

TEXAS A & M  
**SPORT CLUBS**  
GUIDEBOOK

*2023 - 2024*



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Rec Sports

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## Sport Clubs Association 2023-2024 Important Dates

**Locations and format for meetings will be sent to officers via email.**

### FALL 2023

#### **August 2023**

<b>Tues, Aug 1</b>	<b>Sport Clubs New Year begins / NEW AORs submission begin</b>
<b>Fri, Aug 18: 7:00 pm</b>	<b>Rec-A-Palooza</b> All officers welcome.
<b>Mon, Aug 28: 5:30 pm</b>	<b>Sport Clubs Association Seminar</b> Attendance is mandatory—ALL Officers

#### **SEPTEMBER 2023**

<b>Throughout the Month</b>	<b>Liaison Meetings with Executive Committee</b>
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#### **OCTOBER 2023**

<b>Throughout the Month</b>	<b>Liaison Meetings with Executive Committee</b>
<b>Mon, Oct 16: by 5pm</b>	<b>New Sport Clubs Applications due to Sport Clubs office</b>

#### **NOVEMBER 2023**

<b>Throughout the Month</b>	<b>Liaison Meetings with Executive Committee</b>
<b>Nov. 1-30</b>	<b>Sport Clubs Can Drive</b>
<b>By Nov 1</b>	<b>New Sport Clubs Applications reviewed</b>
<b>Mid Nov—Beginning of Dec</b>	<b>Club applicants will meet with Sport Clubs Staff to review criteria</b>

#### **DECEMBER 2023**

<b>Tues or Wed, Dec 5 or 6</b>	<b>End of Semester Event</b>
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## Sport Clubs Association 2023-2024 Important Dates

**Locations and format for meetings will be sent to officers via email.**

### SPRING 2024

#### **FEBRUARY 2024**

Throughout the Month	Liaison Meetings with Executive Committee
Week of Feb 19 or 26	Budget Allocation Workshop for Officers

#### **MARCH 2024**

Throughout the Month	Liaison Meetings with Executive Committee
After Spring Break	Budget Allocation Presentations
Mid March	New club applicants notified of acceptance decision
Wed, Mar 27: 5pm	24-25 Executive Committee Applications Due

#### **APRIL 2024**

Throughout the Month	Liaison Meetings with Executive Committee
Fri, Apr 12	List of 2024-25 Officers Due via google form (Position, Name, Email, Phone #)
Tues, Apr 23:	Sport Clubs Association Meeting (24-25 Officers)
Week of Apr 29	Student-Athlete Banquet

## Important Contact Information

Name	Position	Office Phone Number	Email Address	Office Location
<a href="#">Keith Joseph</a>	Sport Clubs Director	979.845.3074	kjoseph@rec.tamu.edu	251 SRC
<a href="#">Jessica Konetski</a>	Senior Assistant Director -Sport Clubs	979.862.1857	jkonetski@rec.tamu.edu	210 SRC
<a href="#">Mikey Heath</a>	Sport Clubs Graduate Assistant	979.862.1996	mheath@rec.tamu.edu	250 SRC
<a href="#">Emily Peebles</a>	Sport Clubs Graduate Assistant	979.862.1996	epeebls@rec.tamu.edu	250 SRC
<a href="#">Rachel Marshall, Angel Rico, Morgan Norton</a>	Sport Clubs Program Assistants	979.862.1996	sportclubs@rec.tamu.edu	250 SRC
<a href="#">Sport Clubs Office</a>		979.862.1996	Fax: 979.845.0838	250 SRC
<a href="#">Student Activities</a>		979.845.1133		John J. Koldus Building
<a href="#">Student Organization Finance Center</a>		979.845.1114		John J. Koldus Building
Texas Road Conditions		800.452.9302		
Recreational Sports Member Services		979.845.7826		202 SRC
Rosa Rodriguez	Collegiate Licensing	979.845.4621	Rosa-rodriguez@tamu.edu	
PEAP Building		979.845.2624		
TAMU Campus Info		979.845.3211		
Rudder Tower Scheduling Office		979.845.8904		
Enterprise Rental Cars		800.736.8222		
University Police		979.845.2345		
Rec Center—Medic Office		979.862.4145		
To report any acts of Hazing	(Non-emergency)	Phone numbers on website	<a href="http://stophazing.tamu.edu">stophazing.tamu.edu</a>	
To report any signs of troubled and/or at risk faculty, staff, and students	(Non-emergency)	Phone numbers on website	<a href="http://tellsomebody.tamu.edu">tellsomebody.tamu.edu</a>	
Office Address	Club Name (Required) Attn: Keith Joseph or Jessica Konetski (Required) Department of Recreational Sports (Preferred) Texas A&M University (Required) 4250 TAMU (Required) College Station, TX 77843-4250 (Required)			
Sport Clubs MANAGER	<a href="http://Sportclubs.tamu.edu">Sportclubs.tamu.edu</a>			
Rec Sports Website	<a href="http://recsports.tamu.edu/programs/sport_clubs">recsports.tamu.edu/programs/sport_clubs</a>			
Rec Sports Twitter	@recsports			

## Chapter 1: Introduction & General Information

- A. Sport Clubs Program Overview
- B. The Sport Clubs Association
- C. Sport Clubs Categorization
- D. Annual Recognition Requirements
- E. Sport Clubs Association Requirements
- F. Sport Clubs Association Application Process

**Officers *MUST* be familiar with the information presented in this guidebook, and enforce the policies with club members, participants, and coaches/instructors**

### 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 38 recognized student organizations, which are supervised and coordinated through the Department of Recreational Sports. For the current academic year, the following clubs are members of the Sport Clubs Association:

Archery	Baseball	Basketball	Bowling	Cheer Squad
Climbing Team	Crew	Cricket	Cycling	Fencing
Golf	Gymnastics	Ice Hockey	Judo	Men's Lacrosse
Women's Lacrosse	Pistol	Polo	Powerlifting	Racquetball
Men's Rugby	Women's Rugby	Sailing	Men's Soccer	Women's Soccer
Swimming	Taekwondo	Trap & Skeet	Triathlon	Men's Ultimate
Women's 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 (registered, affiliated, and sponsored) 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

Individually, each of the 38 sport clubs are classified as an "Affiliated" organization.

Affiliated organizations are those that contribute to the mission and culture of the university by presenting events for their members and invited guests. These organizations are often housed within or connected to larger sponsored organizations (Sport Clubs Association). The activities and events of these organizations are considered to involve a moderate level of risk due to their nature and/or scope. ([studentactivities.tamu.edu](http://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 each year, the officers **MUST** complete the Online Recognition Process through STUACT online ([studentactivities.tamu.edu](http://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 current officer information**
  - **Original signatures only, NOT digital signatures (can sign and scan)**
  - **Limit card to 3 officers (President, Treasurer, and 1 other)**
- **Updated constitution**
- **Updated public profile (On STUACT)**
- **SOFC online training (Everyone on Signature Card)**
- **Sport Clubs online training (Batch Modules) - ALL officers should take**
- **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 [STUACT online website](http://STUACT).

**The SOFC will take electronic *Signature Cards*, and they *MAY* be emailed in.**

## 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, **EXCLUSIVE TO CLUB MEMBERS**
- Must compete in a minimum of 3 collegiate division competitions per year, **while actively pursue other competitions**
- Maintain financial stability. Every club must have a yearly operating budget, **DO NOT BUDGET TO BE IN THE NEGATIVE.** **Should NOT exceed multiple years budgeting in the negative.**
- 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.
- **MUST have at least 25% of the active membership (Dues paying members) compete and travel to events.**
- **MUST comply with ALL paperwork submittal deadlines on consistent basis.**
- 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



## F. Sport Clubs Association Application Process

The Department of Recreational Sports acknowledges other sport-related clubs might wish to seek recognition in the Sport Clubs Association. Therefore, **student organizations must meet and maintain the following minimum criteria before applying for Sport Club status:**

- Must be a recognized student organization and meet the above requirements for a **minimum of 2 consecutive years. (Current year of application DOES NOT COUNT)**
- Must demonstrate leadership transition beyond founding members (Will not accept applications if a club has not gone through more than 1 officer transitions)
- Must have a returning member or officer who will be part of the club the following year AND MUST be involved in the application and presentation process.

If your organization meets these minimum standards, and the club wishes to pursue recognition, and sport clubs is accepting applications - 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 [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, and forecast of future membership
  - **Established and defined officer roles in the club's current constitution**
  - Copy of current Student Organization Finance Center Account statement. **Must complete Sport Clubs current year & next years budget forms. If expenditures exceed revenue, must present justification.**
  - Information concerning the club's national conference or association affiliation (name, contact, and website)
  - List of collegiate competitions (previous 2 years schedule—**AND CURRENT YEAR**)
  - Fundraising efforts
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 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 NOT receive an allocation of funds during the probationary year.
  - Club MUST follow and adhere to ALL Sport Clubs policies and timelines.
  - 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 MUST attempt to host an event/game during the probationary year, if possible.
  - 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.
  - Should not receive infractions in the first year.
6. Acceptance may be contingent upon Title IX regulations
7. Due to the limited resources available to the Sport Clubs Association, it may not be feasible to add new clubs.

6. Typical timeline for the procedure is as follows: ***Subject to change based on circumstances.***
- Applications accepted in the FALL semester (by Oct 15)
  - Application review by Sport Clubs Staff (by Nov 1)
  - Club leadership meet and discuss criteria with Sport Clubs Staff (Meetings in Nov and Dec)
  - If criteria met, Presentation to Sport Clubs Executive Committee (Mid February)
  - Executive Committee recommendation to Staff
  - Club officers notified of decision (Mid March)
  - If accepted by the Sport Clubs program, the Executive Director of recreational Sports will have final approval.
  - If all approvals are made, the club officers will attend late April Sport Clubs Association meeting.

## Chapter 2: Administration & Leadership

- |  |                                   |
|--|-----------------------------------|
| A. The Division of Student Affairs       | D. Sport Clubs Student Leadership |
| B. Department of Student Activities      | Sport Clubs Executive Committee   |
| C. The Department of Recreational Sports | Sport Clubs Student Leaders       |
| Sport Clubs Advisors                     | E. Coaches & Instructors          |
|  | Student Coaches                   |
|  | Coach's Guidelines                |

### A. Division of Student Affairs

The Division of Student Affairs is comprised of several departments, including the Department of Recreational Sports. The Division of Student Affairs contributes to student learning and development. They provide exceptional services, facilities, and programs that promote student success, embody the Aggie spirit, and foster a diverse and inclusive campus community to deepen the understanding and individual application of the Aggie Core Values – Loyalty, Integrity, Excellence, Leadership, Selfless Service and Respect.

### B. Department of Student Activities

The [Department of Student Activities](#) exists to aid all recognized student organizations, including sport clubs. This office is responsible for the recognition of all student organizations, and offers a variety of services, including leadership seminars, the Student Organization Finance Center, the Student Organization Manual, and a resource library to help club leaders be successful. The Student Activities Office is located in the Koldus Building, and can be contacted at 979.845.1133 or [studentactivities.tamu.edu](mailto:studentactivities.tamu.edu).

### C. The Department of Recreational Sports

The mission of the [Department of Recreational Sports](#) ([recsports.tamu.edu](http://recsports.tamu.edu)) is to promote activity, wellness, and development by providing high quality, inclusive experiences and facilities for the students and community of Texas A&M University.

The [Texas A&M Sport Clubs Program](#) is a very significant component of the Department of Recreational Sports. Sport Clubs receive dedicated administrative and financial assistance through the Department, including the use of top-notch facilities, annual monetary allocations and office services. In addition to these services, the Department employs two full-time advisors, two Graduate Assistants, Program Assistants, and Supervisors to assist Sport Clubs leaders in their pursuit of success.

#### **Core Values**

**Excellence** - We strive to be the best every day. Our team of talented people provides high quality recreational facilities, programs, and services by listening to our customers, seeking innovative solutions, maximizing our resources, and developing our staff.

**Integrity** - We are authentic, honest, and follow through on our commitments. Our actions and decisions are guided by an uncompromising adherence to ethical principles.

**Leadership** -We set a high standard in collegiate recreation, enhancing the educational experience and supporting student success through opportunities in leadership, sport, and wellness. We lead by example, create a culture of empowerment, and encourage on-going learning.

**Loyalty** -We support the students and community of Texas A&M University and always seek to act in their best interest. Through collaboration and teamwork, we demonstrate our commitment and dedication to each other and our stakeholders.

**Respect** -We value our diverse community and treat each other with fairness and dignity. We provide a fun, inclusive environment that encourages individual opportunity and honors differences.

**Selfless Service**- We put students first. We commit our time, talent, and resources to create memorable moments and provide exceptional customer service to those we serve.

## Sport Clubs Advisors

The Sport Clubs Advisors serve as the primary advisors and resources to sport clubs' leadership and their student members. It is the responsibility of the Sport Clubs Advisors to monitor club activities to assure participants are performing in a safe environment, and to ensure clubs are operating under University policies and procedures. As advisors and facilitators, they will provide options and manage the parameters under which choices are made. The students will be expected to make decisions for themselves and shoulder the responsibility for the outcomes of their choices.

As Sport Clubs leaders, you will be given opportunities to exercise initiative and judgment. You will be afforded as much freedom to operate as possible, provided you operate within the framework of the guidelines and regulations presented in this guidebook. In return, it is expected you will exercise your best judgment and maintain an open line of communication with the Sport Clubs Advisors.

### The Sport Clubs Advisors will dedicate themselves to providing

- Awareness of your understanding of the rules and regulations of the [Texas A&M Student Rules](#), particularly those pertaining to [Texas A&M student organizations](#)
- Awareness of liability issues (i.e. hazing, alcohol, travel, etc) and assist the club in making reasonable and prudent decisions regarding these issues when planning activities
- Availability to the officers and members of the organization on a regular basis for advice and consultation

### How to best utilize your advisor

- Keep your advisor informed of the club's activities and plans
- Meet with your advisor prior to club meetings to discuss the agenda topics to be covered
- Be open to suggestions and guidance from your advisor. His/Her knowledge and experience will help when faced with difficult issues.
- Attend scheduled monthly meetings
- Work with them during the event planning process

*Advisors can be a great resource for your club; take advantage of their insight and experience!*

### **The advising responsibilities for the Sport Clubs Association have been assigned as follows:**

**Keith Joseph - Primary Advisor;** Jessica Konetski - Secondary Advisor

- |                 |                 |                  |                      |
|-----------------|-----------------|------------------|----------------------|
| • Archery       | • Ice Hockey    | • Cricket        | • Wakeboarding       |
| • Cheer Squad   | • Judo          | • Polo           | • Water Ski          |
| • Climbing Team | • Men's Rugby   | • Sailing        | • Women's Lacrosse   |
| • Crew          | • Women's Rugby | • Triathlon      | • Women's Volleyball |
| • Golf          | • Men's Soccer  | • Trap and Skeet |                      |

**Jessica Konetski - Primary Advisor;** Keith Joseph—Secondary Advisor

- |              |                    |                  |                      |
|--------------|--------------------|------------------|----------------------|
| • Baseball   | • Gymnastics       | • Powerlifting   | • Women's Ultimate   |
| • Basketball | • Men's Lacrosse   | • Racquetball    | • Women's Soccer     |
| • Bowling    | • Men's Volleyball | • Swimming       | • Women's Water Polo |
| • Cycling    | • Men's Water Polo | • Taekwondo      | • Wrestling          |
| • Fencing    | • Pistol           | • Men's Ultimate |                      |

Keith and Jessica will work with **ALL** clubs on a regular basis, primary advising responsibilities were determined to give the clubs greater consistency. A full-time professional will be able to devote time specifically to matters unique to the organizations they primarily advise and will become the contact for situations arising within these organizations. The hope is to increase communication between officers and advisors.

## Sport Clubs Advisors — Campus Security Authority (CSA)

The Clery Act promotes a safe and secure campus. The Clery Act requirements provide students and their families with accurate, complete and timely information about crime and campus safety so that they can make informed decisions. Universities must stay in compliance with the Clery Act.

The university encourages victims to report criminal incidents to the police. However, a victim of a crime may be more inclined to report it to someone other than the police. Therefore, the Clery Act requires all institutions to collect crime reports from a variety of individuals and organizations that Clery considers to be CSAs.

As your advisors, we are recognized as Campus Security Authorities (CSAs). This is because we have a significant responsibility for students and campus activities.

As CSAs we are responsible for reporting allegations of crimes specific in the Clery Act that the CSA concludes we made in good faith. We then should be reporting it to the University Police.

CSAs should encourage individuals to report crimes to the Texas A&M University Police Department by calling **979-845-2345**.

In an **emergency situation**, the reporting person should call **911** (9-911 from a campus phone) or the CSA may call on their behalf.

If the reporting person has concerns, advise that a crime can be reported without filing charges, and confidentially. Information reported confidentially is disclosed in the Annual Security Report as an anonymous statistic. Confidentiality is maintained to the extent allowed by law.

When personally identifiable information is provided, it is used for law enforcement purposes to avoid double counting crimes, and no personal identifiable information will be included in the Clery statistical disclosures.

### **To be a Clery crime statistic the crime must occur on the institution's Clery geography.**

- On-campus property
- Public property within or adjacent to and accessible from campus
- Non-campus buildings or property owned or controlled by the University or a recognized student organization

### **To be a Clery crime statistic the crime must fit a Clery crime category.**

- Criminal offenses - murder/non-negligent manslaughter, negligent manslaughter, sex offenses (forcible and nonforcible), robbery, aggravated assault, burglary, motor vehicle theft, and arson.
- Hate crimes involving larceny, simple assault, and vandalism in addition to the criminal offenses listed above.
- Arrests and referrals for disciplinary actions – liquor, drug, and weapons law violations

***In many of these cases, it is the responsibility of the Sport Clubs staff to report items to the Title IX office (Department of Civil Rights & Equity Investigations. At that point, the Title IX Office will determine direction of investigations, and will handle all aspects at that point.***

## D. Sport Clubs Student Leadership

All clubs in the Sport Clubs Association are first and foremost student organizations. The elected student leadership is integral to the success and development of the group. The elected student leaders will be trusted and empowered to make decisions that impact not only their individual organizations, but also the Sport Clubs Association as a whole.

### Sport Clubs Executive Committee

The Sport Clubs Executive Committee consists of five members, as elected by the Sport Clubs Association during the April Sport Clubs Association meeting, and the Sport Clubs Graduate Assistants. These individuals serve as the leadership of the Sport Clubs Association and fulfill the following responsibilities.

