



**San Diego State University
Associated Students**

Sport Club Handbook of Policies and Procedures

Aztec Recreation Center
San Diego State University
San Diego, CA 92182-4010
(619) 594-0200

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In case of a MAJOR EMERGENCY or a LIFE THREATENING ACCIDENT, the following people should be contacted **IN THE ORDER LISTED**:

1. Public Safety
On-Campus Police 594-1991 or 911
2. DeJuan Benford, Coordinator
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3. Joe Schaffer, Supervisor
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4. Eric Huth, Director
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Sport Clubs 2008-2009 Calendar of Events

<u>DATE</u>	<u>DESCRIPTION</u>	<u>TIME</u>
August 20	Presidents' Retreat	9am-4pm
August 27	Officer/Coach Orientation	6 pm
August 29	ARC After Dark	9pm-12am
September 1	Labor Day Holiday- Office of Aztec Recreation Center	Closed
September 2	First Day of Classes	
September 2-4	Sport Club Recruitment Faire- Aztec Center	10am-4pm
September 3	Sport Club Execs.-ARC Meeting Room B	3pm
September 10	Sport Club Council—ARC Meeting Room	3 pm
September 17	Sport Club Execs.-ARC Meeting Room B	3pm
September 19	Street Scene-San Diego Gas Lamp Quarter	2pm-2am
September 20	Street Scene- San Diego Gas Lamp Quarter	11am-2am
September 24	Sport Club Council—ARC Meeting Room	3 pm
October 1	Sport Club Execs.-ARC Meeting Room B	3pm
October 3	Returning Athlete Packet deadline	5 pm
October 8	Sport Club Council—ARC Meeting Room	3 pm
October 15	Sport Club Execs.-ARC Meeting Room B	3pm
October 15	Homecoming Banner Due-AS Business Office	4pm
October 17	New Athlete Packet deadline	5 pm
October 25	SDSU Homecoming-Aztec v. Colorado State	6:30pm
October 22	Sport Club Council—ARC Meeting Room	3 pm
October 29	Sport Club Execs.-ARC Meeting Room B	3pm
November 1	Spring Facility Requests Due	5pm
November 5	Sport Club Council—ARC Meeting Room	3 pm
November 11	Veteran's Day Holiday- Office of Aztec Recreation Center	Closed
November 19	Sport Club Council—ARC Meeting Room	3 pm
November 27-29	Thanksgiving Recess- Office of Aztec Recreation Center Closed	
December 12	Last Day of Classes	
December 13-20	Finals Week	
Dec. 24- Jan. 21	Winter Recess	
April 1	Summer Facility Requests Due	5pm
July 1	Fall 2009 Facility Request Due	5pm

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Section 1: Introduction

1.1 The **Sport Clubs Handbook** serves as a reference manual for Sport Club Officers. Its aim is to give officers a better understanding of the Sport Clubs Program and support club leaders in effectively managing their sport club within the Associated Students at San Diego State University.

Any policy or procedure concerning sport club activities that is not covered in this handbook should be referred to the Intramural & Sport Clubs Coordinator.

All club officers are encouraged to become familiar with the information contained in the Sport Clubs Handbook and the other documents to which this handbook might refer. Information in this handbook is subject to change, and will be provided at bi-monthly Sport Club Council Meetings.

1.2 Associated Students and San Diego State University: The Associated Students of San Diego State University was incorporated on March 7, 1932 for the purpose of representing the collective interests of students in the governance of the University and providing student-directed programs, services and facilities which augment and enhance the quality of student life at SDSU. Programs and facilities operated by the A.S. include: Aztec Center (the student union), the Open Air Theater, the Mission Bay Aquatic Center, Scripps Cottage, the Campus Children's Center, Campus Recreation programs including intramural sports, sport clubs, leisure classes and activities, informal recreation, outdoor equipment rental and outings, Cultural Arts programs, special events, the Cox Arena at Aztec Bowl, and the Aztec Recreation Center.

Through the collaborative efforts of student leaders working with A.S. and University staff whose purpose is to further the mission of SDSU, the Associated Students strives to present a model of a well managed and efficient organization operated with a commitment to the highest professional standards in service to SDSU's students and community.

1.3 The Associated Students Mission Statement:

The Associated Students exists:

1. To preserve active student involvement in the affairs of the University and representation of student interests in governmental issues on the local, state and national levels.
2. To serve as a learning laboratory for student leadership development.
3. To enhance the quality of every student's education by providing a continuous variety of economically accessible cultural, recreational and leisure-time opportunities that promote healthy lifestyles and meaningful experiences.
4. To provide functional, convenient, well-equipped and maintained facilities and services which contribute to the development of students at SDSU.
5. To provide employment opportunities for students at SDSU.

1.4 The Associated Students Recreation Board: The Sport Clubs Program falls under the jurisdiction of the Associated Students Recreation Board. The purpose of the Recreation Board is to establish policy and to propose, plan, coordinate and administer the recreational activities and facilities of the Associated Students. The Recreation Board coordinates recreational activities including: intramural sports, informal recreation, recreation classes, sport clubs, special events, Aztec Adventures Outings, tournaments, racquetball/wallyball and a number of other programs. The Recreation Board also coordinates facilities including: the Aztec Recreation Center, the racquetball/wallyball courts, Aztec Center Bowling and Games and facilities as allocated by Exercise and Nutritional Sciences. The Sport Club Council is a sub-committee of the A.S. Recreation Board.

1.5 The Associated Students and San Diego State University Sport Clubs Charter:

NAME

The name of this organization shall be the San Diego State University Sport Club Council, under the jurisdiction of the Associated Students and the A.S. Recreation Board.

PURPOSE

The purpose of the Sport Club Council shall be to recommend policy, plan and coordinate the A.S. Sport Clubs Program.

JURISDICTION

The Council Shall:

- A. Make recommendations to the Campus Recreation Board.
- B. Propose, plan, and coordinate those activities within the scope of governance.
- C. Establish and enforce policies for the operation of its activities.
- D. Review and evaluate the sport clubs' management and programs.

DURATION

This charter shall have a term of one year, throughout which the Campus Recreation Board may review it. This charter becomes effective immediately upon being signed by the A.S. President, subject to approval of the A.S. Council and the University President.

MEMBERSHIP

- A. The Council shall consist of the following members:
 1. One member of the Campus Recreation Board
 2. One representative from each of the current sport clubs
- B. The Council shall have the following non-voting members:
 1. Intramural & Sport Clubs Coordinator
 2. Campus Recreation Director or Assistant Director
 3. Sport Clubs Athletic Trainer
 4. Sport Clubs Intern

OFFICERS

Executive President

- Follow the regulations as stipulated in the Sport Clubs Handbook and the Student Organization Handbook, and inform all members of policy and procedures.
- Attend all scheduled meetings called by the Sport Club Council, as well as Executive meetings held with the Intramural and Sport Clubs Coordinator, Sport Clubs Graduate Assistant, Executive Vice President, and Executive Secretary.
- Conduct Sport Club Council meetings bi-monthly, overseeing the running and implementation of the agenda.
- The Sport Clubs Coordinator will prepare the minutes to be signed from the prior meeting, and leave them in the President's mailbox. The President should check and ensure the reporting of council actions is true in the minutes, and sign the minutes of the previous meeting by the following Monday after the meeting. When signed, the minutes should be placed in the Coordinator's mailbox.
- Encourage all club officers to participate in fund raising and increase participation on campus.
- Inform the Sport Clubs Coordinator of any and all officers' address and phone number changes during the year.
- Meet regularly with the Sport Clubs Coordinator to go over club or Sport Club Council events.

- Inform the next Executive President of all operating procedures of the Council.

Executive Vice President

- Work closely with the President in coordinating meeting agenda.
- Preside over the Sport Club Council during the President's absence.
- Assume all duties of President in the event the President can not complete his/her term.
- Complete any responsibilities assigned by the President.

Executive Secretary

- Record all Sport Club Council minutes.
- Other responsibilities as assigned.

Recreation Board Representative

- Represent the Sport Club Council during all Recreation Board Meetings.
- Attend weekly meetings every Monday.
- Report to the Sport Club Council any and all action taken during the Recreation Board Meetings.

MEETING

A quorum shall consist of 2/3 of the voting members. If a representative is absent from one of the sport clubs a \$50 fine will follow, to be taken out of next year's allocated funds.

PROCEDURES

- The Council shall submit a copy of all Council minutes to the A.S. Secretary as stipulated in Article VII. Section 10, of the A.S. Bylaws.
- The Council shall submit a copy of all Council minutes to all members of the Council and to the A.S. Officers.
- The Council shall delegate the responsibility for the daily operations of its activities to the and the Intramural & Sport Clubs Coordinator and the Intramural & Sport Club Supervisor.
- The Council shall give due consideration and attention to the recommendations of the Intramural & Sport Clubs Coordinator, Intramural & Sport Club Supervisor, and Campus Recreation Director, on all matters related to its activities and to the periodic program status reports presented to the Council by the Intramural & Sport Clubs Coordinator.

