

Chapter 1: Introduction & General Information

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A. Sport Clubs Program Overview

Student organizations fulfill a very important role at Texas A&M University. These groups provide a medium for students to enhance the lessons and theories learned in the classroom through real life experiences and responsibilities. The Sport Clubs Program complements the University's intercollegiate, intramural, and physical education activity programs, while affording the students opportunities to develop skills that will assist them beyond the years spent at Texas A&M.

As an integral component of the Department of Recreational Sports, the Sport Clubs Program strives to meet the recreational and competitive needs of the Texas A&M University community in a wide variety of sport activities. Opportunities for skill development, recreation, and intercollegiate competition are afforded to participants of all skill levels and interests.

While the Sport Clubs staff and the Department of Recreational Sports assist clubs in securing needed funds, facilities, and equipment, the emphasis is on student leadership and development. Students are directly responsible for all aspects of operating and managing a successful and competitive organization. As a result, sport clubs present a unique opportunity for students to develop both athletic and leadership abilities.

This guidebook has been developed as a resource for Sport Clubs leaders. It outlines the policies and procedures of Texas A&M University and the Department of Recreational Sports that directly affect the safety of the sport club's participants and the operation of each club. As student leaders, you are strongly encouraged to become familiar with the material presented in this guidebook, as well as the guidelines established by the [Office of Student Activities](http://studentactivities.tamu.edu) (studentactivities.tamu.edu). The policies and procedures outlined in this guidebook are subject to change.

B. The Sport Clubs Association

The Texas A&M Sport Clubs Association is comprised of the 36 recognized student organizations, which are supervised and coordinated through the Department of Recreational Sports. For the 2016-2017 academic year, the following clubs are members of the Sport Clubs Association:

Archery	Baseball	Basketball	Bowling	Cheer Squad
Competitive Climbing	Crew	Cycling	Fencing	Golf
Gymnastics	Ice Hockey	Judo	Men's Lacrosse	Women's Lacrosse
Paintball	Pistol	Polo	Powerlifting	Racquetball
Men's Rugby	Women's Rugby	Sailing	Men's Soccer	Women's Soccer
TaeKwonDo	Trap & Skeet	Triathlon	Ultimate	Men's Volleyball
Women's Volleyball	Wakeboarding	Water Ski	Men's Water Polo	Women's Water Polo
Wrestling				

C. Sport Clubs Categorization

The Division of Student Affairs Risk Management Task Force assigned categorical designations for all student organizations recognized by Texas A&M University. Organizations were placed in one of three categories (sponsored, affiliated, and registered) based upon the following factors:

- the extent to which the student organization's mission & fulfillment of its mission is aligned with the mission of Texas A&M
- the resources the organization generates, expends, and/or requires (space, advisement expertise, University funding)
- how often and to what extent the organization travels
- the nature and scope of activities of the organization
- the number of members involved in and individuals affected by organizationally sponsored events
- the known and accepted risks of participants in organizational activities; the perceived impact of routine organizational activities on the University's image

Individually, each of the 36 sport clubs are classified as an "Affiliated" organization.

Affiliated organizations are those that contribute to the mission and culture of the university by routinely presenting events for their members and invited guests. The activities and events of these organizations are considered to carry a moderate level of risk due to their nature and/or scope. (studentactivities.tamu.edu)

These categorizations reflect the sport clubs' relationship to Texas A&M University, their scope of activities, and the perceived potential risks to their participants. These categorizations also determine the level of leadership training that will be required in order to maintain active status with Texas A&M.

D. Annual Recognition Requirements

All student organizations at Texas A&M University receive recognition on an annual basis through a process that has been developed by the Department of Student Activities. The goals of this process are to establish a relationship with student organization leaders, and to make student leaders aware of university rules and expectations. Ultimately, this process will provide you, the student leaders, with resources to help you successfully lead your organization.