- Liaise with designated clubs (keep in contact with those clubs throughout the year by attending monthly meetings, attending events, communicating, etc.)
- Provide direction for the implementation of new policies and regulations
- Act as a liaison between the sport clubs and the Sport Clubs professional staff
- Provide a forum for clubs to discuss concerns without intervention by the Sport Clubs staff
- Make recommendations for the acceptance or denial of new organizations
- Oversee the budget allocation process
- Coordinate annual Can-Drive community service project, fundraising and special events
- Hold various workshops for officer development
- Elected member must attend all Executive Committee meetings

To achieve consistency in the decisions made by the Sport Clubs Executive Committee, it is important that the five elected individuals fulfill the responsibilities of the committee. **Sport Clubs Executive Committee members can be held accountable during disciplinary actions sanctioned against their sport club.**

*The members of the Sport Clubs Executive Committee will be elected in the following manner*

1. Each club has the ability to select or nominate members from their club to be considered for the Executive Committee. Each nominated member must submit an application for consideration by the posted deadline.
2. ***Every year there will be a set of clubs required to nominate a member. This will rotate to where every club will be required at least once every 3 years to have someone running for the committee.***
  - 23-24 - Archery, Baseball, Cycling, Golf, Ice Hockey, M. Lacrosse, Polo, Sailing, Swimming, Taekwondo, Triathlon, W. Volleyball, W. Water Polo***
  - 24-25 - Basketball, Bowling, Cheer Squad, Fencing, Judo, M. Rugby, M. Soccer, Powerlifting, Wakeboarding, W. Lacrosse, Wrestling, W. Ultimate***
  - 25-26- Climbing Team, Crew, Cricket, Gymnastics, M. Volleyball, M. Water Polo, Pistol, Racquetball, Trap & Skeet, Ultimate, Water Ski, W. Rugby, W. Soccer***
3. All applications will be reviewed and screened by the current Executive Committee. They will chose a group to move forward in the process.
4. Selected candidates will submit a 3-5 minute video presentation for club representatives to view on their reasons for running.
5. Each club will have the opportunity to vote for three candidates through a google form process.
6. The votes will be counted, and the top vote earners will be named to the committee.
7. Responsibilities will begin with the incoming officer meeting in April, and continue through the end of the year event the following Spring.
8. MUST be present for the full elected term during that academic year.

Elected members of the 2023-2024 Sport Clubs Executive Committee**Jacob Norwood, Ice Hockey****Cole Broberg, Sailing****Ava Rodriguez, Women's Water Polo****Andrew Jeffrey, Gymnastics****Michael Kasper, Triathlon****Sport Clubs Executive Committee**

The success of each club depends on the dedicated and mutual efforts of its student leaders and club members. The following outline provides a description of responsibilities that may be assigned to the various leadership positions. This is by no means a complete list of officer positions or assignments.

***Each member serves as a liaison to selected sport clubs, and hold monthly meetings with those groups. The executive committee must have a President and a Treasurer.***

***The duties will be distributed based on the current committee's interests and strengths. They include, but are not limited to the following.***

**President**

- Develop and distribute agenda for each Executive Committee weekly meeting
- Create bi-weekly email to clubs and distribute to remainder of group

**Treasurer**

- Work with the Sport Clubs staff to determine future budgetary needs
- Create training/education sessions for clubs during budget process
- Schedule budget meetings for clubs
- Make recommendations for annual funding to each of the sport clubs
- Tracking of all transactions for the Sport Clubs Executive Committee

**Executive Committee Responsibilities**

- Lead and promote the annual can food drive
- Plans, coordinates and organizes special events
- Report on club accomplishments
- Update/market club activities through Rec Sports social media accounts/sites
- Create various fundraising opportunities
- Hold development workshops for officers
- Assist with the Sport Clubs seminar
- Assist in marketing of the SCA—club accomplishments and promotion of events

**Graduate Assistants**

- Assist each member of the Executive Committee with any of their responsibilities
- Reserve facilities as needed
- Evaluate all events, roles, and processes of the Executive Committee



## E. Coaches & Instructors

Coaches/Instructors are not a requirement for members of the Sport Clubs Association; however, it is important to know the guidelines of your national governing body because some do require clubs have coaches with certain certification levels. The Department and the Sport Clubs staff do not have the expertise to determine the technical skills of a coach/instructor and, therefore, rely on the judgment of the Sport Clubs members to evaluate those qualities and skills. It is the club's responsibility to secure the services of an instructor or coach for their team. **The person who serves in this role will not be considered an employee of Texas A&M University or the Department of Recreational Sports, and cannot be paid with university funds.**

It is important the coaches work with and through the Sport Clubs professional staff for consistency and transparency on any items involving the officers and the club as a whole.

- **Background checks will be performed on every Sport Clubs coach. Results will determine level of involvement. Coaches MAY NOT begin coaching until this has been completed.**
- **Clubs MUST have an agreement with each coach outlining expectations and responsibilities.**
- **This agreement MUST be submitted to the Sport Clubs office PRIOR to the start of the club season.**
- **Coach memberships MUST be purchased for PEAP and the REC Center to gain entry. Email [kjoseph@rec.tamu.edu](mailto:kjoseph@rec.tamu.edu) with coach's name, coach email, and driver's license or UIN and semesters coaching.**

### Student Coaches

At times students or student club members may serve as coaches of a sport club. Student coaches must abide by all the guidelines set forth for coaching including the following;

- Must attend the coach workshop in the fall
- Must have a Student Recreation Center membership
- Submit required coaching agreement
- Must maintain minimum credit hours and GPA to travel with the club
- Must complete an Assumption of Risk form via the Manager ([sportclubs.tamu.edu](http://sportclubs.tamu.edu))
- If driving, should complete the driver agreement form on the Manager
- Have an agreement of expectations between themselves and the club
- Must **NOT** be listed on the club's signature card.

### Coach's Travel Guidelines

When travelling to a Sport Clubs related activity, there are a few additional items that must be abided by in order to participate with the club/team

- Coaches should drive separately than in the same vehicles with the student club members
  - Each situation can be discussed with the Sport Clubs staff for review
- Recommended to secure proper personal insurance
- For overnight trips, Coaches should NEVER stay/share a room with student club members. Separate rooms should be secured by the club or coaches to accommodate for this.
- At no time during a club-related activity should a coach purchase, consume or provide ANY alcohol or illegal drugs. If this occurs it will result in immediate removal from the Sport Clubs program.



**Coaches and Instructors must abide by the following guidelines:**

1. The coach/instructor shall be aware of and follow all University and Department procedures relative to the Sport Clubs Program. **Each Coach and President MUST attend the Coach's training session held during the Sport Clubs Seminar in the Fall.**
2. **The coach/instructor should restrict his/her contributions to coaching and should refrain from activities involved in the club's management** (i.e. hosting tournaments, submitting forms, and requesting facilities and equipment must be coordinated by the club members). A sport club is first and foremost a student organization. The philosophy, and key, to the success of the Sport Clubs Program has been the continued emphasis placed on student leadership and participation. Therefore, matters involving the management of the club must be left to the student members. Operations and communication go through the Sport Clubs office to maintain consistency with information disseminated to all clubs. **The student leaders, not the coach, must serve as the liaison between the sport club and the Sport Clubs staff.** Club business should not be discussed outside the club.
3. Coaches and Sport Clubs staff should work together in order to help club officers, and provide the best possible experience for the club members. Both should communicate with each other and copy on emails when necessary. **ALL member concerns or issues MUST be communicated with Sport Clubs staff.**
4. Participation in the Sport Clubs Program is completely voluntary. Officers and club leaders should be involved in discussions and decisions for scholarships. Monetary rewards or scholarships shall not be promised or given to any player or prospective player by the coach. Where club scholarship funds have been established, a committee shall decide who will receive these rewards according to the written guidelines for that account.
5. Coaches and instructors should help ensure good sportsmanship at all times. Sport Clubs members AND COACHES are representatives of Texas A&M University and should conduct themselves in a manner that does not detract from the reputation of the University. This includes competitive situations on and off-campus, contact with other teams and institutions, and interactions with staff.
6. Sport Clubs coaches should always act in a professional and appropriate manner when around the student athletes. Coaches should restrict contact with club members to sport activities. Acting in an inappropriate way (i.e. purchasing or drinking alcohol with student athletes, discrimination on/off the field, unwelcome sexual advances, request for sexual favors, or other verbal or physical conduct of a sexual nature in the sports setting or away from the field of play) will result in removal from the coaching position.
7. The Department of Recreational Sports has an obligation to support the student members of the Sport Clubs Program. If, in the Sport Clubs staff's opinion, the coach/instructor is neglecting, misleading or not acting in the club or student's best interest, they will be released from their coaching position. If the coach violates any Sport Clubs or University rules, policies, or procedures, he/she may be released from their position with the club.
8. Coaching is not only an obligation to develop skills, condition, and motivate players, but also to protect their safety. In addition to taking certain steps to reduce the risk of injury to the students, coaches should be concerned with the risk of their own liability as a result of serious injury. It is recommended that coaches purchase travel, medical, and liability insurance.
9. Coaching in sport clubs is a volunteer position. The Department of Recreational Sports does not pay coaches. Clubs may choose to provide stipends, assist in travel, etc. Monies given to coaches will be provided through the club's SOFC account.
10. Coaches must sign & submit a coach's agreement form as well as a hard copy Assumption of Risk form for each club they work with. If planning on driving, the coach must complete a hard copy of the Driver's Agreement Form.
11. All discipline items should be communicated with and work through the Sport Clubs office.
12. Coaches may not represent or speak on behalf of any sport club or the university in any legal matters.
13. The Coach/Instructor shall not use Texas A&M University facilities for private instruction. Coaches/Instructors are not permitted to use Texas A&M University equipment for private off-campus lessons even when coaching/instructing Texas A&M students.
14. ALL club equipment MUST be managed and controlled by club officers.
15. Safety is our primary focus and responsibility to our student-athletes. Coaches should report Any and ALL concussion/head injury situations to the Sport Clubs office. Failure to do so may result in removal from the program.

## Chapter 3: Membership Guidelines & Standards of Conduct

### A. Membership Guidelines

Sport Clubs Eligibility

Blinn-TEAM Student Eligibility

Personal Insurance

Competitions

Intramural Sports Eligibility

### B. Sport Clubs Standards of Conduct

Officer Expectations

Member GPR Requirements

C. Alcohol

D. Hazing

E. Discipline

Infractions

Appeal Process

## A. Membership Guidelines

Each sport club will determine its own membership guidelines, but they must be free of any restriction based on race, color, national or ethnic origin, religion, gender, disability, age, or sexual orientation. The following guidelines will help determine an individual's membership status in any Texas A&M Sport Club.

### • Student

**Only** registered and enrolled graduate and undergraduate students taking classes at Texas A&M who have paid Rec Center fees are eligible for membership in the sport club(s) of their choice. Only student members have the ability to hold offices, and **ONLY Texas A&M students may serve as President and Treasurer positions.**

- ◇ In order to compete and represent Texas A&M in a sport club, A&M **Undergraduate AND Graduate** students MUST be enrolled in at least 6 credit hours. Blinn TEAM and Co-curricular students MUST be enrolled in at least **3 credit hours at Texas A&M**. *Exception:* graduating seniors, may be taking less, **and MUST have written proof from school/program. Sport Clubs CAN AND WILL ONLY verify and consider Texas A&M records for GPAs and enrolled credit hours.** Mid-term grades are NOT officially posted grades and will NOT be considered for eligibility considerations.
- ◇ **Blinn TEAM & Affiliated Co-Curricular** students are eligible for participation in sport clubs as long as they pay University fees and they are considered students at Texas A&M, but are enrolled and take classes at both Texas A&M and Blinn College or other locations. Clubs should consult their league or association guidelines to determine these students' eligibility for club competitions. **Blinn TEAM & Affiliated Co-Curricular members MUST have a minimum overall 2.0 GPA at Texas A&M in order to fully participate with a club.**
- ◇ **Full time Blinn students are NOT eligible to participate in any Sport Club activity.**
- ◇ **Texas A&M Former Students are NOT eligible to participate in any Sport Club activity.**
- ◇ A Texas A&M Galveston student may participate in a sport club on the College Station campus if that Sport Club is not offered at the A&M Galveston campus. The Sport Club staff must be notified of this situation. *These students MUST abide by the same procedures, grade and credit hour rules, and conduct policies as College Station students. For travel, ALL travel must be submitted reflecting travel to and from Galveston in the MANAGER.*
- ◇ **Co-op and Health Science students** must provide a letter from their program showing proof of enrollment and credit hours to the Sport Clubs office.
- ◇ **Gender Designation for Participation:** According to Texas state Law (Senate Bill 15), as of Sept 1, 2023, athletes must compete on teams based on their "biological sex," or the sex that was "correctly stated" on their birth certificate.
  - ◇ *It is recommended that clubs make sure they are in compliance with each National Governing Body for eligibility.*
- ◇ **Rellis Campus students** - ONLY those Rellis students who are enrolled in a Texas A&M University (College Station campus) program are eligible to participate in a Sport Club. They MUST meet ALL other GPA and Credit hour requirements in order to be eligible. If there is any questions, contact the sport clubs office for clarifications.

## Associate Members

Faculty or staff members who holds a current Rec Center membership **AND** pay club dues may be a member of a Sport Club. However, **faculty and staff members are ineligible to travel, compete, and represent Texas A&M on behalf of a Sport Club.**

## Minors

Minors who are Texas A&M University students and have their guardian's consent and signature on the Assumption of Risk/Standard of Conduct form are eligible to practice & compete.

## Personal Medical Insurance

Texas A&M University **DOES NOT** insure students who are injured during participation in extracurricular activities, such as sport clubs competitions, travel, practices, and other club activities; however, it is possible to purchase insurance plans for individual sport clubs events. The Department of Recreational Sports **strongly recommends** all Sport Clubs members have adequate medical insurance coverage.

## Competitions with Minors

As a member of the Sport Clubs Association at Texas A&M, it is expected that ALL participants and clubs when representing Texas A&M will participate and compete in collegiate divisions, and compete against other university/college students. When competing in an "open" or non-collegiate, participants should only compete against competitors over the age of 18. Please contact the Sport Clubs office prior to an event where your club may compete against high school teams and high school students. In the case that a participant is a minor, but representing a college/university, they must be a recognized student of that institution following the procedures set forth by the rec sports program or institution.

## Intramural Sports Eligibility

Eligibility rules for [Intramural Sports](#) are designed to provide an opportunity for everyone to play, to provide for balanced and fair competition, and to keep a team from stacking its roster with athletes of demonstrated or probable skill. The rules listed below cannot provide for all possibilities; therefore the Intramural Sports Staff, with the counsel of the Recreational Sports Advisory Committee, reserves the right to rule on the eligibility status of participants not covered specifically by the following rules.

As outlined in the [2023-2024 Intramural Rules & Regulations Handbook](#), competitive Sport Clubs members fall within a restricted player category. "Competitive Sport Clubs Members" are defined as:

Competitive sport club members:

Any individual who appears on a travel roster of a registered Texas A&M sport club for that academic year, or who competes with the Texas A&M sport club team. In addition any individual who has participated in a minimum of 5 practices after the try-out phase with the competitive club is considered a competitive sport club member. Individuals who participate in fall practices will still be considered members for the sport club the entire academic school year, i.e. club soccer members from the fall will still constitute as restricted players in the spring. Off season practices are considered regularly scheduled practices even if no coach is present. The intramural sports staff will look at each situation individually. It is suggested that club members wanting to play intramural sports with other club members, check with the full time intramural staff prior to the season to prevent possible violations.

### Limitations for Restricted Players

- No team shall have more than two "restricted" players on its roster (Exception: for all sports in which the team size for that sport is four players or less, no team shall have more than one restricted player on its roster; for example, 4v4 Sand Volleyball, 3v3 Basketball, 4v4 Outdoor Soccer, Racquetball Singles or Doubles, etc.
- Teams with competitive club members must play in the **competitive division**
- Restrictions last for fall and spring semesters—***REGARDLESS OF WHEN YOUR COMPETITIVE SEASON OCCURS.***
- Competitive club members must play in the highest skill level offered for the current academic year in their "associated" sport

<u>Sport Club</u>	<u>Associated Intramural Sport</u>
Baseball	Softball
Basketball	Basketball
Golf	Golf
Soccer	Indoor and Outdoor Soccer
Ultimate	Ultimate
Volleyball	Sand Volleyball
Racquetball	Racquetball
Swimming	Swim Meet

Questions regarding competitive Sport Clubs members and Intramural Sports guidelines should be referred to an Intramural Sports Staff member at 979.862.1884 or im@rec.tamu.edu.

## B. Sport Clubs Standards of Conduct

As students of Texas A&M University, Sport Clubs members have an obligation to conduct themselves and their organization in a manner compatible with the University's philosophy and function as an educational institution. Members of sport clubs are expected to act in a mature and responsible manner both on and off campus and especially while participating in club activities.

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.

### Expectations

As members of the Sport Clubs Association you will be held to the following expectations. Members:

- Must be a currently enrolled in classes and minimum credit hours as a student at Texas A&M University
- Abide by all policies, rules, and procedures established by Texas A&M University, the Division of Student Affairs, Department of Recreational Sports, and Student Activities.
- All participants must have an **approved** AOR/SOC on file with the Sport Clubs office.
- Must be respectful of Rec Sports staff, Sport clubs participants, fans, members, officials, and other teams.

