The sooner the request for space is turned in the better chance the club will have in obtaining the space. Due to limited space, changes to a scheduled practice or competition, will be very difficult to change once the semester is underway. Please note that facility requests are made in the following order of priority:

**Courts/Fields:** Intramural Sports, Club Sports, Registered Student Organizations, etc.

**Studios:** Fitness/Wellness Classes, Club Sports, Registered Student Organizations, etc.

Special Event Reservations can be made for events outside of normal practice. This is to include competitions or other types of events. Requests should be made as soon as possible. For tournaments, a 3-month notice is recommended to accommodate reservation, preparation and marketing demands. Requests submitted within 3 months will be accepted however approval may not be guaranteed.

Facilities are shared by Campus Recreation users, Kinesiology classes, Athletics and other UTSA departments. The following spaces are available for reservation for clubs:

- Rec Center:** 5 volleyball courts, 5 basketball courts, 1 indoor soccer gym, 4 group exercise studios, 2 classrooms, 4 racquetball courts, 1 climbing wall, table tennis lounge.
- Fields:** 9 multi-purpose fields

**Please note that facility reservations are made in conjunction with Open Recreation, Intramural Sports and other Campus Recreation activities. Club Sports teams must be able to assist with the spirit of allowing maximum participation of our recreational spaces.**

**Other spaces on campus may be used for club meetings. Please contact 458-4160 for the potential use of the University Center through the Student Activities office.**

## Facility Use Expectations

- Any time a club has reserved facility space, it must be used.
- When a club cancels a game, practice or other activity, the Assistant Director of Sport Programs must be notified by a club officer 24 hours in advance
- Failure to use reserved spaces, without 24 hours notice, will jeopardize future facility reservations for the club. Clubs are responsible for set-up and clean-up of all sites.
- Clubs that have been authorized to use weapons in conjunction with their regular practices and special events (for example Fencing may use foils, sabres and epees for their practices). This permission is conditional and requires all members to sign a "Transportation and Use of Weapons Agreement." It is expected that all members will adhere to these guidelines so as not to endanger the club's ability to continue using such weapons. This agreement will be kept on file in the Club Sports Office. **It is also expected that the use of such weapons is only to be used during club practices or club special events that are supervised.** The organization may **NOT** use weapons during organizational reservations.
- Misuse of equipment and facilities, inappropriate conduct and actions while participating in a club sports related activity, will jeopardize the club's continued status as a Campus Recreation recognized club. Any club using a facility is obligated to clean up after the activity.
- Operations monitors will be monitoring all facilities—taking counts and assisting with checking the eligibility of users when appropriate. **ALL Campus Recreation staff is authorized to deny access to anyone deemed to be unauthorized to be there or abusing facilities and/or equipment.**
- The use of alcohol, drugs or tobacco is **NOT** permitted in or on Campus Recreation facilities. It is the club's responsibility to monitor and assist with all club events (including the action of spectators) to assure that alcohol, drugs or tobacco are not on site. Games may be delayed until the problem is corrected or may be canceled if the situation is not addressed.

## ID Card Use

- It is expected of all members that they have their UTSA ID card with them at practices.
- Members must present UTSA ID card to any UTSA Campus Recreation or UTSA staff member upon request. It is a UTSA requisite that the UTSA ID card holder "carry this card at all times" as stated on the UTSA ID card. Campus Recreation will honor this request and mandate that club members have with them their UTSA ID.

