



Handbook of **POLICIES & PROCEDURES**



Associated Students
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IMPORTANT CONTACTS

General Information

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In case of a **MAJOR EMERGENCY** or a **LIFE THREATENING ACCIDENT**, the following individuals should be notified:

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Section 1: Introduction & Overview

The Sports Club Handbook serves as a reference tool for sports club team officers, coaches and members. The primary goal is to provide a better understanding of the Sports Club Program and to support sports club team leaders in effectively managing their teams within the Associated Students (A.S.) at San Diego State University (SDSU). Any policy or procedure concerning sports club activities that is not covered in this handbook should be referred to the Sports Club Staff.

All club team officers and coaches are encouraged to become familiar with the information contained in the Sports Club Handbook and other documents to which this handbook might refer. Information in this handbook is subject to change, and will be updated and provided accordingly.

Sport Clubs are administrated within the AS/SDSU Aztec Recreation Program. A sports club team is a student organization designed to serve individual interests in different sports and recreational activities. These interests are competitive, recreational and social in nature. Club teams compete against other competitive 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, coaching positions are paid or volunteer. Scholarships are not offered. In instances where compensation for coaches is necessary, arrangements MUST be made through the A.S. Business (Payroll) Office. Club teams are managed through the A.S. Aztec Recreation program and report directly to the Intramural Sports & Sports Club Manager and the Intramural Sports & Sports 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 and SDSU Instructionally Related Activities (IRA) allocation.

The emphasis in sports club activities is to promote student success and development through engagement, shared governance, and leadership opportunities. A successful sports club program offers a setting in which each of these areas may be developed. Club team members are responsible for writing and implementing their constitution, recruiting members, establishing member dues, and planning and publicizing upcoming activities. An additional goal of the Sport Club Program is to provide a high level of intercollegiate/extramural competition for as many students as are interested. The Sport Club administrative staff is hired to provide encouragement, guidance, coordination, and administrative support with these efforts. That said, Sport Clubs survive and thrive only by obtaining active student involvement and participation from club leaders and club members. The most successful clubs also actively engage their alumni.

The key to a successful sports club is that it is student-initiated and student-directed; the emphasis is placed on participation. Each club team offer opportunities for individuals to

participate and further develop skills in a specific sport. Team leaders actively recruit new and experienced student athletes.

- 1.0 **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 Student Union, Viejas Arena, the Open Air Theater, the Mission Bay Aquatic Center, Scripps Cottage, the Campus Children's Center, Aztec Recreation; and programs including intramural sports, sport clubs, leisure classes and activities, informal recreation, outdoor equipment rental and outings, Cultural Arts programs, and special events.

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.

- 1.1 **The Associates Students Mission Statement, Vision, and Values:**

Missions Statement: To support the mission of San Diego State University, we the Associated Students, create, promote and fund social, recreational, cultural, and educational programs and facilities both on campus and in the community, advocate for student interests, provide leadership opportunities and participate in shared governance.

Vision: A.S. SDSU is a unifying and empowering student-directed organization dedicated to serving and involving students at SDSU by enhancing the college experience that leads to a higher quality of life now and in the future.

Values: A.S. SDSU values efforts by and on behalf of students that promote the following ideals:

- Professional Development
- Campus Community
- Communication
- Advocacy
- Shared Governance
- Service
- Diversity
- Sustainability

- 1.2 **The Associated Students Recreation & Wellness Commission:** The Sport Clubs Program falls under the jurisdiction of the Associated Students Recreation & Wellness Commission

(RWC). The purpose of the RWC is to establish policy and to propose, plan, coordinate and administer the recreational activities and facilities of the Associated Students. The RWC 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 RWC also coordinates facilities including: The Aztec Recreation Center, the racquetball/wallyball courts, Aztec Student Union Bowling and Games and ARC Express, the Aztec Aquaplex, and facilities as allocated by Exercise and Nutritional Sciences. The Sport Club Council is a sub-committee of the A.S. RWC.

1.3 **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 & Wellness Commission.