If a member fails to meet these expectations; a meeting will be set up by the Sport Club staff and could result in the following: (1) limited practice/travel, (2) suspension or removal from club, and or (3) restricted club involvement

The length of time a student is not eligible will be for the entire semester

**All Sport Clubs participants MUST present their Texas A&M ID to the Sport Clubs or Facility Supervisor in order to be eligible for participation at recreation facilities.**

### Grade Point Average (GPA) Requirements

*OFFICERS MUST have AND maintain a minimum overall 2.0 GPA in order to maintain officer status **AND** have at least a 2.0 in their previous semester. **If an officer is removed, they will no longer be permitted to partake in officer duties.***

**Sport Clubs MEMBERS MUST have AND maintain a minimum overall 2.0 GPA (3.0 for Grad Students)** in order to participate in ALL club related activities. If a club member does not have an OVERALL 2.0 GPA/3.0 (Grad), the club member will meet with the Sport Clubs staff, and may be subject to ANY or ALL of the following actions:

- The club member **may** compete in any non-conference home or in-state competitions or events with prior approval from the Sport Club staff  
***\*For clubs that are not part of a conference, the Sport Clubs professional staff will determine appropriate sanctions based on club event schedules.***
- The club member **may** participate in **all non-competitive club functions** including fundraising activities, meetings, etc (That are NOT travel related).
- The club member **may not** compete in **ANY** conference, regional, or national competitions (**Regardless of location**) until the overall GPA meets the minimum 2.0 requirement
- The club member **may not** travel and/or compete in **ANY** out-of-state competitions
- The club member will still pay all dues to the club, unless the club officers and the member agrees upon an alternate plan
- The number of practices the member competes in may be limited per week

***All grades will be checked at the beginning of the each semester based on all grades posted through the previous semester. Mid-term grades are NOT officially posted grades and will NOT be considered. Eligibility will be checked for each trip as well. If a member is ineligible, the president and member will receive an email explaining and outlining the restrictions. \*Anyone wishing to discuss the decision may contact the Sport Clubs Professional staff to set up a meeting. Deadlines are stated in the email.***

- **Must notify the club officers if they drop courses or withdraw from class and the university.**

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### Officer Expectations

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- **Transition information to NEW officers**
- Develop a club manual or shared electronic files (Google Docs/drives) containing information that is applicable and unique to your organization
- Clubs must elect a president, treasurer, and designate a safety officer
- Maintain good communication with the Sport Clubs staff
- Report all safety concerns, issues and incidents to the Sport Clubs staff in a timely manner
- **Be thorough with officer and member removal processes in the club constitution.**
- **Anyone running for office must be enrolled and registered at time of election and serve for the academic or calendar year (dependent upon club) in College Station. They cannot be enrolled in a co-op or internship out of area during officer term.**
- Paperwork should be submitted complete and on time
- **If there is an issue or accident involving an Enterprise vehicle, officers are REQUIRED to inform the Sport Clubs staff AND Enterprise when this occurs. If not reported, the club may lose ability to utilize Enterprise vehicles.**
- **Attendance at monthly Liaison meetings is MANDATORY** – *REQUIRED* 2 officers attend. Ask questions, be attentive and respectful, etc. Representatives who attend these meetings are the voice of the membership, so it is important the Sport Clubs staff know the needs, likes, and dislikes of your members.
- Officers are expected to hold regular club meetings to discuss any and all necessary club business with the membership
- **Officers MUST attend monthly individual club meetings with Sport Clubs staff**
- Schedule student Rec Medics through the sport clubs office for events within 25 miles of campus
- Check participants into practice to ensure they have an approved AOR/SOC on file if no staff available or present

## C. Alcohol & Illegal Drugs

*Texas A&M's Student Rules state "drinking or having in possession any alcoholic or intoxicating beverage(s) in public areas of the campus is prohibited." It is important student leaders familiarize themselves with this student rule because it specifies how alcohol can play a part in student organization activities or events. However, as with many rules or policies, it is not unusual for there to be questions or interpretation differences that need clarification by advisors or administrators.*

1. Alcohol and illegal drugs are **PROHIBITED** during ANY club-related activity (home or on the road while traveling).
2. The possession, sale, use or consumption of alcoholic beverages or illegal drugs, during ALL sport clubs activities is **prohibited**.
3. No alcoholic beverages or illegal drugs may be purchased through an organization's funds, nor may the purchase of alcohol for members or guests be undertaken or coordinated by any member in the name of, or on behalf of, the organization. The purchase or use of bulk quantity or common sources of such alcoholic beverage (i.e. kegs or cases) shall be prohibited.
4. No members, collectively or individually shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e. those under legal drinking age).
5. When traveling, clubs are considered representing the university and department from the time you leave campus until the time you return to campus/College Station. **Club members and participants MAY NOT consume any alcohol or Illegal drugs during a Sport Clubs trip at any time (including at dinner or after an event has concluded).**
6. **These rules apply to ALL Club members as well as anyone coaching the club—(including student coaches).**
7. **Clubs are permitted to host tailgates. Club members are NOT permitted to supply or drink alcohol during these events.**

**There is a ZERO TOLERANCE POLICY in regards to alcohol and illegal drugs involved with any Sport Clubs related activity.**



## D. Hazing

**Texas A&M Sport Clubs promotes, supports, and encourages an inclusive atmosphere. Bullying, hazing, or any other situation that does not uphold and foster an inclusive atmosphere for club members at Texas A&M, will not be tolerated. ALL clubs are open and welcoming to all Texas A&M students regardless of differences, as long as they meet the minimum eligibility requirements.**

As defined by the 2023-2024 Texas A&M University Student Rules, **"Hazing"** means any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization if the act:

### **HAZING includes but is not limited**

- is any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity;
- involves sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other similar activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
- involves consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance, other than as described by Paragraph (E), that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
- is any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of the Penal Code; or
- involves coercing, as defined by Section 1.07, Penal Code, the student to consume:
  - ◊ a drug; or an alcoholic beverage or liquor in an amount that would lead a reasonable person to believe that the student is intoxicated, as defined by Section 49.01, Penal Code.

### **A person commits a hazing offense if the person:**

- engages in hazing;
- solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing;
- recklessly permits hazing to occur; or
- has firsthand knowledge of the planning of a specific hazing incident involving a student in an educational institution, or has firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report that knowledge in writing to the dean of students or other appropriate official of the institution.

**"Organization"** means a fraternity, sorority, association, corporation, order, society, corps, club, or student government, a band or musical group or an academic, athletic, cheerleading, or dance team, including any group or team that participates in National Collegiate Athletic Association competition, or a service, social, or similar group, whose members are primarily students.

### **An organization commits a hazing offense if the organization:**

- condones or encourages hazing or if an officer or any combination of members, pledges, or alumni of the organization commits or assists in the commission of hazing.

Organizations should focus on developing activities that are welcoming, goal oriented, safe and affirming to new members. New or potential members should not be required to participate in activities and/or tasks that established members are not required to complete, for example, rookies carrying equipment. For ideas on how to achieve certain organization outcomes through activities see [Section 3 of the Student Organization](#) manual.

Hazing offenses carry very stiff penalties, including monetary and/or jail time, and **CONSENT IS NOT A DEFENSE**. Please refer to the [TAMU Student Rules](#) (student-rules.tamu.edu) for more information. **Anyone seeing, hearing, or knowing of this type of occurrence should report the situation. Sport Clubs staff, when knowing of a situation, WILL report to the Texas A&M Offices of the Dean of Student Life** for further investigation.

**FOR FURTHER INFORMATION— [stophazing.tamu.edu](http://stophazing.tamu.edu)**



## E. Discipline

All Sport Clubs and their members have an obligation to operate within the rules and regulations set forth by Texas A&M University, the Department of Recreational Sports, and the Department of Student Activities. Any actions or activities that violate or possibly violate the [University Student Rules](#) will be shared with the appropriate University official for possible disciplinary action. In addition to the disciplinary actions taken by the Department of Recreational Sports, Sport Clubs may be held responsible for violations collectively and/or individually. All violations committed by clubs will be reviewed by the Sport Clubs staff may result in the loss of Sport Clubs Association membership or other disciplinary actions taken against the sport club involved. The discipline process has been developed to assist club leaders in correcting mistakes that have caused problems for the club and the University.

***Violations will be reviewed by the Sport Clubs staff to determine what course of action to take.***

- **First infraction—\$100 will be deducted from the club's allocation account, plus any sanctions levied.**
  - ***(Gas infractions for not filling up rental vehicles - \$100 per vehicle charged)***
  - ***It is the club member/officer's responsibility to check AND document the gas gauge at time of pick up***
- **Second infraction and on—\$200 will be deducted from the club's allocation account, plus any sanctions levied.**
  - ***(Gas Infractions for not filling up rental vehicles a 2nd time—\$200 per vehicle charged, and club will NOT be permitted to use rental vehicles for 3 months)***
- ***If a club is out of allocation money, they will be invoiced, and the club MAY NOT operate (including—practices, travel, games, signatures, etc) until fines are paid.***

Disciplinary actions may include, but are not limited to

- Probation
- Fines Levied
- Frozen Funds
- Loss of Funding
- Suspension of utilizing rental vehicles
- Loss of Facility Reservations
- Limited practices
- Loss of travel privileges
- Cancellation of games/matches/tournaments
- Loss of equipment usage
- Forfeiture of recognition status through Texas A&M University
- Sanctions on individual club members
- University disciplinary actions (which may include dismissal from Texas A&M University)

**Notification of disciplinary action will be emailed to the Sport Club president.**

## Infractions

When an infraction occurs, the Sport Clubs Staff will determine the course of action. There are infractions that will result in an automatic deduction from the club's allocation amount. Additionally more severe infractions will result in meetings with the Sport Clubs staff and officers to determine results, which may include any combination of items listed on the previous page. Club officers will be notified of ANY infraction occurrence.

**Infractions that may result in an automatic fine deducted from the club's allocation. (\$100 for first infraction, \$200 for each additional)**

- Failure to attend a required Sport Clubs Association meeting or monthly Liaison meetings with Executive Committee members
- Failure to submit or submitting a late Trip Request form (***See procedure below***)
- Failure to notify Medics or staff of changes in schedule and/or practice times and games ***This may result in staffing charges.***
- Failure to return borrowed Sport Clubs equipment within 24-48 hours of the completion of club's event/game/tournament
- Misuse of University property (e.g. allowing pets at the club's events or not cleaning up the facility at the conclusion of the club's events) This also includes Polo horses.
- Submitting receipts late
- Failure to deposit funds into SOFC account

**Infractions that may result in a meeting with officers and Sport Clubs staff to determine outcome. (Which may result in allocation deductions or items listed on previous page)**

- Participation in events without previously notifying the Sport Clubs staff
- Possession of outside bank accounts or club credit cards
- **For Online fundraising sites check with the Sport Clubs staff for approved sites. When these are permitted, the checks MUST be made out to the Student Organization, not an individual.**

**Example of allowed site - snap raise and youcaring.com**

**Example of PROHIBITED site - gofundme**

- Misuse/misappropriation of University or club funds
- Any situations involving the use of or the presence of alcohol or illegal substances at any club related event, or Transporting and/or consuming alcohol or illegal substances while on official club trips (see page 18 – section C. Alcohol, for further explanation)
- Failure to represent Texas A&M University in a positive manner (e.g. notification by another club, university, and/or governing body)
- Displaying conduct incompatible with the University's function as an educational institution and the purpose of the Sport Clubs Program (i.e., unsportsmanlike conduct toward officials or opponents or disruptive behavior on trips)
- Allowing ineligible individuals to participate in club activities
- Allowing ineligible drivers to operate vehicles during club trips
- Allowing non-club members to travel with the club/team
- Hazing
- Discrimination/Non-Inclusive atmosphere
- Misuse of Rec Sports credit card
- Damages to lodging or property while on a Sport Club trip (**Including - Rental Vehicles**)

### Procedures for Infractions

Sport Clubs staff will determine if an infraction (s) has/have occurred

1. The Sport Clubs staff will notify the club through a written notification that an investigation will begin.
2. The Sport Clubs staff will schedule a meeting with the club to discuss the infractions. During the meeting, the club will have an opportunity to present their side.
3. After the meeting occurs, the Sport Clubs staff will determine one of three course of actions
  - Handle the situation in-house; the Sport Clubs staff will determine the appropriate sanctions against the sport club
  - If the situation involves individual Sport Clubs members, the case will be sent to the Department of Student Life to assess disciplinary sanctions against the individuals
  - If the situation involves the entire sport club, a hearing will be initiated through the Department of Student Activities. The Director of Student Activities, in conjunction with the Hearing Board Chair, shall discuss the case and determine whether disciplinary charges should be initiated
4. An email will be sent to the club notifying them of the decisions made by the Sport Clubs staff
5. ***If a club receives three infractions in one year, the club may be subject to removal from the Sport Clubs Association.***

### Procedures for Late Trip Requests

All trip requests are due AT LEAST by Friday 5pm, **2 WEEKS** prior to the club trip **through sportclubs.tamu.edu**. ***Remember that your club can submit a request earlier.*** If the deadline falls during a holiday, the deadline still applies. Submit by the business day PRIOR to the holiday/break.

1. The Sport Clubs staff will determine whether a trip request was submitted late.
2. The club will be contacted by a Sport Club staff member to inform them of the submittal of a late trip request. At that time the club will not be permitted to travel.
3. Club officers can request a meeting with the Sport club staff to discuss any extenuating circumstances causing the submittal of the late trip request.
4. After the meeting occurs, the Sport Clubs staff will determine the status of the trip request. These are reviewed and decided upon on a case by case basis.

### ***If any club is placed on probation, these are the possible sanctions***

- **Annual allocation for the next academic year is reduced by a minimum of 25%**
- **Suspension of activities, including practices, games/tournaments**
- **Limited or no travel**
- **Community service**
- **Ineligible for Sport Club of the Year**
- **Ineligible for the Outstanding Club Member Awards**

## Appeal Process

The appeal process exists to ensure that all disciplinary actions taken against members of the Sport Clubs Association are fair and equitable. To file an appeal, follow the steps listed below.

### **Decisions made by the Sport Clubs staff may be appealed to the Associate Director-Programs**

1. Written notification from the club president to the Associate Director detailing the club's rationale for the appeal, and any circumstances related to the infraction (s), must be submitted within 72 hours
2. The 72 hour period begins when written notification of the disciplinary action being taken is emailed or placed in the club's mailbox located in the Sport Clubs Office (extensions may be granted when appropriate)
3. The Associate Director will set up a meeting with the individual (s) involved in the situation
4. After fully investigating the situation, the Associate Director will notify the club of the ruling on the appeal. This may include upholding, rejecting, or modifying the action taken by the Sport Clubs staff.

If needed, Sport Clubs should follow the [Grievance Procedures](#) established by the Texas A&M University [Student Rules](#) when appealing decisions made by the Associate Director of Recreational Sports. Be forewarned that the appeal of a disciplinary action that seems severe to the club could result in alternative penalties being levied by the person/committee who hears the appeal.

## Chapter 4: Office Services, Advertising, & Promotions

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| <ul style="list-style-type: none"> <li>A. Department of Recreational Sports Office Services               <ul style="list-style-type: none"> <li>Sport Clubs Mailboxes</li> <li>Copy and Fax Services</li> <li>Sport Clubs Computers</li> <li>E-mail &amp; Web Pages</li> <li>Mailing Services</li> </ul> </li> <li>B. Sport Clubs Awards               <ul style="list-style-type: none"> <li>Sport Club of the Year</li> <li>Outstanding Sport Clubs Leaders</li> <li>Leadership Team of the Year</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>C. Advertising &amp; Promotions               <ul style="list-style-type: none"> <li>Instagram Stories via Rec Sports</li> <li>Distribution</li> <li>Flyer Stands in the Student Rec Center</li> <li>Promotional Items</li> </ul> </li> <li>D. Concessions Guidelines</li> <li>E. Collegiate Licensing</li> <li>F. Contracts</li> <li>G. Partnerships</li> </ul> |
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### A. Department of Recreational Sports Office Services

The Sport Clubs Office has been established as a center for Sport Clubs information and resources. A list of Sport Clubs officers and their contact information is kept in the Sport Clubs Office to assist anyone wishing to contact a club. Clubs needing to utilize the resources available in the Sport Clubs Office should call 979.862.1996 or stop by room 250 in the Student Recreation Center.

As members of the Sport Clubs Association, you have access to privileges not afforded to other student organizations, including:

#### Sport Clubs Mailboxes

Mailboxes for each club are provided in the Sport Clubs Office (250 SRC) in the [Student Recreation Center](#). Letters, campus mail, phone messages, checks, and notices from the Sport Clubs staff will be placed in your box. Mailboxes should be checked at least once a week. *It is REQUIRED clubs use the departmental address for all mailings. Club related purchases MUST be mailed to the address below. Club mail should be addressed in the following manner:*

<b>Campus Mail stop:</b>	<b>Club name (Required)</b> <b>Attn: Keith Joseph or Jessica Konetski (Required)</b> Department of Recreational Sports (Preferred) <b>Texas A&amp;M University (Required)</b> 4250 TAMU (Required) <b>College Station, TX 77843-4250 (Required)</b>
<b>Physical Address:</b>	<b>Student Rec Center: 187 Corrington Drive</b> <b>College Station, TX 77843</b>

#### Copy and Printer Services

Club members assume responsibility for making copies and printing items. Only copies related to the promotion and administration of the club can be run on departmental copy machines. The copier is on a pass-code system. For club use, please use: **2555**. **Copy machines should only be used during office hours: 8am-5pm, Monday-Friday. To fax - dial '9', then the area code and number.**

**The printer in the Sport Clubs room is to print 5 or less items, THEN take to the copy machine for multiple copies.**

**Max amount of copies—250**

#### Sport Clubs Computers

**There are two(2) computers in the Sport Clubs room for club use.**

These are considered Open Access Lab (OAL) computers, meaning that any student can access these by entering their Net ID and password. These should be used for club business.

**Please be courteous and remember to LOGOFF of the computers when finished.**

## Web Pages, and Social Media

Each club has a page through Maroonlink.

For club websites and social media, please inform the sport clubs office of the address, and it is recommended it contain at the minimum

- **Contact information**
- **Rec Sports logo**
- **Schedule/Results**
- **Club purpose**
- **No derogatory language towards any person, other Sport Clubs or other Texas A&M departments**
- **Do not promote commercial products, companies or sponsors (without an approved written agreement)**

**It is recommended to include the Rec Sports website URL and/or social media sites on all marketing pieces.**

Club websites that have pornographic or sexually oriented material or direct links to such items will not be allowed nor tolerated.

Do NOT include links or references to:

- illegal drugs
- Alcohol
- tobacco products
- any other items deemed objectionable by the Department of Recreational Sports or Texas A&M University.

Violations will result in disciplinary action by the Sports Clubs staff.

**It is STRONGLY RECOMMENDED the Rec Sports/Sport Clubs logo be on all club websites and print material. Logo files can be obtained from emailing the Sport Clubs staff.**



Rec Sports  
SPORT CLUBS



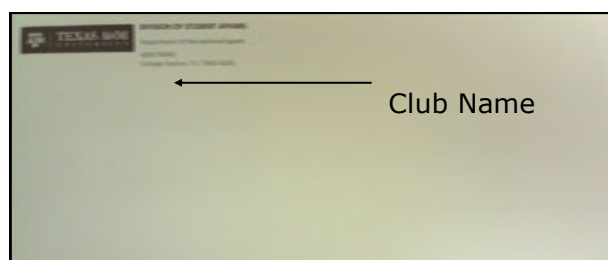
Rec Sports  
SPORT CLUBS

- When using the Rec Sports logo, always use the current Rec Sports logo on club Marketing materials, both in print and electronic. Please check with the Sport Club staff to ensure you are using the correct logo.
- Only use the logo files provided; do not modify them
- Do not stretch (you can resize, but make sure it is done proportionally)
- Do not apply different colors to any part of the logo
- Do not put the logo on top of a photo or a colored background

## Mailing Services

Clubs may use the Department of Recreational Sports stationary on a limited basis. If your club wishes to send out fundraising letters, tournament announcements and entry forms, tournament results, etc. with the Department of Recreational Sports mail, three rules must be followed.

**PLEASE set up a time to come into the office to pick up supplies.**



1. All items must be mailed in Division of Student Affairs envelopes, and should be labeled with the club name in the return address
2. All items must be TYPED or neatly handwritten
3. Clubs should monitor their mailing list. In most cases, mailings of 250 or less can be sent at no additional cost to the club. However, if the club chooses to send out generic mailings in excess of 250 units, you will be charged for each piece based upon the established postage rate.
4. Items should be sealed and submitted to the Sport Clubs office to mail.