## Club Expectations

- As a Campus Recreation program, each Club Sport is obligated to obtain permission prior to acting on items, issues or ideas covered in this handbook and during training.
- If a Club Sport chooses to act independently, that club will risk losing its Club Sport status, and all the rights and privileges associated with that status.
- Loss of privileges includes, but is not limited to:
  - Funding opportunities through UTSA Campus Recreation or the Leader Fund
  - Utilization of UTSA Campus Rec Fields or Courts both for practices & competitions
  - Affiliation with UTSA & Campus Recreation
  - Ability to represent UTSA during any league, tournament or competition
  - Loss of utilization of “UTSA” team jerseys during any league, tournament or competition.
  - Ability to maintain returning club status

## UTSA Student Standards of Conduct

By enrolling at UTSA, students assume an obligation to conduct themselves and represent their organization in a manner consistent with the function of the University as an educational institution. Individuals should conduct themselves in a manner that does not detract from the reputation of UTSA or Campus Recreation. This includes behavior in travel situations, game situations, contact with other teams, hotel staff and event staff. When involved in off-campus events or when traveling, remember you are representing UTSA and Campus Recreation. Clubs must notify Assistant Director of violations immediately. Students should refer to the “Student Code of Conduct” for reference in regards to UTSA standards set forth for students. The UTSA “Student Code of Conduct” may be found at <http://catalog.utsa.edu/informationbulletin/appendices/studentcodeofconduct> for your review.

## Required Forms

Sports Club Constitution		(Prior to First Practice on RowdyLink)
Membership List	(Rowdylink)	(Following Tryouts & as necessary)
Waiver Form		(Before Each Member’s 1 <sup>st</sup> Practice)
Current List of Club Officers	(Rowdylink)	(2 <sup>nd</sup> Week Of Classes, Friday)
Budget Request		(February 1 <sup>st</sup> For The Following Year)
Game Report	(Rowdylink)	(24 Hours following game/match/event)

## Club Sport Officers Suggested Responsibilities

The roles and responsibilities of the club officers are to be decided and laid out in the club’s constitution. The following positions and responsibilities are suggested by campus recreation.

### 1. Responsibilities of the President

- a. Serving as a liaison between the club and Campus Recreation, with the contact being the Assistant Director of Club Sports.
- b. Informing club officers and club members and complying with the content of the Club Sports Handbook and RSO Handbook.
- c. Holding regular elections of officers as stipulated in the club constitution.
- d. Submitting the semester report at the end of each semester summarizing club activities (Appendix E).
- e. Making sure the club meets financial obligations incurred.
- f. Co-Sign checks for the club.
- g. Informing the next club president of the routine guidelines for club operation prior to the next president assuming office.

- h. Attending Club Sports monthly meetings of having another member of the club attend in their place.
- i. **Attend bi-monthly meeting with Assistant Director to discuss club matters with alongside vice-president.**

## **2. Responsibilities of the Vice-President**

- a. Presiding over meetings and business in the President's absence.
- b. Assisting the President with his/her duties.
- c. Actively recruiting new members.
- d. **Attend bi-monthly meeting with Assistant Director to discuss club matters with alongside president.**

## **3. Responsibility of the Secretary**

- a. Preparing and submitting the daily reports and game reports.
- b. Submitting an updated membership list (**Appendix B**).
- c. Developing and circulating publicity regarding club activities.

## **4. Responsibilities of the Treasurer**

- a. Maintaining all appropriate records of the club's financial activity, including receipts and the checkbook.
- b. Co-Sign checks for the club.
- c. Prepare a weekly financial report showing the status of the clubs accounts and the planned expenses for the remainder of the semester.
- d. Preparing, with the club president, the annual budget request.

## **5. Responsibilities of the Travel Officer**

- a. Maintaining all travel accommodations and sending the reservations for hotel (if staying overnight) to the Club Sports Coordinator **at least three weeks prior to travel**
- b. Prepare a list of all members that will be attending an away game or tournament at least three weeks prior to travel
- c. Informing the Club Sports Coordinator of any changes if travel at least 48 hours in advance.