CHARTER AMENDMENTS AND REVISIONS

- This charter may be amended or revised by a two-thirds (2/3) vote of the Campus Recreation Board.
- All proposed amendments or revisions shall be reviewed by the Council prior to consideration by the Campus Recreation Board.

1.6 Aztec Recreation Center Office Overview:

OFFICE HOURS

The Aztec Recreation Center – Information Services area is open from 8:30 a.m. - 5:00 p.m. Monday through Friday. Club leaders are encouraged to make appointments with the Sport Club staff to ensure availability of assistance. Drop-in appointments will be made as time permits. Appointments outside of office hours are available if arrangements are made in advance.

OFFICE SERVICES

The Sport Clubs staff provides sport club leaders with basic administrative services to assist their clubs. The following are examples:

Class excuse requests: The Sport Clubs office cannot excuse a student from an academic class. The Sport Clubs office is able to send correspondence notifying an instructor(s) that individuals are current members of a sport club team and you are going to be attending an event during a regularly scheduled class time. If a club member needs a letter sent to an instructor please provide the following information: instructor's name, campus office address, full name of class, and student's name. This information must be submitted at least one week in advance of when the letter is needed.

Copying Services: Clubs may make up to 50 copies at one time. All copies must be for official club business. If more than 50 copies are needed, the request will be sent to *Any Budget*, an off-campus copy center. It takes at least 48 hours for *Any Budget* to complete a request, so plan ahead. Please DO NOT make more than 50 copies on the copy machine in the Aztec Recreation Center work area. The Intramural and Sport Clubs Coordinator or Sport Clubs Graduate Assistant must be present to make copies.

Stationery: Sport Clubs must use the Associated Students stationery for all correspondence regarding official sport club business. A copy of the letter/memo must be shown to the Intramural & Sport Clubs Coordinator before using the stationery.

Mailboxes: Mailboxes for each sport club are provided inside the Office of Aztec Recreation Center. Letters, campus mail, phone messages, and memos from the Intramural & Sport Clubs Coordinator or Intramural & Sport Club Supervisor will be placed in your office mailbox. **Mailboxes must be checked on a regular basis (at least twice a week).** The mailboxes are located in the file cabinet to the right of the Aztec Recreation Center Administration Entrance. The mailing address is as follows:

SDSU _____ Club
Aztec Recreation Center
55th Street
San Diego State University
San Diego, CA 92182-4010

All correspondence should be sent to the above address.

Telephone Services: Long distance phone calls concerning sport club business can be made in the Aztec Recreation Center. The club must have specific and legitimate business to discuss. A record of every call must be recorded. Please contact the Sport Club staff for assistance in making your calls.

Poster Paper and Paints: Poster paper and paint to make signs is available for club use. Please contact the sport clubs staff so they can assist you in using the supplies properly.

Facility Keys: Keys are checked out through the Key Watcher system set up in the Aztec Recreation Office. At the beginning of the year, each team must sign up coaches and/or officers (max. 4) to be approved for key check-out. All keys MUST be returned the same day. Failure to do so may result in the suspension of facility use and fines for lost key replacement.

1.7 Sport Clubs Organization: Sport Clubs are administrated within the AS/SDSU Campus Recreation Program. A sport club is a student organization designed to serve individual interests in different sports and recreational activities. These interests are competitive, recreational and social in nature. Clubs compete with other clubs, organizations, colleges, and universities and should not be confused with a varsity sport administered by the Aztec Athletic Department.

Sport Clubs differ from varsity athletics in that they are responsible for their own expenses. Generally, coaches are not paid, nor are scholarships offered. **In some instances where compensation for coaches is necessary, arrangements MUST be made through the A.S. personnel department.** The clubs are managed through A.S. Campus Recreation program and report directly to the Intramural & Sport Clubs Coordinator and the Intramural & Sport Club Supervisor. The Associated Students, an auxiliary corporation of the University, employ the sport club staff. The Associated Students does not fund the organizational costs of individual clubs. Financial commitments are met primarily through student-sponsored fundraising events.

All individuals working with a club team, paid or volunteer, must fill out an A.S. application packet and complete required A.S. employee training. This includes new hire orientation, online workplace harassment, Safety Saturday, and being currently certified in CPR, First Aid, and AED. Any team participating knowingly without completing the above will be subject to judicial review by the Sport Club Council.

The emphasis in sport club activities is leadership. The program tries to provide a setting in which leadership skills may be developed. **Club members** are responsible for writing and implementing their constitution, recruiting members, establishing dues, planning and publicizing upcoming activities. The Sport Clubs staff is hired to provide encouragement, guidance, coordination, and administrative support. One of the goals of the Sport Clubs program is to provide a high level of intercollegiate/extramural competition for as many students as are interested. Sport Clubs survive and thrive only by obtaining active student involvement and participation from club leaders.

The key to a successful sport club is that it is student-initiated and student-controlled; the emphasis is placed on participation. Each club sponsors a team offering opportunities to participate and further develop skills in a specific sport. Team leaders actively recruit new and experienced student athletes.

1.8 Sport Clubs Mission Statement: As a student-initiated activity, the individual club will determine the range and effectiveness of its activities. The AS/SDSU recognizes the mission of sport clubs is:

1. To expose students to new activities.
2. To continue and enhance skills already acquired.
3. To develop student leadership skills.
4. To provide opportunities for students to develop positive interpersonal relationships.
5. To promote an appreciation for cultural diversity.
6. To provide an atmosphere in which students can compete against other clubs and universities.

1.9 Obligations to the Associated Students and the University: Associated Students considers participation in sport clubs as a purely voluntary activity, and individuals participate at their own risk. Participants should understand that they are responsible for any and all costs arising out of injury or property damage sustained through participation. Club teams are NOT agents of the Associated Students or San Diego State University. Sport Clubs may use the name "San Diego State University" and "SDSU" in describing their organization; however, Sport Clubs must understand and make clear in their representation to third parties that they speak only for their own members, not the Associated Students or the University.

Section 2: Responsibilities

2.1 Responsibilities of Sport Club Coordinator: The Intramural and Sport Clubs Coordinator serves as an advisor and resource available to assist sport clubs in conducting their business. Acting as a liaison

between the clubs and the University, the Intramural and Sport Clubs Coordinator is responsible to the Recreation Director and the Recreation Board in administrating the program. The Intramural and Sport Clubs Coordinator maintains records of participants, schedules, and results of programs and competitions, administers the Sport Clubs budgets and insurance claims, promotes and advertises the Sport Clubs Program, and assists each sport club with the planning and implementation of events, tournaments, and matches.

The Sport Clubs Coordinator provides support to the clubs with improved communication through email and phone calls and also assists with club travel plans. Additional administrative duties include follow-up with accidents and incidents, maintaining current rosters and schedules, and coordinating the Sport Club Council agenda with the Council President and Vice President. The Coordinator will also work to promote the sport clubs through campus-wide marketing and publicity, as well as assisting the clubs with the development of budgets.

2.2 Responsibilities of Sport Club Council: The Sport Club Council is composed of representatives from each sport club and a representative from the Recreation Board. In representing the different facets of the Sport Clubs Program, the Council assists the Intramural & Sport Clubs Coordinator in administrative affairs. The Sport Club Council makes recommendations concerning such matters as:

- Membership
- Budget
- Discipline (through the Judicial Committee)
- Policies
- Fundraising
- Promotions

2.3 Responsibilities of Judicial Committee: All club officers, members, and coaches are required to adhere to all Sport Clubs and A.S. policies and procedures as stated in this handbook and Associated Students Policies and Procedures. Failure to comply with rules contained within this document may result in disciplinary action.

Investigations of alleged disciplinary cases may be authorized as the result of a complaint filed by an individual, team, or official police report. Each case will be reviewed individually by the Judicial Committee. The Judicial Committee is comprised of the Sport Club Council President, Executive Vice President, Executive Secretary, Recreation Board Representative, and one (1) Student-At-Large.

The Judicial Committee shall hear from the club president and/or individuals under investigation before making a formal recommendation. The Sport Club Council must approve all Judicial Committee recommendations and shall submit a report and recommendation to the Recreation Board in the formal minutes. Should the Sport Club Council reject a recommendation made by the Judicial Committee, the Judicial Committee must reconvene for further review of the case. If the ruling remains the same, the appeals process may begin.

To appeal a disciplinary recommendation or suspension, see Appeals Process.

2.4 Role of Sport Club Team Officers: All team members must work together for the success of the sport club. The executive officers of each club must perform their duties while delegating other club business effectively.

President

- Follow the regulations as stipulated in the Sport Clubs Handbook and inform all members of policy

and procedures.