**A Sport Clubs staff member must approve all club mail-outs that go through the Department of Recreational Sports or any mail-out that uses the name of Texas A&M University as a reference.**

*The procedure for mail-outs is outlined below*

1. The name of the club should be hand written or typed above the department's address (see above)
2. Completed envelopes must be mailed from the Department of Recreational Sports. The mailbox (wire basket 2nd floor reception desk) is located in room 202 of the Student Recreation Center
3. If mailing out a large quantity of letters, please provide your own mailing labels
4. Seal envelopes

*Cost Saving Suggestions for Mail-outs*

1. Reduce the number of mail-outs. If the tournament is primarily local, do not send mailings to individuals with out-of-state addresses. Due to cost, international mailings should be done at the post office and paid for by the club.
2. When letters are returned, please cross those names off your mailing list
3. Rather than do mail-outs, utilize email, social media and websites
4. For colleges, universities, and military bases, use the addresses listed in the NIRSA [Directory](#) or [NIRSA](#) website (nirsa.org)

## B. Sport Clubs Awards

***The Department of Recreational Sports and the Sport Clubs Executive Committee provide the following awards to show appreciation for the hard work and dedication the Sport Clubs leaders display throughout the year. Names of clubs and leaders will be placed on plaques located in the Sport Clubs room.***

### **Sport Club of the Year**

This award is given to the sport club that exhibits the highest degree of organization throughout the year. Criteria for selection includes:

- Attendance and participation in Sport Clubs Association & Monthly Liaison meetings
- Demonstrated commitment to the promotion of the club through willingness to be involved in and/or participate in group projects that positively represent the club
- Responsible management of club funds
- Ability to follow university and departmental procedures (e.g. facility reservations, reimbursement requests, purchasing)
- Demonstrated organizational skills through the delegation of club responsibilities among members
- Student leadership (rather than advisor and/or coach involvement)
- Demonstration of strong leadership and cohesion that results in member retention
- Must have an administrative score in budget allocations of 8 or higher

**Announcement of Sport Club of the Year will be made at the Sport Clubs Athlete Banquet at end of year.**

### **Outstanding Sport Clubs Leaders**

The Sport Clubs staff will select club leaders that exemplify the best in student leadership. These award winners will be announced during the Sport Clubs end of the year event. Some of the criteria used to select the leadership awards include:

- Willingness to share appropriate club information with the Sport Clubs staff
- Submit required paperwork in a timely manner
- Initiates projects that will promote the club within the University and local community
- Is a active force in directing the activities of the club
- Readily accepts responsibilities and completes tasks
- Reflects a positive example of a student and an athlete
- Reflects teamwork in an officer group
- Ability to problem solve and think critically to navigate club challenges

### **Leadership Team of the Year**

This award will go to the collective group of officers who demonstrate a commitment to their own organization and successfully administer their club within the proper policies and procedures set forth by the Sport Clubs program. The Sport Clubs staff will determine the winner based on a year long evaluation through conversations, communication, and actions by the officer group.



## C. Advertising & Promotions

**ALL FLYERS OR PROMOTIONAL MATERIALS (Print or electronic) should BE APPROVED BY THE SPORT CLUBS OFFICE. Clubs should keep copies of their advertising and promotions on file, including artwork.**

The Department of Recreational Sports helps to coordinate the efforts of all Sport Clubs and to promote the Sport Clubs Program in general. Rec Sports offers a variety of items for individuals who are interested in obtaining information regarding the Sport Clubs Program and is not presented in this guidebook, and the Department of Recreational Sports [website](#). Some promotional services available for Sport Clubs include:

### Instagram Stories via Rec Sports

If you have a special event or trip you would like to promote via the Rec Sports Instagram, please inform the Sport Clubs staff to schedule with Rec Sports Marketing.

### Bulk Email

If your club would like to send a message to the campus community through email, you may do so by going to [bulkmail.tamu.edu](mailto:bulkmail.tamu.edu). There are guidelines and info on this site on how to get your message out. All messages must be approved by the sport clubs staff.

Examples of use - promoting tryouts, informational meetings, games/events, or special events. Do not promote regular practices or general club info.

### Rec TV

Clubs are permitted to submit advertisements for special events or fundraisers to be shown on Rec TV. In order to submit an advertisement, you must complete the following

- Create the advertisement according to the Digital Signage Instructions (obtain from Sport Clubs Staff)
- It must contain club contact information, Rec Sports logo, and club website (if any)
- Submit to the Sport Clubs Office two weeks prior to the start date.

Advertisements can appear for 7 consecutive days per semester at no cost. Any advertisement after 7 days will cost \$25 per week. If longer than 7 days, clubs must meet with the Marketing Staff for additional paperwork. The Sport Clubs Office will advertise regular club schedules throughout the year on the sandwich board in the Rec Lobby and highlight events each week for Rec TV.

Clubs will have an opportunity to promote their club or events by reserving a resource table in the Rec Center. Clubs can utilize 1 free week per year of having this advertisement table in the lobby of the Rec Center.

- Sport Clubs will promote regularly scheduled games and events on Rec TV

### Resource Tables

Clubs will have an opportunity to promote their club or events by reserving a resource table in the Rec Center. Clubs can utilize 1 free week per year of having this advertisement table in the lobby of the Rec Center. Complete a marketing resource table request form on the Rec Sports website at least 2 weeks before the start date.

## D. Concessions Guidelines

Concessions are defined as any public sales or solicitation on the Texas A&M University **campus**, including main campus, Student Apartments, Research Park, and the RELLIS Campus. In order to sell merchandise at Texas A&M University, Individual Sport Clubs must obtain a concessions permit from the Department of Student Activities. A concessions permit is **not** required if the club is selling the following items to club members only:

- T-shirts, apparel, jewelry, or other items, which bear the name or insignia identifying the sport club sold to members only
- Soft drinks and other party refreshments sold to members only, not the University at large, and so long as the concessions will be distributed in a manner as to not conflict with local, state, or federal laws
- Admission tickets to events for members only

**Clubs must obtain a [concessions permit](#) from the [Department of Student Activities](#) for any sales that do not fall in the categories listed above. Due 5 days prior to start date (business days)—THIS MEANS FRIDAY NOT MONDAY. FORM IS ONLINE**

**To be eligible for conducting concessions, clubs must abide by the following guidelines.**

- **The club must be recognized through the Department of Student Activities**
- **The club must have an up-to-date signature card on file**
- **Organizations may not exceed five days of concessions in a calendar month**
- **The organization's advisor, president and/or treasurer must have completed the Student Organization Finance Center Training Workshop in the current academic year**
- **Must submit a concessions permit for each outside vendors selling at your event**

### ***OUTSIDE VENDORS ARE NOT PERMITTED AT EVENTS.***

For specific questions regarding the Concessions Guidelines, please contact the Department of Student Activities at 979.845.1133.

## E. Collegiate Licensing

A Collegiate Licensing policy has been developed regarding the use of the Texas A&M University name and its logos. Sport Clubs are allowed to utilize the trademarks upon approval of the Office of Collegiate Licensing. Organizations seeking to use the trademarks on apparel items are required to utilize a licensed screen printer and receive approval of the Office of Collegiate Licensing. In addition, company logos cannot be printed on the same side as the A&M trademarks or name on uniforms, apparel, or other items. Please refer to the following guidelines in the [Texas A&M University Brand Guide](#) (brandguide.tamu.edu) when considering the use of licensed marks.

1. The University's marks must present a positive image
2. The University's name and/or marks are not to be used in a way that could state or imply an endorsement in the name of a business or logo, or in advertising services
3. The University Seal is restricted from use on items which could be construed as University documents or publications such as: checks, certificates, rubber stamps, and anything which could appear to be a University document, publication, or advertisement. The University Seal may not be defaced, altered, overprinted, or dismantled in any manner
4. Uses of the University's marks associated with alcohol, tobacco, condoms, gambling products, or items which could be used to maim, kill or that could present a high liability exposure will not be licensed. Examples are knives, guns, cigarette lighters, or incorporation of the University's marks with merchandise (i.e. "Aggie Lite," "Boozin," etc.).
5. All licensees must use "TM" on products with the University marks on them. The "TM" should be placed under the mark, to the right, and should be smaller, in order to not take away from the appearance of the mark of the University.
6. **Clubs SHOULD not order NIKE or Under Armour products to have the aTm logo on them, they will NOT be approved as there is an agreement between Texas A&M and Adidas.**

7. The "A&M" and Texas A&M University must always be presented without spaces between the three characters. Example: "A & M" is incorrect
- 8. ALL designs of printed materials AND APPAREL must be submitted to the Sport Clubs Office prior to printing**
9. All designs and modifications of previously approved designs must be submitted to the Collegiate Licensing Office for review and approval before they can be produced or sold
10. Uses of the University's marks associated with certain other mark(s) and/or works will not be licensed. Examples are profanity, ethnic/gender/religious slurs, same words and/or phrases with double meanings, homonyms, synonyms, near homonyms, near synonyms, and poor taste. Art that tends to be "degrading," or "simply ugly" will not be licensed.
- 11. Clubs MAY Not utilize the university seal or the athletic department logo of the block ATM inside the outline of the state of Texas on ANY materials.**
- 12. Be prepared to pay royalties to Texas A&M for any merchandise and apparel with the Texas A&M logo.**

**It is recommended clubs receive approval from the Sport Clubs staff prior to entering into any contractual agreements.**

Sport Clubs are permitted to include the Texas A&M University name and logos on brochures announcing club tournaments, games, or competitions. The following guidelines apply in these situations

1. Alcohol & tobacco products cannot appear on any T-shirt, jacket, etc. that will be sold and has the name Texas A&M
2. When other types of advertising appear on the same side of an item, Texas A&M must be 2/3 larger than any other print
3. Texas A&M will not appear on the same side with any advertising or company logos. This includes names of businesses that deal in alcoholic & tobacco products (e.g. Messina Hof).
4. Resale items that contain the Texas A&M name and/or logos must be approved in advance by the Office of Collegiate Licensing (local T-shirt companies will do this for you). Please allow extra time to have this done since you may be required to redo your artwork.

## F. Contracts

All contractual arrangements made for competition or any other purpose must be made in the name of the Sport Club and not in the name of the Department of Recreational Sports or Texas A&M University. Any agreement entered into by the club is not binding upon the Department or the University. No club may enter into an agreement with a guarantee of funding from the University. **Any contractual agreement shall not last more than a year.**

## G. Partnerships

Partnerships can be great relationships with business and community members. They can assist clubs with financial assistance in return for promoting a business. Partnerships can involve either a monetary contribution or in-kind contribution that includes donation of materials, equipment, or products. ALL partnerships should be discussed before agreement is final. **Partners can NOT conflict with the university or department's existing partners.** Some restrictions may apply, consult the Sport Clubs staff prior to any agreements. **Any establishment that has 51% or more of their profits from alcohol sales WILL NOT BE PERMITTED.**

**A Partnership Agreement Form should be completed between the club and potential partner. This should be submitted to the Sport Clubs Office for review PRIOR to signing.**

**Any partnership agreement shall not last more than a year.**

***Sample templates are available on the Sport Clubs website—under the Forms section.***

**Current Sport Clubs Partners:**

**It is HIGHLY recommended to NOT utilize conflicting businesses.**



## Chapter 5: Facilities & Equipment

### A. Recreational Sports Facilities

#### B. Facility Use Policies

Required Identification

Facility Rentals

Scheduling

Facility Reservations

Sponsoring Outside/Non-Affiliated Groups/Organizations

Inclement Weather & Outdoor Facilities

Lightning Prediction System  
Weather Bug

#### C. Facility Inspections

#### D. Event Planning

Hosting an Event

Events with Minors  
Online Marketplace

Additional Event Concerns

#### E. 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 events 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/4 volleyball courts
- 4 classrooms
- 2 multi-purpose rooms
- Weight room
- Gymnastics room
- Self defense room
- Fencing room

**No more than six volleyball or five basketball courts can be reserved at 1 time in the Rec Center.**

### Outdoor Space

#### **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

#### **Cricket Pitch**

- Located at the polo fields at the front of campus

## 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 staff 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 **MUST** 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 and meetings. 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 \$18/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](https://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	

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

## 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. You can find the facility reservation form linked in the spaces below.

- [Sport Clubs Manager](#)
- [Rec Sports website under Officer Resources](#)

**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 uploaded to your Reservation channel in Microsoft Teams once confirmed by the Department of Recreational Sports.

**Reserve facilities BEFORE advertising an event.**

**Off-Campus "home" events and practices must 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.**

*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.
- Always verify your tournament hours with the Sport Clubs staff. This is the only way to be assured that the building will be available.
- It is strongly suggested to review the university calendar for campus events.
- **Home events & practices will not be permitted on home football game days. Check Athletic Dept calendar for special event weekends.**
- **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 usage 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, **BUT NOT BEFORE 5PM.**
- 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 if there are no classes, these dates include: Labor Day, Fall Break, Thanksgiving Break, Winter and Spring Break, Muster, & Easter Weekend.**



## **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 Microsoft Teams.***

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 Operations 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)**

## Tornado Shelters

In the event of a tornado warning, patrons should cease all activities and proceed to the designated tornado shelter for their facility. The tornado shelters are the locker rooms of each facility. Remain in the tornado shelter until the tornado warning has expired.



## WEATHER BUG

Whenever Thor Guard is inoperable, the following procedure will be followed:

- Weather Bug will be the ultimate tool for decision-making. If Weather Bug indicates lightning within 20 miles, all outdoor activity ceases immediately and announcements will be made. Operations supervisors at the Rec Center and at Penberthy will monitor. First to notice makes the call and the supervisor at the other location disseminates the information.
- If lightning is observed the supervisor will use the Weather Bug app to determine how far away the strike occurred.
- If the strike was greater than 20 miles away, the facilities supervisors should work in conjunction with the intramural and sport club supervisors to exercise sound judgement on how to proceed.
- Example 1 – The Facility Supervisor observes lightning and checks Weather Bug, and the nearest strike was 33 miles away. The Intramural Supervisor indicates there are 5 minutes remaining in their current round of games. The games can proceed while both supervisors continue to monitor Weather Bug and lightning.
- Example 2 - The Facility Supervisor observes lightning and checks Weather Bug, and the nearest strike was 21 miles away. They can reasonably deduct lightning is nearby and all activity needs to cease. They will inform Sport clubs of their intent to evacuate the facility, so that they can inform the clubs to end practice.
- Play may resume if there has not been a strike within 20 miles for 30 minutes.
- This information is being shared with clubs and intramural sports so please make sure to abide by it. In addition, make sure to use the weather bug app/site and not something else you have on your phone or that you prefer.

## 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
- No cords or bleachers on fields
- 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/turf area unless an authorized by the Rec Sports staff.

#### **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 meeting** after the event is completed.

**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)

**Sport Club staff will enter home events in the "Manager" 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.**

## Hosting an Event

Here some basic guidelines for hosting a Sport Clubs event on campus. Be sure to set up your event meeting with Jessica Konetski, jkonetski@rec.tamu.edu, 1 month in advance. In this meeting we will review the following. If it involves youth, please see page 10 of this section. Those events need to have a meeting at least 3 months in advance, along with a meeting with University Youth Programs.

- 1) Revisit your reservation times, to assure your event fits within the scheduled times. Those can be found your Events channel on Microsoft Teams.
- 2) Complete the [Maroon Link Event Form](#).
- 3) If you are selling merchandise, entry fees, admission or food, complete your [concessions permit](#) at least 5 days in advance. Any item using a trademarked A&M Logo will need to be approved by our office. Please email artwork. [Companies](#) that want to produce Texas A&M-branded merchandise must get licensed through Collegiate Licensing Company (CLC).
- 4) Complete the Equipment Request Form.
- 5) Parking: If there is a university event during the same weekend of your event, parking will be \$10 per car/per entry. Always indicated parking needs in your Maroon Link Event form so Transportation services reviews your form. Buses have a special parking location on campus.
- 6) Complete the [Firehouse Request](#) Form 1 week in advance to request meals for officials and email to [Kjoseph@rec.tamu.edu](mailto:Kjoseph@rec.tamu.edu).
- 7) Instructions to set up registration can be found on page 9 of this section.
- 8) If your event involves food that is not pre-packaged, please follow the [FOOD AT EVENTS instructions](#).
- 9) Make the Visiting Team Guide available to participants, spectators and coaches.
- 10) Prepare the Budget for your Event.
- 11) Send the Firehouse email to coaches and participants.
- 12) Have a representative from your team available for the duration of the event for questions and issues that arise. You may need more than one. This person should not be playing in games.
- 13) Other items may be required depending upon your event.

## On-Line Registration-FLYWIRE

Clubs have an opportunity to take club dues, tournament registrations, etc, through an online source from the university called **FLYWIRE**. This is a great service for patrons to pay with a credit card for your event or club dues. **FLYWIRE charges monthly fees. These fees consist of 3% of the net sales. This price can change from year to year.**

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

### **FLYWIRE Training**

The FLYWIRE training is to be completed online.

- Each person who will have FLYWIRE access, must finish the training before being set up in the system.
- For the training, **CONTACT THE SOFC** complete the "Marketplace Training"

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

### **Flywire Agreement**

- A Flywire Agreement Form must be turned in to the SOFC for anyone to have access to the store. The 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 Flywire 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.

### **Flywire Tips**

- It is important to select the correct account code for your product.
- Flywire users should be editing products at the following link:  
<https://tamu.estore.flywire.com/>
- Flywire works best on Google Chrome.
- Every time you log on to Flywire 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.

When considering what level your interaction with minors might be, you can use the following [guidelines](#) as a start. A full risk assessment should be scheduled with University Youth Programs and together, the appropriate levels of risk management will be decided. If you host this event yearly, the club will be required to meet with University Youth programs once a year. Follow the steps below to complete this process. **Applications to host youth events are due 60 days in advance of your start date.**

### What is a campus Program for minors?

- The participant group is made up, in whole or in part, of individuals under the age of 18,
- a university department, college, administrative unit, professional school, branch campus, recognized student organization, and/or third party is assuming care, custody, and/or control of the participants, and
- may or may not collect fees from participants.

Please see the checklist below for the minimum requirements for hosting a youth tournament. If your event falls under the University Youth Programs [criteria](#), there will be additional items your club will need to do. More information can be found at [University Youth Programs - Home - University Youth Programs \(tamu.edu\)](#). A more (linked here) [detailed email](#) will be sent out each semester detailing this process.

### Hosting a YOUTH tournament

1. Have a confirmed facility reservation.
2. Set up a meeting with University Youth Programs, email [uyp@tamu.edu](mailto:uyp@tamu.edu). This should be completed 90 days in advance. A Sport Club staff member should be present.
3. All programs are expected to have Check-in/Check-out procedures, have at least two staff members signed up for Code Maroon, a medical response plan, and are required to submit incident reports within 24 hours of an incident.
4. Obtain the [waiver](#) for the youth participants:
  - Each blank space on the waiver must be completed with your event information
  - Further instructions can be found at [cpm.tamu.edu](http://cpm.tamu.edu), "Compliance" tab, "Liability waivers".
  - Make this available to your participants, it must be signed by a parent/guardian.
3. Submit an [Approval to Charge Form](#) within your Event with Minors application.
  - Estimate the cost based on an estimated number of participants.
  - Insurance costs can be found at [cpm.tamu.edu/finances/#insurance](http://cpm.tamu.edu/finances/#insurance).
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](http://Maroonlink.tamu.edu) from your club page.
6. Complete the Event with Minors Form, **due 60 days in advance.**
7. 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 can be uploaded to a google drive provided by Sport Clubs, along with an electronic copy 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
8. Following your event, a roster will need to be submitted to the University Youth Programs office.
9. 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.

