



2021 - 2022

SPORT CLUBS

HANDBOOK



TEXAS A&M UNIVERSITY-KINGSVILLE
REC SPORTS

Introduction

Thank you for your interest in Sport Clubs and welcome to Recreational Sports! This handbook was designed to provide key steps for becoming and maintaining officially recognized Sport Club status. Throughout the handbook, there are many policies and procedures listed, and though it is extensive, this document may not be fully exhaustive. Rec. Sports reserves the right to alter any of the information contained within to better suit the needs of the organization, University, and its students.

List of Editors

Ian Brown, *Director of Rec. Sports*

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Important Contact Information

We rely heavily on MS Teams within Rec. Sports and each member listed below is available to be reached via Teams. Therefore, [the Teams app](#) is the preferred method of contact.

Sport Clubs Contacts

Name	Title	Phone
Vacant	Assistant Director of Competitive Sports	361-593-3057
Aaron Rodriguez	Graduate Assistant of Competitive Sports	361-593-3059
Ian Brown	Director of Rec. Sports	361-593-4771

Other Important Contacts

Title	Phone
Rec. Sports Office	361-593-3059
UPD	361-593-2611

Social Media

Used properly, social media can be a great way to engage recruits, existing members, and even their families. Remember, that your clubs' social media accounts are for business-use and represent the image of the University. For more information and best practices, check out the department's [social media policies](#).

Be sure to follow us on social media (@tamukrecsports), and tag us in your club experiences.

General Sport Clubs Information

Accessibility Statement

Rec. Sports aims to build diverse, inclusive communities within recreational programs. Therefore, we encourage all club officers and members to focus on creating diverse, equitable, and inclusive opportunities to all TAMUK students. Students who may need an accommodation to participate should reach out to the Assistant Director of Competitive Sports.

University Branding & Identity Standards

The university takes the use of its name and logo seriously; so, please be respectful and professional in the use of our name and logo as well. When wearing clothes with the name or logo and when representing the university please act professionally and be cognizant of how your actions or words may reflect on yourself, your organization, and the campus.

Prior to creating any marketing material, apparel items, or anything else that may use the name/logo, be sure to review [MARCOMM's branding page](#). All marketing materials utilizing the institutional markings will be reviewed by the Sport Clubs office prior to purchasing/printing.

Sport Clubs Advisory Council (SCAC)

The SCAC is a group comprised of: one representative from each active club, the Competitive Sports Graduate Assistant, and a professional staff member of Rec. Sports. This team serves the common interest of the Club Sport program as a whole.

Responsibilities:

- Attend bi-monthly meetings
- Oversee club sport disciplinary appeals meetings
- Review club allocation proposals and recommend budget allocations for the following fiscal year.
- Recommend yearly policy and procedure changes for the club handbook

Practice & Game Schedules

Each club must complete and submit a Facility Request Form to the Sport Clubs Office at the start of each semester. The club will receive email confirmation of their reservation. Rec. Sports reserves the right to cancel practice at any time due to weather, scheduling conflicts, or any other extenuating circumstances.

Clubs are required to submit a schedule for home and away events to the Sport Clubs Office at the beginning of each semester. If the season does not start until later in the semester, alternate arrangements with the office can be made. Teams must notify the Sport Clubs staff 48 hours in advance for any game, competition, or event cancellation. If any additional competitions, events, or tournaments are added to the club's schedule throughout the semester, update the Sport Clubs Office as soon as the change is made.

Risk Management

Whenever one enters a variable environment, risk is encountered. It is the job of the club officer(s) to manage and minimize those risks once they arise and to anticipate and avoid risks whenever possible.

Risk is the possibility of loss that one accepts when one chooses to reach for a goal. There are many different kinds of risk: physical, emotional, financial, etc. People often talk about 'actual' and 'perceived' risk. The latter is the real-life chance of loss that someone is undertaking. The former is the level of risk that a person thinks they are undertaking.

The risk management goal for Rec. Sports is to reduce the incidence of minor injuries as much as possible, and to have absolutely no significant incidents or fatalities whatsoever. The Rec. Sports risk management plan addresses skills and readiness; environmental factors; medical, emotional, and mental readiness of participants; the use of substances that impair judgment; program activities; objective hazards; emergency response; the psychology of risk choice; emotional and personal risk; informed consent; and liability risk.

Definitions

- A “**policy**” is a mandatory directive that is put into place to ensure effective risk management. Policies must be followed in all circumstances and not doing so *may* result disciplinary action.
- A “**guideline**” is a plan of action consistent with program policies that is the recommended procedure for each practice. Officers may be called into questioning if guidelines are not followed.

- A “**close call**” is a near miss, in which a officer or member was in a situation that almost, or could have resulted in fatality, or major injury.
- An “**incident**” is classified as a physical injury i.e. major soft tissue or internal trauma; uncontrolled medical condition i.e. severe asthma attack; assault/abuse; environmental hazards such as near drowning, avalanche, rock fall, lightning strike, etc; or, any event happening outside of normal operations.
 - **Minor Injury** – when a participant gets hurt, but does not require additional medical provider assistance (e.g. scrape, cut, etc.).
 - **Major Injury / Death** – when a participant receives an injury that requires immediate medical care (e.g. sprains, dislocations, breaks, or respiratory and/or cardiac failure).

Documentation and Forms

As soon as possible, officers are encouraged to document and capture as much information as possible.

The online versions of each form is preferred. Should officers not have immediate access to a smartphone or computer, then they should fill-out a paper version and transfer the information to the digital copy when available. Paper copies of these forms may be found in the appendix and all first aid kits.

Common Forms

- [Incident report](#)
- [Injury Form](#) (filled-out for every injury)

Emergency Action Plan

The first step in any emergency is always to remain calm, and assume authority. The highest-ranking club member, or the one

with the most training, will become the incident commander and all others shall follow their lead. If the emergency occurs during operational hours at a Rec. facility, the Building Manager will become the Incident Commander as soon as they are on scene. It is important to use the walkie talkie, or send a member, to get a BM as soon as possible. Please, review *Appendix E: Emergency Action Plan* for the step-by-step process of handling emergencies.