## **Campus Recreation Duties**

Campus Recreation is to assist the club members with:

1. Administrative duties
2. Budget preparation
3. Finances and fundraising
4. Field and facility reservations
5. Equipment purchase
6. Publicity and promotion
7. Travel

## **CLUB SPORTS ADVISORY COUNCIL**

The Club Sports Advisory Council is a student advisory group that assists the Assistant Director in administering the Club Sports program. The membership and duties are as follows:

### **Membership**

- 1) The Assistant Director, the Sport Programs Student Coordinators, and 5-9 club members will form the council.
- 2) The Assistant Director will be a non-voting member of the council, but may take part in discussion.
- 3) Clubs will be required to appoint a representative from their team to serve on the Council once every three years. The rotation will be as follows:

- a) Year 1: Baseball, Fencing, Men's Soccer, Men's Ultimate, Tennis, Triathlon, Women's Rugby, & Wrestling
  - b) Year 2: Golf, Men's Lacrosse, Quidditch, Swimming, Table Tennis, Wakeboarding, Women's Soccer, & Women's Volleyball
  - c) Year 3: Climbing, eSports, Men's Rugby, Men's Volleyball, Powerlifting, Softball, Women's Lacrosse, & Women's Ultimate
- 4) The Assistant Director will be the chairperson for 1<sup>st</sup> regular meeting. During subsequent and appeal meetings a student will serve as chairperson and will be rotated as needed.
  - 5) Any UTSA student who maintains a 2.25 GPA or higher will be allowed to serve on the council with preference given to club members.
  - 6) Only one member of a particular club may serve on the council and must be a member of a returning club.
  - 7) A majority of the voting council constitutes a quorum and a majority of the quorum rules.

### ***Duties***

1. Meets monthly to review Club Sport related business.
2. Serve as a disciplinary board to give the Assistant Director recommendations for discipline of clubs or club members who violate Campus Recreation policy.
3. Review annual budget requests for the following year and make initial recommendations concerning allocation amounts.
4. Make recommendations regarding revisions to the Handbook and improvements for the following year.
5. Serve as an advisory council to the Assistant Director on Club Sport matters.

## **Club Discipline**

- Club Sports members and/or the entire club may face disciplinary action for inappropriate on-campus and/or off-campus actions while participating in related club activity.
- Disciplinary action may result in the revocation of Club support by Campus Recreation.
- Discipline can result in sanctions handed down towards the club, its officers and members, such as probation, frozen funds, loss of funding, loss of facility reservations, loss of club sports membership, etc.

### ***Discipline Process***

**Minor Infractions** (Examples: Not attending required meetings or failure to submit required forms on time):

1. Minor infractions will be handled via the Club Sports incentive system. Clubs will be assessed negative points and fined the corresponding amount for their actions.

**Major Infractions** (To include actions that are in flagrant violation of Campus Recreation, UTSA or UT System policies:

1. Examples of major infractions include but are not limited to the following:
  - a. Displaying conduct that is incompatible with UTSA's function as an educational institution and the purpose of the Club Sport program (i.e., unsportsmanlike conduct toward officials or opponents or other disruptive behavior anywhere including trips).
  - b. Misusing club funds and /or abuse of club funds.
  - c. Allowing ineligible individuals to participate in club competitions.
  - d. Compromising the safety of club members while traveling.
  - e. Transporting and/or consuming alcohol or illegal substances while on official club trips.
2. For all major infractions:
  - a. A meeting with club members and the Assistant Director is scheduled.
  - b. Input from appropriate administrators and staff members is solicited when appropriate.
  - c. Matter submitted to Council.
    - Club's allocated Campus Recreation funds are frozen.

- Travel will not be approved until decisions are handed down.
- Recommendation for sanctions will be made to the Assistant Director.
- Club is notified in writing of the sanction from the Assistant Director.

### **Appeal Process**

- It is the right of the club, its officers and members to appeal any decisions that are made regarding sanctions that are handed down by the Assistant Director of Sport Programs.
- Appeals for any disciplinary decisions must be made in writing stating the reason for the appeal to the Senior Associate Director of Programs for Campus Recreation, within 48 hours of notification.

