Chapter 5: Facilities & Equipment

A. Recreational Sports Facilities

As members of the Sport Clubs Association, you have access to 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

**Outdoor Spaces**

- **Penberthy Rec Sports Complex**
  - 4 lighted artificial turf, 7 lighted natural turf fields, & 2 softball diamonds
  - Batting Cage

_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/Student 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 special events 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. Regular conference games/scrimmages will not adhere to the 2 special event policy.

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 based on event location.

**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 (min. 2 hours)

**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). Club should receive a tangible benefit from partnering with another organization for a hosted event.

*Events involving youth may require additional facility staffing in addition to staffing listed above.*

Scheduling

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

**REC SPORTS DOES NOT OPERATE OR SUPERVISE PEAP UNTIL 5PM SUN-THURS**

<table>
<thead>
<tr>
<th>Student Rec Center</th>
<th>Penberthy Rec Sports Complex</th>
<th>PEAP Building</th>
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</thead>
<tbody>
<tr>
<td>Mon – Thurs: 6 am – Midnight</td>
<td>Monday – Thursday:5pm-10 pm</td>
<td>Sun - Thurs: 5p - 11pm</td>
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<tr>
<td>Fri: 6 am – 11 pm</td>
<td>Friday: 4 - 10 pm</td>
<td>Fri &amp; Sat - Closed</td>
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<tr>
<td>Sat: 8 am – 11 pm</td>
<td>Saturday: 12 - 8 pm</td>
<td>*Does not include weekend special events.</td>
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<tr>
<td>Sun: Noon – Midnight</td>
<td>Sunday: 4 - 10pm</td>
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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.

- **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. Additional hours can be approved if warranted.

- 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) or Thanksgiving Break. Spring Break may have limited availability or possibility for events.*

**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 using the hard copy version located in the Sport Clubs room or on the Sport Clubs website** to the Sport Clubs staff. There is one form for practices and one for events. **DO NOT submit an event on the “Manager” in place of a facility reservation form.** 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 notifications will be emailed to the appropriate club contact once confirmed by the Department of Recreational Sports. The confirmation will be housed in the club’s google drive folder, as well as, reviewed in your September monthly meeting.

*MUST report ALL Off-Campus “home” events and practices. These events can be added to the “Manager” by going to the “Events” tab, then “Create a home Event.”

*Some MAY require a trip request if outside of 25 miles from campus.*
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 emailed to club officers. The basic guideline for assessing the situation in the absence of the Sport Clubs staff is – if there is any question or doubt, reschedule.

Attempts may be made to contact officers directly through email.

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, 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.

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

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 the organization

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 meeting** 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 & Rec-A-Palooza is an exception)

**Items to include in tournament packets**

- Rec logo & Rec Sports website (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
- Talent Release waiver (if taking pictures)

**Sport Club staff will enter home events submitted via facility reservation form. All other home events (off-campus) should be created by the Sport Club Officers.**

**Away events must be submitted via (sportclubs.tamu.edu) the “Manager” through the Trip Request form.**

**Special Event Insurance**

When hosting any event especially involving youth, your club will be required to obtain and have **“General Liability and Accident Medical Insurance”**. This is a secondary insurance that can help off-set costs for youth injured during tournaments hosted by your club. This will be discussed in your individual event planning meetings with the Sport Clubs staff. This is required to be done **1 month** in advance of the actual event dates.

**In order to secure the insurance, here are the steps to be taken.**

1. The club will fill out the **“Special Event Insurance Request Form” (SEIRF),** take to the SOFC, have the SOFC fill in the E number which is the encumbrance number, and return to the Sport Clubs Staff. This form will “encumber” or hold money out of your SOFC account to pay for the insurance. You can estimate the number of youth participants your event will have.

2. The Sport Clubs staff will submit the insurance application and SEIRF forms to the Office of Risk, Ethics & Compliance to secure the secondary coverage.

3. At the end of your event, the club will submit the actual number of participants to the Sport Clubs Office. This number will be sent to the Office of Risk, Ethics & Compliance in order to charge the club’s SOFC account for the insurance.

**Rates each club will be charged from their club SOFC account are:**

- In most cases it will be $.38 per participant - per day.
- For Lacrosse and Judo it will be $.72 per participant - per day.

More information and pricing can be found at: [https://cpm.tamu.edu/finances/#insurance](https://cpm.tamu.edu/finances/#insurance)

For any other Special Event Insurance, contact the Sport Clubs staff for more information.
On-Line Registration—Marketplace

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. **Marketplace charges monthly fees. These fees consist of $.40 per transaction as well as 3% of the net sales. This price can change from year to year.**

In order to have a program through the Marketplace, the club must complete the following.

**Marketplace Training**

The Marketplace training is to be completed online.