- Attend all scheduled meetings called by the Sport Club Council, or designate a representative from your club to attend all Sport Club Council Meetings. **Failure to attend three or more meetings may result in suspension of Sport Club status.**
- Attend the Sport Clubs Orientation.
- Communicate all appropriate club activities with staff.
- Have each club members complete an Athlete Information Packet and sign up as an Aztec Recreation Center member.
- Ensure the equipment inventory system is followed.
- Check the club mailbox at least twice a week.
- Ensure that the club budget is kept up-to-date and is spent properly within budget limitations.
- Become familiar with the Accident Report Form (see Appendices) and procedures.
- Inform the next club president of all operating procedures of the club. This includes transferring this manual to your successor and making sure he/she becomes familiar with it.
- Inform the Sport Clubs Coordinator of any and all officers' address and phone number changes during the year.
- Get advance approval for competition and practice schedules.
- Coordinate facility usage with the Intramural & Sport Clubs Coordinator.
- Submit event reports for all on-campus events within 24 hours of facility usage.
- Meet regularly with the Sport Clubs Coordinator to go over current club events and upcoming activities.
- Submit athlete eligibility checks to the Intramural & Sport Clubs Coordinator at least three weeks before conference deadlines.
- Enforce conference rules and regulations; make the Intramural & Sport Clubs Coordinator aware of these standards.
- Ensure that ALL donations are deposited in the SDSU Foundation.
- Ensure that all coaches (paid and volunteer) have completed job employment packets on file with the Associated Students Business Office and that all pay is received through the A.S. Business/Payroll Office.

Vice President

- Work closely with the President in coordinating organization activities.
- Preside over team meetings and business during the President's absence.
- Assume all duties of President in the event the President cannot complete his/her term.
- Complete any responsibilities assigned by the President.

Treasurer

- Keep budget and account records up-to-date.
- Collect dues.
- Maintain documentation of expenditures and receipts.
- Insure all club financial obligations are met.
- Work with officers in budget preparation and submittal.
- Oversee fundraising activities.
- Complete any responsibilities assigned by the President.

Secretary

- Conduct correspondence for the team.

- Update the team roster.
- Circulate publicity information.
- Oversee the handling and submitting of required forms and paperwork.
- Record and circulate the minutes of team meetings.
- Complete any responsibilities assigned by the President.

2.5 Responsibilities of Sport Club Coaches: Club sports are primarily student-run; each must decide how to coach the team. Some teams choose to coach themselves, while others choose to work with an independent non-participant coach. While traveling, the coach is responsible and accountable for their team. Coaches should allow the officers to manage the team and perform all administrative responsibilities. Coaches should act solely as athletic advisors and focus only on the physical aspects of their sport. Some responsibilities include:

- Minimize active involvement in club management. The philosophy of the Sport Club Program places emphasis on student leadership and participation.
- Not solicit money from any source or purchase, rent, or commit anything in the name of the Associated Students, the University or the SDSU Foundation without the approval of the professional staff.
- Maintain current certification in American Red Cross Standard First Aid/CPR/AED or an equivalent certification.
- Develop and improve skills of club members.
- Assist club officers in scheduling practices and competitions.
- Develop and employ safety at practices for all participants including the inspection of sport gear and the reporting of any hazardous facility conditions.
- Attend competitions and practices.
- Promote good sportsmanship and conduct on and off the field.
- Complete the official A.S/Campus Recreation employment packet for paid and volunteer staff.

2.6 Recruiting/Hiring Coaches: In the event that a team would like to hire a new coach, they must adhere to the following guidelines:

- Team will need to have a valid job description
- Develop a position announcement—include position title, pay rate, number of hours per week, start date, qualifications/special skills necessary, and a brief description of job duties and responsibilities
- The position must be posted for no less than three weeks in any medium—team must inform the Sport Club Coordinator where and when the position is posted
- Each applicant must fill out a volunteer or paid employment application and submit a resume, letter of intent/cover letter, and list of references
- All potential employees (paid or unpaid) must go through a formal interview process conducted by all existing officers. The team will need to set up times to conduct interviews on campus. An interview can be conducted in person or by phone as long as the office is given a 2 week notification to secure facilities or set up a conference call

Once a coach is hired, he/she will need to complete all the following new hire requirements:

- Official new hire packet
- New Hire Orientation (online through Blackboard)
- Workplace Harassment Training (online)
- Certifications in CPR, First Aid, and AED
- Attend Safety Saturday

Section 3: Processes and Expectations

3.1 Registration of New Sport Clubs: Clubs must follow the guidelines outlined below to become an official SDSU sport club:

- 1) The interested club must first meet with the A.S. Sports Coordinator or designee. The Coordinator will discuss the outline that must be met to become a recognized SDSU sport club. Interested students must prove that their club will:
 - Expose students to new activities and/or enhance skills already acquired.
 - Develop leadership skills.
 - Provide opportunities to develop positive interpersonal relationships.
 - Promote an appreciation for cultural diversity.
 - Provide an atmosphere in which students can compete against other clubs and universities.
- 2) If the Intramural and Sport Clubs Coordinator determines that the team is eligible to become a new sport club, then the Intramural and Sport Clubs Coordinator will give them the Sport Club Handbook and the necessary paperwork to enroll their club as a new sport club and on-campus organization.
- 3) Once the club finishes the appropriate paperwork, they are referred to the Sport Club Council for approval.
- 4) The Intramural and Sport Clubs Coordinator will contact the SDSU Office of Business and Financial Affairs for a price quote on the insurance costs.
- 5) If approved by the Sport Club Council, the club will be forwarded to the A.S. Recreation Board; if approved, the action will be forwarded to the A.S. Council or Executive Committee.
- 6) If approved by the A.S. Council, the club will participate in the Instructionally Related Activities (IRA) funds for their insurance.
- 7) The Intramural and Sport Clubs Coordinator will call the Office of Business and Financial Affairs to purchase the appropriate insurance (the A.S. Associate Director of Programs and Finance and the Campus Recreation Director will also be notified).
- 8) When the insurance policy is written, the new club will be allowed to start practicing and competing.

Further Conditions for Approval

The number of sport clubs **cannot exceed 20 clubs**. Due to a limited budget in IRA insurance, no more than two new club teams may be added each academic year.

Representatives of the proposed organization must make an appointment to speak with the Intramural & Sport Clubs Coordinator and the executive officers of the Sport Club Council. The proposed club officers must then make a formal presentation before the Sport Club Council, the Campus Recreation Board, and the Associated Students Council to receive formal recognition as a new sport club. The organizers must show the following:

The club's purpose and activity are appropriate and consistent with the definition, mission, and criteria of the Sport Clubs Program.

Clubs are not approved if they fail to gain approval from any of the above groups. No club activity may occur until the club is officially added to the insurance policies.

ALL sport clubs are obligated to hold active membership in the Sport Club Council, the governing body of the Sport Clubs Program. Each sport club is expected to be a full participant in the governing and programming functions of the Council. ALL sport clubs must also attend an annual orientation. Failure to attend will result in a \$50 fine, approved by the Sport Club Council, and an immediate suspension of all privileges including facility usage. Club officers will also be required to take and pass a handbook exam before on-campus status will be reinstated.

3.2 Participant Eligibility: The AS/SDSU Recreation Board upholds the following Sport Club Eligibility Policy. Eligible participants of SDSU Sport Clubs include: *All regularly enrolled students and dual-admit students with 6 or more units of coursework at San Diego State University with a current Aztec Recreation Center membership.*

All athletes are also required to meet the eligibility standards of their sports' respective governing body. (It is the responsibility of club officers to enforce and to inform the Intramural & Sport Clubs Coordinator of these requirements). Verification of enrollment at San Diego State should be coordinated through the Office of Registrar. Verification forms should be submitted at least seven (7) days before they are needed. The Office of Registrar is located at Student Services West 1641, 594-7800.

As a member of a sport club, each participant MUST COMPLETE the specified paperwork:

New Athletes:

- Athlete Information Form
- Health History Questionnaire
- Physical
- DMV Pull Form
- Copy of Driver's License
- Proof of Vehicle Insurance
- Medical Consent Forms
- Proof of Medical Insurance

Returning Athletes:

- Athlete Information Form
- Returning Athlete Form
- Medical Consent Form
- Proof of Vehicle Insurance
- An updated copy of your license and DMV pull form must be on file
- Proof of Medical Insurance

Incomplete packets will not be accepted. All paperwork must be turned in together for a participant to be considered eligible.

Packets can be obtained in the Aztec Recreation Center or online at <http://arc.sdsu.edu/sportclubs/forms>. All athletes must COMPLETELY fill out the required paperwork listed above. No athletes will be allowed to participate without a signed Assumption of Risk form on file with the Aztec Recreation Center. Failure to provide accurate insurance information will result in the non-payment of medical bills received as a result of sport club participation, and may also result in dismissal from the team.

3.3 Athlete and Team Conduct: The Sport Club eligibility and conduct policies were developed to ensure that the Associated Students officially recognizes all club members and these members remain in good standing with the Sport Club Program and their respective league or national governing body. Failure to meet these requirements may lead to suspension, probation, or expulsion from the Sport Club Program, the team's respective league or national governing body.

Upon a violation the Intramural & Sport Clubs Coordinator will render appropriate disciplinary action. The offending club will be notified in writing. All transgressions will be forwarded to the Sport Club

Judicial Committee. Consequences may affect coaches, officers, players, and/or the entire club team.