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 A.S. Recreation & Wellness Commission.
- 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 A.S. Recreation & Wellness Commission may review it. This charter becomes effective immediately upon being signed by the A.S. President, subject to approval of the A.S. Board of Directors and the University President.

MEMBERSHIP

A. The Sports Club Council shall consist of the following members:

- 1. One member of the Recreation & Wellness Commission
- 2. One representative from each of the current sport clubs
 - a. President
 - b. Vice President
 - c. Treasurer
 - d. Secretary

B. The Sports Club Council shall have the following non-voting members:

1. Sport Club Executive Officers
2. Assistant Director of Competitive Sports
3. Competitive Sports Supervisor
4. Aztec Recreation Director or Associate Director
5. Sport Clubs Athletic Trainer
6. Sport Clubs Program Assistant
7. Sport Club Office Assistant

EXECUTIVE 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 Assistant Director of Competitive Sports, 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 Assistant Director of Competitive Sports 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 Assistant Director of Competitive Sports of any and all officers' address and phone number changes during the year
- Meet regularly with the Assistant Director of Competitive Sports to go over club or Sport Club Council events
- Inform the next Executive President of all operating procedures of the Council
- Serve on the Annual Sports Club Awards Banquet Committee
Advocate the club sports program to the SDSU campus

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 cannot complete his/her term.
- Complete any responsibilities assigned by the President.

Executive Vice President-Finance

- Chair the Sports Club Finance Committee
- Keep track of IRA Points for each club team.
- Coordinate Sport Club Fundraising Events
- Keep all receipts to document all income and expenses for Sport Club Council
- Work with team presidents and or treasures to prepare club's budget request
- Submit a statement of all club funds on hand, both in checking and savings, at the end of each month to the Coordinator for Club Sports
- Submit all necessary documentation for accessing Sport Club Reserve funds
- Serve on the Annual Sports Club Awards Banquet Committee
- Advocate the club sports program to the SDSU campus

Executive Secretary

- Record and prepare minutes for Sports Club Council Executive meeting
- Record and prepare minutes for Sport Club Council meetings
- Maintains attendance record for council meetings
- Serve on the IRA Allocation Committee
- Chair the Spirit of 'Ohana Committee
- Prepare articles for Sport Club and Athlete of the Month
- Prepare articles for Sport Club Newsletter
- Other responsibilities as assigned.

Recreation & Wellness Commission Representative

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

MEETING

A quorum shall consist of 2/3 or 13 of the voting members. If a representative is absent from more than one sports club council meeting, a fine of \$25 will be assessed for each missed meeting to the club team account. Club teams are allowed one excused absence throughout the academic year.

PROCEDURES

- The Council shall submit a copy of all Council minutes to the A.S. RWC 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 Assistant Director of Competitive Sports and the Competitive Sports Supervisor.
- The Council shall give due consideration and attention to the recommendations of the Assistant Director of Competitive Sports, Competitive Sports Supervisor, and

Aztec Recreation Director, on all matters related to its activities and to the periodic program status reports presented to the Council by the Intramural & Assistant Director of Competitive Sports.

CHARTER AMENDMENTS AND REVISIONS

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

1.4 Aztec Recreation Center-Sports Club Office Overview:

OFFICE HOURS

The Aztec Recreation Center – Sports Club office area is open from 9:00a.m. - 6:00p.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 Supplies: 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 will be participating in an event during a regularly scheduled class time. If a club team 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.

****Please Note the Following:** With the exception of National Championships, sports club teams are not allowed to participate in any organized events during final examinations. The Sports Club Office will not send notification of class conflict during this time.

Copying Services: Sports club teams may request up to 50 copies per month. All copies must be for official club team business. Please **do not** request to make more than 50 copies on the copy machine in the Aztec Recreation Center work area. A Sports Club staff member must be present for copies to be made. If more than 50 copies are needed, the request will be sent to an off-campus copying center and expensed to the individual's team account. It takes at least 48 hours for a copying request to be completed.

Stationery: Sports Club teams must use the Associated Students stationery for all correspondence regarding official sport club team business. A copy of the letter/memo must be submitted to the Intramural & Assistant Director of Competitive Sports or Intramural & Sports Club Supervisor before using the stationery.