First Aid/CPR/AED Training Requirements

It is required that all club members who hold a mandatory officer position are First-Aid/CPR/AED certified. Certification opportunities will be available for all club members and the Sport Clubs program will cover the cost of up to four (4) club members per year. If additional members would like to be certified beyond the four members, the cost per certification is \$45. It is the duty of the Risk Management officer to make sure all club's officers are First-Aid/CPR/AED certified.

There must be a minimum of two certified members at each practice or game. These members must check out a radio to be utilized in case of an emergency. See Radio Usage and Radio Protocol for more specific information.

Concussions

It is required that all club members who hold a mandatory officer position complete an online training on concussions and upload the completion certificate in the Sport Clubs Team Files. Each practice/competition must have at least one member with concussion training on-file.

<https://nfhslearn.com/courses/concussion-in-sports-2>

Players who exhibit one or more of the signs and symptoms listed below after a bump, blow, or jolt to the head or body may have a concussion.

Player Symptoms: headache or pressure in the head; nausea or vomiting; balance problems or dizziness; double or blurry vision; sensitivity to light and/or noise; sluggish, hazy, foggy, or groggy feeling; concentration or memory problems; confusion; or just not feeling right.

Observed Signs: dazed or stunned; confusion; forgetful; unsure of basic details (game being played, score, opponent, etc.); moves clumsily; answers questions slowly; loses consciousness (even briefly); shows mood, behavior, or personality changes; can't recall events prior to fall or hit.

If a player is suspected to have a concussion, the following steps should be taken:

- Remove the athlete from play;
- Ensure that the athlete is evaluated by a health care professional;
- Athlete should only return to play if they have been released from a health care professional.

Extreme Weather Conditions

Before practice/competition each day, check the local weather. Throughout the day, be cognizant of the weather patterns. If you see storm clouds forming close by (clouds in the shape of an anvil, or thumbs up), be prepared to move quickly. Also, alert members of the potential severe weather. *The Sport Clubs office reserves the right to suspend play/practice due to weather conditions.* Closures/reduced hours will be announced

via the Sport Clubs Team Facility & Weather channel as well as social media.

Lightning

Once a lightning strike is seen within 20 miles, clubs will need to suspend practice/competition for 30 minutes. The clock re-sets every time there is a strike. Members should wait in their vehicles, or head to a safe building if the storm is more severe (imminent). If lightning strikes after the thirty-minute timer is up, practice/competition will be suspended for the day.

Extreme Temperatures

Clubs are responsible for monitoring expected temperatures and preparing their members adequately for the potential exposure to extreme heat or cold. Think through hydration, electrolyte replacement, snacks, and layers.

Hurricane/Tropical Storms

If a named hurricane/tropical storm is expected to impact campus/surrounding area, then facilities may be closed or on limited hours. Officers should prepare their members to be on alert for canceled practice.

Field Conditions

The fields at the Rec. Sports Complex (RSC) are natural turf, and as such, they may need longer to drain than the storm lasts. Sport Clubs staff will assess field conditions and make a determination no later than 3 pm each day.

Anaphylaxis Protocol

Participants and staff with known anaphylactic reactions to an allergen must carry a personal EpiPen Auto-Injector at all Rec. Sports programs. **Rec. Sports does not carry prescription**

drugs. This information should be gathered on the health-statement and confirmed in confidence with the patient.

Definition and Description of Anaphylaxis

A rapidly progressing, life threatening, severe systemic allergic reaction to an injected, ingested, inhaled or absorbed allergen. Can be caused by a variety of allergens including bee venom, certain foods and medications.

Signs and Symptoms

- Restless and lightheaded with increasing agitation and anxiety.
- Weak, rapid pulse.
- Change in level of responsiveness.
- Full-body hives and itchy red skin
- Swelling of the face, eyes and tongue
- Runny nose and eyes
- Tight or scratchy throat
- Difficulty breathing

Onset

Signs and symptoms typically occur within minutes of a bite or sting and within 60 minutes of ingestion of an allergen. The faster the symptoms occur, the more severe the reaction.

Treatment

Aid the patient to self-administer epinephrine (epi) only when signs and symptoms of acute anaphylaxis are present (ie. generalized (not just localized) skin rash, difficulty breathing, or if patient appears to be getting inadequate oxygen). Epinephrine should be injected into the thigh using the methods below:

EpiPen Auto-Injectors

1. Firmly grasp muscle at injection site (mid-thigh 2-3" toward the outside of the middle front of thigh) and wipe area with alcohol prep pad.
2. Remove safety cap from auto-injector.

3. Help the patient grip the EpiPen like you are holding a flashlight being sure not to put your thumb over the end.
4. Help push auto-injector against injection site.
5. Listen for auto-injector to click, hold in place for 10 seconds after click.
6. Encourage the patient to self-administer 50-100mg (2-4 tablets of 25mg each) of Diphenhydramine (Benadryl).
7. Epinephrine injection may be repeated every 3-20 minutes up to 3 doses total, using a new syringe for each injection.
8. Continue to give 50 mg (2, 25mg tablets) of Benadryl every 4 hours.
9. Do not recap needles! Place used syringes and empty vials in empty Nalgene bottle or other impermeable container.
10. Place patient on ground with feet elevated.
11. Monitor vitals every 15 minutes and prepare for immediate evacuation.

Walkie Talkie Protocols

During practice and events, one of the members certified in CPR/AED/First-Aid must check out a radio from the Building Manager of the facility. The walkie talkie is for recreation business only. Channel 16 is the primary frequency used for Rec. Sports.

Reminders

- The radios are not to be used for anything outside of incident, injury, accident, or other related situations.
- Make sure the radio is put in a secure and safe location during the event.
- It should not be placed on the ground where moisture can get into the radio.
- It should be put on a loud enough setting that it can be heard.