## **CLUB SPORTS TRAVEL**

### **Participation in Club Sport National Championships**

Campus Recreation at The University of Texas at San Antonio is an institutional member of the National Intramural-Recreational Sports Association (NIRSA). The NIRSA conducts national championship events in Soccer and Tennis for club sports. Campus Recreation will support and authorize a Club Sport's participation in NIRSA championships only, unless there is no championship in that activity conducted by the NIRSA. In the event NIRSA does not hold a national championship event, clubs may participate in their national governing body's national championship.

### **National Travel Requests**

A limited amount of funding may be available for those Clubs qualifying for competition or participation in regional and national tournaments. Requests for additional funding for regional or national travel will be submitted in writing at least six weeks before the trip takes place. Preference will be given to those teams that qualify for a regional or national tournament.

### **Travel Procedures**

#### **1. Drivers**

- a. **Drivers shall comply with all laws, regulations and posted signs regarding speed and traffic control.** Please note that any tickets acquired by drivers while driving rental vehicles paid for by Campus Recreation will fall upon the driver of the vehicle at the time.
- b. Club Sport members driving rental vehicles on a trip must have a valid driver's license, proof of auto insurance and must be employed on campus by Campus Recreation. All forms and copies must be on file in the Campus Recreation office.
  - Those employed by Campus Recreation must go through a background check, provide a Social Security Card and Driver's License OR a Passport.
- c. Drivers may be students, faculty, staff or contractors, acting within the scope of their assigned duties, who have successfully completed drivers' test and training through UTSA, who have an acceptable DPS driving record as determined by UTSA police Department, who have a valid driver's license and who have been trained as required by law to drive the vehicle that will be used.
- d. **No driving between the hours of 11:00 p.m. and 6:00 a.m.** The majority of travel hours should be during daylight. Drivers may not drive for continuous periods of more than two hours without a "safety" break of at least 15 minutes. Total behind the wheel driving time is not to exceed ten hours. Drivers are required to have eight hours off between periods behind the wheel. If travel time is to exceed 12 hours, 2 or more persons must share the driving responsibility and rotate time behind the wheel. Any deviation from this must be approved as part of the UTSA Authorization for Student Travel process.
- e. Driver's Record Check form and background check form for all individuals who will be driving must be completed. (These forms are due back to Campus Recreation a minimum of three weeks prior to any trip. They are filled out once per year for each individual.)

- f. It is strongly recommended that the club have 2 times more drivers be certified than the number of rented vehicles driven. For example if the club uses 3 vehicles, it should have 6 certified drivers. **Clubs will not travel if the club has less certified drivers than vehicles.**
- g. When using personal vehicles, Clubs must follow all guidelines above. However, personal vehicle drives only need to meet the following requirements:
  - Have a valid driver's license & proof of auto insurance

## 2. Methods of Travel

If planning a trip outside of Texas, it is strongly recommended that clubs use chartered bus and/or chartered/commercial air carriers for official Club Sport travel.

### ***Airline Tickets***

Clubs wishing to travel by air, must, as best as possible, purchase airlines tickets for all members so that they are on the same flight. Flight numbers and air carrier name is required to be submitted to the Assistant Director no less than 3 weeks prior to travel. It is recommended that clubs pay for only club members and coaches to attend competitions that require air travel.

If Campus Recreation pays for airline travel, we will only pay for club members to travel; coaches must provide their own travel arrangements.

### ***Rental Vehicles***

For trips inside Texas, it is strongly recommended that clubs use rental vehicles for official club travel, whether or not Campus Recreation pays for such vehicles. **Twelve and fifteen passenger vans may NOT be used to transport students or equipment.**

Campus Recreation rents mini-vans for most travel purposes and uses Enterprise Rent-a-Car locally. If a van breaks down during a trip and it is a van rented by Campus Recreation or it is a van the club rents from Enterprise, please call the Enterprise Emergency Road Assistance number at 1-800-307-6666 to request assistance or another van. Campus Recreation rented vehicles are also covered automatically through additional insurance during travel.