## 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.
- 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. **INFO NEEDED AT LEAST 1 MONTH PRIOR TO EVENT**
- **NO OUTSIDE VENDORS are permitted at Club Events.**

## E. Equipment

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

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

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 Club 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**

## Chapter 6: Finances

- |  |   |
|--|---|
| <p>A. Types of Accounts</p> <ul style="list-style-type: none"> <li>Department of Recreational Sports Allocations</li> <li>Student Organization Finance Center</li> </ul> <p>B. Budget Allocation Process</p> <ul style="list-style-type: none"> <li>Allocation Request Procedures</li> <li>Budgeting Suggestions</li> </ul> <p>C. Methods of Payment</p> <ul style="list-style-type: none"> <li>Department of Recreational Sports Credit Card</li> <li>Rec Sports Credit Card Usage Policy</li> <li>SOFC Credit Card Usage Policy</li> </ul> | <p>Invoiced Payment</p> <p>Reimbursements</p> <p>D. Donations</p> <ul style="list-style-type: none"> <li>Monetary Donations</li> <li>Equipment/Livestock Donations</li> </ul> <p>E. Fundraising</p> <ul style="list-style-type: none"> <li>Sport Clubs Former Students</li> </ul> |
|--|---|

The responsible management of organizational funds is critical to a club's success. Club officers assume the responsibility of guaranteeing expenses support the club's mission and goals, and that expenses do not exceed income. Texas A&M University has established guidelines and procedures regarding the use of state funds. Sport Clubs officers are strongly encouraged to familiarize themselves with these policies, and to coordinate club transactions with their advisor to ensure funds are utilized according to these limitations.

### A. Types of Accounts

There are three types of accounts that may be used by Texas A&M Sport Clubs. Each of these accounts has very specific guidelines for utilizing the funds, and these accounts are explained in further detail below.

#### 1. Department of Recreational Sports Allocation

The Department of Recreational Sports receives funds from the University that are annually allocated to the members of the Sport Clubs Association. These funds are allocated through the combined efforts of the Sport Clubs staff and the Sport Clubs Executive Committee based on the requests of the clubs. The guidelines for applying for these allocations are explained later in this section.

***Allocation funds are available from Sept 1 - Aug 1.***

**ALLOCATION FUNDS ARE NOT TRANSFERRED INTO SOFC ACCOUNTS, INCLUDING THE ALL 9'S ACCOUNT EACH CLUB HAS.**

To access these funds, set up a meeting with a Sport Clubs professional staff member.

Examples of **appropriate** expenditures from the Rec Sports allocation include

- Approved travel expenses (no gas)
  - Lodging
  - Rental vehicles
  - Airfare
- Tournament entry fees
- League or Association fees
- Officiating fees
- Approved equipment purchases (**MUST BE INVENTORIED- Listed on TEAMS file**)
- Approved team uniforms (**Must stay with the club**)
- **Safety Certifications**
- **Allocated monies should be used towards collegiate competition events. Anything outside of that, MUST be approved by Sport Clubs Staff.**
- Other expenses as approved by the Sport Clubs staff
- Risk Management items

Examples of **inappropriate** expenses include

- Purchasing individual equipment needs
- Banquet expenses
- Coaching stipends and travel expenses
- Awards
- Newspaper advertisements
- Warm-ups
- Club t-shirts
- Fundraising Efforts (merch, supplies, etc)
- Increase endowments
- Food
- Gas
- Apparel kept by individuals
- Backpacks
- Running non-collegiate events



## 2. Student Organization Finance Center Accounts

The Student Organization Finance Center (SOFC) is located on the second floor of the Koldus Building, next to the Student Programs Office. **OFFICERS ON THE SIGNATURE CARD** must complete the **online training seminar** prior to utilizing the services provided SOFC. Funds received from club activities such as dues, donations, and fundraisers must be placed in the SOFC account. Typically these funds are utilized for awards, banquets, refreshments, meals, individual apparel, uniforms, gas, and resale taxes. Because funds in these accounts **CARRY OVER** from year to year, it is not necessary for the club to spend all funds in the account each year. Clubs are responsible for off-setting allocation monies from Rec Sports to pay for club related items through fundraising.

**STUDENT ORGANIZATIONS/SPORT CLUBS ARE NOT PERMITTED TO HAVE OUTSIDE OF THE UNIVERSITY BANK ACCOUNTS. ALL MONEY MUST BE HELD AT THE STUDENT ORGANIZATION FINANCE CENTER (SOFC). Most clubs will have a 00000 account for general funds and 99999 account for transferred donation funds from the Texas A&M Foundation.**

**Records of student organizations are “public” and subject to audit by SOFC personnel, Texas A&M University auditors, State of Texas auditors, advisors and other members of your club.** It is vital club officers keep very accurate records of all account transactions, including income and expenses. If a club is audited and cannot produce documentation verifying the transactions, then the authorized student signing the ledger sheet will be responsible for repaying the funds.

## 3. Endowments

An endowment is a gift placed in a permanent fund. The Texas A&M Foundation oversees these accounts and disburses part of the income from the fund for the purpose the donor designates. These accounts are established for a particular purpose (i.e. scholarships, large equipment needs, coaches stipend, etc). Once the account reaches a balance of \$25,000, the interest earned will be available for the club's use.

*The following information will be needed to set up an endowment*

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- Name of the club
- Purpose of the account
- Description of what the money can be used for (i.e. travel, equipment, coaches stipend, scholarships, etc.)

Please see the Sport Clubs staff or Hailey Zavodny with Development and Sponsorships at [hza-vodny@rec.tamu.edu](mailto:hza-vodny@rec.tamu.edu) for information regarding the establishment of endowment accounts.

## B. Budget Allocation Process

The Sport Clubs staff and Executive Committee have developed the following budgeting process to determine clubs' annual Department of Recreational Sports allocation amounts. In addition to the club's financial status and balances, these procedures place a strong emphasis on the following items.

- **Current budget considerations**
- **Projected budget considerations**
- **Generated revenue**
- **Budget presentation**
- **Projected and previous competitions**
- **Travel considerations**
- **Administrative considerations**

Annual goals will influence the nature of club activities for membership recruitment, competition, fundraising, etc. Once these objectives have been established, careful attention to the needs and services that will assist the club in meeting these goals is expected.



## Allocation Request Procedures

***There are 5 tabs that need to be completed within the Budget Worksheet: Current Budget, Projected Budget, Current Year Competition Sheet, Projected Competition Sheet, Checklist of Sport Clubs Criteria.*** Remember to be specific when preparing your allocation requests! The more information you provide, the easier it will be for the Sport Clubs Executive Committee to understand your needs.

Once you have determined the club's needs and fundraising totals, allocation requests will proceed as follows.

- Sign up for a budget presentation time through Google Doc that will be sent, and bring your completed budget request to the Sport Clubs Executive committee during your presentation time.
- Representatives from your club will have an opportunity to present the rationale for your request to the Sport Clubs Executive Committee. This meeting will take place during the month of March.
- After all proposals have been heard, the committee will complete rating forms based on criteria presented earlier that will determine amounts. These rankings and recommendations will be presented to the sport clubs staff for approval.
- Once final determinations have been made, each club will receive an email stating the exact amount of the allocation
- Feedback can be given on presentations by sport clubs staff in the club's following monthly meeting to assist in development
- Clubs will have access to the funds beginning September 1st of each year

## Budgeting Suggestions

The following suggestions should help you coordinate and effectively manage the funds utilized by your club.

- Attend the budget workshop hosted by the Executive Committee.
- Keep and maintain an up-to-date ledger aside from SOFC statements. This provides for accurate record keeping of ALL transactions in and out of your accounts.
- Once funds have been allocated, prepare an adjusted budget to accommodate the differences between the request and the actual allocation.
- Stay within your budget. Spend your money carefully and make sure expenses will assist the club in reaching its goals. Receipt all expenses, keep copies of invoices, and record all deposits. Keep track of all money that is spent and deposited. If you need to know your current financial status, please contact the Sport Clubs staff.
- Pay your bills on time. If you are having difficulty making a payment, discuss the situation with the Sport Clubs staff. **Do not ignore outstanding bills, these must be paid, and if delinquent could result in an infraction.**
- The treasurer should approve all expenditures. Require all club members to obtain approval before they pay for anything for which they expect reimbursement. Obtain receipts, and do not reimburse members for expenditures you did not approve in advance: **No approval & No receipts = No reimbursement.**
- Devise a separate budget for major events (i.e. hosting a tournament, staging a race or fundraiser, etc.) itemizing all projected income and expenses
- Receipt all income received. Be sure to record and deposit any cash received on the day it was received.
- Learn to maintain accurate and up-to-date financial records. Club records are subject to review and/or audit by the Department of Recreational Sports and/or Texas A&M University at any time. It is vital that you maintain an accurate list of all income and expenditures.
- Plan and budget for attending national competitions.

## C. Methods of Payment

A Sport Clubs staff member must approve all Sport Clubs purchases and expenses. Do not purchase items and expect to be reimbursed, or make any verbal or written agreements for the purchase of equipment without first receiving approval. Agreements made without approval are not binding to Texas A&M University or the Department of Recreational Sports, which means the party involved in the agreement will be held liable for all expenses.

Equipment purchased with Recreational Sports allocations becomes the property of Texas A&M University. This equipment will be issued to the club for use during the year. All personal equipment must be purchased by individual club members and remains the property of the individual. Other equipment purchased by the club remains club property. The following methods may be utilized when making purchases or paying for services depending on the product and price which are generally used for facility equipment.

### 1. Department of Recreational Sports Credit Card

The full-time Sport Clubs staff hold credit cards that can be used to purchase items for club use. This method is highly recommended and greatly expedites the purchasing process. To use the credit card:

- **Contact the Sport Clubs staff to set up a time to come in and use the card—BE SURE TO SUBMIT TOTAL COST OF ITEMS, PRIOR TO COMING IN**
- ***For lodging, Sport Clubs may utilize an online booking system for hotel stays. This site has negotiated/discounted rates for clubs. Set up a time to review options with Sport Clubs Staff.***
- If staying in the State of Texas, inform hotel that card is State of Texas tax exempt and provide the occupancy form (located in Sport Clubs Office)
- Based on a Hotel's policies and charges, clubs may not be able to use card
- ***BE SURE TO CHECK YOUR RECEIPTS PRIOR TO LEAVING HOTEL/RENTAL PROPERTY.***
- ***Rental addresses must be obtained and submitted once the property is booked.***
- All orders placed with the credit card will be shipped to the Department of Recreational Sports **(See page 5 for address.)**
- Clubs must have enough money in their allocation account to cover expense before purchasing with a sport clubs credit card.
- The complete cost of the purchase will be subtracted from the club's Rec Sports allocation.

### Rec Sports Credit Card Usage Policy

Clubs utilizing the Rec Sports credit card for ANY purchases MUST submit ALL receipts/statements/invoices to the Sport Clubs staff **NO LATER THAN 48 HOURS AFTER** the completion of the event or time of purchase for equipment that the card was used for. If the club and officers do not comply, **ALL CLUB ACTIVITIES** including, but not limited to: **ALL** practices, competitions, travel, access to funds (no signatures for check requests), etc. **WILL BE SUSPENDED IMMEDIATELY** until all receipts have been submitted to the Sport Clubs staff. **Receipts must be itemized.** *Clubs MAY NOT take Rec Sports credit cards outside of the office.*

**FIRST OFFENSE** - ALL practices will be cancelled, no access to funds (no check requests will be signed) until ALL paperwork is submitted to the Sport Clubs staff. IF paperwork is submitted AFTER the 48 hr deadline, the club's **NEXT** scheduled practice **WILL BE CANCELLED** for **EACH** day paperwork IS NOT submitted. (Example: If paperwork is due on Tuesday by 5 pm, and it is turned in at 12 pm on Wednesday, there will be NO PRACTICE on Wednesday), and **an automatic \$100** will be deducted from the Rec Sports allocation.

**SECOND OFFENSE** - **ALL club** activities will be **CANCELLED** including competitions, funds will be frozen (no check requests will be signed), practices, meetings, etc. Same scenario as first offense are applied as far as turning in paperwork. **An automatic \$200** will be deducted from the Rec Sports allocation. **The club will NOT have access to the Rec Sports credit card for 6 months (excluding the months of May, June, and July). If out of allocation money, club will not be permitted to use for the 1st month of the school year.**

## 2. SOFC Credit Card Usage Policy

To utilize money from the club's SOFC account through a credit card the following will occur:

- Consult the SOFC to insure your club has the money to pay for the entire purchase
- Complete an SOFC Credit Card Payment Request Form (**eCredit Card Payment Request**)
- Have a sport clubs staff advisor review and sign **electronically**
- **OVERESTIMATE THE TOTAL COSTS**
- Ask SOFC staff member to assist with purchase
- Submit any and all receipts from credit card purchase to the SOFC within 48 hours (end of event)
- Record/make note of amount in club's ledger to reflect amount deducted for purchase
- For hotels, you must have a reservation (use personal credit card) before going to SOFC.
- **PURCHASES FOR TRAVEL—**

**Prior to Travel - to use SOFC funds a travel memo can be obtained from the Sport Club Staff for any purchases.**

**After travel is complete—A travel form password WILL BE sent once your trip is approved, which can be used for purchases.**

## 3. Invoiced Payments

In some instances, clubs may choose to be invoiced for services or for the purchase of items. The following procedure should be followed for the payment of club invoices through the Rec Sports allocation.

- Obtain approval for the payment from the Sport Clubs staff
- All orders should be delivered to:
  - Club Name (Required)
  - Attn: Keith Joseph or Jessica Konetski (Required)
  - Department of Recreational Sports (Preferred)
  - Texas A&M University (Required)
  - 4250 TAMU (Required)
  - College Station, TX 77843-4250 (Required)
- Once the items have been received, the accuracy of the shipment should be verified with the Sport Clubs staff
- Submit the invoice to the Sport Clubs staff for payment
- Allow 3 – 4 weeks for the processing of payments made in this way
- The complete cost of the payment will be subtracted from the club's Rec Sports allocation
- **New vendor/W9/Direct Deposit form may be necessary - [studentactivities.tamu.edu/resources/forms](https://studentactivities.tamu.edu/resources/forms)**

## 4. Reimbursement

**Reimbursements can ONLY be made to individuals.** The Department cannot reimburse money directly to the club or into the club's SOFC account under any circumstances. To request a reimbursement:

- Obtain approval prior to the purchase from the Sport Clubs staff
- Once the items have been received, the accuracy of the charge should be verified with the Sport Clubs staff
- Submit the following paperwork to the Sport Clubs staff:
  - ◇ **Receipt showing the name of the individual who made the purchase or paid for the service (this name must match the name of the individual being reimbursed). Receipts must be itemized.**
  - ◇ A completed **Reimbursement Request form** including the name, UIN, and mailing address of the individual being reimbursed—**ONLINE at OFFICER RESOURCE TAB**
  - ◇ How payment was made (Cash, Credit, Check)
- **The Department cannot reimburse the payment of sales taxes, credit card service fees, or purchase of gas. See page 43.**
- The total reimbursement amount will be subtracted from the club's Rec Sports allocation

## 5. Cash Advances

Cash Advances are NOT available through Rec Sports. Instead, sport clubs are highly encouraged to utilize the Rec Sports credit card whenever possible. Clubs MAY utilize funds from their SOFC account if cash payment is the only available option. **Cash Advance forms** may be found with Student Activities. **Do not pay for services with a cash advance (i.e. payment for officials).**

## Donations/Fundraising vs. Sponsorships

The primary purpose of fundraising is to solicit donations from individuals or organizations to support a particular cause or organization. The purpose of sponsorship, on the other hand, is to obtain financial or in-kind support from a company or organization **in exchange** for promotional benefits.

## D. Donations

It is important to report donations and gifts to the Sport Clubs staff to ensure donors receive the necessary acknowledgements in a timely manner. The IRS does not classify Sport Clubs as "charitable organizations," therefore individuals wishing to receive the tax benefits of donating to members of the Sport Clubs Association must follow the procedures outlined below.

## Monetary Donations

1. A form letter for making contributions to Sport Clubs has been created for each individual club. These letters are available by contacting any member of the Sport Clubs staff and should be mailed to potential donors.
2. If possible, avoid cash donations. Checks are preferred. If cash is accepted, it is important to give the donor a receipt and to get his/her name and address. This paperwork will be required for the donor to receive the necessary acknowledgements.
3. Checks should be made payable to the "Texas A&M Foundation" with the name of the specific sport club appearing in the memo section of the check. Checks made out to the club itself will NOT be tax deductible.
4. If possible, letters outlining the donor's wishes should accompany all donations.
5. Donations and letters should be delivered or mailed to:
  - Club Name (Required)**
  - Department of Recreational Sports (Preferred)**
  - Texas A&M University (Required)**
  - 4250 TAMU (Required)**
  - College Station, TX 77843-4250 (Required)**
6. ***ONLINE DONATIONS can be submitted through the Texas A&M Foundation website: [Giving.tamu.edu](http://Giving.tamu.edu) - For Specific directions, contact the Sport Clubs staff.***

## Equipment & Livestock Donations

1. The item or animal must be inspected by a knowledgeable club member, the Sport Clubs Director, or Dr. Leslie Easterwood and/or Dr. Cleet Griffin (for horses) to judge its condition and suitability for the club.
2. Prior to accepting a donation of equipment or livestock clubs must:
  - Determine and locate appropriate storage or housing space on campus
  - Receive approval from the Sport Clubs staff
  - **Vet checks and accepted specific scans performed on horses.**
3. Upon delivery of the equipment or livestock, the following must be given to the Sport Clubs Staff:
  - A letter from the donor stating the condition and the market value of the donation
  - A picture of the item or animal
  - **Independent Appraisal from someone NOT employed by donor or associated with club.**
  - **For tax deduction, an IRS F8283 form must be submitted.**

4. The Sport Clubs staff will send a letter to both the donor and the Texas A&M Foundation verifying the receipt of the equipment or livestock. The Foundation will send the appropriate acknowledgements for tax purposes.
5. In most instances, the item or animal will be put on the Sport Clubs Program Inventory

## E. Fundraising

Although clubs receive some monetary support from the Department of Recreational Sports, the funding of club activities is primarily the responsibility of each club's membership. **DO NOT wait until the end of the year to do this.** This should be an on-going process throughout the year. It is important members take an active role in raising funds to reduce the individual costs associated with participation in the club. Before organizing a fundraiser or soliciting funds from donors, club leaders should communicate their plans with the Sport Clubs staff to ensure compliance with University policies and procedures.

Some possible fundraising activities include:

- **Letter campaigns to friends and alumni of the club**
- **Profit shares with local businesses/restaurants**  
If you need a w-9 form or tax ID for a profit share, ask the Sport Clubs staff
- **Merchandise sales**
- **Athletic concessions**
- **Athletic facility clean ups**
- **Tournaments**
- **Youth camps/clinics**

Each of these activities requires planning and coordination. All plans should be discussed with the Sport Clubs staff. The following guidelines will help make your fundraising efforts successful.

- **Determine the purpose of the Fundraiser**
- **Develop a fundraising officer position to coordinate and direct fundraising efforts**
- **Require all club members to participate in the activity**
- **Avoid scheduling conflicts with other major campus and community events**
- **Utilize various forms of media to promote and publicize the activity**
- **Reserve the appropriate facilities well in advance**
- **Keep accurate financial records of all monies spent and received**
- **Prepare a report about the fundraising activity to help future club members plan similar events**

### Sport Clubs Former Students

Sport Clubs are highly encouraged to maintain contact with former club members. The development of an accurate mailing list takes a lot of time and patience. However, once complete, an alumni mailing list can prove to be very beneficial to the club. To create an alumni mailing list:

- Utilize the former student database available through the Association of Former Students to find mailing addresses

Sport Clubs may not contact individuals who are not associated with the club without receiving approval from the Texas A&M Foundation. Please coordinate these efforts with Hailey Zavodny with Development and Sponsorships at [h Zavodny@rec.tamu.edu](mailto:h Zavodny@rec.tamu.edu) for Rec Sports.