- Make sure the radio gets returned. In the event that a radio does not get returned and it is lost, the club will be responsible for the replacement cost of that radio, which is \$500.

Communication Protocols

- Before speaking into the radio, press and hold the large button on the right side. Wait 1-2 seconds and then speak into the radio, letting go of the button only once you've finished your sentence.
- When utilizing the radio, you should start the conversation by addressing exactly who you want to respond. For example: (Name) to (Name/Position) – "Katie to Building Manager".
- When responding, the person should say, "I can hear you, go ahead." At this time, state your situation or injury. Example: "Can we get a bag of ice to the soccer field, we have a player who twisted his ankle." Or, "We had a player go down and hit their head, we've called EMS, but could use some assistance until they arrive."

Conduct & Sanctions

As students of TAMUK, Club Sports 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 are expected to act in a mature and responsible manner both on and off campus while participating in club activities. It is the responsibility of all club members to not engage in any action that could result in harm to TAMUK's reputation. Inappropriate conduct or actions while participating in any Club Sport related activity could jeopardize the club's continued status as a recognized Club Sport and student organization. Furthermore, club members who participate in any activity which violates University policies, the guidelines of any appropriate governing body, or federal, state or local law will be subject to disciplinary action by Recreational Sports, Dean of Students, and/or appropriate legal authorities.

Drugs & Alcohol

Consumption or possession of alcoholic beverages or controlled substances is not permitted at any club function(s) or event(s) (including traveling to and from venues). Noncompliance with this policy may result in individual disciplinary actions by Recreational Sports and may be sent to the Dean of Students. Any consumption, possession, or suspicion of consumption or possession may result in removal from the facility and disciplinary actions to the individual and club. Clubs are collectively responsible for individual members of their team. Rec. Sports Staff assigned to the practice/competition have the authority and responsibility in making decisions regarding individuals who appear to be under the influence of alcohol or other controlled substances.

Recreational Sports does not permit use of tobacco products (cigarettes, chewing tobacco, etc.) at any University sponsored events. Additionally, we are a tobacco free University and by law spectators or club members need to be at least 10 feet from any building entrance, and must move outside of the fenced field areas for use.

Hazing

Hazing is a criminal violation under Texas law. A person can be found guilty of criminal conduct for hazing, encouraging hazing, permitting hazing or having knowledge of the planning of hazing incidents and failing to report in writing his/her knowledge to the Dean of Students. An organization commits hazing if the organization condones, encourages hazing or if an officer or any combination of members, pledges, or alumni of the organization commit or assist in the commission of hazing. It is not a defense to prosecution of an offense under this policy that the person against whom the hazing was directed consented or acquiesced in the hazing activity.

Definition of Hazing

Hazing means any intentional, knowing, or reckless act occurring on or off the campus of Texas A&M-Kingsville, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include students at Texas A&M-Kingsville. This term is not limited to:

1. **Any type of physical brutality**, such as whipping, beating, striking, branding, electronic shocking,

placing of a harmful substance on the body, or similar activity.

2. **Any type of physical activity**, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk or harm or that adversely affects the mental or physical health or safety of the student.
3. **Any activity involving consumption** of a food, liquid, alcoholic beverage, liquor, drug, or other substance which subjects the student to unreasonable risk of harm or which adversely affects the mental or physical health or safety of their student.
4. **Any activity that intimidates or threatens** the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, or adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the University rather than submit to acts described in this subsection.
5. Any activity that induces, or requires the student to perform a duty or task, which involves a violation of the Penal Code.
6. Texas A&M University-Kingsville also defines hazing to include:
 - a. Misuse of authority by virtue of one's class rank or leadership position.
 - b. Any form of physical bondage of a student (including but not limited to, having prospective members perform personal chores or other tasks under threat of negative repercussions,

- blindfolding and/or parading individuals, requiring members to carry items or perform activities meant to punish, discomfort, or embarrass members; etc.).
- c. Road Trips (taking a student to an outlying area and dropping him/her off); compelling a person or group to remain at a certain place; transporting a person anywhere without their consent (kidnapping).
 - d. Performing physical exercise (sit-ups, push-ups, crab walk, elephant walk, etc.) except in the case of organized sports activities.
 - e. Expecting participation in an activity that is in violation of the Student Code of Conduct (stealing, defacing or trashing property, assigning or endorsing pranks, etc.).
 - f. Involves coercing, as defined by Section 1.07, Penal Code, the student to consume:
 - i. A drug; or
 - ii. 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. Added by Acts 1995, 74th Leg., Ch. 260, Sec. 1, eff. May 30, 1995. Amended by: Acts 2019, 86th Leg., R.S., Ch. 1371 (S.B. 38), Sec. 1, eff. September 1, 2019.

Incidents of hazing should be reported to the Assistant Director of Competitive Sports and the Dean of Students. For a detailed list of conduct which constitutes hazing and the entire hazing policy please refer to the [website](#).

Sexual Harassment & Title IX

Sexual harassment of students and employees at Texas A&M University-Kingsville is unacceptable and will not be tolerated. Any member of the university community violation this policy will be subject to disciplinary action. Please refer to the [Student Handbook](#) or [Title IX](#) websites for the most current university policy on Sexual Harassment.

Sexual Harassment Defined

Sexual harassment is unwelcome sexual advances, requests for sexual favors and other verbal, nonverbal or physical conduct of a sexual nature that is so severe, persistent or pervasive that such conduct that has the purpose or effect of unreasonably interfering with an individual's ability to function normally or of creating an intimidating, hostile or offensive environment. Both men and women can experience sexual harassment.

Sexual harassment is a Class A misdemeanor under the Texas Penal Code. For information on procedures for sexual harassment complaints, see the Student Handbook & Code of Conduct.

This policy does not address the issues of sexual assault and/or physical violence. Incidents of this nature should be referred to the University Police Department or other appropriate law enforcement agency.