It is required that the minivans rented by Campus Recreation be returned to Enterprise in the same condition as rented. Clubs are expected to return the minivans with full tanks of gas or filled to the amount as given by Enterprise. If Campus Recreation is charged for gas due to the club not following protocol, the club will be charged the amount of the gas purchase and will be suspended from further travel until the charges are paid in full to Campus Recreation.

If Campus Recreation pays for rental vehicles, we will only pay for club members to travel. It is then expected that coaches provide their own travel arrangements. However, if there is room in the rented vehicle, the coach may travel with the club in the rented vehicle.

If the club pays for rental vehicles, it is strongly recommended that the club purchase additional Personal Injury and Personal Effects coverage for the vehicle.

**Please note that any tickets acquired by drivers while driving rental vehicles paid for by Campus Recreation will fall upon the driver of the vehicle at the time.**

### ***Personal Vehicles***

Use of personal vehicles is NOT recommended for official club travel. The driver's personal liability insurance will be responsible for covering any liability that may result from the use of their personal vehicle for the proposed travel.

## 3. Motor Vehicle Travel

- a. Twelve and fifteen passenger vans may NOT be used to transport students or equipment.
- b. The total number of passengers in any vehicle and the total weight capacity of the vehicle, including luggage, at any time the vehicle is in operation shall not exceed the manufacturer's recommended

capacity or the number specified in applicable federal or state law or regulations, whichever is lower.

- c. Occupants of motor vehicles are required to use seat belts as required by law at all times the vehicle is in operation.
- d. People not listed on the Request for Student Travel may not travel in a university-rented vehicle.
- e. Vehicles being used to transport team members may not tow a trailer.

#### **4. Travel Authorization Forms**

All travel forms (to be completed on Rowdlink), for any trip outside 25 miles from campus, are to be submitted to the Assistant Director seven business days prior to departure (i.e. Wednesdays by 5:00pm for travel beginning the following Friday). If these forms are not on file, within the designated time frame, the Club will not be allowed to travel. The following information is required when submitting the travel request form:

- a. List of all students who could be traveling to the event/game/tournament
  - Each Student's phone number
  - Each Student's San Antonio Address
  - Each Student's Emergency Contact and their phone number.

**Please note that students who do not have an overall GPA of 2.0 or above will not be authorized to travel nor represent UTSA Club Sports at any event. Clubs in violation of this rule will be subject to disciplinary action.**

- b. Hotel information, if overnight stay is required, that includes a phone number and address. If Campus Recreation is paying for rooms, this information is ***not*** required.
- c. Travel Vehicle Request, if applicable.

#### **5. Travel Vehicle Requests**

Vehicle requests are to be included in the Travel Request form. Sport Programs staff will be responsible for reserving vehicles for those rentals at Campus Recreation expense.

#### **6. Hotel Requests**

Hotel requests are to be included in the Travel Request form. Sport Programs staff will be responsible for reserving hotel rooms.

Hotel rooms will be reserved for four people staying in one room. Only student club members will be counted towards the room reservation process. Coaches and other non-students attending the trip must make their own reservations.

For co-rec clubs, males and females will have separate rooms regardless of number.

#### **7. Medical Insurance While Traveling, Participating, Practicing, Meeting**

Medical insurance coverage for all participants is **STRONGLY RECOMMENDED**. Campus Recreation is not to be held liable for medical claims. Participants are not required to have medical insurance as long as the Release and Assumption of Risk form is filed with Campus Recreation prior to the first practice/game/match.

#### **8. Alcohol Policy**

The consumption, possession and/or transportation of alcohol and/or illegal substances in University rented vehicles is strictly prohibited while traveling on University-sponsored Club Sport events. Clubs may not travel in rented vehicles to an establishment that has the sole purpose of distributing and selling alcohol. Also all federal, state and local laws must be adhered to. Any deviation from this policy will result in immediate dismissal from the Club Sport and referral to Student Conduct & Community Standards. In the case of Faculty/Staff, the referral will be to Human Resources.