- Each person who will have Marketplace access, must finish the training before being set up in the system.
- For the training, complete the “Marketplace Training” underneath “Officer Training” at the following link: [https://stuactonline.tamu.edu/app/training](https://stuactonline.tamu.edu/app/training). Please ensure you are logged in to your StuAct online account before starting the training and “Continue to Next Step” following the video for training confirmation.
- Each person will need to notify the SOFC Graduate Assistant that they’ve completed the training via email at sofcga@stuact.tamu.edu.

**Once training is complete for all users, please bring the completed Marketplace Agreement Form (see below) with appropriate signatures to the Training Officer in the SOFC, located in Koldus 235.**

**Marketplace Agreement**

- A Marketplace Agreement Form must be turned in to the SOFC for anyone to have access to the store. The Marketplace Agreement Form expires one year after the date it has written on it, and if anyone needs to change roles or a new person needs to be added prior to the expiration, a whole new Marketplace Agreement Form must be turned in.
- Fill out the box at the top of the form and get signatures from your organization’s advisor and finance chair/treasurer on the first and second pages.
  - The **Store Manager** (required) will manage the site set-up and maintenance, and can run reports (usually the treasurer.)
  - The **Store Clerk** will add and edit products.
  - The **Store Contact** e-mail address will be on receipts generated by Marketplace as the appropriate contact for customers and should either be the Manager or Clerk.
  - The **Store Accountant** (required) will only be authorized to pull reports regarding transactions.
- You do not need to have four different people listed, at least **two are required**. You can have one person in multiple roles besides these two, so your Store Clerk and Store Accountant can be the same person for example.

**Marketplace Tips**

- 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.
- Marketplace users should be editing products at the following link: [https://secure.touchnet.com/umcommercecentral/](https://secure.touchnet.com/umcommercecentral/)
- Marketplace customers should be ordering products at the following link: [https://secure.touchnet.com/C21490_ustores/web/index.jsp](https://secure.touchnet.com/C21490_ustores/web/index.jsp)
- Marketplace works best on Google Chrome.
- Every time you log on to Marketplace you should be copying and pasting the link into the search bar.
- Every organization is prohibited from charging tax, therefore all products must be set to ‘No Tax’.
- Products can either be set to auto fulfill or not auto fulfill. If products are set to NOT auto fulfill, it is the responsibility of the organization to fulfill all orders within 10 business days of the order date. If products are not fulfilled within this time, the orders are subject to cancellation.

Events With 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 a University Youth Program. Meet with Sport Clubs staff to discuss your event.

This should be done at least 3 months in advance in order to meet the 60 days in advance deadline by University Youth Programs.

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. Have a confirmed facility reservation and set up an initial meeting.
   - Each blank space on the waiver must be completed with your event information
   - Further instructions can be found at cpm.tamu.edu, “Compliance” tab, “Liability waivers”.
   - Make this available to your participants, it must be signed by a parent/guardian.
3. Submit the Special Event Insurance Request Form (SERIF) to the SOFC, bring the copy with the encumbrance number back to Jessica Konetski.
   - Estimate the number of participants on the form
   - Insurance costs can be found at cpm.tamu.edu/finances/#insurance.
   - Get an advisor to sign your form. (Keith or Jessica)
   - Due 1 month in advance.
4. Set up your event meeting with Jessica Konetski (on-campus) or Keith Joseph (off-campus) 1 month in advance.
5. "Create an Event“ on Maroonlink.tamu.edu from your club page.
6. Begin Child Protection Training – passwords can be obtained from your advisor.
   - Instructions: https://cpm.tamu.edu/compliance/#child-protection-training
   - This is due the Monday prior to your event.
   - All Certificates of completion should be turned in the Sport Clubs office, with an electronic copy emailed to Jessica Konetski of those volunteers (club members/others) working your event.
   - This does not include officials or visiting coaches.
   - It can include your club coaches, club members and other volunteers
7. Following your event, the number of participants must be sent to Jessica Konetski within 72 hours. This number will be used to calculate insurance costs.
8. All waivers and rosters should be submitted to the Sport Clubs Office, no later than 5 days after your event conclusion.
   - The waivers should be separated by team & division.
   - Waivers should be submitted alphabetically behind each roster.

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

All NEW events must set up a meeting with the UYP office. Contact - Cyn Olvera at - 1cpadvisor@gmail.com
Additional Event Concerns

Other Items to account for when hosting events:

- If your club is hosting an event, and playing in it, there must be designated officers for communication and 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 (YOUTH TOURNAMENTS ACCEPTING LARGE AMOUNTS OF CASH), you will be required to have a security guard (UPD) on site, especially for cash handling.

- 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 one of the Sport Clubs Graduate Assistants. This should be scheduled during the Event planning meeting.

- Parking needs for the event will be discussed during your event meeting. Completing the Maroonlink event form will assist Transportation Services with informing your club about parking concerns.

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
- TARP (indoor use only)

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, if staff is not assigned to your event.

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 a Sport Clubs Supervisor during your scheduled event set-up.

To return the equipment:

- Make sure equipment is clean and sanitized 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 or with a Sport Clubs Supervisor after your event.
- 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