In order to be recognized for the 2016-2017 year, the officers **MUST** complete the Online Recognition Process through STUACT online (studentactivities.tamu.edu). The officers will be provided with detailed information about the requirements and benefits of being a recognized student organization. You will need to complete the following 6 requirements in order to be recognized:

- **Updated signature card with 2016-2017 officer information**
 - **Limit card to 3 officers (President, Treasurer, and 1 other)**
- **Updated constitution**
- **Updated public profile**
- **SOFC online training (Treasurers only)**
- **Sport Clubs online training (Batch Modules)**
- **Required modules**

The Sport Club staff or student organization will submit the updated signature card, which can be printed from the **Finance Tab on the Recognition Site** of [STUACT online website](#). **Signature Cards MAY NOT be faxed or emailed in.**

The Department of Student Activities will verify the completion of this phase of recognition via email, and your organization will continue operating as a recognized student organization at Texas A&M University.

E. Sport Clubs Association Requirements for Clubs

The Department of Recreational Sports is committed to assisting in the success of the Sport Clubs Program. Therefore, **student organizations must meet and maintain the following minimum criteria in order to be a part of the Sport Clubs Association and continue their Sport Clubs status.** All clubs will be reviewed at the end of each academic year during the budget allocation process with a checklist to insure all criteria have been met to maintain status with the Association.

- Must remain recognized through Student Activities
- Must be an active member of a National Governing Organization
- Must have regularly scheduled practices and club meetings
- Must compete in a minimum of 3 collegiate division competitions per year
- Maintain financial stability. Every club must have a yearly operating budget
- Represent Texas A&M University at events hosted by other collegiate institutions
- Routinely follow Sport Clubs and University policies and procedures
- Must have a minimum of 10 active members, unless in team sports where the minimum number required to compete is larger than 10. Then the club must maintain that requirement.
- Inappropriate conduct or actions while participating in any Sport Clubs related activity will jeopardize the club's continued status as a recognized Sport Club. Furthermore, club members who participate in inappropriate activity which violates [University Student Rules](#), University policies, campus regulations, or state or federal laws will be subject to disciplinary action by the Department of Recreational Sports, Texas A&M University, and/or appropriate legal authorities

The Department of Recreational Sports acknowledges other sport-related clubs might wish to seek recognition in the Sport Clubs Association. Due to the limited resources available to the Sport Clubs Association, it may not be feasible to add new clubs. Therefore, **student organizations must meet and maintain the following minimum criteria before applying for Sport Club status:**

- Must be a recognized student organization for a minimum of 2 years
- Meet the above requirements for a minimum of 2 consecutive years
- Must demonstrate leadership transition beyond founding members

If your organization meets these minimum standards, and the club wishes to pursue recognition, the **process for applying for Sport Club status is as follows:**

1. Potential clubs must complete and submit the Sport Clubs Association application, which can be found in the Sport Clubs Office or [online](#). The following information will be needed:
 - Name, email address, and phone number of each officer and current faculty/staff advisor
 - Number of years the club has been recognized as an active club through the Department of Student Activities
 - Number of current members
 - Copy of current constitution
 - Copy of current Student Organization Finance Center Account statement
 - Information concerning the club's national conference or association affiliation (name, contact, and website)
 - List of area and regional competitors (past 2 years schedule)

2. Meet with the Sport Clubs staff to discuss the rules, regulations, guidelines, and expectations of organizations in the Sport Clubs Association.
3. The organization will make a presentation to the Sport Clubs Executive Committee addressing the qualifications and merits of the club.
4. The Sport Clubs Executive Committee will meet at the conclusion of the presentation, and make a recommendation of either the acceptance or denial of the new club to the Sport Clubs Staff.
5. If the club is accepted as a member of the Sport Clubs Association, the club will be on probationary status for the first year. The club will have one year to demonstrate stability in terms of club leadership, membership, and interest, as well as the ability to be self-sufficient in terms of finances. The club will have access to the same benefits as the other members of the Sport Clubs Association, including but not limited to facility space and vehicle rentals. The club may apply for risk management funding assistance, but it is not guaranteed the club will receive the funds. During the Budget Allocation process, the Sport Clubs Executive Committee will meet with the club to evaluate their probationary status. If the club is admitted into the Sport Clubs Association, the Sport Clubs Executive Committee will determine the club's eligibility for funding through the Department of Recreational Sports.