Sport club members and teams should conduct themselves in a positive manner as to reflect credit upon their club, the Associated Students, and San Diego State University. Club members should show proper decorum on and off the field and also while participating in events at the Aztec Recreation Center. Actions that are reported which may reflect poorly upon the Sport Clubs Program, Associated Students or SDSU will be referred to the Sport Clubs Judicial Committee for disciplinary action.

In addition, an individual who is suspended from the Aztec Recreation Center will also be suspended from all Sport Club participation.

Violations of the following rules and guidelines by an individual or team will result in consequences mandated by the Sport Club Judicial Committee. Consequences may include probation, suspension or expulsion from Sport Club activities.

Probation: Limited participation in Sport Club Activities for a specified amount of time.

Suspension: No participation in Sport Club Activities for a specified amount of time

Expulsion: Complete and permanent removal from Sport Club Activities.

ALCOHOL/ILLEGAL DRUGS: Sport club student-athlete(s), coaches, and club representatives must always be alcohol and drug free when involved in any way with a sport club team event or function by abstaining from consuming alcohol or illegal drugs or of being under the influence of any intoxicating or illegal drugs. No member of a team may be in possession of alcohol or illegal drugs immediately before, during or after a practice or competition. No alcoholic beverages are allowed to be consumed by anyone affiliated with a sport club on probation during any competition or campus event.

DISTURBING THE PEACE: Sport club student-athletes who are traveling to or from a competition, practice, meeting or other club event shall at all times conduct themselves in a lawful manner, shall abide by applicable rules, regulations and posted notices, and shall not disturb the peace while traveling to or from a competition.

OFFENSIVE WORDS & ACTIONS: Use of obscenity, insulting language, swearing or profanity is prohibited. Harassment and/or hazing of competitors, teammates, officials and/or the Associated Students or University personnel is strictly prohibited. Such actions could include, but are not limited to; any activity that might reasonably bring embarrassment or emotional, psychological or physical harm to an individual or might degrade or otherwise compromise the dignity of an individual.

DISORDERLY CONDUCT: Sport club student-athletes should refrain from engaging in any unruly behavior during any competition, practice, meeting or other club event, or while traveling to or from any of these activities. Examples include, but are not limited to; vandalism, spitting, yelling, fighting, or a violation of any local ordinances, rules and /or regulations. Clubs shall at all times operate in conformance with applicable rules or regulations of any conference, association or governing authority.

FIGHTING: Student-athletes who engage in an attempt to fight (strikes a person in a combative manner, throws a punch, kicks and individual, and/or retaliates against an aggressor) immediately before or after a contest, is expressly prohibited. EXCEPTION: WHILE ON THE PLAYING FIELD, CALLING AND ENFORCING THESE PENALTIES WILL BE THE RESPONSIBILITY OF THE GAME REFEREE OR OFFICIAL.

SMOKING: Smoking is prohibited at Sport Clubs activities and event sites including the Aztec Recreation Center, Peterson Gym, Hardy Field, Sports Deck, PG 610 and PG 620.

HAZING: Sport Clubs will not participate in any type of hazing. Hazing is defined as any intentional, knowing or reckless act, occurring on or off the San Diego State University campus, 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 or being initiated into, affiliating with, holding office in or maintaining membership in any organization whose members are or include San Diego State University students.

SEXUAL HARASSMENT: Sexual harassment is defined as any unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of sexual nature. Club members should contact the Intramural and Sport Club Coordinator, Campus Recreation Director or Vice President of Student Affairs to report any such harassment. Strict confidentiality will be kept in all cases.

DESTRUCTION OF PROPERTY: An individual or team, who is reported to have destroyed property while traveling to or from a competition, or during a practice or competition at home, will have violated probation.

ILLEGAL ACTIVITY: Any sport club student-athlete, who is arrested by campus, local or federal law enforcement officials, will be immediately suspended.

COMMUNICATION: At least one (1) representative must attend all regularly scheduled Sport Club Council meetings.

PROCEDURES REGARDING DISCIPLINE/HEARING:

Notification Regarding Discipline: Members of the Associated Students staff shall have the right to issue discipline regarding violation of these rules. The discipline will either be directed toward the individual student-athlete who is believed to have violated these Rules and/or to the team as a whole, if there is a belief that the team participated in, sanctioned, condoned, ratified, or failed to deal promptly and appropriately with the inappropriate conduct.

Hearing Regarding Discipline: Each club team subject to discipline by the Associated Students staff has the right to dispute the discipline decision at a hearing of the Judicial Committee. Questions related to possible discipline or conduct violations should be brought to the attention of staff immediately. Any challenge to the discipline being imposed by Associated Students staff in relation to claimed violation of these Rules of Conduct must be submitted within forty-eight (48) hours of the time when the sport club team receives written notice of the discipline. The sport club team must submit a written request for a hearing regarding the discipline to be heard by the Judicial Committee of the Sport Club Council. The request for the hearing shall be forwarded to the Judicial Committee which will hold a hearing at the next available meeting time regarding the appropriateness of the discipline. The Judicial Committee shall issue a written ruling within one (1) week of the completion of the hearing.

3.4 Probationary Guidelines: Clubs may be subject to further controls by the Sport Clubs Judicial Committee during a probationary period.

Associated Students sport club teams on probation are required to conduct themselves in a manner that brings honor to the Associated Students and SDSU at all times. **Violation of stated Judicial Committee controls will cause a club on probation to be immediately suspended pending a hearing of the Sport Clubs Judicial Committee.** All conduct guidelines outlined in the Sport Club Handbook will continue to be enforced.

DISPUTE: Each team on probation gives up the right to dispute their suspension until a hearing of the judicial sub-committee is called related to the disciplinary action. A valid dispute must concern either a misapplication or misinterpretation of the policies outlined above. Questions related to possible discipline or any potential probationary violations should be brought to the attention of sport club staff immediately.

3.5 Appeals Process: If either the disciplined sport club or the Associated Students is not satisfied with the ruling issued by the Judicial Committee, either side may appeal that ruling. A written appeal must be submitted to the Associated Students Recreation Board, within forty-eight (48) hours of receiving the written ruling from the Judicial Committee. After receiving an appeal, the Associated Students Recreation Board will hold an appeal hearing at the next available meeting time. A majority ruling by the Associated Students Recreation Board is required to either uphold or reverse the ruling of the Judicial Committee. The Associated Students Recreation Board shall issue a written ruling within one (1) week of the completion of its hearing. If either the sport club or Associated Students is not satisfied with the ruling by the Recreation Board, either side may submit a written appeal within forty-eight (48) hours of receipt of the written ruling issued by the Recreation Board. A final appeal hearing will then be held before the Associated Students Executive Committee at its next available meeting time. A ruling by a majority of the Associated Students Executive Committee will be the final ruling regarding the discipline, at the discretion of the Associated Students Council. The Associated Students Executive Committee shall issue a written ruling within one (1) week of the completion of the hearing regarding the appeal.

The appeals process includes the following steps when the individual or club is unsatisfied with the sanction:

1. Review by Recreation Board
2. Review by Associated Students Council
3. Review by the University President

NOTE: Individuals or clubs may not participate in Sport Clubs activities while an appeal is pending.

Section 4: Facilities, Safety, and Referees

4.1 Scheduling: Sport Clubs cannot use facilities without prior reservation. In order to ensure scheduling of University facilities in an organized manner and to ensure compliance with Associated Students and University Policies, it is necessary to maintain a comprehensive reservation procedure for all student organization meetings, fundraising activities, guest speakers, and all other events.

Sport Clubs may submit requests for facility use to support the following club related activities:

- Competition
- Practice
- Social Events
- Transaction of club business
- Showering and dressing
- Storage of equipment
- Fundraising

A facility request must be submitted to the Intramural & Sport Clubs Coordinator for reservation of all recreational facilities. Facility usage will not be permitted until this request has been submitted. To ensure availability, all requests should be submitted at least **two weeks prior** to the scheduled activity. Any cancellation of a scheduled contest or practice resulting in the non-use of a requested facility must be reported to Intramural & Sport Clubs Coordinator. Unauthorized use of University facilities for practices or

competitions may result in the revocation of on-campus status or removal from facilities by University police.

Meeting rooms in Aztec Center must be reserved in the Meeting and Event Services Office (located behind the Aztec Center Information Booth) between 8:30 a.m. and 4:00 p.m. Monday through Friday. If a club wishes to reserve the Aztec Center for social or fundraising activities, arrangements must be made at least two weeks prior to the event.

A practice and competition schedule shall be filed with the Sport Club office every semester. Semester schedules can be useful to the Sport Club office in promoting various club activities through the ARC and on campus. In addition, they can be a useful tool for the organization of the clubs' competition schedule with the Intramural and Sport Clubs Coordinator. It is vital that the office knows when and where each club is competing. Please complete an accurate Semester Schedule each semester and update them as new events are added or changed. Club competition schedules should not be printed until final approval has been made on facilities, dates, and times.