## Chapter 7: Travel Guidelines

### A. Student Travel Guidelines

#### B. Trip Planning

Driver Selection

Sample Timeline for Trip Requests

Alertdriving.com Training

Class Absence Requests

Travel Options

International Travel

Eligibility Checks

### C. Expectations During the Trip

Emergency Procedures

Sport Clubs travel annually more than 250,000 miles for games, tournaments, and other competitions. With such a heavy emphasis placed on safety and managing risks it becomes very obvious travel is an area that will be closely watched and discussed. Realizing this fact, it is important you as student leaders understand the liability associated with travel, as well as the various options that are available for the club's use.

## A. Student Travel Guidelines

Texas A&M University instituted a student rule that governs student travel, as well as an accompanying standard administrative procedure that provides guidelines for safe driving practices in large capacity vehicles. It is imperative your organization follows the travel procedures established by the Sport Clubs staff in order to ensure adherence to the suggested guidelines. The following information is meant to provide a general explanation of the student travel policy and how it affects your organization.

### **13.04.99.M1.01 – Student Travel Procedures & 24.01.01.M0.01 – Van Safety Procedures**

The student travel rule governs travel undertaken by students to **an event or activity located more than 25 miles from the University and is:**

- Organized and/or promoted by a Sport Club or representing the University (including All-Star events)
- Sponsored and/or by the University,
- Undertaken using a vehicle owned or leased by the University, or
- Required by a student organization registered at the University

### **NO driving/travelling between midnight and 6 am**

The rule specifies trips that meet these criteria must abide by the following guidelines:

#### Required Documentation

- **Student Travel Notification** – The Sport Clubs staff will notify Student Activities office for the Critical Incident Response Team (CIRT) with the required information for clubs that submit a Sport Clubs Trip Itinerary within the timeline specified in this guidebook.
- **Waiver and Release Forms** – All student travelers must have an **APPROVED** Assumption of Risk/Standard of Conduct/Head Injury and Concussion form on file with the Sport Clubs staff. Students under the age of 18 must have a release signed by their parents or legal guardian.

#### Rental/Commercial Vehicles

If you are utilizing rental/commercial vehicles for the trip, all drivers must:

- Be at least 18 years of age
- Possess personal automobile insurance coverage as mandated by the State of Texas
- Possess a valid driver's license
- **For 11-passenger vans, drivers must be at least 21 years of age and complete the large capacity van operation instruction provided by the Transportation Service Center. Please see the instructions for alertdriving.com provided in page 4 to ensure adherence to this requirement.**

#### Privately Owned Vehicles

Students driving privately owned vehicles must:

- **Have a valid U.S. driver's license**
- Possess personal automobile insurance coverage as mandated by the State of Texas
- Have a current state inspection and Registration if applicable based on state.



## B. Trip Planning

The traveling process requires organization, attention to detail and planning on the part of Sport Clubs leaders. **For all travel:** Club leaders should discuss each trip with Sport Clubs staff in their monthly meetings to ensure proper planning of trips. ***During this meeting, club leaders should be prepared to discuss:***

- Purpose of the trip
- Travel route
- Itinerary (i.e. lodging, timeline, etc)
- Mode of transportation
- Selection criteria for drivers
- Emergency procedures

**In order to compete and travel, a completed SPORT CLUBS TRIP REQUEST FORM ONLINE THROUGH SPORTCLUBS.TAMU.EDU must be submitted at least **TWO WEEKS** prior to departure. If the trip request is NOT submitted, the club will not travel.**

ALL information (FINALIZED rosters, driver agreements, etc) MUST be submitted by **5 pm on Wednesday the week of travel**. Failure to do so will result in the club not traveling.

ANY roster changes MUST be notified to the Sport Clubs Office (if you are removing members from the travel roster after Wednesdays at 5 pm). The Sport Clubs Office must have an accurate list of travelers.

**If a person does not have an AOR approved through the MANAGER website, they WILL NOT be visible to add to the trip request and eligible to travel and compete.**

### ***Trip Request info:***

- ONLY club members who have an approved AOR/SOC will be visible and available to be added to a trip request.
- **\*ONLY CLUB MEMBERS COMPETING MAY TRAVEL!** Exceptions may be made by the Sport Clubs staff. Set up a meeting to discuss these situations.
- Injured players **MUST** be removed
- **ONLY Officers may submit a trip request**
- Those who have a submitted and approved Driver's Agreement will be available to be added to the trip request to drive. Clubs MUST have 2 drivers per vehicle.
- **REQUESTED VEHICLES MUST BE SUBMITTED BY MONDAY 12PM, TWO WEEKS PRIOR OF TRAVEL, THROUGH THE TRIP REQUEST SUBMISSION ON THE MANAGER.**
- Destination, date(s) of departure, competition, and return, description of travel route
- Emergency contact number(s) while on the trip
- An in-travel contact must be designated along with a safety officer **FOR EACH ITINERARY**

**If the information on the Trip Request is not complete, clubs will be unable to utilize Rec Sports funds or obtain reimbursement for expenses incurred as a result of the trip. In addition, clubs could face disciplinary action for failing to abide by the trip planning process.**

### **Driver Selection**

All drivers are required to complete a **Driver Agreement form through SPORTCLUBS.TAMU.EDU** prior to each trip. In order for an individual to be eligible to drive during sport clubs trips, they must:

- Submit a Driver Agreement form
- Be at least 18 years of age, and have a valid United States issued driver license
- Possess personal automobile insurance coverage as mandated by the State of Texas
- Not have exceeded two at-fault accidents/violations within the last 18 months or have any violation in the last 2 years for drunk driving, driving under the influence of drugs, or reckless driving, or have a reinstated license in effect less than one year after revocation
- Agree to obey all local, state and federal traffic laws, agree not to drive under the influence of alcohol or any illegal drug, agree not to possess or transport any alcohol, illegal drugs, firearms or weapons, agree to wear a seatbelt, and agree to avoid horseplay, racing or other distracting or aggressive behavior
- Not permit any unauthorized persons to drive the vehicle
- **When updating insurance info, individuals MUST complete a new form**



### Sample Timeline for Trip Submissions

The following is an example of a timeline for submitting a trip request:

EX - Travel to begin on ***Friday, September 9, 2022***

- ⇒ **Trip requests are due AT LEAST 2 weeks prior to travel.**
- ⇒ Trip Request MUST be submitted on the Manager site NO LATER than ***Friday, August 26th at 5pm. Submitting AFTER the 2 week prior deadline may result in a club NOT travelling.***
- ⇒ If rental vehicles are needed, those MUST be submitted at this time through an itinerary.
- ⇒ Vehicle Requests CANNOT be added within 2 weeks of travel.
- ⇒ Submit Itineraries for the detailed trip info.
- ⇒ Multiple itineraries must be submitted if staying at different lodging or leaving/returning at different times.
- ⇒ Changes/Updates can be made to trips, itineraries, rosters, adding drivers, etc until ***5pm, Wednesday, September 7, 2022.***
- ⇒ After this deadline, NO additions to rosters or changes to itineraries made occur.
- ⇒ Exception - clubs CAN delete/remove participants by contacting the Program Assistant at [sportclubs@rec.tamu.edu](mailto:sportclubs@rec.tamu.edu).
- ⇒ If a member/player is NOT traveling, the club MUST inform the Program Assistants PRIOR to travel.

## Alertdriving.com Driver Training

Individuals who drive large capacity vehicles must complete training. Texas A&M has established an on-line training tool through [www.alertdriving.com](http://www.alertdriving.com). Anyone who will be driving large capacity vehicles during Sport Clubs trips must complete this short training course. The Department of Recreational Sports pays a \$10 fee for each individual being certified, it is strongly recommended your organization determines five or six individuals who will be responsible for driving during the various trips throughout the year. **Sport Clubs will pay for the first 4 people of each club to complete training. Clubs must pay for additional training courses.** The process for being certified to drive large capacity vehicles will be as follows:

1. Clubs will need to submit a list of names and email addresses of those club members who will need the training. **THEY MUST BE 21 YEARS OF AGE OR OLDER!** Please submit the list to the Sport Clubs Director. Clubs will then receive a reply email with details on how to complete the training.
2. It is **REQUIRED** you have at least two drivers per vehicle requested (i.e. if you need four vans, eight different drivers should be named)
3. Upon receiving an email with directions, follow the link to alertdriving.com and click on the "Member Login" link
4. When prompted, enter the username and password
  - On your first login, you will be prompted to enter a new password for security purposes
5. The screen will present information through slides, statistics, and a video that will be needed for completion of the quiz
6. To successfully complete the course, you must receive at least an 85% on each sections
7. Certificates of completion must be submitted to - sportclubs.tamu.edu
8. In order to rent a large truck or cargo van, individuals must follow these procedures as well.

## Class Absence Requests

Club members may need to be absent from classes in order to attend scheduled Sport Clubs competitions. Club members can prevent misunderstandings and academic difficulty by obtaining a letter from the Sport Clubs staff verifying the club's plans to travel and compete. Club members are **HIGHLY** encouraged to inform instructors WEEKS in advance of the event prior to giving them a class absence request letter.

***Class absence request letters will be given out before trips, NOT AFTER A TRIP. In order to receive a class absence request letter, the club member's name must appear on the Travel Roster on the Trip Request Form.***

**Sport Clubs travel is NOT a university excused absence; therefore, class absence request letters do not mandate professors excuse the absence.**

Club members are responsible for all work missed during their absence and are required to comply with their instructor's demands for rescheduled or make-up exams and assignments.

On Sport Clubs Trip Request form, mark "yes" for class absence request letters, if needed. Class absence request letters will not be distributed until the trip is approved.

The class absence request letters will be typed on Department of Recreational Sports letterhead and signed by the Sport Clubs staff. Copies for each student can be picked up in the club's mailbox not less than 3 business days after submitting the request.

It is recommended that you inform club members to highlight their own name when providing this request to a professor.

## Travel Options

The following options are available for use by Texas A&M Sport Clubs during authorized trips:

### 1. Commercial Rental

Some commercial rental companies (i.e. Enterprise, etc) have state contracts enabling clubs to receive a lower rental rate. Rental of these vehicles are direct billed to the Department of Rec Sports. If your club is required to pay for the vehicle, an invoice will be placed in your club mailbox.

**One-Way vehicle rentals to airports are NOT permitted.**

- **Prices below are for local pick up and drop off. Additional charges will be assessed for vehicles rented at airport locations.**
- **Please treat these vehicles as if they were your own. It is a privilege for our Sport Clubs to use these commercial vehicles in lieu of having to use personal vehicles.**

\*\*\*Sport Clubs will pay for/cover rental charges for: In-State regular season competitions.

**\*\*\*Sport Clubs WILL NOT pay for Out of state competitions. ALL rentals for National and Post-Season competitions (regardless of if in Texas) MUST be paid by the clubs. If club has Allocation money remaining, it can be used for these situations. Otherwise, payment must be made from SOFC direct to Enterprise. Invoices will be put in club mailboxes.**

Enterprise Rates are as follows:

Vehicle	Daily Rate	Weekly Rate
Full Size Sedan	\$40.00	\$230.00
Standard SUV (5 passengers)	\$65.00	\$373.75
Large SUV (7 passengers)	\$100.00	\$575.00
Mini Van (5-6 passengers)	\$64.00	\$368.00
*Full Size Van (11 passengers)	\$125.00	\$718.75
*Cargo Van (2 passengers)	\$106.50	\$586.00
*Truck (for towing)	\$105.50	\$658.00

**\* These vehicles DO NOT have unlimited mileage. After 200 miles there is \$.20 per mile charge. Clubs MUST pay for these vehicles out of their SOFC account.**

### 2. Private Automobiles

Be sure each vehicle has appropriate insurance, current inspection and registration and that individuals traveling in private vehicles understand they do so at their own risk. **Drivers need to be aware that by choosing to drive, they assume responsibility for the safety of those traveling in their vehicle.**

### 3. Airline flights

**Before ANY flights are purchased ALL flight times MUST be approved by the Sport Clubs Staff to insure travel times adhere to the sport clubs travel policy.** When seeking flights, be sure to include travel time to and from the airports. For example if you are looking at 6am flights, this will not work, as there will be travel time that exceeds the midnight to 6am driving restrictions. Flights that depart or arrive close to the times must be approved, and lodging must be secured as well to avoid driving during restricted hours. All measures are in place to heighten the safety of our participants. It is encouraged to utilize the Sport Clubs or SOFC credit cards to make airfare purchases.

### 4. Charter Bus

Clubs will need to contact bus companies to secure pricing. Payment should be from the SOFC, but there may be cases where part of a club's allocation could be used. Clubs must also provide a hotel room for the driver.

## International Travel

When teams have an opportunity to travel outside of the US. There are some additional procedures that must take place to ensure the trip is approved. For International travel, trip requests form must be submitted **ONE MONTH** in advance of travel. Also, ALL club members traveling internationally **MUST** register their trip and details with **Study Abroad Office** on campus.

**ALL trips must be registered at - [studyabroad.tamu.edu](http://studyabroad.tamu.edu)**

## Eligibility Checks

**\*\*All competing and traveling members MUST meet Sport Clubs Guidelines to be eligible.**

**If a member is ineligible, they WILL NOT be available to add onto the trip request.**

All Sport Clubs must abide by the conference, regional, and state rules and regulations that govern their sport. A club representative should go to the registrar's office at least three weeks in advance when required to obtain certificates of eligibility from the University (statements verifying current student status and progress toward a degree). If the Registrar's stamp is required, failure to give adequate time for completion may result in the club not obtaining the necessary paperwork in time.

To obtain a certificate of eligibility, clubs should supply a letter to the [Office of the Registrar](http://registrar.tamu.edu) (registrar.tamu.edu) that specifies:

1. Each student's correctly spelled full name and ID number
2. What is to be verified (i.e. registered, currently enrolled, full-time status, progress toward a degree, good academic standing, GPR, other). It is the club's responsibility to request this information from their governing association. Failure to submit this information will delay the verification process.
3. If not on your NGB form, then complete the following step

In order to release certain information (e.g. GPR) the University must have the signed permission of each individual. **The Information Release Form, which can be found on the Sport Clubs website, must be completed and submitted in order for the University to release and check grades and status. Clubs MUST go to the registrar's office prior to bringing to the Sport Clubs' office for signatures.**

## C. Expectations During the Trip

As representatives of Texas A&M University and the Department of Recreational Sports, all Sport Clubs members are expected to conduct themselves in an appropriate manner whenever and wherever they may travel. Any reports of activities that negatively reflect upon the University will result in disciplinary actions. All funds will be frozen until the situation is resolved. Have more than 2 drivers on extended trips.

Sport Clubs members abide by the following safety guidelines.

- For large capacity vehicles, do not exceed **11 passengers per vehicle**
- Obey all traffic laws and regulations, especially speed limits
- Do not consume, possess, or transport alcoholic beverages, illegal drugs, unauthorized firearms, or other types of weapons
- **If an accident occurs, or damage to a rental vehicle, a sport clubs staff member MUST be notified.**
- **EVERYONE MUST wear a seat belt at all times.** The number of passengers in the vehicle must not exceed the number of available seat belts at any time.
- Do not transport luggage or other items on top of large capacity vehicles.
- Avoid horseplay, racing, or other distracting or aggressive behavior
- It is recommended to travel with at least one CPR & First Aid certified member
- **Allocation money will NOT be utilized to pay for parking tickets OR TOLLS**
- **If a member suffers a concussion/head injury, the sport clubs staff MUST be notified**

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- Travel with a team emergency contact list & safety officer binder
- Avoid driving when conditions are hazardous (i.e. fog, heavy rain, snow, ice, etc). Be prepared to stop and check in to a hotel when fatigue or travel conditions warrant.
- Plan routes out in advance, carpool and caravan where possible
- Divide the trip into segments, stopping for rest when necessary
- Ensure everyone has the appropriate phone numbers and there are designated check-in times.
- On extended trips, have at least one other approved driver in the vehicle. It is recommended drivers rotate every two hours.
- A passenger or second driver should ride in the front passenger seat and remain awake at all times
- Avoid taking medication prior to driving, especially if the label warns against operating a vehicle while taking medication
- When in doubt, use common sense when you drive
- If an accident or breakdown occurs, know and follow the emergency procedures below.

## **DO NOT drive between midnight and 6 am**

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### **Emergency Procedures**

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#### ***If you are involved in an accident:***

- Stop immediately and notify the local police or call 911
- Refer to the Emergency Contact Card and follow the Emergency Contact Protocol in Chapter 8 – leave messages if necessary
- Fill out a police report (necessary for insurance purposes)
- Obtain the names and addresses of all witnesses
- Do not make any statements as to who is at fault, nor should you make any offers to pay damages. Fault or legal liability will be decided by the appropriate authorities.
- *If you are driving a rental vehicle, contact Enterprise immediately and contact the Sport Clubs staff on the day of the accident to notify of situation*
- *If an accident occurs, club officers MUST inform a Sport Clubs staff member on the day of the accident to acknowledge the information*

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#### ***If someone is injured in the accident:***

- Call 911 immediately and obtain medical attention
- Consult the member's medical release form for any special needs
- Follow the Emergency Contact Protocol listed in Chapter 8, page 7

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#### ***If a breakdown occurs:***

- Contact the DPS Non-Emergency Roadside Assistance at **800.525.5555** (also \*DPS on many wireless phones)
- If driving a rental vehicle, contact Enterprise at **800.736.8222**

## Chapter 8: Risk Management & Safety

### A. Elements of Risk Management

#### Types of Risks

#### A. Critical Incident Response Team (CIRT)

#### B. Weapons Policy

#### C. Sport Clubs Safety Officer

#### E. First Aid Kits

#### F. EMTs/Athletic Trainers

#### G. Concussions/Head Injuries

#### H. Emergency Procedures

#### I. Emergency Contact Protocol

Risk management is neither costly nor burdensome. A good risk management plan will assist you in co-ordinating events and travel that will increase the safety of participants and spectators. The Department of Recreational Sports expects clubs to operate in a manner that reflect this belief and attempts to provide clubs with the resources needed to implement a comprehensive risk management plan. In addition to the risk management guidelines already presented throughout this guidebook, the Department of Recreational Sports has developed the following protocols to improve the safety of the students involved with the Sport Clubs Program.

## A. Elements of Risk Management

Risk management is the process of advising organizations of the potential and perceived risks involved in their activities. It also includes monitoring organization activities and taking corrective actions and proactive steps to minimize accidental injury and/or loss. There are four elements of risk management clubs should acknowledge:

### 1. Identification

Prior to hosting an event, traveling to a competition, or competing in any other activity, clubs should work to identify the risks associated with that activity. Risks do not include only those things that can lead to injury, but also include risks to the club's finances, image, etc. This guidebook has been developed to include outlines and suggestions for identifying risks associated with your club business.

### 2. Evaluation

Once you have identified the risks associated with the club's activities, these risks should be evaluated to determine their severity and probability. A proper evaluation of these risks will assist the club in determining the best way to handle each risk.