#### **9. IN CASE OF EMERGENCY**

If there is an accident or major injury, please take care of accident or injury first. If someone not assisting with accident is available to or after taking care of accident or injury please call down this list until you can speak directly with one of these people; leave a detailed message if no answer. If on weekend, please call cell phone numbers.

Andrew Chadick, Assistant Director	210-458-7566 office	210-859-4263 cell
Laura Munroe, Director	210 458-6362 office	210 387-8593 cell
Kevin Price, Dean of Students	210 458-4721 office	210-250-1218 cell
UTSA Police emergency dispatch	210 458-4911	
UTSA Police non-emergency line	210 458-4242	

## FINANCES

Self-support is an essential principle of any club sports program. Requiring clubs to earn a percentage of their budget assures members take an active and serious interest in the continued existence of the club. In support of a quality program, Campus Recreation may provide supplementary financial assistance to each club when funds are available. Finances for any club should be obtained in the following order of importance:

1. Membership Dues
2. Fundraising Activities
3. Budget Allocation from Campus Recreation
4. Donations from individuals and corporations

### Budget Presentation

- Budgetary presentations to the Club Sports Council by each club will be held in February for the next year's budget allocation.
- Create the budget on projected expenses based on the best information available on what the club has done in current year. If major changes are expected, indicate why.
- Attach as much supporting documentation as is feasible. Make requests self-explanatory.
- Each club's previous year's budget will be available for review.

### Budget Allocation Process

**A club's budget will be allocated following these guidelines:**

- Club's Budget Presentation
- Club Sports Council Budget Recommendations
- Assistant Director's Review

#### ***Budget Presentation***

Rating given based on ability to prepare and present budget request to Club Sports Council.

#### ***Club Sports Council Recommendation***

After the budget presentations to the council, the council will convene to discuss the allocation for each club based on their presentation and yearly evaluation.

#### ***Assistant Director's Review***

The Assistant Director will review the recommendations of the council and consult the club sports point system to assess the budget for each club. The amounts will vary based on the allocation received by Campus Recreation.

### Budgetary Time Frame

- UTSA Club Sport budgets operate on the fiscal year, September 1 – August 31.
- Budgetary transactions will be completed by the last day of May.
- Purchases or requests for transactions will not be accepted after this date.
- Any funds remaining in the Club Sports account after the last day of May will be used at the discretion of the Assistant Director of Sport Programs for the betterment of the Club Sports program

## Guidelines for Use of Club Funds

### 1. Description of Accounts

- Each club may have an off-campus checking account. Checks should require two signatures. One of these signatures should be the president or vice-president and the second signature should be the treasurer of the club. This procedure will insure proper use of funds and/or prevent theft.
- On-campus accounts may be created through fiscal services with assistance from the Student Activities office and are strongly recommended.

### 2. Appropriate/Inappropriate Expenditures for Club Funds

Expenditures from Campus Recreation club accounts need to have the prior approval of the Assistant Director of Club Sports. Below are lists of frequently requested items:

- a. Examples of Appropriate Expenditures
  - i. Purchase of equipment
  - ii. Travel expenses
  - iii. Officials fees
  - iv. Entry fees
  - v. Conference/association/league dues for an organization or team
  - vi. Other items as approved by Campus Recreation
- b. Examples of Inappropriate Expenditures
  - i. Banquets/Food
  - ii. Decorations
  - iii. Gifts or awards
  - iv. Club Shirts
  - v. Personal items such as socks, shoes

All equipment purchases involving Campus Recreation accounts become property of Campus Recreation. Clubs do not have the authority to sell or dispose of Campus Recreation property/equipment, nor are clubs able to purchase any Campus Recreation property. Any unsafe, damaged, outdated or unusable equipment must be turned in to the Club Sports office. All equipment must be marked as to identify it as Campus Recreation property.