Facility keys are available through the KeyWatcher system as explained previously. Keys MUST be returned directly after each use regardless if another team is practicing directly after. If a facility key is lost the team will be fined a \$2,000.00 replacement fee. Keys can be checked out for the following reasons:

- Practice
- Equipment Storage
- Competitions
- Field Preparation

4.2 Field Use: When using any fields or outdoor spaces, sport clubs must use the following guidelines:

- The fields should not be abused in any way.
- All trash, tape, cups and other material must be picked up when the team leaves the field. Failure to do so could result in a loss of field privileges.
- In case of inclement weather, call (619) 594-3471, for notification of whether or field condition. Usage of the field while closed or denied will result in a loss of field privileges.
- Stagger the direction of play to prevent wearing one area of field too heavily.
- Notify Public Safety at 594-1991 and the Intramural & Sport Clubs Coordinator at 594-4280 if other groups are abusing fields or violating scheduling agreements.
- Coach/practice manager should walk the field every day before a practice or a game to check for holes or other problems. If any problems arise, the field cannot be used unless that area is sectioned off to prevent use of that area. The coach/practice manager should let the Aztec Recreation Center Facility Supervisor know of any field damage so that it can be reported to the proper authorities.

4.3 Equipment: All equipment that is purchased for club use is and remains the property of the Associated Students/Sport Clubs Program. The club is responsible for all equipment and keeping it inventoried. All equipment must be accounted for at the end of each semester. Associated Students/Sport Clubs equipment should be stored in University facilities when possible. The Intramural & Sport Clubs Coordinator will assist you in finding an appropriate location. Limited space is available upon request. Some high cost items (i.e. sailboats, shells, trailers) will be assessed a minimal insurance charge by Associated Students. This charge will help replace the item in the event it is damaged or destroyed.

4.4 Independent Contractor: Before any individual can oversee club activity, they must sign the Associated Students Sport Club Independent Contractor Agreement. This is essentially an agreement between A.S. and the Sport Club Independent Contractor in order to allow the right and privilege to

provide service for scheduled sport club activities. The contract must be signed by the Independent Contractor, the Team's President, and the Sport Club Coordinator. Independent Contractors are required to sign one contract per year and the terms are subject to change without notice.

4.5 Program Safety: It is important for all sport club officers and coaches to be aware of potential injuries in their sport and inform your participants of these possible injuries. Education for prevention of these injuries is crucial and it is the responsibility of the officers and the coach to stay on top of current information concerning safety equipment, rules and potential problems. It is the responsibility of each club to insure that all activities are conducted in a safe and proper manner.

Athletes are encouraged to have primary insurance when participating in San Diego State University Sport Clubs. For more information on the Associated Students insurance policy, see the section labeled *Sport Club Insurance*.

FIRST AID AND SAFETY PROCEDURES

It is extremely important that club members become aware of the need for first aid when participating in sports.

The Aztec Recreation Center and the American Red Cross offer First Aid and CPR classes. All coaches must be currently certified in First Aid, CPR, and AED, and be present at practices and games. In the circumstance that a team does not have a coach, two members (preferably officers) must be currently certified in First Aid, CPR, and AED.

The Athletic Trainer will provide the necessary attention to first aid emergencies during club practices and competitions. In the event that an Athletic Trainer is not present, actions should be taken to stabilize the victim and the Aztec Recreation Center facility supervisor should be contacted. If life threatening, call 911. As part of a comprehensive risk management effort, victims and witnesses of accidents and incidents should assist the ARC facility supervisor, Athletic Trainer, and/or first responder in obtaining all necessary information for future follow ups.

An Accident Report Form must be completed immediately following any accident that occurs during a practice or a game and must be submitted to the Intramural & Sport Clubs Coordinator within 24 hours of an accident occurring. These forms are available in the Sport Clubs Office and should be kept with club officers at all times.

4.6 Athletic Medicine: The Associated Students provides a Certified Athletic Trainer for the medical needs of the sport club athletes. The primary role of the athletic trainer is to insure that sport club athletes are provided with first aid coverage at home contests. Additional responsibilities of the Certified Athletic Trainer include the referral of injuries to the appropriate medical professionals and the acute rehabilitation of such injuries. Any long term or post-surgical rehabilitation should be conducted through an outside Physical Therapist. An athletic trainer will be present at requested home events and will have office hours during which the athletes may seek consultation for injuries. The athletic trainer will be assigned to certain home events based on the high-risk stratification of the sport. The athletic trainer is not obligated to attend any away competitions and will be available on a first come, first serve basis. The trainer will never travel in the event that there is another team's competition scheduled at home. The athletic trainer will only treat injuries that occur while participating in events sanctioned by the Associated Students and Campus Recreation.

ATHLETIC MEDICINE FACILITY

The San Diego State University Athletic Medicine facility is located in the Aztec Athletic Center. The

AAC is adjacent to Peterson Gym. Athletes are encouraged to call to make appointments for injury consultations. Drop-in appointments will be made as time permits. Appointments outside of office hours may be arranged with advance notice. When calling the athletic medicine facility ask for the athletic trainer in charge of sport clubs.

Office Hours: Posted at the beginning of each athletic season.

Phone: (619) 594-8371

ATHLETIC TRAINING FACILITY PROCEDURES

All athletes must have a health history questionnaire and physical on file. Returning athletes who have physicals on file must complete a Returning Athlete Form instead of the physical form. New athletes must also sign a medical consent form.

Physicals can be completed by the Student Health Services at San Diego State University or by an individual's primary physician; a chiropractor cannot perform a physical. Physicals for new players must be dated after July 1st and have the doctor's business card attached. The physical form can be found in the Athlete Information packet. This information will be reviewed by the Certified Athletic Trainer, and will only be shared with the necessary medical professionals. This information will be used to insure that all athletes are healthy enough to safely compete in their chosen sport. An athlete with a potentially dangerous condition or injury will be required to obtain a medical clearance form before participating in any physical activity sponsored by the team. This can be done with his or her family physician or at the San Diego State University Student Health Services Center. The health history questionnaire, physical forms and any medical clearance paperwork must be on file with the Certified Athletic Trainer before the athlete will be allowed to participate in any games.

FACILITY RULES

1. This is a co-educational facility. Appropriate dress is required at all times. No jog bras or halter-tops, shirts must be worn at all times.
2. Treatments will cease 30 minutes prior to the start of practice. Taping will be done on a limited basis, generally for acute injuries only, and will cease 15 minutes prior to the start of practice. Game day taping schedules will be announced. Athletes seeking prophylactic taping should look into purchasing braces.
3. All athletes must sign in prior to receiving treatment.
3. Shower before all post-practice treatments. Showers are located in Peterson Gym or the ARC.
4. Please control language. No shouting or horseplay. If this rule is broken you will be asked to leave.
5. Bags are to be kept in a locker in Peterson Gym, the ARC or at the entrance of the training room. Change shoes on the outside benches in front of the training room. **DO NOT WEAR CLEATS INSIDE THE TRAINING ROOM!**
6. Supplies will be dispensed only by one of the Athletic trainers.
7. No shoes on any of the treatment tables.
8. No sitting on countertops.
9. No open wounds or skin infections in the whirlpools.
10. No sleeping or lounging on tables, wait for your friends outside.
11. Telephones are for use by the medical staff only.
12. Please respect the privacy of fellow recreational sports athletes as well as the privacy of the varsity athletes.

4.7 Sport Club Insurance: All members of a sport club participating in regularly scheduled practices and games are provided with a secondary accident insurance policy. Under the terms of the coverage, SDSU

is a SECONDARY CARRIER and its policy is accessed only in the event the student or student's parents primary insurance does not cover the entire bill. If the medical bill amount exceeds the usual and customary limits provided by the primary insurance provider, it is then referred to Student Financial Services for review.

Exclusion or failure to provide accurate insurance information on the Athlete General Information Form, will result in the non-payment of medical bills received as a result of sport club participation, and may also result in expulsion from the team.

The SDSU policy only covers acute care and accidental injury occurring during scheduled practices or competitions, and travel to and from scheduled competitions.

In order to access the policy:

1. An injury/accident report form must be filled out with the Intramural & Sport Clubs Coordinator. No claims can be processed without this form.
2. Athlete must submit a fully completed claim form within 90 days of an accident.
3. Athletes must process all medical bills through their primary insurance providers.
4. After their insurance providers have paid the bills, bring the bills, along with Explanations of Benefits from the insurance providers to the Intramural & Sport Clubs Coordinator.
5. The Intramural & Sport Clubs Coordinator will then process via the SDSU secondary insurance policy.

Section 5: Travel

Each club is responsible for its mode of transportation to and from club activities. Each club must assume responsibility for associated costs. See the AS Transportation Guidelines for a complete list of travel policies.

5.1 Travel Forms: At least **SEVEN DAYS** prior to each scheduled sport club trip, a team Travel/Itinerary Authorization Form and Transportation/Housing Form must be submitted to the Aztec Recreation Center Office. Changes may be made up to forty-eight hours in advance of departure time. It is the responsibility of the person in charge to complete a **SPORT CLUBS/48 HOURS OR LESS EMERGENCY CHANGE OF TRAVEL AUTHORIZATION FORM** and submit a copy to the Aztec Recreation Center Office and Public Safety prior to departing if there are any changes.

