

Chapter 5: Facilities & Equipment

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A. Recreational Sports Facilities

As members of the Sport Clubs Association, you have access to world-class facilities at little to no cost. This is a privilege not afforded to other Texas A&M student organizations. Texas A&M Sport Clubs receive two free tournaments or competitions per year in the Rec Facilities during normal operating hours. (The following facilities are coordinated and scheduled through the Department of Recreational Sports for Sport Clubs use.)

Indoor Spaces

Student Recreation Center

- 10 multi-purpose courts
- 14 racquetball courts
- 2 squash courts
- 50 meter pool
- Diving well
- 25 yard instructional pool
- Outdoor basketball & sand volleyball courts
- Outdoor 25 yard pool
- Lap swimming pool
- Special events rooms
- Meeting Rooms

PEAP (Physical Education and Activity Program) Building

- 4 basketball/6 volleyball courts
- 4 classrooms
- 2 multi-purpose rooms
- Weight room
- Gymnastics room
- Self defense room

Outdoor Spaces

Penberthy Rec Sports Complex

- 4 lighted artificial turf, 7 lighted natural turf fields, & 2 softball diamonds

Penberthy Rec Sports Complex Building includes

- Covered Pavilion
- Meeting Room
- Restrooms & Shower facilities

B. Facility Use Policies

The following facility use policies have been established by the Department of Recreational Sports. As representatives of the Department, all Sport Clubs members are expected to know, understand and abide by these policies. Sport Clubs are very fortunate to have the unique benefit of access to these facilities at little or no charge. Misuse of facilities or abuse of this benefit will result in the loss of facility use privileges for the club. Please remember the on-site Recreational Sports staff is authorized to modify or discontinue any activity based on participant safety, potential damage to the facility, or non-compliance with facility policies or staff requests.

Required Identification

Membership IDs must be presented to the facility receptionist upon entering facilities coordinated by the Department of Recreational Sports. Sport Clubs members and coaches are not exempt from this policy. **Whether entering the facility for a scheduled Sport Clubs event or practice, or to utilize the facilities for recreational activities, all Sport Clubs members should present the proper identification. This also includes the Penberthy Rec Sports Complex and the PEAP Building.**

Facility Rentals

All facilities needed for all Sport Clubs meetings, practices, tournaments, games, and other competitions should be reserved through the Sport Clubs Office. At this time, Sport Clubs are not directly charged for the use of facilities coordinated through the Department of Recreational Sports for practices. In addition, Sport Clubs are permitted to host **two tournaments** or competitions per year **AT THE REC CENTER, THE PENBERTHY REC SPORTS COMPLEX, or THE PEAP BUILDING** within the normal operating hours without paying facility rental fees. Clubs hosting more than two events per year **will be required to pay the necessary court/room rental fees in any REC facilities, in addition to staffing fees as deemed appropriate by the Department of Rec Sports.**

If your club has an endowment account with the Texas A&M University Foundation, Clubs are permitted to host 1 alumni banquet at no charge in the Rec Center.

Hosting National Competitions: When considering hosting national competitions, clubs **WILL** have to pay for ALL facility rental charges, additional personnel costs, and potential guest fees.

Clubs will be billed for early openings, late closings, and any events exceeding the two currently permitted at no charge. Clubs will also be responsible for direct costs (i.e. staffing, cleaning, etc) associated with banquets and events hosted by your organization. In these situations, clubs will be billed according to the following minimum staffing guidelines (charge will be \$17/hour/staff member). In addition to the staff below, you will need a Sport Clubs Supervisor AND/OR Event Assistant based on event location. (Charges range from \$14-\$16/hour/person

Student Rec Center

- Two Facility Supervisors
- One student Medic

PEAP Building

- One Facility Supervisor
- One student Medic

Banquets

- 1 Special Event Supervisor during event, in addition to set-up/take down

Aquatic Facilities

(in addition to staffing minimum for indoor facilities)

- Two Lifeguards
- One Head Lifeguard

Penberthy Rec Sports Complex

- PRSC Supervisor
- One student Medic

Clubs may not sponsor or host events for another organization, including national leagues or associations, so that they may avoid facility rental fees. In other words, the sport club must be involved in all aspects of the event (i.e. planning, coordinating, etc). **Regular conference games/scrimmages will not adhere to the 2 tournament policies.**

Scheduling

Listed below are the facility hours. Hours are subject to change; please check the Rec Sports [website](http://recsports.tamu.edu) (recsports.tamu.edu) for updates and break hours.