Expenditures from on or off-campus club accounts need to have the prior approval of the club members and/or must follow the club's constitution. Emergency or Travel expenditures should be agreed as needed and must follow the club's constitution for each situation. Below are lists of frequently requested items:

- c. Examples of Appropriate Expenditures
  - i. Purchase of equipment
  - ii. Travel expenses
  - iii. Officials fees
  - iv. Entry fees
  - v. Conference/association/league dues for an organization or team
  - vi. Other items as approved by Campus Recreation
- d. Examples of Inappropriate Expenditures
  - i. Alcohol

- ii. Any illegal item
- iii. Any other item not pertaining to club management
- iv. Any purchases not voted on

Financial Documents should be provided to Campus Recreation for review for all Off-Campus and On-Campus Financial Accounts during Assistant Director, President and Vice-President bi-monthly meetings. Purchases are documented to leave a paper trail of appropriate purchases.

## **Fundraising Guidelines (From Student Organization Handbook)**

### **General Guidelines**

- A student organization may sell non-consignment merchandise, food and/or nonalcoholic beverages on campus; as long as it does not conflict with a contract the University has with a vendor.
- Student organizations may not conduct fundraising on behalf of or for the benefit of a non-University recognized organization or corporation.
- Fundraisers may not be conducted for private gain of individuals or for-profit businesses.
- A student organization may charge an admission fee to a program. Note: There may be a handling charge through the University Center if the tickets are sold at the Information Center. The number of tickets sold may not exceed the occupancy of the facility.
- Proceeds from fundraising activities (i.e. resale of retail merchandise and ticket sales) are subject to state sales tax laws.
- Refer to the following section on taxes for information regarding paying and collecting sales taxes.

### **Fundraiser with Food Guidelines**

- The food is served to a limited and defined market of UTSA students, faculty or staff.
- The food is pre-cooked, purchased or donated food from a health-inspected location. (i.e. a restaurant or grocery store). It is best to have a copy of the restaurant or grocery store's license where you are selling the food.
- Raw products (ex. eggs & meat) may be prepared on campus if following the guidelines established by the San Antonio Health Inspection Office (<http://www.sanantonio.gov/health/food-main.html>, click on "Requirements for Temporary Food Establishments"). In addition, organizations must complete a "Food Waiver", available from Events Management. If applicable, you must also make proper accommodations for grilling and sand traps with Physical Plant.
- The sale of home-prepared or cooked food is not permitted.

### **Raffles**

- Most student organizations are **NOT** qualified to conduct raffles in the State of Texas. Raffles involve paying money for the chance to win a prize of greater value, which is considered gambling. Instead of raffles, it is suggested that student organizations hold "Free Drawings" in which no money is exchanged.
- The Charitable Raffle Enabling Act, effective January 1, 1990, permits "qualified organizations" to hold up to two raffles per calendar year. Two types of student organizations may conduct raffles. (1) An association organized primarily for religious purpose that has been in existence in Texas for at least 10 years. (2) A nonprofit organization that has existed least the three preceding years, during which it has had a governing body duly elected by its members and is exempt from federal income tax under Section 501(c), Internal Revenue Code; does not participate in any political campaign. [A copy of your organization's IRS Letter of Determination verifying 501c status will be required.]
- Student organizations may conduct raffles on campus for qualified off-campus organizations. Raffle tickets may not be advertised statewide or through paid advertisements. Each raffle ticket must state the name and address of the organization holding the raffle, the name of an officer of the organization, the price of the ticket, and a general description of each prize to be awarded that has a value of over \$10. A prize may not be money. Only members of the organization may sell tickets. No one may be compensated directly or indirectly for organizing or conducting a raffle or for selling raffle tickets
- Visit [http://www.oag.state.tx.us/AG\\_Publications/txts/raffle.shtml](http://www.oag.state.tx.us/AG_Publications/txts/raffle.shtml) for more information.