If members from the team are leaving from different locations at different times, each athlete must fill out an individual travel form.

If the club advisor/coach is not able to travel with the club on a trip, then he/she must delegate his/her authority to a "person in charge". This individual must be a registered club officer and listed as the "person in charge" on the team travel form. "Person in charge" should:

- Supervise the conduct of the members on the trip, and ensure that all drivers drive responsibly.
- Submit travel itinerary to the Aztec Recreation Center Office seven (7) days prior to travel.
- Ensure that all athletes have a copy of the following on file with the Aztec Recreation Center Office:
 - Current operator license
 - Proof of vehicle insurance
 - DMV record
- Update travel itinerary 48 hours prior to departure.
- Follow the Sport Club Emergency Action Plan in case of an accident.

If a team is not approved to travel, the club president will receive a Sport Club Travel Request Denial Form

five days prior to their travel date. A copy of this form will be placed in the team mailbox and another copy will be sent to the president's address.

If a team travels without approval, the team will automatically be suspended from its next travel date.

If a team travels while on a travel suspension, a Sport Club Council/Judicial Committee hearing will be called. Failure to submit required forms on time constitutes an infraction of Sport Clubs policy. Infractions will be handled as follows: if the violation is the team's first during the current academic year and the club is not on probation from the previous year, the club can receive a written or verbal warning, or may be placed on probation. After two or more offenses, the Judicial Committee will meet to assess penalties.

Additional Risk Management for Travel

- Drivers must be at least 18 years old.
- Vehicles may not be overloaded; there should be one seat belt per person.
- If a breakdown occurs, the Intramural and Sport Clubs Coordinator should be contacted immediately.
- When towing a trailer or using a cargo rack, vehicle speeds must be reduced, especially in heavy traffic. Check all lights and hitches prior to departing San Diego State.
- No alcoholic beverages are allowed at any time. All drivers must have refrained from drinking for at least 12 hours before a trip departure must be completely alcohol-free.
- Teams are prohibited from driving 15 passenger vehicles.

5.2 Long Distance Driving

- Clubs and organizations cannot drive for more than eight (8) hours and 350 miles in any given 24-hour period.
- The majority of the driving must be during daylight hours; therefore, groups may not depart after 1:00 p.m. for trips exceeding eight (8) hours.
- When towing a trailer (Aztec Adventures, Men's crew and Waterski clubs only), vehicle speeds must be reduced to no higher than 55 miles per hour, especially in heavy traffic.
- To avoid fatigue, there must be two or more drivers for all trips exceeding four hours or 200 miles; Drivers must switch every four hours or 200 miles at a minimum to avoid fatigue. In addition drivers should take a minimum 20-minute break every two hours of driving.
- If the "shotgun" passenger feels the driver is tired and verbalizes this to him/her then it is the driver's immediate obligation to pull over at the first appropriate and safe location and switch drivers—no arguments—no questions asked.
- On long distance trips the "shotgun" passenger is obligated to assist the driver with navigation, by watching the road and attending to the drivers comfort (CD, AC, Defrost, etc.) as well as good conversation. If it is a very long trip this person should take another seat so as to be able to rest and another responsible passenger can take over as shotgun passenger.

5.3 Driving at Night

- Traffic death rates are three times greater at night than during the day according to the National Safety Council.
- Driving at night is more dangerous because ninety percent of a driver's reaction depends on vision, and vision is severely limited at night. Depth perception, color recognition, and peripheral vision are compromised after sundown.
- Older drivers have even greater difficulties seeing at night. A 50-year old driver may need twice as much light as someone twenty years younger than them.
- Fatigue is another factor adding danger to night driving. Drowsiness makes driving more difficult by dulling concentration and slowing reaction time.

- Attending school all day, packing up and preparing for the trip, loading the vehicle and possibly not sleeping well the night before because of all the last minute duties equals a very dangerous driving situation.
- **SAFETY RECOMMENDATIONS FOR NIGHT DRIVING:**
 - Clean all exterior lights to make them illuminate to their potential.
 - Reduce your speed and increase your following distances. It is more difficult to judge other vehicle's speeds and distances at night.
 - Don't overdrive your headlights. You should be able to stop inside the illuminated area. If you're not, you are creating a blind crash area in front of the vehicle.
 - If an oncoming vehicle doesn't lower their high beams from high to low, avoid glare by watching the right edge of the road and using it as a steering guide.
 - Make frequent stops for snacks and exercise. If you're too tired to drive, you are obligated to stop and rest.
 - Twilight is one of the most difficult times to drive, because your eyes are constantly changing to adapt to the increasing darkness.

5.4 Automobile Insurance: Before using a privately owned vehicle for sport club business/travel, sport club athletes who wish to drive must complete a Sport Clubs Driver/Insurance Form. State law requires the owner to possess the following liability insurance:

- \$15,000 per personal injury to, or death of, one person.
- \$30,000 for personal injury to two or more persons in one accident.
- \$5,000 for property damage.

The Aztec Recreation Center Office requires proof of insurance coverage required by law. Additionally, the driver must meet AS/SDSU safe driving requirements, which will be checked by the Aztec Recreation Center Office from their DMV record/report.

5.5 Accommodations: If team travel should require overnight accommodations, teams must provide the Sport Clubs Coordinator with the following information: name of hotel or home in which team will be staying, dates of overnight stay and phone number of location. Rooming lists must be supplied for hotel stays; co-ed sharing of rooms is not encouraged.

5.6 Air Travel: Air travel arrangements for all teams, persons in groups, and on-campus organizations are subject to state regulations. Such groups may travel only on regular commercial air carriers approved by the state. When traveling by air, the carrier, flight numbers and dates of departure and arrival must be listed on the Travel Form.

5.7 Rental Cars: AORMA, the A.S. insurance/risk pool, has developed a special arrangement with Enterprise Rental Car for car rental rates that include insurance coverage. This program should be used whenever renting cars for A.S. Business:

[Booking State of California Business Travel Reservations Online CSU Auxiliary Organizations Risk Management Alliance Customer Pay Account](#)

Enterprise Rent-A-Car is excited to be named the preferred vendor for the CSU Auxiliary Organizations Risk Management Alliance. It is fast and easy to make arrangements for your organization's car rental needs nationwide with Enterprise Rent-A-Car. Follow the steps below to make reservations using the State's new travel account with Enterprise online at our web site or by phone:

On Line

1. Log on to Enterprise Rent-A-Car's Web Site at www.enterprise.com
2. Pick the Enterprise location where you would like to pick up your rental vehicle.
 - a. You can use the Airport link to choose one of our Airport locations; or
 - b. Enter the Zip Code, City or State you are looking for.
3. Enter the Dates and Times of your desired reservation.
4. Enter the State of CA Account Number: NACA053 in the "Optional: Corporate Account or Customer Number" Box.
5. You will be prompted to enter the first 3 Characters of your Company's Name, please enter CSU in this box.
6. Choose the rental location most convenient for you.
 - a. If you entered a specific location or airport, you will then be directed to that location.
 - b. If you entered a zip code, city or state, you will be given a list of Enterprise Rent-A-Car locations in the area you have requested from which to choose.
7. At the next screen you can select your vehicle.
8. Next, you will be prompted to enter your Name (First & Last), your home phone number, and an email address.
9. You will be given a confirmation number for your reservation and the option to have a confirmation emailed to you.
10. You will need to have a valid Driver's License, Credit Card, and Reservation to pick up the vehicle.

By Phone

1. You can:
 - a. Contact your local Enterprise Rent-A-Car rental branch, or
 - b. Dial 1-800-RENT-A-CAR to be connected to the closest branch to you.
2. Provide the branch with your new State of CA Account Number: NACA053.
3. The rental branch will set up a reservation that fits your needs and provide you with a reservation number.
4. You will need to have a valid Driver's License, Credit Card, and Reservation to pick up the vehicle.

National Account Program

CSU Auxiliary Organizations Risk Management Alliance
NACA053

		<i>Daily Rate</i>	<i>Weekly Rate</i>	<i>Monthly Rate</i>
<i>2007 Contracted Rates</i>				
Compact	<i>Ford Escort, Dodge Neon</i>	\$32.39	\$194.34	\$842.14
Intermediate	<i>Ford Focus, Toyota Corolla</i>	32.39	194.34	842.14
Standard	<i>Pontiac Grand Am, Dodge Stratus</i>	38.00	228.00	988.00
Full Size	<i>Ford Taurus, Mitsubishi Galant</i>	39.49	236.94	1,026.74
Small SUV	<i>Ford Escape, Toyota Rav4</i>	46.49	278.94	1,208.74
Mini Van	<i>Chevy Astro, Ford Windstar</i>	43.49	260.94	1,130.74

Premium	<i>Pontiac Bonneville, Toyota Camry</i>	60.00	360.00	1,200.00
Luxury	<i>Volvo S70, Infiniti I30</i>	79.00	372.00	1,245.00
Cargo Van	<i>Cargo van, 2 Passenger</i>	62.00	372.00	1,050.00
Truck	<i>Ford F150, Dodge Ram</i>	79.00	372.00	1,200.00
Medium SUV	<i>Nissan Pathfinder, Ford Explorer</i>	79.00	474.00	1,400.00
Large 4 X 4	<i>Ford Expedition, Chevy Suburban</i>	109.00	654.00	1,999.00

Notes

- Rates are per day/week and include **Unlimited Miles**.
- There will be no Drop Charges for returning a vehicle in an alternate location within the State of CA.
- Rates do not include additional fees such as airport access fees, gas, and hourly charges.
- Rates include CDW and \$300,000 Liability Coverage.
- Models are subject to availability. A model of car may be requested but is not guaranteed. This is not a complete listing of the vehicles available.
- Rates apply to all locations within in the United States, local and airport locations included, excluding New York.