Student Rec Center	Penberthy Rec Sports Complex	PEAP Building
Mon – Thurs: 6 am – Midnight	Monday – Thursday: 5pm-10 pm	Sun - Thurs: 5p - 11pm
Fri: 6 am – 11 pm	Friday: 4 - 10 pm	Fri & Sat - Closed
Sat: 8 am – 11 pm	Saturday: 12 - 8 pm	*Does not include weekend special events.
Sun: Noon – Midnight	Sunday: 4 - 10pm	

Please keep the following in mind when scheduling competitions and tournaments

- Use good judgment when requesting times outside the normal operating hours. In most cases, only very large tournaments should need the building to be available beyond normal operating hours. Any member of the Sport Clubs staff can assist you with setting up tournament brackets and schedules to reduce the possibility of competing outside normal operating hours.
- Always verify your tournament hours with the Sport Clubs staff. This is the only way to be assured that the building will be available.
- **Home events & practices will not be permitted on home football game days. Check Athletic Dept calendar for special event weekends.**
- It is strongly suggested to review the university calendar for campus events.
- **Family Weekend - NO events will be permitted at Rec Sports Facilities.**
- **Final scheduled hours of the tournament MUST be finalized and submitted by the 15th of the month (ex - For any event in Aug, hours must be submitted by July 15th) for facility rental and personnel scheduling purposes. Changes will NOT be made after the deadline.**
- It is strongly suggested clubs set up courts, hospitality rooms, etc. the night before the start of the tournament (9 - 11 pm). Please establish set up times with the Sport Clubs staff to ensure that the facility will be available.
- For outdoor facilities, always include an alternate date with your tournament information in the case of inclement weather or event cancellations.

NO Practices/Events are permitted on Muster (April 21st)*FACILITY RESERVATIONS**

All facilities needed for all Sport Clubs meetings, practices, tournaments, games, and other competitions should be reserved through the Sport Clubs Office. Numerous campus groups and organizations utilize Rec Sports facilities; therefore, it is vital that sport clubs schedules and facility requests are submitted in a timely manner when requested. Failure to do so may result in scheduling conflicts, and other organizations will not be bumped in order to accommodate Sport Clubs requests.

Facility reservations will be made by the Sport Clubs staff based on the schedules submitted by the club leadership. Clubs should submit a **Facility Reservation Request form** to the Sport Clubs staff for facility needs that arise at any point during the semester. Factors considered for approval include:

- Facility availability
- Compatibility of the activity with the facility use policies and procedures
- Safety and risk considerations
- Availability of appropriate staffing and supervision
- Other large events on campus

Remember your club is not guaranteed facility reservations based upon your request. It is important to follow up with the Sport Clubs staff to determine the status of your request. Facility reservation confirmations will be emailed to the appropriate club contact once confirmed by the Department of Recreational Sports.

***Schedule/reserve facilities BEFORE advertising an event.**

Sponsoring Outside/Non-University Affiliated Groups/Organizations

Clubs will host a number of events throughout the year for a wide variety of situations. The most common reasons for hosting events are for either fundraising or for regular conference/season play. There will be some instances where an outside group/entity or national governing body may want to host on our campus, and will attempt to go through or use the sport clubs as a partner to obtain facility usage. The hope many times is for reduced rates by utilizing the sport clubs. The university has created a campus wide policy on hosting events not associated with a campus entity/organization. In order for an external group to host events on campus they must have a university "sponsor".

The current Rec Sports policy on this is as follows:

Recreational Sports (Rec Sports) provides external clients the opportunity to host events at our facilities through a formal sponsorship process. Prior to submitting a request for use of our space, the external client must secure sponsorship from a recognized Texas A&M student organization, a Texas A&M University academic or administrative unit, or an A&M System member or affiliate. The external client sponsorship request form must be completed and submitted to Rec Sports no less than fourteen (14) days prior to the event date. Complex events (conferences, large gatherings, significant security required, etc.) may require more notice.