### 3. Treatment

Once the risks have been evaluated, clubs must determine the most effective method for managing each risk. Clubs may choose to do one of three things after evaluation: eliminate, limit, or accept the risks. All sport clubs, by their nature, involve risks. Therefore, the answer should not always be to eliminate the activity simply because the risk exists. Instead, clubs should work to determine how to best manage and minimize the risks.

### 4. Implementation

Once the most effective method for managing the risk has been identified, clubs should implement the risk management plan. This could include physical modifications, proper signage, extensive advertising, etc. The implementation possibilities are endless and should be discussed with the Sport Clubs staff.

## Types of Risks (PREFF)

**Physical risks** – Physical risks include those things that can hurt you, but this also includes how things like food, alcohol, dangerous environmental conditions, etc. can cause harm or injury.

**Reputational risks** – Poor conduct doesn't just make you look bad, it also makes your organization and Texas A&M look bad, so make sure you think before you act.

**Emotional risks** – You know that feeling. Something just doesn't feel right...or maybe it doesn't feel good. That's probably your gut telling you that there are emotional risks at play. Hazing, discrimination, harassment, and sensitive topics all create emotional risks.

**Financial risks** – Money, make sure you have it before you spend it, and if you do have it, spend it responsibly.

**Facilities risks** – Not all facilities are created equally. Make sure the space you've chosen is safe (and appropriate) for your event...and don't forget to leave it the way you found it.

## **B. Critical Incident Response Team (CIRT)**

The information given on the Sport Clubs Trip Request is given to the Critical Incident Response Team (CIRT), which consists of Department of Student Life administrators and staff who respond to critical incidents in the local area and serve as the central contact when students are involved in critical incidents away from the College Station campus. However, CIRT does not respond only to travel related incidents. The team is also prepared to respond to the following:

- **Death of a student (on or off campus)**
- **Attempted suicide**
- **Life threatening injury/illness**
- **Sexual assault**
- **Mental health crisis**
- **Drug/Alcohol overdose**
- **Campus disturbance/Riot**
- **Contacting students in cases of family emergency**
- **Fire/Explosion with injuries or significant damage**
- **Natural disasters**
- **Airplane crashes**
- **Infectious disease**

CIRT provides invaluable services to the Texas A&M community during critical incidents, including:

- **Notification of instructors**
- **Personal counseling referrals**
- **Assisting in contacting roommates**
- **Accommodations for disabilities**
- **Contacting family members**
- **Academic referrals**
- **Withdrawing from school**
- **Addressing family needs**

**The Sport Clubs staff will activate CIRT when notified of any critical incident involving Sport Clubs students.**

*The importance of an accurate roster is crucial in case of an emergency*



## C. Weapons Policy

Texas A&M Sport Clubs members must be aware of the TAMU Student Rules pertaining to the presence of weapons on campus:

### TAMU Student Rules

**24.4.14. Weapons and explosives.** Illegal or unauthorized use, possession of fireworks or explosive, other weapons, or dangerous chemicals on *University premises* or at any *University-sponsored* activity or use of any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others is prohibited. Illegal or unauthorized use or storage of any weapon. The term weapon may be defined as any object or substance designed to inflict a wound, cause injury or pain, or to incapacitate. Weapons may include, but are not limited to, all firearms, pellet guns, tasers, stunguns, slingshots, martial arts devices, switchblade knives and clubs.

### Residence Hall Handbook Rule

Students may NOT bring into the residence halls for any reason any firearm, illegal knife, club, or any other weapon (not restricted to legal definitions) which may be hazardous to the health or safety of residents. This includes, but is not limited to: Rifles (including drill rifles), shotguns, pistols, pellet guns, paintball guns, laser/stun guns, BB guns, bows and arrows, sling shots, martial arts weapons such as nun-chucks or throwing stars, axes, machetes, swords, spears, switchblades, or knives with a blade 4 inches or longer. Residence hall staff or University Police may confiscate these items. In addition, the following items are prohibited from being used inside of any residence hall room or public area: Airsoft guns, paintball guns and nerf-type guns. These items may be stored in a residence hall room, but may not be used anywhere inside of a residence hall. Residents found violating any part of this rule may be subject to both University and criminal charges and may be removed from University housing.

This policy applies to anyone involved in any Recreational Sports sponsored event (students, faculty, staff, and visitors). Examples of Sport Clubs equipment considered prohibited weapons include, but are not limited to firearms (i.e. pistols, rifles and shotguns); illegal knives meaning a knife with a blade over four inches (i.e., foil, epee, saber swords) or a spear (i.e. arrow); clubs (i.e., staffs and bows).

All weapons may be used only during a sponsored Sport Clubs event at the designated activity area or other approved area. In addition, only approved club officers should have access to weapons' storage areas.

### Storage of the weapons is approved in the following areas

- **Archery**: Lockers in Rec Center 243.
- **Fencing**: PEAP 115
- **Pistol**: Locked storage safe located in the Trigon Shooting Range
- **Trap & Skeet**: Personal weapons must be stored off-campus.

### Transportation of Firearms & Weapons

Firearms must be transported unloaded in a secured carrying case. Ammunition must be stored separately from the weapon.

### **Campus Carry**

A handgun license holder under chapter 411, Texas Govt. Code, may carry a concealed handgun on or about the license holder's person while the license holder is on a member campus or in a member vehicle, unless prohibited by state or federal law, or the member's campus carry rule. The open carrying of a handgun on a member campus is prohibited.

Concealed carry (handgun) on campus - permitted

Open carry (handgun) on campus - prohibited

These laws include sport clubs events and travel

It is important if your club travels outside of the state of Texas know the local/state laws as they may differ, and could cause issues for individuals

## D. Sport Clubs Safety Officer

The Department will provide opportunities for club officers to become certified in CPR and First Aid. The schedule of classes may be found at [recpsports.tamu.edu](http://recpsports.tamu.edu). Clubs are strongly encouraged to provide two members who will be certified at no cost to the club. If your club is interested in having more than two certified, please visit with the Sport Clubs staff to discuss your options. Some responsibilities of the Safety Officers may include:

- Ensure at least one Safety Officer is present at all club activities
- Ensure all members have **COMPLETED AORs** on file prior to the start of practices each day
- **AOR list is available through club profile on sportclubs.tamu.edu**
- **TRAVEL WITH A TEAM EMERGENCY CONTACT LIST FOR ALL MEMBERS**
- **Updated Travel Roster will be sent by staff to officers before each trip begins**
- Communicate changes in Sport Clubs Trip Rosters with the Sport Clubs staff
- Work with the Sport Clubs staff to ensure first aid kits are stocked and prepared for trips
- Communicate risk management policies with club members
- Share risk concerns with the Sport Clubs staff and Executive Committee
- Ensure the completion of forms for youth tournaments
- Risk assessment for event planning
- **Communicate with Sport Clubs staff of any changes in route/during travel. (EX—Flight times change, late games/competitions delaying driving)**

To become a safety officer, you must complete the safety officer training. The training can be found on the Rec Sports website, click the **Things To Do** tab, then select **Sport Clubs**, and **Officer Resources**. Under the **Travel Forms** section, there is a link to the Safety Officer Training. This link will take you to a Google form where you will fill out your information, watch the training video, and then take the quiz following. You must receive a 100% on the quiz to become a safety officer. Upon completion, please email one of the Graduate Assistants letting them know you completed the training along with your name, UIN, and what club you are in.

## E. First Aid Kits

**Clubs are encouraged to create a first aid kit based on common injuries within a specific sport.**

The Department of Recreational Sports will make first aid kits available for checkout during club trips. A First aid kit is recommended for all clubs traveling. First aid kits can be checked out in the Sport Clubs Office during business hours.

We recognize there are circumstances during trips when clubs do not have access to Medics or other emergency personnel during club activities. It is the responsibility of the club to ensure the first aid kit is fully supplied prior to departure and for providing documentation for any inventory utilized while checked out. First aid kits are to be returned to the Sport Clubs Office within 24 hours of returning to College Station.

## F. Medics/Athletic Trainers

Student EMTs will be provided and scheduled by the Department of Recreational Sports for club practices, games, tournaments, or other competitions at **Rec Sports facilities**. Clubs must have a schedule on file with the Sport Clubs Office. The Sport Clubs staff will assist clubs in the scheduling of the EMTs, but keep in mind:

- Provide an accurate starting and ending time **(including warm-up time)**
- Event/tournament/game schedules **MUST** be turned in 1 month in advance
- Last minute additions of events are not guaranteed to be scheduled
- Sports held at local lakes - practices will not be covered (only local events)
- Please be aware EMTs work a number of different events and are also students of Texas A&M. Inform the Sport Clubs staff of changes in activity times and locations immediately so the Medics/Athletic Trainers can be rescheduled

- **EMTs cannot tape ankles or other joints. Their purpose is to respond to injuries and incidents as they occur.**
- **Schedules must be submitted by the 15th of the previous month for scheduling Medics and Athletic Trainers.**

If no EMTs are present at the start of a Sport Clubs activity, someone should be appointed to contact the Health Center Dispatch Room at 979.862.4145 and a Sport Clubs staff member.

#### EMT Cancellation Policy

- Clubs are responsible for cancelling EMTs if you are going to cancel your practice or game/tournament
- *If canceling practice, you MUST contact the **Sport Clubs Office and Medic Office in the Rec Center** at least 24 hours prior to the practice.*
- *Call a Sport Clubs staff member, DO NOT email if cancellation is within 2 hours of practice start time*
- Failure to do so will result in the following sanctions:
  - **1st offense:** \$100 deducted from club allocation account
  - **2nd offense and on:** \$200 deducted from allocation account for each occurrence

#### Athletic Trainers

- Certified Athletic Trainers will be present at selected games, tournaments, and practices at the Penberthy Rec Sports Complex.
- Sports that will have athletic trainers at their games/events will be: Basketball, Men's & Women's Soccer, Men's and Women's Rugby, Men's and Women's Lacrosse, Gymnastics, Judo, Ice Hockey, Taekwondo, Men's and Women's Ultimate, Men's and Women's Volleyball, and Wrestling
- Athletic Trainers can be requested through the Sport Clubs office for various other events. Clubs will have to pay for those additional events. The cost will be \$32/hour.
- EMT will remain as first responder, with Trainer assisting until EMT relinquishes situation.
- If players want to be taped for games/tournaments, the player must supply tape.
- **Outside ATCs will NOT be permitted for hire by sport clubs where contracted ones from the Sport Clubs office are present.**

## G. Concussions/Head Injuries

Concussions and other head injuries are a risk that is associated with your activity, due to the nature of Sport Clubs. Because of this serious risk, additional training is being required of safety officers, coaches, and other officers. Along with athletic trainers and medics who are on site during practices, games, and events, cautious decisions will be made to remove a player from any activity, including practices and competitions if a head injury or possible concussion is sustained.

These can be found with the Sport Clubs office, and each officer group.

Further education and training documents and videos will be provided to the officers and coaches in the Sport Clubs program.

#### Player Head Injury Procedures

- When a head injury/concussion occurs, it MUST be communicated immediately to the Sport Clubs office
- If a participant receives a concussion and/or head injury, he/she MUST be evaluated by a doctor.
- Once evaluated and cleared for participation, member must submit a doctor's note/permission to the Sport Clubs Office IN PERSON by setting up a time before being permitted to return to any club activity
- Depending on the sport and individual, there could be a varying level of a return to play protocol before full activity may be resumed.
- Return to learn protocols may be obtained through the Office of Disability Resources.

## H. Emergency Procedures

### If an EMT is present:

---

- **Determine the nature and extent of the injury**
  - ◇ **DO NOT ATTEMPT TO MOVE THEM**
- Contact the EMT immediately
- Assist the EMT in any way necessary and standby for any instructions the Medic may give about contacting the ambulance or Medic Supervisor

### When contacting 911:

---

- ◇ Inform the dispatcher an EMT is on the scene
- ◇ It is important to stay near the phone you called from in the event that EMS calls back for further information or instruction
- If possible, have a club member wait by the entrance to direct EMS personnel to the injury site
- Please remember all patient information is confidential and should not be discussed with others
- The medic will process the necessary forms and will contact the appropriate university personnel

### If no EMT is present:

---

#### For minor injuries:

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

#### For injuries requiring medical attention:

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

#### For emergencies:

- **Call 911 and request EMS**
- Explain the nature of the emergency and inform them no EMT is on the scene
- Give them clear and specific directions to the site
- Provide the name and exact location of the victim, a brief description of the injury, identification of the caller, and phone number
- Meet emergency personnel at the entrance to the building or scene of the accident and guide them to the injured party
- Emergency personnel will be responsible for determining if and how the injured party shall be transported and whether to transport to the Health Center or the local hospital

## I. Emergency Contact Protocol

The following protocol has been designed to establish a formal chain of command that will allow for fast and efficient communication in the event of a serious and/or life-threatening emergency occurring within a Recreational Sports facility or designated sporting area. Prompt notification of the appropriate senior staff members will be carried out according to this standard procedure.

Any medical emergency is a possible life-threatening situation. Examples of serious injuries might include: loss of consciousness, head and/or neck injury, respiratory distress/arrest, cardiac emergencies, drowning and near drowning, seizure, falls, severe fractures, and exposure or extreme cold or heat. **Any injury that requires ambulance service, extended care in a hospital, missing of classes, etc. must reported to the Department of Recreational Sports immediately. Clubs will need to call any Sport Clubs staff member listed below with the report as soon as possible (DO NOT wait until Monday morning).**

*In case of an injury or emergency, the following contact list should be followed*

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<b>Keith Joseph</b> Sport Clubs Director	979.845.3074 (office) 979.229.9479 (cell)
<b>Jessica Konetski</b> Senior Assistant Director-Sport Clubs	979.862.1857 (office) 979.739.1599 (cell)
<b>Jason Kurten</b> Associate Director, Programs	979.862.1999 (office) 979.220.6289 (cell)
<b>Student Recreation Center</b>	979.845.7826

## Chapter 9: Sport Clubs Manager

- |                                  |                               |
|----------------------------------|-------------------------------|
| A. Overview of the Manager       | D. Driver's Agreement Form    |
| B. Accessing the Manager         | E. Trip Event Submission Form |
| C. Assumption of Risk (AOR) Form | F. Viewing Club Information   |
| AOR for Minors                   | G. Restricted Members         |
| Member Home Page                 |                               |

### A. Overview of the Manager

The "Manager" ([sportclubs.tamu.edu](http://sportclubs.tamu.edu)) was developed to assist the Sport Clubs program staff and officers in managing their participants and paperwork. The Manager is used for completing the required forms needed to participate and compete within the program. It allows participants to have access to their clubs, agreements, and home and trip events.

### B. Accessing the Manger

**In order to access the Manager System, you must:**

1. First go to the Sport Clubs website at [www.sportclubs.tamu.edu](http://www.sportclubs.tamu.edu).
2. Once you are brought to the home page click the "Join" button and log in with your Texas A&M University NetID and password. The next step will be to complete your Assumption of Risk Form (AOR). Steps on how to complete this form are located in section C.

Join a sport club!

Select a club ▼

Join

### C. Assumption of Risk (AOR) Form

#### 1. Filling out an Assumption of Risk (AOR) Form

1. Select the club you want to join from the drop down menu in the "Select Club" section.
2. Next, fill out and/or review your information listed under the "Demographic Information" section. Most information should be auto populated from the Howdy account. All items except the "Preferred Name" portion must be filled out in this section.

The screenshot shows the 'Join New Club' form on the TAMU Sport Clubs website. The form has a dark red header with the TAMU logo and 'Sport Clubs' text. Below the header, there is a 'Join New Club' section with a 'Select Club' dropdown menu. The dropdown menu is open, showing 'Gymnastics' as the selected option. Below the dropdown menu is a 'Demographic Information' section with several input fields: 'First Name', 'Middle Initial', 'Last Name', 'Preferred Name', 'Date of Birth', and 'Gender'. The 'Preferred Name' field is highlighted with a red border.

3. If any section is auto populated incorrectly, you will need to fix that information in howdy.tamu.edu.
4. Continue to fill out and review the information under the "Emergency Contact Information" section. Be sure to select their relationship to you from the dropdown menu provided and that their phone number is different than your own.

**Emergency Contact Information**

Relationship  
Friend

First Name  
Rec

Last Name  
Center

Phone Number  
9798621996

Street Address 1  
Sport Clubs Office

Street Address 2

City  
College Station

State  
Texas

Zip  
77840

☒ I agree that information presented in this section is up to date

5. Once these sections are complete, check the box next to the statement, I agree that information presented in this section is up to date.
6. The participant will need to read, in full, the "Assumption of Risk" section. Then check the box next to the statement that reads "I am certifying that I have read and agree to the information contained in this section."
7. Proceed to watch the video and read the information in the "Standard of Conduct" section, and when finished, check the box next to the statement "I am certifying that I have read and agree to the information contained in this section."
8. Afterwards, watch the video and read the information in the "Concussion & Head Injury" section, and when finished, check the box next to the statement "I am certifying that I have read and agree to the information contained in this section."
9. Finally, electronically sign the document by entering your Texas A&M University UIN and then click **"Join Club."** The member will receive an email once a decision has been made regarding the AOR. If it is denied, the email will explain why. It will be required to submitted another AOR with the missing or corrected information. If there are not any issues wait 24-48 hours for approval.

## Electronic Signature

By entering my UIN, I am certifying that I have read and agree to the information contained in this form.

UIN

123004567

Join Club



## 2. Filling out an Assumption of Risk (AOR) Form for Minors

If a potential participant is a minor, they must follow the steps listed above **AND** submit a hard copy/PDF copy of the AOR form to the Sport Clubs office.


1. Once they initially fill out and submit the AOR form, they will receive a denial email from the Sport Clubs office with the reason "You must submit a hard copy of the AOR form since you are under the age of 18."
2. Afterwards the Sport Clubs office staff will email a PDF of the AOR form for the club they are trying to join. They must fill out the document and sign it with an original signature.
3. Next they will need to have their parent or guardian sign the document. For the parent /guardian signature, electronic signatures will **NOT** be accepted.
4. Once the AOR form is completely filled out, it must either be dropped off at the Sport Clubs office (located on the second floor of the Rec, room 250) or emailed to [sportclubs@rec.tamu.edu](mailto:sportclubs@rec.tamu.edu).

The Sport Clubs office staff will then review the AOR and if it is approved, the participant will receive an email instructing them to fill out the online AOR form **again** in order to be added to the club's roster. If all the information submitted in the online form is correct and matches the hard copy, it will be approved and the member will now be eligible to practice.

**Note:** All minors who are submitting or inquiring about an AOR form must be a Texas A&M or Blinn-Team student. High school students are **NOT** allowed to participate with the club at any point in the semester.

## 3. Member Home Page

1. After you receive your email approval, you now have access to your member home page.
2. Your member home page will have a box for the number of clubs you are in, a box for the number of available events, and a list of Future Trip and Home Events for the next 14 days.