Section 6: Funding

It is recognized as a general principle that the members of sport clubs make every effort to support programs through their own resources, which may include membership dues, fundraising projects, and special events. Collected funds can be deposited into three separate accounts, an Allocated Funds account, an Associated Students account, or an off-campus account. Donated funds and fundraising projects coordinated through the Aztec Recreation Center must be deposited through the Sport Clubs staff.

6.1 Allocated Funds Account: This account contains money disbursed to Sport Clubs by the Associated Students. The amount of allocation is determined by guidelines discussed in the section labeled *Allocated Fund Distribution*. Allocated Funds cannot be carried over into the next school year. Funds must be spent by June 30.

6.2 Associated Students Account (1507 accounts): All sport clubs have an account with the Associated Students. There is no charge to use this account. Clubs may make deposits to this account through the Aztec Recreation Center Membership Services Desk. All donations deposited to the SDSU Foundation will be transferred to this account each month. All sport clubs must fill out the Associated Students/ (Sport Club) Agreement form. To access club funds:

1. Submit requests to the Aztec Recreation Center. Withdrawal requests (Purchase Order Forms or Check Request Forms) must be submitted with proper documentation and receipts. See the A.S. web site at <http://www.as.sdsu.edu> for an on-line version of these forms.
2. Requests will be processed within a timely manner (usually three working days) and then submitted to the Associated Students Business Office for payment. The A.S. Business Office will process checks within a one-week time period under normal circumstances. Requests need to be submitted

no later than 4 pm Mondays in order to receive the check by Friday of the same week. Otherwise, the check will be ready the following Friday. Checks may be picked up at the A.S. Ticket Office or mailed directly to the payee.

3. The Sport Clubs staff will give final approval on all requests. If the full-time Sport Clubs staff member is unavailable, then the Assistant Campus Recreation Director will grant approval.
4. Purchases over \$1,000.00 require a purchase order request which can be completed with the Sport Clubs staff. Purchases that exceed \$2,500.00 require 3 estimates by phone or internet.
5. In the case of disagreements on the withdrawal of funds, appeals will be decided according to Associated Students' policies and procedures.

6.3 Donations: Clubs are required to deposit ANY AND ALL DONATIONS with the SDSU Foundation's via University Advancement Services. Donations are made payable to "SDSU Foundation c/o Sport Club's name". Donations cannot be deposited directly into the Associated Students account. ONLY the SDSU Foundation can recognize a tax-deductible gift. Failure to properly deposit a tax-deductible donation can result in suspension of club activities.

When donations are received, they must be immediately brought to the Intramural & Sport Clubs Coordinator. The Coordinator will fill out the Gift Transmittal Form and forward the donation to University Advancement Services. SDSU Foundation charges a **7%** administrative fee, which provides for their services. Their services include monthly statements; mailing lists to specified donors, and informing outside contributors that their donations are tax deductible. These tax-deductible donations take between four to eight weeks to be deposited into the club's Associated Students account. However, once the donation is received, the Intramural & Sport Clubs Coordinator, may approve purchases using the donation.

NOTE: Donations given to the Aztec Athletic Foundation (AAF) in the name of a sport club are not deposited into the club's account. Only gifts received by the Intramural & Sport Clubs Coordinator are deposited into the club's account.

Section 7: Allocated Fund Distribution

The Aztec Recreation Center membership fees support the Sport Club Program. The revenue from all player's membership is distributed to each sport club using the distribution procedures developed and approved by the Sport Club Council.

- 7.1 Requirements to Receive Funds:** To receive funding, each sport club must turn in:
- All Sport Club and University paperwork by published deadline.
 - A Team Budget.

Club Teams must also:

- Be a member of a National or Regional Association
- Have at least 10 active members competing on the sport clubs level
- Have at least five (5) organized games, competitions or appearances
- Be able to fundraise an amount that equals or exceeds allocated fund amounts

NOTE: Newly formed teams, teams that have been inactive for one (1) year or more, and teams on probation or suspension are not eligible to receive money from the allocated funds.

In addition, teams that were previously inactive will be required to take care of any outstanding debts that the former club may have incurred. These debts MUST be repaid within the first semester that the club becomes active. Every effort will be made to work with formerly inactive teams, to assist them in their repayment.

7.2 Allocation Process: Each team is required to turn an allocation packet into the Sport Club office by the set deadline. In addition, an electronic copy of their budget must be e-mailed to the office. When a complete packet is turned in, teams may sign up for an allocation time.

Allocation hearings will be held at times to be announced. For the allocation hearings, teams will be given 10 minutes to present their budget, followed by a 5 minute question and answer session. Failure to present during the assigned time slot will result in a total loss of allocation monies for the team. In addition, each team is required to send one member from their team on the night they present to stay for the entire hearing. This person must be an officer. Members of the official Allocation Committee can be counted toward this.

Each club will be graded by the other team officers presenting that night and the Allocation Committee. The official allocation committee will be comprised of the Sport Club Council President, the Sport Club Council Vice President, Intramural and Sport Club Coordinator. Five officers may also serve on the committee. There cannot be more than one person from the same team on the committee. They must attend both days of hearings.

7.3 Allocation Classification: Teams will be divided into two tiers (A and B), based upon the following set of criteria and their presentation. There will be six 'A' clubs and ten 'B' clubs. 'A' clubs will be eligible to earn up to \$1,000 in allocation; 'B' clubs will be eligible to earn up to \$600 in allocation. Classification will not be known until after all of the allocation hearings have been completed and the official allocation committee determines what level each club falls into.

A Clubs will have to meet the following criteria:

- Highly Organized—consistent officers, coaches
- Large Budget—income + expenses is greater than \$45,000
- Extensive Programming (hosting events and traveling)
- High facility use
- Organized fundraising—dues, alumni, sponsors, merchandise, events
- Has at least 1 coach (paid or unpaid)
- Minimum active membership of 25 members
- 75% of monetary transactions go through A.S. account or Campanile foundation
- Present their annual report and allocation request to the Allocation Committee
- One member of the team attends the allocation hearing on their appointed day

B Clubs will have to meet the following criteria:

- Present their annual report and allocation request to the Allocation Committee
- One member of the team attends the allocation hearing on their appointed day

Clubs may request to be considered for either tier even though all criteria have not been met. Any variation to meeting these requirements will be determined by the Allocation Committee. After all clubs have presented, the official Allocation Committee will determine which teams will be classified as A or B.

7.4 Distribution: Allocation money will be distributed in two ways: 50% based on objective

criteria, and 50% based on the quality and content of the team's budget presentation.

OBJECTIVE CRITERIA: 50% of the allocation can be earned by meeting the following criteria

- Budget was turned in on time
- Did not miss more than 1 Sport Club Council Meeting
- Participated in ARC After Dark
- Submitted at least one award application for the year
- In good standing with the Sport Club Office (not on probation, turns in paperwork on time, responds to information requests, etc.)

SUBJECTIVE CRITERIA: 50% of the allocation can be earned at the allocation hearing based on the following explanations during the team presentation

- Team Expenses
- Travel Expenses
- Equipment Expenses
- Team Dues
- Fundraising Efforts
- Money Saving Actions
- Quality of Presentation
- Knowledgeable Presenters
- Classification Explanations

Each member of the allocation committee will be given a "grade sheet" to fill out during the presentations. This grade sheet will have a 1-5 scale for each of the subjective criteria listed above. After the presentation, an average will be determined for each criteria, and that will determine how much money the club is allocated from the presentation.

7.5 Excess Funds: The remaining funds left in excess after all eligible teams have received their allotment shall be distributed accordingly:

- 45% of the excess funds shall be used as a monetary reward for "Sport Club of the Month". The cash award will be placed directly in the team's campus account. The 45% will be distributed equally among the winners of each month (9 total- 5% per month)
- 35% of the excess funds shall be put to use towards the annual Sport Club banquet to help offset the cost of food, entertainment, raffle prizes, decorations, or other costs associated with the event
- 20% of the excess funds shall be held for general costs associated with running any Sport Club meetings or social events. The use of this amount will be under the discretion of the Sport Club Coordinator and Sport Club Executive Council

All distribution amounts may be rounded up or down slightly by the Sport Club Coordinator to allow for whole numbers. The use of these excess funds will always fall under the supervising of the Sport Club Coordinator.