Sponsorship of external clients requires the student organization/Sport Club or unit is in attendance at the event. Additionally, the sponsoring unit (Sport Club) or group understands they assume responsibility for any unpaid costs or damages associated with the event.

Securing a sponsor does not guarantee the request will be approved by Rec Sports. Other factors to be considered are the availability of space, weather, and proximity to finals and holiday breaks. The Rec Sport's External Client Review Committee will review all requests within five (5) working days after the receipt and provide the requestor with a response. Complex events may require a longer review process.

Before any club is permitted to host any event whether it is hosted by the club or by an external user through the club, a meeting and discussion with the Sport Clubs Staff is required.

Inclement Weather & Outdoor Facilities

To ensure the playability of outdoor facilities throughout the year, careful consideration will be given when programming during rain or on wet fields. If standing water is visible or the possibility of damaging the fields exists, events will be cancelled and rescheduled.

Information about field conditions and closures will be posted on the Sport Clubs [Twitter Account](#). Sport Clubs strongly recommends all club participants follow **@TAMUSportClubs** to get field updates. The basic guideline for assessing the situation in the absence of the Sport Clubs staff is – if there is any question or doubt, reschedule.

In case of inclement weather and/or poor field conditions the following policy should be followed for event cancellations.

1. A Sport Clubs staff member or other full-time Recreational Sports staff may cancel the game prior to starting due to severe weather and/or dangerous playing fields.
2. In the absence of full-time Recreational Sports Staff, the decision to cancel an event prior to starting will be the responsibility of the **Penberthy Rec Sports Complex Supervisor along with the Sport Clubs Supervisor.**
3. Once the contest has begun, **the responsibility for canceling the event rests with the Sport Clubs Staff.** Club officers and/or Recreational Sports personnel should inform the game officials of the Department's severe weather policy and any other pertinent information to assist them in making a prudent decision once the contest has begun.
4. **With the assistance of the Sport Clubs Supervisor, the Penberthy Rec Sports Complex Supervisor will make the determination after 5:30 pm Mon-Fri.**

For hosting purposes, keep up to date with future/upcoming forecasts. A potentially bad forecast could result in early cancellations to prevent travel. Always keep the safety of club members and visiting teams/fans in mind.

Lightning Prediction System

Lightning is a severe hazard that must be taken seriously. In an attempt to improve the safety of our participants and visitors, Texas A&M University has installed a lightning detection system that will give outdoor participants advance warning of possible dangerous weather conditions.

The lightning prediction system is capable of sensing atmospheric conditions and predicting lightning strikes at ranges of approximately two miles. In the event that conditions are favorable for a lightning strike, **the system will give one long horn blast (lasting approximately 15 seconds) accompanied by a flashing light.** Once the dangerous conditions have passed, three short horn blasts (approximately 5 seconds each) will sound and the flashing lights will turn off.

In the event of a system warning:

- **Stop ALL activities!**
- **Seek shelter at the Penberthy Pavilion lightning shelter, in campus buildings, or cars/trucks**
- **Avoid open areas, elevated ground, water, flagpoles, tall trees, metal fences, golf carts or mowers, cellular phones, and radios**
- **Do not resume activities until the "all-clear" has sounded (3 short blasts)**

C. Facility Inspections

It is the intent of the Department of Recreational Sports to keep all facilities (both indoor and outdoor) in safe, playable condition. The Rec Sports staff will make every effort to review the conditions of each playing surface and surroundings prior to all Sport Clubs activities and events. However, it is important the **Safety Officer**, along with Sport Clubs members, review facilities immediately prior to utilizing the space and report any problems or concerns that may pose a hazard to the users of the area to the Sport Clubs staff. Please use the following outline as a checklist when inspecting facilities.

Outdoor Facilities

Playing Surface

- Free of debris (i.e. cans, golf balls, rocks, glass, etc)
- No holes
- No tire tracks
- Grass mowed to a reasonable height
- No freestanding water
- Sprinkler heads should be checked for repairs
- No designations that the field is under repair
- Playing surface should be free of manhole covers, trees, utility access, etc.
- Field playing dimensions should allow for safety zones that are obstacle free

Miscellaneous

- Emergency Access Phone should be in working order
- No vehicles parked on any grass area unless an authorized University permit is displayed. Vehicles with authorization must be a minimum of 20 yards away from the safety perimeters of the field.