Reporting

To report incidences of sexual harassment or hazing, please reach out to anyone of the following. Ideally, **the Assistant Director of Competitive Sports should be notified as soon as possible** to take appropriate supportive and reporting actions.

- Assistant Director of Competitive Sports, or the Director of Rec. Sports
- University Police Department: 361-593-2611
- Office of Compliance: 361-593-4758

***It is important to notify as soon as possible so that the proper office can investigate the situation and take necessary action so that the behavior does not continue. ***

Disciplinary Sanctions

When an infraction takes place, members of the club or the club in its entirety will receive one or more of the following sanctions. Depending on the infraction will determine the severity of the sanction. This list is not progressive, meaning that one sanction does not have to precede the other:

- | | |
|--|------------------------------------|
| • Verbal Warning | • Suspension |
| • Written Warning | • Removal from the Club Program |
| • Probation | • Referral to the Dean of Students |
| • Educational Session Attendance | • Other sanctions as appropriate |
| • Community Service | |
| • Loss of Funding and/or Travel Privileges | |

When a report of alleged misconduct is received, the Sport Clubs Office will review the case, meet with involved parties, and determine the appropriate course of action. Clubs/club members may file a written appeal with the Sport Club Advisory Council. The SCAC will convene a special meeting and review statements from both sides. The appeal's committee will be co-chaired by another TAMUK professional staff member who was not initially

involved in the disciplinary action. Decisions from the appeals committee are final.

Money

Financial Accounting

Club officers have a fiduciary duty to implement financial protocols that support the club's mission, reduce/prevent likelihood of fraud, and provide transparency to its members.

Agency Accounts

Student organizations are required to open an agency account if the organization collects and distributes any monies. The account must require two signatures for withdrawal of funds - the advisor's and that of one officer (president or treasurer). Funds must be deposited within five days of their receipt.

Agency accounts are established through the Business Office located in College Hall. Please consult them for current procedures. **When officers or advisors change, it is extremely important to update the signature card for the account.** This is a very simple process! Pick up the orange signature card from the Business Office and have the current authorized signers sign the card and then return to the Business Office. This will prevent former officers or advisors from withdrawing funds.

Record Keeping

The Treasurer, or other designee, must keep meticulous financial records, including detailed receipts and a reconciled ledger.

Tax Exempt Status

Clubs are not automatically considered tax-exempt, and they cannot use the University's EIN to make tax-exempt purchases or to collect tax-deductible donations.

If your organization makes less than \$5,000 a year, it is not recommended that the organization apply for exempt status. Organizations making less than \$5,000 a year do not pay federal taxes on money raised through fund-raisers. If the organization makes \$5,000 or more, federal taxes will need to be paid on the \$5,000 and the money raised over the \$5,000.

Any questions regarding taxes may be directed to Student Activities or the State Comptroller's Office at (512) 463-4000.

Fundraising

Fundraising is an essential part of most student organizations. There is no limit to fund-raising possibilities, as long as they are legal and are within University rules. The staff of Sport Clubs Office will gladly meet with any club to discuss possible fundraising ideas. Only clubs that have been recognized by Rec. Sports may engage in fundraising activities to collect donations or sell products and services.

All clubs will be required to raise money to fund a portion of their requested budget each year, in order to continue to receive funding from Rec. Sports. The club's fundraising plan is included in the budget submission each year. Additional fundraising and sponsorships, outside of those included in the budget submission, must be pre-approved by the Sport Clubs Office in order to insure that all are appropriate fundraisers to host.

Prior written approval via a [Fundraising Request Form](#) must be obtained from Rec. Sports (excluding [food sales](#)) at least five (5) business days prior to the fundraiser. Sport Clubs can assist you in reserving space for fundraising activities. Sales are permitted only in approved areas of residence hall lobbies, designated areas in the Memorial Student Union Building, academic building

lobbies, Student Rec. Center lobby, and approved outdoor locations. Door-to-door solicitation is prohibited.

Basics for fundraising

1. Each organization can hold ONE TAX-FREE fundraiser per month. Additional ones can be held, but sales tax must be collected and reported for each one.
2. [Fundraising/Giveaway Request Form](#), Due 5 business days prior to start of fundraiser/collection.
3. Tournament fees or other entry fees/ticket costs are not taxable.
4. Rummage/garage sales may only be held one day per month or tax must be collected.
5. Raffles can only be held once per calendar year and are not taxable. Tickets can be sold for multiple days as long as it is for the same drawing. The date of drawing of prizes and contact information for the organization must be listed on the raffle ticket. Tickets must be numbered.
6. To collect tax, each organization must register with the State of Texas Comptroller's Office.
7. No "date" or "service" auctions are permitted (e.g. win a date, lawn mowing/garage cleaning, moving services, etc.).

Funding

Budget proposals will be reviewed once-a-year by the Sport Clubs Advisory Council (SCAC). While the details may vary from year-to-year, the overall process will remain the same. Club officers will review all revenue and expenditures for the upcoming year and place that within the Sport Clubs Budget Template. *Note, that travel is done on a separate tab of the document and it will automatically pull into the overall budget.*

The SCAC may set maximum limits/rates for individual categories. Those rates will be clearly listed on the budget form. The clubs will only be reimbursed/funded for the amounts that were approved by the SCAC in the previous review cycle. These amounts will be clearly published and reviewed by officers from each club. Any spending above or beyond the preauthorized amount, or spending outside of the approved line items, will be the sole responsibility of the club and its members.

There may be some contingency funding available each year for unexpected expenses/significant competition opportunity. Officers should reach out to Sport Clubs Admin. for the process to seek those additional funds.

Approved Funding Request Types

The following is a list of approved, funding category requests. Rec. Sports will not house club equipment nor be responsible for its transfer from member-to-member.