Mailboxes: Mailboxes for each sports club team are provided inside the office suite at the Aztec Recreation Center. Letters, campus mail, phone messages, and memos from the Intramural & Assistant Director of Competitive Sports or Competitive Sports 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
5301 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 sports club team business can be made in the Aztec Recreation Center. The club team 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.

Facility Keys: Keys can be checked out through the Key Watcher system set up in the Aztec Recreation Office. At the beginning of the academic year, each club team may register up to four individuals (coaches and/or officers) to be approved for key check-out. All keys MUST be returned the same day. A failure to do so may result in the suspension of key access, facility use, and/or fines for lost key replacement.

1.5 **Sport Clubs Mission Statement:** As a student-initiated activity, the individual club will determine the range and effectiveness of its activities. The Associated Students/SDSU recognizes the mission of sport clubs is to promote student success by:

- exposing students to new activities.
- enhancing existing or developing new sports skills.
- developing leadership skills.
- providing opportunities to develop positive interpersonal relationships.
- promoting an appreciation for cultural diversity.
- providing an atmosphere in which students can engage in healthy competition against other clubs and universities.

1.6 **Obligations to the Associated Students and the University:** The Associated Students considers participation in sport clubs as a purely voluntary activity, and individuals participate at their own risk. Participants should understand that they may be responsible for any and all cost 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" or

“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, and not the Associated Students or San Diego State University.

- 1.7 **Club Constitutions:** Each club is required to have an up-to-date club constitution on file with the Sports Club Office. Constitutions are important in establishing the foundation for the club and should be reviewed and updated by the club’s membership on a yearly basis.

The following sample constitution contains areas typically addressed in constitutions. When writing a constitution, however, student organizations should ensure that the constitution reflects the policies and procedures of that particular organization. To ensure continuity and consistency, all student organization constitutions that are not governed by an international organization constitution must include:

- A date of adoption
- A clear statement of objectives, which are consistent with the mission and educational goals of the University.
- Identification as a campus-based, student-initiated, and student-governed club with active membership limited to students of San Diego State University.
- Democratic procedures for nominations, elections, and removal of officers.
- Democratic provisions for policy-making, including amendment of constitution.
- Clear statement of reasonable dues or other financial obligations of members.
- The following statement of nondiscrimination, must be included exactly as it is printed here:
- “This organization shall not discriminate on the basis of race, color, ethnicity, national origin, age, gender, disability or handicap, religion, sexual orientation, disabled veteran’s status or Vietnam era veteran’s status in any of its policies, procedures, and practices. This policy will include, but is not limited to recruiting, membership, organization activities, or opportunity to hold office.”
- Statement of not-for-profit status similar to “This is a not-for-profit organization”
- Statement of financial responsibility for any debts accumulated at the University by the organization not covered by funds on deposit such as:
- “A specific member or members designated by this organization shall be responsible for payment in full of all debts accumulated by the organization not covered by funds on deposit.”
- Statement of non-hazing must be included exactly as found here:
- “This organization will not conspire to engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm or

personal degradation, or disgrace resulting in physical or mental harm to any fellow student or person attending the institution.”

- Statement of compliance with campus regulations must be included exactly as found here:
- “This organization shall comply with all University and campus policies and regulations, in addition to all local, state, and federal laws.”
- Assurance that the petitioning group is willing to work in a democratic manner within the framework of University policies and procedures. If the petitioning group is a member of national or regional organization, the University reserves the right to examine the record of the parent organization or of affiliates on other campuses.
- In regards to meetings, organizations shall indicate what is necessary to achieve a quorum, the necessary voting percentages to conduct business, and the frequency of meetings.
- In regards to officers, state how officers are selected and replaced, the qualifications for office, officers’ duties, method of electing, type of vote, term limits, and methods for filling vacancies.