Registered Student Organizations may conduct fundraising activities on University property. Consultation with the Student Activities staff and the Campus Recreation staff, in the early planning stages can save time and effort and ensure compliance with appropriate institutional regulations. Fundraising projects need to have prior approval of the Student Activities Office before activity is undertaken.

**Issues club sports encounter in fundraising activities include:**

Contact the Student Activities Office for more information on these issues.

- Solicitation may be conducted on campus outside university buildings, by student organizations.
- Only membership dues and approved ticket sales may be collected inside UTSA buildings.
- Student organizations cannot co-sponsor activities on campus with non-university groups.
- Funds collected on campus will be deposited in an off-campus or on-campus account.
- In most cases, Texas law prohibits raffles and lotteries. To find out if your group qualifies, contact the Student Activities office at 458-4160.

**Disbursal of Organizational Assets**

In the case that the organization becomes defunct, the organization's assets will be frozen for a period of one year. If the club is still defunct at the end of one year the assets will be disbursed to Campus Recreation.

**Sponsorship/Donation Guidelines  
(From Student Organization Handbook)**

Any student organization soliciting donations must make clear to any potential donor that they are independent entities whose solicitations are not endorsed by or connected to UTSA. Further, any student organization that does not have the proper documentation indicating that donations they receive are tax deductible is required to inform all potential donors that their donations to the student organization will not be tax deductible. Since student organizations may be soliciting donations from donors with whom UTSA has or is cultivating a relationship, student organizations are expected to inform the Associate Director of Development for Student Affairs in advance of all such solicitations of \$500 or more. The form to be used is the Fundraising Authorization Request Form located at [www.utsa.edu/sa/so/forms.cfm](http://www.utsa.edu/sa/so/forms.cfm). Once completed, submit the form to Student Activities (UC 1.210 or DB 1.302).

- a. All sponsorship requests must be approved by Campus Recreation first prior to request of funds from an individual or business.
- b. Clubs may NOT enter into contracts with individuals or businesses for sponsorship requests.
- c. Company requests to purchase items for the clubs must be approved first.

**CLUB SPORTS ADMINISTRATOR-FACULTY/STAFF ADVISOR**

All current clubs have the opportunity to select the Assistant Director as the Administrator overseeing their club in place of having a Faculty/Staff Advisor. The Assistant Director would then act in place of the Faculty/Staff advisor. The Assistant Director would serve in this capacity to assist in providing direction and maintaining the continuity of the club and guiding the club in ensuring that they follow Campus Recreation and University guidelines as well as any local, state and federal law. The Assistant Director would also assist in ensuring that the club is registered as a Student Organization with the Student Activities office.

It is not a requirement that clubs opt out of having a Faculty/Staff Advisor.

In the case that a club wishes to have a Faculty/Staff Advisor, each club sport should meet with their advisor to provide direction and help maintain continuity in club programming. A good advisor can be a valuable asset to a club in terms of providing mature judgment and advice based on experience and insight into

university operations and policies. The club advisor must be a full-time employee of The University of Texas-San Antonio. He/she should be highly interested and experienced in the activity and accepted and respected by members of the club.

The primary role of the club advisor is to act as the first point of approval of all club activities, such as budget, expenditures, fund-raising, purchasing, scheduling and travel. The advisors is responsible for insuring that the club activities are sound and reflect favorably on the university and campus recreation. This person should rely on his/her experiences to assist the club in maturing and achieving its full potential.

In general, advisors are responsible for guidance, conduct and eligibility status of members. Some specific responsibilities may include:

- Meet each semester with Assistant Director
- Attending the Student Activities Risk Management Symposium
- Being available during development plans and programs for the club
- Encouraging the development of initiative, responsibility and leadership
- Encouraging sound financial and business practices
- Interpreting the University policies and procedures
- Assuring club compliance with state and federal laws
- Serving as a resource person
- Counseling individual club members and officers
- Approving club travel requests

Club advisors are encouraged to embrace the student development concept maintained by Campus Recreation. Therefore, advisors should participate and guide without dictating or overstepping the authority of the club officers.