- Competition and practice-related travel, and related expenses.
 - Including, but not limited to:
 - Meals while traveling (per diem is established by SCAC)
 - Mileage (rate established by SCAC)
 - Lodging
 - Registration fees
- Uniforms
- Equipment
- Conference/association fees
- Fundraising supplies
- Training

Prohibited Funding Types

The following is a list of prohibited funding categories, but may not include all prohibited items.

- Alcohol
- Individual membership dues
- Organizational membership dues to an organization that actively lobbies governmental affairs.
 - A full list of prohibited organizations can be found on the State Comptroller's website.
- Coaches, or other related staffing.
 - Some staffing that is required by University policy may be exempted from this prohibition. For more clarity, please reach out to Sport Clubs Admin.

Eligibility for Funding

- I. Tier 1: maximum of \$500 per fiscal year total.
 - a. These are budding clubs that have not had the chance to be officially recognized yet.
 - i. This funding is available the first year, or after the club has been inactive for more than two years.
 - b. Money is awarded on a case-by-case proposal to SCAC, and is available until depleted.
- II. Tier 2: maximum established by the SCAC budgeting process
 - a. The sport club must be in good standing with the University and officially recognized by the institution and Rec. Sports.

Disbursement of Approved Funds

Tangible items, such as t-shirts, equipment, uniforms, etc., may be purchased through the department procurement process; so long as, the purchase was a part of the approved funding.

All approved travel funds will be through a reimbursement process. The club members will pay for expenses out-of-pocket, and then apply for reimbursement with the appropriate post-trip forms and receipts. If approved, the funding will be disbursed to the club's agency account and the authorized officers would be able to make a withdrawal from the Business Office.

Travel Guidelines

In compliance with state law and System Policy, the following provisions apply to any student who travels more than 25 miles from campus to an activity or event that is organized or sponsored by the University (including all class travel and field trips), funded by the University, using a vehicle owned or leased by the University; or travel required by a student organization registered at the University. These provisions apply to faculty, staff and students who engage in transporting students off campus on any University business or related travel activities. The following regulations are considered to be a minimum standard; departments may mandate additional procedures. Failure to comply with these requirements may result in the suspension of student travel for the department responsible for arranging the trip.

Planning

It is important to obtain travel authorization so that Rec. Sports can assist the club with trip planning, risk management (particularly when club members will be driving), and travel arrangements. Additionally, authorizing travel ensures that each club is complying with travel guidelines established by TAMUK. To do this effectively, club officers should speak with the Club Sport staff about trip planning prior to travel (see travel timeline below). The Sport Clubs Office will work with the club to ensure that travel is properly authorized, including filling out all of the required forms. All forms must be completed prior to travel if the travel is to be considered authorized.

****All Sport Clubs travel must be approved by Rec. Sports****

It is recommended that a designated faculty/staff member(s) accompany each student travel group. In the event that an advisor

cannot attend the function with the student group, the group should become familiar with expectations for behavior and all procedures pertaining to student travel. The group should plan its itinerary in a manner that divides up the trip into reasonable segments, avoids driver fatigue, and incorporates the necessary safety precautions.

Conduct

Only members who appear on the travel roster will be permitted to travel with the team unless otherwise authorized by the Sport Clubs Office. All persons traveling with a club are expected to conduct themselves in an appropriate manner that upholds the reputation of the University and Rec. Sports. Incidents of unruly behavior and damage will be subject to suspension and disciplinary procedures (See Disciplinary Sanctions).

Timeline

Only in extenuating circumstances will the Sport Clubs Office offer flexibility for the timeline below (e.g. unexpected advanced play opportunities). For international travel, preparations should begin at least 90 days before travel.

- 30 + days prior to departure
 - Complete all travel paperwork.
 - Schedule and conduct a pre-pre- trip meeting with Sport Club Office.
 - Once approved, department will give the go ahead for next steps.
 - Office will send paperwork to Dean of Students for review.
- 14 + days
 - Conduct a pre-trip meeting with all trip attendees.

- Submit agenda and list of attendees to Sport Club Office
- Day of departure
 - Reach out to Sport Clubs Office via teams and notify of departure and arrival.
- Day of return
 - Reach out to Sport Clubs Office via teams and notify of departure and return to campus.
- Within 5 days of return
 - Meet with Sport Clubs Office for post-trip meeting.
- Within 14 days after return
 - Submit post-trip paperwork

Forms

Pre-Trip

The following travel forms must be completed and reviewed prior to your pre-pre-trip meeting with the Sport Clubs Office (30+ days before travel).

- Forms 1 & 2
- Pre-trip meeting agenda
- Participant handout
- Logistics form
- Risk Management Matrix

Post-Trip

The following form must be completed and reviewed prior to the post-trip meeting with the Sport Clubs Office.

- Post-trip report

Transportation

Ground transportation

Personal or rental vehicles may also be utilized for travel. In order for an individual to be eligible to drive during club trips, a driver must:

1. Be at least 16 years of age.
2. Have a valid driver's license.
3. Have current vehicle registration (if driving a private vehicle).
4. Possess personal automobile insurance coverage as mandated by the State of Texas.
5. Agree to obey all local, state and federal traffic laws.
6. Agree not to drive under the influence of alcohol or any illegal drug.
7. Agree not to possess or transport any alcohol, illegal drugs, firearms, or weapons.
8. Agree to wear a seatbelt and require all passengers to wear a seatbelt.
9. Agree to abstain from horseplay, racing, or aggressive driving.
10. Agree to not allow any unauthorized persons to drive the vehicle.
11. Agree that there will be **NO TEXTING OR TALKING ON THE PHONE WHILE DRIVING.**

Air Transportation

In the event that air travel is necessary, clubs will be required to notify the Sport Clubs Office no later than four weeks prior to the departure. If circumstances arise where this time frame is not obtainable, then arrangements need to be made as soon as the trip is made known to the club. In order to travel by air, Rec. Sports must coordinate all airfare

purchases. In order to make this process seamless, clubs will be required to submit the following information:

1. Travel Roster – ensure proper spelling as seen on the participant’s legal documents.
2. Date of Birth – for each member traveling
3. Special Equipment Requirements – if the club requires additional baggage or special accommodations for equipment which will be taken on the trip.