Equipment

- Equipment not in use should be far enough off the playing surface so that players running or pushed out of bounds will not fall or trip into it
- Equipment should be checked for damages or repairs (i.e. missing bolts, broken parts, etc.)
- No equipment should have jagged edges
- Training equipment should be in safe, working condition without temporary repairs

Bleachers

- Free of debris
- No broken seats

Practice

- Practice drills/skill development/scrimmages/games should not hinder or impose upon any other activity taking place in the area
- Each club should remain within the space assigned to that organization

Indoor Facilities

Playing Surface

- Free of Debris
- No freestanding water
- No loose wall panels

Fixtures

- No broken windows
- Nets in good condition (no obvious tears)
- Wire cables and pulleys checked
- Mirrors clean and secured
- Mats clean

Lighting

- Ceiling lights in working order

Exits

- No debris or water in doorways or stairs
- All exit doors in good working order
- No doors propped open
- Exit signs highly visible

Equipment

- Balls are properly inflated
- No loose or unnecessary equipment in the practice area
- All goals/standards are properly installed

Practice

- Activities associated with practice should not hinder or interrupt any other activity taking place in the area
- Each club should remain within the space assigned to the organization

D. Event Planning

Sport Clubs host a wide variety of activities throughout the year, including tournaments, games, competitions, and banquets. It is important to properly plan for these events to assure success. Clubs should also evaluate events once they have taken place to determine their value to the club. All **clubs should meet with the appropriate Sport Clubs staff member at least one month prior to hosting an event or activity.** This coordinated planning process should continue throughout the event and include a **Post-Event Evaluation** form after the event is completed. Please refer to the Event Planning through YOUR club's Maroonlink page by clicking the button "Create an Event".

DO NOT PUBLICIZE OR PLAN TO HOST AN EVENT UNTIL YOU HAVE A FACILITY RESERVED!!!!

Please do not sign up for events to promote clubs without first checking to make sure:

- It is an event the Sport Clubs staff approve of participating in
- Howdy Week Calendar
- The Sport Clubs Association is not already participating in/promoting Sport Clubs at that event (MSC Open house is an exception)

Items to include in tournament packets

- Rec logo & Rec Sports [website](http://recsports.tamu.edu) (recsports.tamu.edu) / Social Media Sites
- Club's website & Social Media Sites
- Contact information for club representative
- Visiting information packet or website link
- Facility rules or link to facility rules
- Waiver (if applicable) or link to waiver

Post events meeting will occur with the Graduate Assistant

On-Line Registration

Clubs have an opportunity to take club dues, tournament registrations, etc through an online source from the university called Marketplace. This is a great service for patrons to pay with a credit card for your event or club dues. There will be a small service fee charged for each transaction that the University is charged for the service. Clubs may want to alter prices in order to account for this. In order to have a program through the Marketplace, the club must:

- Complete and submit a Marketplace Agreement form from the SOFC
- This form will ask for a Store Manager, Clerk, Contact, and Accountant. The first two should be members of the Sport Clubs full time staff
- When submitting to the SOFC, please designate this product must go on the "Sport Clubs" store/site
- It is important to select the correct account code for your product.
- Once this is approved, individuals **MUST** complete a marketplace training video on how to add items and set up the store. Sport Clubs Staff can help with this, but it will be the responsibility of the club officers to oversee, create, manage, and receive reports of sales.

This will give more access to the club officers, while the Sport Clubs staff still has access, over sight and the ability to assist the clubs.

Events Involving Minors

Annually, clubs may host events, such as, tournaments or clinics involving youth (minors under the age of 18). When this occurs, there are additional responsibilities and procedures that organizations must complete in order to host an event involving youth.

First it must be determined if your event falls under the criteria for Campus Program for Minors. Meet with Sport Clubs staff to discuss your event. This should be done at least 2 months in advance.