7.6 Travel Reimbursement: In addition to the sport club travel expenses already covered in the reimbursement procedure, the Associated Students/Sport Clubs shall reimburse each sport club member 1¢ for all travel to and from all practice(s) and competition/game(s). A transfer of funds will be used to deposit monies in team accounts for reimbursement of travel done during the academic year.

Reimbursements will take place in May of each year, indicating the end of sport club competition for that year. Funds will be transferred to each club's Associated Students account upon approval of the Intramural and Sport Club Coordinator.

Appendix

FORMS

Throughout their season each sport club team will be required to fill out various forms, including those for travel, insurance, health history, coach/advisor contracts, etc. The timely completion of these forms allows teams to run their programs smoothly. Failure to complete these forms may interrupt regular practices and seasons. These forms can be obtained in three ways:

- At the ARC from the Sport Clubs Coordinator
- On the Sport Club website at <http://as.sdsu.edu/arc>.
- At the Sport Club Orientation.

FUNDRAISERS & SPONSORSHIPS

USE OF “SDSU” NAME

Sport clubs are granted the right to use the name "San Diego State University" or “SDSU” in describing their organization. Sport Clubs must themselves understand and make it clear in their representation to third parties that they speak only for their team/players, not the University or the Associated Students. Sport Clubs are not agents of the Associated Students or San Diego State University.

FUNDRAISING

Sport Club teams may conduct fundraising events on campus, provided the project is consistent with the purposes of the Associated Students and in agreement with University policy. Please refer to the A.S. website for additional fundraising policies and procedures or contact the Sport Club office directly.

To become a successful fundraiser, it is crucial to be organized. Some questions to ask yourself when you begin thinking about planning a fund-raiser are:

Who has the money?

Answering this question will put you on the right track toward raising funds for your club. List some different groups that are potential sources of funds for your club. Are you going to focus on one group of people or several groups at the same time, what do they have in common? Where do they overlap? Target your fund-raiser to reach them all the same time.

How are you going to reach these groups?

This is your product or your service that forms the basis for your fund-raiser. It can be anything from t-shirts to product endorsement or corporate advertisement. Whatever you decide, make sure that it fits with your target group. What are some things that could reach this target group?

When will this happen?

Choose a date for your fund-raiser; think about when your target group will be most exposed. For example, if you are having a bake sale, maybe the weekend isn't the best time. Try to be as detailed as you can be about choosing a time that will expose your fund-raisers to the most people in your target area. This can also be a deadline for yourself to get your projects done and on time. Start early; the sooner you begin planning and accomplishing tasks, the more well planned and successful your fund-raiser is likely to be. What would be a good time of year, or a good time during the week, to reach your particular target audience?

What needs to happen in order to make this idea become reality?

Make a list of what needs to be done in order to accomplish your fundraising idea. Assign a due date for every item and delegate tasks for people in your club to do. Get people involved and give them plenty of time to finish their task, but not so much that they forget what to do. Check in regularly to see that people are sticking to the deadlines and doing a good job. This is a difficult job to do because it means that you play “task master,” but use other people in the group to help hold others accountable. Continue to remind everyone of the goal so that they can stay focused. What needs to happen and when should each item be finished?

Where is a good place for your fundraiser?

Again, this goes back to your target group. If you are reaching students and faculty then a residence hall is not likely the best place to have your event. Reserving a room in the Aztec Center can be a great alternative, so start early and reserve your space ASAP. Planning is the key to a successful event. What are some good locations for the event, and Why?

Why are you doing this event?

It is important to know why you are doing this event. Do you need the money, or is this something that your team has always done? Always remember to ask yourself why you are going to all the trouble to raise money for your team. Use a goal to motivate your club to finish their tasks on time and take the effort seriously. For example, if you are raising money to go to a competition, place the fliers of the meet or tournament all over your room. Make the competition a part of your team’s goals for the year. Talk about the event with your teammates often. Build up excitement in your group by making the planning of the event fun—and involve food! What are some reasons for you to raise funds? What do you want to accomplish through more funds this year?

SPONSORSHIPS

Corporate sponsorships for sport clubs are a valuable fundraising source, but all such sponsorships must be coordinated in advance with the staff. Written proposals should be professional and well thought out before requesting funds from a sponsor. Soliciting and obtaining sponsorships can be one of the most difficult tasks facing an organization. Finding a corporation willing to give money or product, to help in the success of a club can often be a frustrating and time consuming endeavor. But once received, sponsorships are invaluable in helping clubs reach their goals. The following are guidelines for soliciting and maintain long-term relationships with sponsors.

1. Identify those companies most likely to sponsor you.
 - A. What other clubs have they sponsored?
 - B. Do you know someone in the company?
 - C. Are they interested in the college market?
 - D. Is someone in the company an alumni?
2. Get the name, title, and address of the company contact.
 - A. Make sure the contact name is spelled correctly.
 - B. Make sure the title is correct.
 - C. Make sure the company name is correct.
3. Send an approach letter. Talk to the Sport Club Coordinator for examples.
4. Follow up with a phone call.
 - A. Give the contact a week or two to receive your letter.
 - B. If you receive the sponsorship go to 5.

- C. If you don't receive the sponsorship, find out why. If they don't sponsor your type of group, thank them for their time. If it is a matter of timing and budgeting, find out when the corporation should be contacted for the future.
5. After receiving the sponsorship, send a thank you letter.
 6. Make sure the club gives the sponsor everything that was promised them for their sponsorship.
 7. Take pictures and send the sponsor copies of anything with their name on it.
 8. Invite the sponsor or a representative to any special events you might have.
 9. Follow up the season with a year-end recap.
 10. Thank the sponsor once more, and ask for their sponsorship for the following year.

***Alcohol and Tobacco Sponsors Are Not Allowed**

2008-2009 AWARDS

Bingham Sport Club Leader of the Year

Presented to the sport club officer who has contributed unselfishly of themselves not only to their respective sport club team, but to the sport club program as a whole.

Bob Bingham Team Leader of the Year

Presented to the sport club athlete who has consistently demonstrated outstanding leadership and sportsmanship on the field while positively representing SDSU Sport Clubs.

Darcy Bingham Emerging Leader of the Year

Presented to a returning sport club athlete who has demonstrated outstanding leadership and made significant contributions to the team in their first year as an officer or serving as team captain.

Outstanding Athlete Award

Presented to the sport club athlete who has demonstrated outstanding athletic ability and talent in their respective sport.

Outstanding Scholar Athlete Award

Presented to the sport club athlete who has excelled in their respective sport and consistently demonstrated academic excellence and campus involvement.

Team of the Year

Presented to the team who has positively represented SDSU sport clubs, has excellent sportsmanship rapport, and has succeeded in competition performance.

Sport Club of the Year

Presented to the sport club team who has met all the standards of the sport clubs program mission statement and continuously takes great strides to improve their sport club team and the SDSU Sport Club program.

Coach of the Year

Presented to a coach who has proven to be a strong leader and positive role model both on and off the field, while promoting a student-run program.

Ohana Spirit Award:

Presented to the sport club team who has unselfishly committed their efforts towards supporting their peers within the sport club community, making spirited contributions to every sport club athlete and their team.

For more information on these awards, please visit the Sport Club website <http://arc.sdsu.edu/sportclubs>.

Constitution Example

The internal organization of a sport club determines the success of that club. A club's ability to conduct its business rests with the leadership of the club. As student-run organizations, that responsibility lies solely with the club membership.

Suggested Constitution and by-laws Format

A constitution and by-laws should be simple and should reflect the scope and purpose of the organization. The constitution articulates the purpose of the organization while the by-laws spell out the organization's operating procedures. The constitution and by-laws comprise a single document as suggested below.

The date the document becomes effective

Launch Internet Ex
Date adopted: The date that the document becomes effective with stated changes.

Date revised: Name
State the name of the organization

ARTICLE I: Relationship
State present or intended affiliations the organization may have with other local, state, or national organization.

ARTICLE II: Purpose
State the purpose and aims of the organization.

ARTICLE III: Members
State the requirements for membership. The organization ' will not deny consideration for membership to any student because of race, sex, religion, creed, national origin, challengers, or marital status, except those qualifications of sex directly relevant to the organization's purpose.'
ARTICLE IV: Indicate what the dues will be and when they are to be paid.

ARTICLE VI: Officers
Include list of officers, terms of office, and descriptions of responsibilities. Also include provisions for vacancies of offices, methods of electing officers, election procedures, and time of election. Indicate how committees are formed and their responsibilities.

ARTICLE VII: Advisor and Coach
Includes responsibilities for the Advisor and Coach(s).

ARTICLE VIII: Travel
States travel rules and regulations for team travel to and from events.

ARTICLE IX: Meetings
State the regular meeting time and describe provisions for calling special meetings. If there is no regular meeting time, describe provisions for calling meetings. Also include provisions for rules or order, such as Robert's Rules of Order Newly Revised.

Amendment of Bylaws
States how to change the Bylaws by making an amendment to the Constitution.