Air travel will only be covered for those members that are participating in the event. If additional members wish to travel as a spectator, those accommodations must be made separately and will not be purchased with club funds.

Travel Funds

All purchases must be approved in advance by Rec. Sports. Rec. Sports is not obligated to pay a bill or reimburse a club member if the purchase was not approved beforehand. All original receipts must be turned in for reimbursement.

Receipts must be submitted no later than three weeks after the original purchase date. One club officer should collect all receipts and bring them to the Sport Clubs Office. Reimbursements may take up to 3-4 weeks. The quicker the receipts are received, the faster the reimbursement.

Services Available to Clubs

Facility Reservations

Club Sports are eligible to reserve space in the Student Recreation Center and Rec. Sports Complex. *Reservations during peak times may not be available.*

Important Reminders regarding TAMUK facility usage:

- Submit facility requests by designated dates
 - Recurring schedules will be made at the beginning of each semester.
- Space requests for single day event or tournament, or changes to practice dates/times should be made no less than 10 days in advance
 - As far in advance as possible would be best.
- Each club is responsible for any damage incurred while using the facility or field.
 - In addition, the club is responsible for the conduct of its members and spectators.
- Proper identification will be necessary to gain access to the facility.
 - If inviting a guest to speak, advance notice must be given to the Sport Clubs Office and they will arrange a guest pass.
- University facilities may not be used for commercial purposes or for personal gain.
- Adhere to scheduled times.
 - Abuse of the time allotted may result in forfeiture of facility space.

Equipment and Storage

All club equipment purchased through the club's allocated account becomes the property of TAMUK and must be inventoried annually.

- Club equipment may be used only during the club's activity season, unless other arrangements have been made with Rec. Sports. During the remainder of the year, it must be securely stored with arrangements made with the Sport Clubs Office.
- All equipment and supplies must be issued under the direction of the Sport Clubs Office and with the assistance of the President and/or club Equipment Manager.
- Before all purchases can be made, purchases must be arranged and approved by the Sport Clubs Office.
- Any equipment not turned in will be charged to the club and/or its members.
- Equipment may not be modified in appearance, representation and/or functionally. If you must alter the appearance the Sport Clubs Office must be notified beforehand to determine if such alterations may be made.

General Office Services

These services are for Sport Clubs related purposes only, personal usage is prohibited.

- Copier/Scanner
 - Ask for permission prior to utilizing the copier.
 - Copy front to back when possible to conserve supplies.
 - Report any copier problems to a staff member immediately.

Equipment Check-Out

Some equipment is available for check-out for team travel. These items can be checked-out through the Sports Club Office

- First-Aid kit
- Coolers
- Portable Team Benches
- Portable Scoreboard
- Pop-Up Tent

Graphic Design

Rec. Sports heavily utilizes Canva for graphic design work. Up to two members per club will have access to Canva. All designs must follow the University branding guidelines mentioned in the beginning of the handbook.

Starting and Maintaining a Sport Club

Definition of Sport Clubs

“Sport enthusiast competing, recreating, and interacting [in] non-divisional competition” (Student Organization Handbook, 2021 p. 16). Simply put, sport clubs are student organizations that focus on a particular sport (e.g. rugby, powerlifting, tennis, etc.), or sport groupings (e.g. esports, outdoor activities, rodeo, etc.). Sport Clubs are derived from Student Organizations, and supported by Rec. Sports with practice space, competition experience/knowledge, and funding via Student Activities.

Key Sport Clubs Positions

Each club should identify the responsibilities of its officers. These duties must be outlined in each club’s constitution or other policy documents. Only three positions are mandatory. If the optional positions are not filled, it is the responsibility of the other officers to pick up those duties.

President (Mandatory)

- Provide overall vision and direction of the club
- Serve as a liaison between the club and Rec. Sports.
- Attend any Club Sport meetings
- Notify the Club Sport office immediately of any club changes (scheduling, roster, travel, etc.)
- Assure members are up-to-date on policies and procedures from this handbook
- Maintain inventory on club equipment and supplies
- Submit necessary paperwork, forms, and reports by the indicated deadlines

- Communicate with external teams and governing bodies regarding scheduling
- Conduct elections of officers
- Train the future president on duties and procedures
- Organize and lead club meetings and practices
- Delegate responsibilities to involve other club members

Vice President (Mandatory)

- Preside over club meetings and business during the president's absence
- Attend any mandatory meetings with or in the absence of the president
- Assist the president as needed (forms, practices, meetings, etc.)
- Ensure that only active members participate in practices

Treasurer (Mandatory)

- Maintain an accurate financial record
 - Record all receipts to document expenditures
 - Record income from dues and fundraising
- Assist with all fundraising and collection of donations, sponsorships, dues, etc.
- Work with the President and Vice President with budget preparations

Risk Management (mandatory duties)

The following duties can be assigned to any officer, but it is up to the club as to which officer completes these duties. This must be noted on the Roster.

- Maintain current CPR/AED certification and ensure that a minimum of two CPR/AED certified club members are present at all club activities.
- Report all safety concerns, issues, and incidents to the Club Sport staff in a timely manner.
- Inspect equipment and facilities utilized by the club and report all maintenance and repair.
- Review the Emergency Action Plan each semester with all active club members.
- Ensure that no individual participates in practice or competition without completing all paperwork.
- Obtain emergency contact information and first-aid kit for travel.

Secretary (optional)

- Attend all club meetings and record minutes
- Conduct correspondence for the club and update the club roster as necessary.
- Take attendance at each meeting and practice.

Marketing (optional)

- Develop/maintain club website, social media accounts, and other digital content.
- Update all areas with upcoming club events.
- Take pictures/video at club events.
- Ensure marketing material conforms to branding standards, and work with Sport Club Office to collaborate marketing opportunities.