If your event falls under these three elements you may need to submit your event to **University Youth Programs** (cpm.tamu.edu)

- The participant group is made up of individuals under the age of 18 and are not current Texas A&M students,
- The University is assuming care, custody, and/or control of the participants, *and*
- The program is participatory in nature, i.e. small groups, projects, hands-on activities, games, educational activities, etc.

If your event does not meet the criteria above, your club will follow these guidelines in implementing the event.

Hosting a YOUTH tournament/One-Day Events:

- 1. Make sure your facility is reserved and confirmed.**
- 2. You must meet with your advisor to discuss the event at least one month in advance.**
- 3. Child Protection Training (CPT) certificates and an electronic list of volunteers must be submitted 1 week in advance for anyone working/volunteering at your event.**
 - A. Volunteers/Workers will need to receive credentials from the Sport Club Staff the day of to be able to work the event.
 - B. http://cpm.tamu.edu/compliance/#_child-protection-training
- 4. Liability waivers need to be filled out and submitted by each participant.**
 - A. http://cpm.tamu.edu/compliance/#_liability-waivers
 - B. All waivers should be submitted to the Sport Club Office after the conclusion of the tournament, separated by team and in alphabetical order.
 - C. Please submit the number of participants to your advisor for insurance purposes after the conclusion of the event.
- 5. Talent release forms must be submitted with waivers, if taking photos at the event.**
- 6. Insurance is obtained through University Risk Management. Costs change yearly.**
 - A. Complete the SERIF at least 1 month in advance and take the SOFC to encumber the estimated number of participants.
- 7. Complete any incident/injury reports the day of the event.**
 - A. Complete Part A, make sure sport club staff receive a picture of PART A.
 - B. Give PART B to the participant (or guardian or coach)
- 8. Rosters and waivers must be submitted to the Sport Club Office within 1 week of the conclusion of your event. Waivers must be alphabetized by team. A final count of participants will need to be submitted for insurance purposes.**
- 9. Submit payment after invoice for insurance is received.**

If your event falls under the University Youth Programs criteria, there will be additional items your club will need to do.

Other Items of concern when hosting an event:

- If your club is hosting an event, and playing in it, there must be designated officers for communication and as a site contact for the event. The club is responsible for the event/tournament, there may be situations where individuals/team MAY NOT play. The event/tournament **MUST** have a trained club representative available at **ALL TIMES** during the event.
- If your event occurs outside of normal operating hours of a facility, you may be charged for facility rentals and staffing costs.
- For the safety of club officers, when hosting a large event, you will be asked to have a security guard (UPD) on site, especially for cash handling.
- Club officers **MUST** have a post-event meeting with a Sport Clubs staff member, preferably the week after the event to review all aspects of the event, and for future concerns.
- **When hosting a youth event, additional insurance is required. The club MUST pay for that additional insurance out of their SOFC account.**
- **Officers MUST schedule and have a POST-event meeting with the Sport Clubs Graduate Assistant. This should be scheduled during Event planning meeting.**

E. Equipment

The following items are available on a first-come, first-serve basis.

- 6' Tables
- Measuring tapes
- Flip scoreboards
- Stopwatches
- Water coolers/Ice Chests
- Sound System
- Cones/Pylons
- 20' x 20' Tent - limited availability. For use on campus only.
- Cash bags
- Corner Flags

To request equipment for a club sponsored activity:

- Discuss equipment needs at Event Planning Meeting
- **Complete an Equipment Request form in the Sport Clubs office.**
- **Submit it at your Event Planning Meeting** (equipment will be reserved on a first-come, first-serve basis)
- The appropriate club contact will be notified via email if the equipment requested is not available
- Coordinate date of pick up with Sport Clubs Staff

On the requested pick up date:

- **All equipment MUST be picked up between 9 am-5 pm (Mon-Fri) and checked out with a staff member or with Event Assistants at indoor events.**

To return the equipment:

- Make sure equipment is clean before returning it to the Rec Center; clubs will be charged if equipment is not returned in a satisfactory condition
- **Return all equipment to the area it was picked up**
- Clubs will be billed for the replacement cost of any equipment that is not returned
- **Clubs MUST clean out and dry ALL coolers before returning them**