**Sport Clubs**

[HOME](#)
[AGREEMENTS ▾](#)
[EVENTS ▾](#)

3  
Clubs

18  
Available Events

### Future Home Events (Next 14 Days)

Club	Event	Event Type	Venue	Start Date	
Gymnastics	F4T2	Fundraising	Rec	06/23/2018 3:00pm	<a href="#">View</a>
Gymnastics	Flips	Practice	PEAP	06/18/2018 7:00pm	<a href="#">View</a>

### Future Trip Events (Next 14 Days)

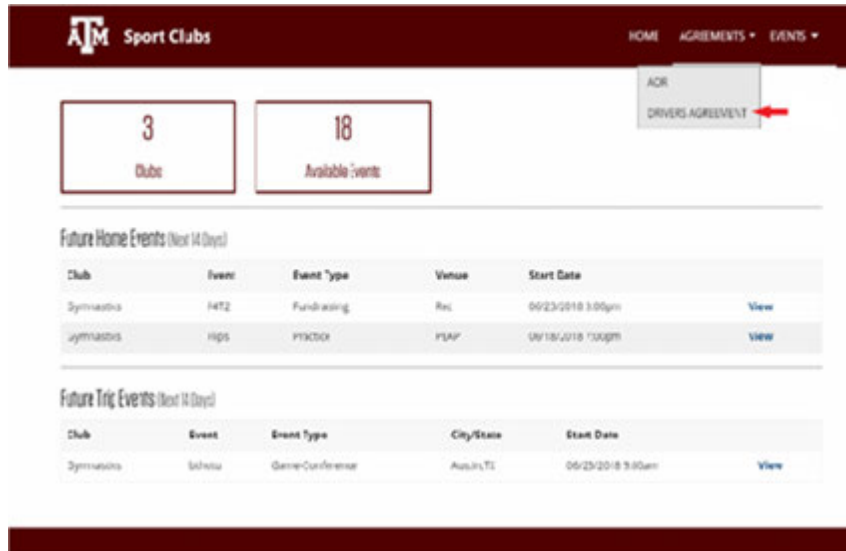
Club	Event	Event Type	City/State	Start Date	
Gymnastics	bthotu	Game-Conference	Austin, TX	06/23/2018 9:00am	<a href="#">View</a>

## C. Driver's Agreement Form

### 1. Filling out a Driver's Agreement (DA) Form

1. To fill out an Driver's Agreement (DA) form, move the mouse cursor over the "Agreements" tab located at the top right corner of the member home page.
2. Click the "Driver's Agreement" option. This will take you to a page titled "Submit New Driver's Record."

Example:



In the "Demographic Information" section, information should be auto populated once again. If there is not phone number listed under the demographic information, it must be added.

Example:

## Submit New Driver's Record

### Demographic Information

Uin	
First Name	Rec
Middle Initial	
Last Name	Center
Date of Birth	
Email Address	recsports@recspots.com
Phone Number	9798621996

3. Next, under "Driver's Record", fill out the required information.

Be sure to put the correct set of numbers in the section labeled "Driver License Number." In Texas this number should contain 8 numbers and will be listed after the DL section of your license.

4. After, fill out the required information about the vehicle insured.

5. Then, fill out the required insurance information and upload a picture of your **CURRENT** insurance.

Example:

### Insurance Information

Insurance Company  
Geico

Insurance Begin Date  
07/08/2021

Insurance End Date  
07/31/2021

Copy of Insurance  
Choose File dl2.png

Be sure that the insurance provided has the vehicle listed in the "Vehicle Information" section under insured vehicles, that your either your first or last name is listed under insured drivers, and the dates listed match those on the insurance.

6. Finally, read the information under the "Driver's Agreement" section, and when finished, check the box next to the statement reading "I am certifying that I have read and agree to the information contained in the Driver's Agreement section."

7. Electronically sign the document by entering your UIN and click submit. The member will receive an email once a decision has been made regarding your Driver's Agreement.

Example:

### Electronic Signature

By entering my UIN, I am certifying that I have read and agree to the information contained in this form.

UIN  
123004567

Join Club

If it is denied, the email will state the reason, and you will need to submit a new Driver's Agreement with the correct information.

**NOTE: If your insurance expires during the year, you must submit a new Driver's Agreement with a picture of your updated insurance.**

## D. Home Event Submission Form

**THIS DOES NOT TAKE THE PLACE OF A FACILITY RESERVATION FORM, IT IS FOR TRACKING ATTENDANCE**

### *Filling Out a Home Event Submission Form*

1. To fill out a Home Event Submission Form move the mouse cursor over the **"Events"** tab located at the top right corner of the member home page.
2. Click the **"Home Event"** option. This will take you to a page titled **"Create Home Event."**

Example:

The screenshot shows the 'Create Home Event' form within the Texas A&M Sport Clubs web application. The header is dark red with the 'ATM Sport Clubs' logo and navigation links: HOME, AGREEMENTS, EVENTS, REVIEW, and REPORTS. The form itself is white and contains the following fields:

- Select Club:** A dropdown menu with 'Please Select...' as the placeholder.
- Select Event Type:** A dropdown menu with 'Please Select...' as the placeholder.
- Event Name:** A text input field.
- Begin Date:** A date input field.
- Begin Time:** A time dropdown menu.
- End Date:** A date input field.
- End Time:** A time dropdown menu.
- Event Venue:** A text input field.
- Create Event:** A blue button at the bottom left of the form.

3. First, select the club that you are creating the home event for (there will be more than one option if you are an officer in multiple clubs).
4. Next, select the type of event you are hosting.
5. Then enter the name of the event.

If the home event you are creating is NOT a practice, do not put "Game" or "Fundraiser" as the event name. You will need to put a more descriptive name for these type of events (i.e. Aggieland Classic 2021 or Texas A&M vs. UT game).

6. After, indicate the date(s) of the event and the start/end time of the event.
7. Finally, enter in the venue for the event and then click **"Create Event."**
8. You will then be taken to a page with the overview of the event you just created.
9. Make sure all the information for the event is correct and then click **"Submit Event."**

Example:

**ATM Sport Clubs** HOME AGREEMENTS ▾ EVENTS ▾ REVIEW ▾ REPORTS ▾

**Men's Lacrosse**

Event Name: A&M vs. UII game  
 Event Type: Scrimmage  
 Event Venue: Penberthy Main Complex  
 Event Date/Time: 07/01/2021 12:00pm to 07/01/2021 04:00pm  
 Created By:  
 Created At: 07/01/2021 03:21pm

**Submit Event**

**Note:** If you do not click “**Submit Event**” and leave the page, the manager system will not save the event you created. You must click “**Submit Event**” and wait for the page to fully refresh before exiting the page or your event will **NOT** be submitted and entered into the manager system.

## E. Trip Event Submission Form

ANYTIME your club has any type of club-related activity that takes place more than 25 miles from College Station, the following **MUST BE SUBMITTED AT LEAST TWO WEEKS PRIOR TO TRAVEL**

### Filling Out a Trip Event Submission Form

1. To fill out a Trip Event Submission Form move the mouse cursor over the “**Events**” tab located at the top right corner of the member home page.

Example:

**ATM Sport Clubs** HOME AGREEMENTS ▾ **EVENTS ▾**

CREATE HOME EVENT  
 CREATE TRIP EVENT

**3 Clubs** **18 Available Events**

**Future Home Events (Next 14 Days)**

Club	Event	Event Type	Venue	Start Date	
Symposium	F&T2	Fundraising	Rec	06/23/2018 9:00pm	<a href="#">View</a>
Symposium	Hops	PRKBOX	PLAP	06/18/2018 7:00pm	<a href="#">View</a>

**Future Trip Events (Next 11 Days)**

Club	Event	Event Type	City/State	Start Date	
Symposium	Scholar	Game-Conference	Austin, TX	06/25/2018 9:00am	<a href="#">View</a>

2. Click the “**Trip Event**” option. This will take you to a page title “**Create Trip Event.**”

Example:

**Create Trip Event**

Select Club  
Please Select...

Select Event Type  
Please Select...

Event Name

Event Begin Date Time Event End Date Time

Event Venue

Destination City Destination State  
Please Select...

Contact Email

Create

- First you will need to select the club that you are creating the trip event for (there will be more than one option if you are an officer in multiple clubs).
- Next, select the type of event you are participating in.
- Then enter the name of the event, begin date/time, end date/time, venue, city, state, and your contact email. Make sure your event begin and end dates are in the proper order.

**NOTE:** When creating the trip, enter the earliest date/time a member of your club will be beginning the trip and the latest date/time a member of your club will be ending the trip. **Remember that you cannot travel between Midnight and 6AM. (KEEP IN MIND TRAVEL TO VENUES AND AIRPORTS WHEN PLANNING)**

- Next, Click "**Create**." This will bring you to your trip page. It provides the basic information about your trip and allows for further editing. There are four options along the top: "Edit Trip," "Add Itinerary," "Cancel," and "Delete"
- Click "**Submit Trip**" located at the bottom of the page. This button will then disappear, and your trip will be visible to the Sport Clubs Office. The "Edit Trip" button will bring you back to the initial page, only allowing you to edit the information currently on the screen.

Example:

**Swimming**

Event Name: Test  
Event Type: Practice  
Event Venue: Test  
City/State/Country: Spring, TX, USA  
Event Date/Time: 02/07/2021 07:30am to 02/07/2021 07:00pm  
Created By: [redacted]  
Created At: 07/09/2021 12:13pm

Submit Trip

- Next, click "**Add Itinerary**." You will be brought to the following page.

Example:

**banquet**

Banquet  
06/21/2018 8:00am to 06/23/2018 8:00pm

**Please Summarize your trip**

Starting Location City:  Starting Location State:

☒ Return To Starting Location?

Departure Date:  Time:  Arrival Date:  Time:

Departure Date from Destination:  Time:  Arrival Date to Return Location:  Time:

Will you need class of absence letter?  
☐ Yes  
☒ No

Purpose:

9. On this page, Enter the summary of your trip – Starting Location, State, Departure Date and Time, Arrival Date and Time, Departure Date from Destination and Time, and Arrival Date to Return Location and Time.
10. Check whether or not a class absence letter will be required.
11. Enter the purpose of the trip, the description of travel route and any scheduled stops.

**NO MORE THAN 2 LINES SHOULD BE WRITTEN IN EACH SECTION**

**NOTE:** The travel route must be along major roads, and must be filled out in complete detail. However, you only have to enter your directions one way, as you should be returning the same way if you are returning to the same starting destination

**IF MULTIPLE GROUPS/INDIVIDUALS ARE LEAVING AT DIFFERENT TIMES OR STAYING AT DIFFERENT LODGING LOCATIONS—MUST DO A SEPERATE ITINERARY FOR EACH.**

12. Once this portion is finished, Click “**Save and Continue.**” If you do not hit submit at this point, you will not be able to retrieve your trip, should you close the tab.

Example:

**Please Summarize your trip**

Starting Location City:  Starting Location State:

☒ Return To Starting Location?

Departure Date:  Time:  Arrival Date:  Time:

Departure Date from Destination:  Time:  Arrival Date to Return Location:  Time:

Will you need class of absence letter?  
☐ Yes  
☒ No

Purpose:

Description of travel route (main roads include state, US or interstates)

Description of scheduled stops (overnight lodging info, meals, etc)

**Save and Continue**

13. The next page you will be brought to is a tab entitled “Participants.” Here you can add club members who are going on the trip by clicking “**Add Participant.**” Once clicked, a pop-up menu will appear with a list of your eligible club members (Only those with APPROVED AORs will show up and will be eligible to travel/participate.)

**NOTE:** Ineligible club members will have red writing next to their name stating as such. Email Keith Joseph or Jessica Konetski with questions about these members.



14. Choose the members attending the trip by clicking the box next to their names.

15. Click **"Add."**

16. You will then be brought to a page that shows all of the participants. Here, you can remove them, as well as assign your in-travel contact. **You must assign an In-Travel Contact.** Assigning the In-Travel Contact works the same as adding participants, although you will only choose one. Once they are chosen, an image of a phone will appear by their UIN.

Example:

02/07/2021 07:30 am - 02/07/2021 07:00 pm Save Itinerary

Summary Participants Transportation Lodging

Add Participant

First Name	Last Name	UIN
Isabell	Manari	Remove

Assign In-Travel Contact

17. Next, click on the **"Transportation"** tab. In this tab you can choose whether to add a vehicle or to add a flight.

18. In order to add a vehicle, Click **"Add Vehicle."** A pop up window will appear. Choose whether it is a rental or personal vehicle.

19. Choose what type of vehicle it is, or what type of rental vehicle is needed. Then check the box asking "Is this an airport rental?" if the car will need to be an airport rental.

20. Lastly, select the two drivers and the passengers for each vehicle.

**There must be two drivers per vehicle unless the driver is the only person in the vehicle and their insurance must be valid throughout the duration of the trip.**

**NOTE:** If a participant does not have a current Driver's Agreement on file, or is otherwise ineligible to drive, it will say (Not eligible as driver) in red text under their name. It will also not allow you to select them as a driver.

21. Next, click **"Add."** The car will now be listed under "Vehicle(s)" in the "Transportation" tab.

Example:

22. Repeat this with as many cars as will be traveling.

23. In order to add a flight, Click **"Add Flight."**

24. A pop up window will appear. Enter the Flight Confirmation Number.

25. Next, Enter the information about the flights: Departure Date and Time, Airport Code, Flight Number and Flight Carrier.

26. Then, click **"Add."** The flight will now be listed under "Flight(s)" in the "Transportation" tab.

27. Repeat this for every different flight that will be taken.

**NOTE:** You should be driving to the airport, so in order to have a flight on your trip, you should also have vehicles listed.

28. The next set of information you need to enter is your lodging if you are staying overnight anywhere. To do this, click on the "Lodging" tab. Click "Add Lodging." A pop up window will appear entitled "New Lodging."

29. Next, choose the type of lodging from the dropdown menu. Enter the required information: Lodging Name, Phone Number, Street Address, City, State and Zip Code.

30. Click **"Add."**

Example:

31. Once you have satisfactorily entered all of the information for your trip, click "**Submit.**" This will submit your itinerary to the Sport Clubs Office for review.

**NOTE:** You may submit more than one itinerary per trip. Rather than submitting a new trip request for members leaving at a different time or on a different day or from a different place, you will simply submit another itinerary. You will also submit a different itinerary for members with different lodging.

32. Repeat the process for as many Itineraries as are deemed necessary for the Trip Event. Once you have submitted all of your information, you will be able to view the status of your trip/itineraries on the home page of the trip.

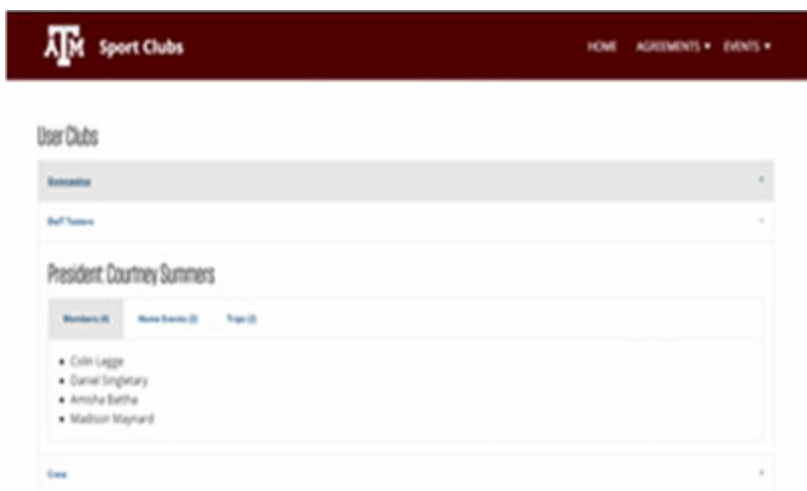
## F. Viewing Club Information

*How to access the Club Review page :*

To view your club information:

1. Go to the member home page of the Manager website, and click on the box that states the number of clubs you are a member of (for most people, it should say "1 club"). This should automatically bring you to a page that displays all of your clubs. You will be able to see the officers for the clubs listed first followed by the general members of the club. **(ONLY THOSE WITH APPROVED AORs WILL BE LISTED)**

Example:



2. Next to the member tab, located at the top of the member list, there should be a tab labeled "Home Events." Clicking on this tab will allow you to see all of your club's home events for the year.
3. You can view the events by clicking the "View" link. You should be taken to the general page for the home event where you can edit the event and add participants.

Example:

## Men's Rugby

Members (95)

Home Events (195)

Trips (0)

Home events

Name	Start	End	
Cohort 1	09/01/2020 8:00pm	09/01/2020 10:00pm	<a href="#">View</a>
Cohort 2	09/01/2020 8:00pm	09/01/2020 10:00pm	<a href="#">View</a>
Cohort 1	09/08/2020 8:00pm	09/08/2020 10:00pm	<a href="#">View</a>
Cohort 2	09/08/2020 8:00pm	09/08/2020 10:00pm	<a href="#">View</a>
Cohort 3	09/08/2020 8:00pm	09/08/2020 10:00pm	<a href="#">View</a>
Cohort 1	09/09/2020 8:00pm	09/09/2020 10:00pm	<a href="#">View</a>
Cohort 2	09/10/2020 8:00pm	09/10/2020 10:00pm	<a href="#">View</a>

**NOTE:** Only those officers listed in the manager have access to edit an event and add participants. Even if you are an officer (i.e. social media manager, fundraising committee, etc.) for the club, you will not be automatically put as an officer in the manager. It is up to the president to notify Keith and/or Jessica about other officers that need to be listed in the manager.

4. To the right of the "Home Events" tab, there should be a tab labeled "Trip." Clicking this tab will allow you to see all of your club's Trips for the year.
5. View the trips by clicking the "View" link. This should take you to the general overview page for the trip where you can edit trip information or add an itinerary (if the trip has not yet been approved).

Example:

## Powerlifting

Members (77)

Home Events (176)

Trips (12)

Trips

Name	Start	End	
Texas A&M Consolidated High School Powerlifting Meet	01/20/2021 4:00pm	01/20/2021 9:00pm	<a href="#">View</a>
Trinity High School Powerlifting Meet	01/23/2021 9:00am	01/23/2021 5:00pm	<a href="#">View</a>
Giddings High School Powerlifting Meet	01/23/2021 8:00am	01/23/2021 4:00pm	<a href="#">View</a>
Rudder High School Powerlifting Meet	01/27/2021 4:00pm	01/27/2021 7:00pm	<a href="#">View</a>
Rudder High School Powerlifting Meet	02/03/2021 4:00pm	02/03/2021 7:00pm	<a href="#">View</a>

**NOTE:** You cannot see whether a trip has been approved or denied simply from the "Trip" tab's home page. You must click "View" and go to the trip's actual page to locate this information from this page.

## **G. Restricted Members**

The “Manager” ([sportclubs.tamu.edu](http://sportclubs.tamu.edu)) was developed to assist the Sport Clubs program staff and officers in managing their participants and paperwork. There will be times that members may be INELIGIBLE to compete or participate due to a number of factors.

When a member is considered “ineligible” to participate and/or travel, their name will NOT be accessible to add to a home event or travel roster.

Next to their name in the color red - RESTRICTED NO EXCEPTIONS will appear.

### **REASONS FOR INELIGIBILITY**

1. Member does NOT meet minimum overall GPA to compete
2. Member does NOT meet minimum number of credit hours enrolled for the semester
3. Medical Restrictions due to concussion or head injury
4. University or Sport Clubs conduct/discipline suspension

To check specific members’ eligibility or questions about removing restrictions, contact the Sport Clubs staff via email with names and UINs for review.

The staff will then manually check eligibility and inform club on status.