Elections

Each club sets forth their election processes within their constitution, it is recommended that elections take place

annually within the spring semester. It is also recommended that there are protocols written into the constitution for removal and replacement of officers who are unable to serve due to circumstances that may arise.

Coaches

A club is first and foremost a student organization, and clubs are NOT required to have coaches. A coach should restrict his/her contributions to coaching and should minimize active involvement within the club. The philosophy and key to the success of the Club Sports program has been the continued emphasis placed on student leadership roles and participation. Clubs are designed to allow students to handle the leadership roles including, but not limited to administering a budget, securing facilities, scheduling contests, and arranging for travel, etc. Being a coach is a position of SERVICE and should be spent serving the club and its members. Unless a student, coaches may not perform duties of any officer position.

If a coach is not fulfilling his/her duties, is not adhering to stated or written policies and procedures, is potentially threatening the health, safety, or well-being of any club member, or is not otherwise working in the best interest of the club, he/she will no longer be welcome to serve as a coach/instructor. The Sport Clubs Office has the right and obligation to protect the club by releasing any coach from their position if they are not deemed to be working in the best interest of the club.

All coaches including students, faculty, or staff must have departmental and University approval. A coach not affiliated with TAMUK is required to submit a background check that will be conducted by the University. Should a coach need access to facilities for practice or competitions, a pass will be provided to

coaches that are not a member. These passes are to be used solely for team events. Passes being used for personal use outside of practice or competition times will be confiscated and day pass must be purchased each time they wish to access the MRC for team events.

[Not currently available] If you would like to compensate your coach/instructor, the club must have sufficient funds available (revolving account only) to cover the cost of the expense. All compensation must be processed through the University. A W-9 must be on file and an invoice (signed by two officers) must be submitted to the Sport Club Office.

Becoming an Officially Recognized Club

So, you want to create a club? Yes, this is awesome! We cannot wait to help get you up and running then see your passion flourish. Below, are a few starting points to think about as you are getting started.

Starting Checklist:

- Faculty/Staff Advisor
 - This is a full-time faculty/staff member that can provide insight to your sport, and advise you on the development of your club. Not only will they have to sign forms, but they should really be a source of counsel.
- 10 + members with interest
- Start thinking about a constitution
 - This document lays the foundation for your club's mission, how it will operate, and other important governance matters.
- Event and practice schedule

- What does the competition schedule look like for your sport? Are there local games, regionals, nationals, etc.? When, where, and how often would you want to practice?
- Governing body for your sport
 - Is there a(n) (inter)national organizing body that governs your particular sport (e.g. US Tennis Association, USA Rugby, etc.)?
- Budget
 - What kind of expenses do you think you will need to pay for (e.g. uniforms, memberships, equipment, travel, etc.)? And, how will you pay for it all? Will you charge members dues, conduct fundraising, or utilize Sport Clubs funding?

Now that you thought through those, it is time to start becoming officially recognized. Below, are the steps to starting a Sport Club:

1. [Register as a student organization](#)
 - a. See TAMUK Student Organizations' Forms website for step-by-step instructions.
2. Complete the annual checklist in the appendix.
 - a. Your club may only qualify for Tier 1 funding (i.e. \leq \$500) your first fiscal year.
3. Once registered, set up a meeting with the Sport Clubs' office to learn how to be officially recognized as a sport club.
 - a. Notice, the funding policies and governance structures are different for sport clubs.
 - i. Sport Clubs allows for purchase of some equipment, travel, uniforms, etc.

- ii. The Sport Clubs Advisory Council (SCAC) is the governing body for Sport Clubs at TAMUK.

Maintaining Sport Club Status

To maintain club status, each organization must complete the annual checklist found in the appendix.

Participating in Sport Clubs

Joining the Roster of a Sport Club

Place holder

- Athletic training forms
- Tryouts
- Collegiate Link

Appendix A: Annual Checklist

Fall

Deadline is 5 pm on date listed unless otherwise noted.

Date & Time	Description	Location
8/08/2022 3 pm	Officer kick off meeting <i>(minimum of 2 officers)</i>	Teams
8/22/2022	Document review <ul style="list-style-type: none"> • Constitution • Facility reservation request form • Fundraising request forms for Fall 2022 • Forms within clubs' spreadsheets <ul style="list-style-type: none"> ○ Budget review form ○ Event calendar 	Teams – Execs. Channel. <i>Be sure to @ us when completed.</i>
8/22/2022 3 - 5 pm	Equipment release	STRC
9/1/2022	Waiver, emergency contact, & driver forms	Sport Clubs Office
9/3/2022 10 am - 12 pm	First Aid/CPR/AED Training Offered <i>(see notes in Risk Management about requirements)</i>	
TBA	Fall Student Organizations training <i>(minimum of 2 officers)</i>	TBA
TBA	Fall Student Organizations Carnival	TBA
10/3/2022	Fall Roster, attendance, and certifications	Teams – Execs. Channel. <i>Be sure to @ us when completed.</i>
11/21/2022	Spring Facility Reservation & Marketing Requests Due	Teams – Execs. Channel. <i>Be sure to @ us when completed.</i>
12/8/2022 3 - 5 pm	Equipment inventory	STRC

Spring

Deadline is 5 pm on date listed unless otherwise noted.

Date & Time	Description	Location
TBA	Spring Student Organization Fair	TBA
3/1/2023	Officer election results due	Teams – Execs. Channel. <i>Be sure to @ us when completed.</i>
3/10/2023	Update signature cards on account	Business Office & Teams – Execs. Channel. <i>Be sure to @ us when completed.</i>
3/24/2023	Spring Roster & Attendance Due <i>Roster will be cross-compared with completed waivers and other travel docs.</i>	Teams – Execs. Channel. <i>Be sure to @ us when completed.</i>
3/31/2023	Budget proposals due	Teams – Execs. Channel. <i>Be sure to @ us when completed.</i>
4/4/2023	Budget pitch meeting	TBA
5/1/2023	Next year's event calendar	Teams – Execs. Channel. <i>Be sure to @ us when completed.</i>
5/9/2023 2 – 5 pm	Equipment & uniform returns	STRC

Summer

Deadline is 5 pm on date listed unless otherwise noted.

Date & Time	Description	Location
6/1/2023	Fall marketing requests due	Teams – Execs. Channel. <i>Be sure to @ us when completed.</i>

Appendix B: Sample Constitution

Place holder

Appendix C: Important Forms

Form Links

Open these links and save them on your phone.

- [Incident report](#)
- [Accident/injury report](#)
- Practice space reservation

Appendix D: Emergency Action Plan

Overview

This EAP is intended for general programming within Rec. Sports, for trips that are **within the** “golden hour”, and programs that **have cell phone coverage** for a majority of the program duration.

Instructions

Stay calm, make a plan, communicate effectively and clearly, and keep those around you calm and clear of the situation.

Step 1: Assume Authority & Check (Scene Safety)

In the event of an emergency/critical incident, the highest ranking staff member has the authority and should assume incident command. What is your general impression?

Scene Safety

1. You (B.S.I.)
2. Group/other participants (stop all programming if necessary)
3. Patient

Medical Emergency

Step 2: Primary Assessment, Secondary Survey & Treat

Conduct a primary assessment and secondary survey. If you notice the patient(s)/scene cannot be stabilized, **CALL**.

Primary Assessment

- **A**irway, **B**reathing, **C**irculation, **D**eformity, **E**nvironment

Secondary Survey

- **A**llergies, **M**edications, **P**ast pertinent info, **L**ast intake/output, **E**vents leading up
- **C**hief **C**omplaint
- **M**echanism **O**f **I**njury/**H**istory of **P**resent **I**llness
- **V**itals

Assessment

Write your full assessment and what you see in your SOAP Note.

Treat

Attempt to stabilize the patient and scene. Provide treatment within the scope of your certification and program guidelines.

Fire

Fire prevention: An employee of Rec. should always report any broken fire equipment to their supervisor. Never prop stairwell or hallway fire doors open. Never block emergency egress routes or exits. Obey all signs in the facility as most of the instruction in regards to fire prevention is right in front of you. Report any smoke, fire, gas or chemical leaks.

In the event of any fire, or possible fire, you should immediately instruct participants to evacuate the gym through the nearest exit. After it is certain that the space has been evacuated, assist in the evacuation effort of the rest of the field/facility, and then get yourself out. The key here is to not put yourself in further danger, but get everyone out.

Small fire:

A small fire is the size of a waste basket or smaller. In the event of a small fire, you should call university police at 361-593-2611. If you are trained to do so, or comfortable with the procedure, you should then employ a fire extinguisher, the steps to do so are as follows:

1. Discharge extinguisher 8-10 feet away
2. Remember **PASS**: **P**ull the pin, **A**im at the base of the fire, **S**queeze handle, **S**weep from side to side.
3. Fire extinguishers usually last for around 30 seconds

If you are trying to extinguish a fire on yourself, you should stop, drop, and roll. If assisting someone else, smother the fire with a blanket or rug and notify emergency responders for assistance.

Large fire:

A large fire is one that is larger than a waste basket. In the event of a large fire, the first thing you should do is activate the nearest fire alarm. It could be helpful to locate this fire alarm beforehand to be prepared for this scenario. Call 911 to report the facility, and or the location of the fire. Evacuate the facility via the nearest exit, clear the gym before leaving yourself. After evacuation has completed, contact and inform the program director, and document what has occurred.

Designated assembly points:

- STRC: Water fountains in front of College of Pharmacy building
- RSC: Parking lot near main entrance
- SPEC: Parking lot near bowling alley entrance

Severe Weather

If there is severe weather that threatens the safety of the patrons in the space you are in, instruct them to go to the interior of the

building away from the glass doors and windows. Bathrooms and locker rooms are good places for this. Be sure and take cell phones with you in order to communicate once evacuated. Discourage patrons from leaving the building. Alert those in authority (GA, Assistant Director, Director, etc.) right away and document all occurrences.

Active Shooter

Exit the building/space immediately when you become aware of the incident and move away from the immediate path of danger. Attempt to notify anyone you may encounter to exit the building immediately, call University Police at 361-593-2611, or 9-1-1.

If you are directly involved in the incident and exiting the building is not possible, try the applicable following options:

- Go to the nearest room or office, close and lock the doors and windows, and close the blinds
 - Turn off the lights, radios, computer monitors and put cell phones on silent
- Seek protective cover, stay out of sight, and keep quiet, do NOT answer the door
- If it is safe to do so, call 9-1-1.
- Wait for police personnel to assist you in exiting the building.

All Emergencies

Step 3: Call

EMS (if needed)

If patient is not stable and/or cannot be transported, call EMS. Use phone to call EMS. You may need to change your location to get phone service.

Give EMS the following information:

- Location and building/facility name
- Intersection
- Nature of injury/illness
- Age and gender of patient
- Status of patient
- Are they responsive?
- Alert, awake, making noise
- Do they seem disoriented?
- Are they unresponsive?
- Treatment already administered
- Phone number of emergency phone you are using

UPD

If it is an on-campus event (including the RSC), contact UPD 361-593-2611 and give them the same information you gave EMS.

Building Manager

If the incident occurs within Rec. Facilities, the Building Manager should be informed. They may aid you by blocking off that program area, calling EMS/UPD, or by flagging down EMS.

Administration

Regardless of EMS and UPD involvement, Rec. administration needs to be contacted in any emergency. Contact your area supervisor via Teams first. If you are unavailable to reach them on Teams, call their cell. *Note, cell phone numbers are not to be shared with anyone; especially patrons.*

Step 4: Paperwork & Follow up

After contacting Rec. administration, finish SOAP Note and fill-out Incident Report or Accident/Injury Form.