Section 2: Sports Club Administrative Staff, Sport Club Council, and Sport Club Officers, Coaches, & Independent Contractors

- 2.0 **Responsibilities of Sports Club Administrative Staff:** The Sports Club Staff serve as advisors and a resource available to assist sports club teams in conducting their business. Acting as a liaison between the club team, A.S., and the University, the Sports Club Staff is responsible to the Aztec Recreation Director and the Recreation & Wellness Commission in administrating the program. The Sports Club Staff maintains records of participants, schedules, and results of programs and competitions, administers the Sports Club budgets, insurance claims, promotes and advertises the Sports Club Program, and assists each sport club team with the planning and implementation of events, tournaments, and matches.

The Sports Club Staff provides support to the club teams with communication via e-mail 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 Sports Club Staff will also work to promote the sport club teams through campus-wide marketing and publicity.

- 2.1 **Responsibilities of Sport Club Council:** The Sports Club Council is composed of representatives from each sports club team and a representative from the A.S. Recreation & Wellness Commission. In representing the different facets of the Sport Clubs Program, the Council assists the Sports Club Staff in administrative affairs. The Sports Club Council makes recommendations concerning matters such as:

- Membership
- Budget
- Discipline (through the Judicial Committee)
- Policies and Procedures
- Fundraising
- Promotions
- Campus/Community Outreach

2.2 **Responsibilities of Judicial Committee:** The Judicial Committee is comprised of the Sport Club Council President, Executive Vice President, Executive Secretary, RWC 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 RWC 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.

All club team officers, members, and coaches are required to adhere to all Sports Club, A.S., and university policies and procedures as stated in this handbook, the Associated Students Policies and Procedures, and SDSU Student Code of Conduct. A failure to comply with rules contained within these stated documents 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.

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

2.3 **Role of Sport Club Team Officers:** All team members must work together for the success of the sport club team. Each club team is required to have elected officials (President, Vice President, Secretary, Treasurer, and Council Representative). The elected officers of each club team must perform their duties while delegating other club business effectively. The day -to-day management of club operations and decisions is the responsibility of the club team officers and it membership who work within the guidelines and expectations of the Sports Club Program. Undergraduate officers must be enrolled in at least 6 units at SDSU, and graduate officers must be enrolled in at least 3 units at SDSU. Additionally, the President and Treasurer must maintain a current and cumulative SDSU and cumulative GPA for all college work of at least 2.0 and cannot be on probation of any kind (academic or judicial). Enrollment, probation and grades will be verified upon completion of individual registration.

Each club team should identify the responsibilities of its core officer group to include President, Vice President, Treasurer, Secretary, Safety Officer, Alumni Ambassador, and

Public Relations Officer. The following list of suggested duties should serve as a guideline. Their role responsibilities include; but are not limited to the following:

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 Club Orientations.
- Serve as the liaison between the club and the Sports Club Administrative staff. This includes checking/responding to e-mail, and voicemail from the sports club office.
- Have each club members complete the on-line registration and activate their Aztec Recreation membership.
- 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.
- Familiarize 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.
- Delegate responsibilities to involve other club member.
- Coordinate facility usage with the Intramural & Assistant Director of Competitive Sports. Get advance approval for competition and practice schedules.
- Submit athlete eligibility checks to the Intramural & Assistant Director of Competitive Sports at least three weeks before conference deadlines.
- Enforce conference rules and regulations; make the Intramural & Assistant Director of Competitive Sports aware of these standards.
- 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.
- Assist the president in completing reports and required forms.
- Notify the sport club staff of any changes to the club's schedule (practice/competition).
- Routinely inspect equipment and facilities.
- Distribution of uniforms and equipment to club team members and collect all

- goods at the end of the season.
- Maintain the Sports Club team web site.
- Complete any responsibilities assigned by the President.
- Ensure club team compliance with all Aztec Recreation and University safety policies and emergency action plans.

Treasurer

- Ensure the club team budget is kept up-to-date and is spent according to limitations.
- Maintain records needed for preparation of annual budget, re-budget, and funding allocation request.
- Ensure all donations are deposited into the SDSU Campanile Foundation.
- Collect dues and keep accurate record of all accounts.
- Maintain documentation of expenditures and receipts.
- Ensure all club financial obligations are met.
- Oversee fundraising activities.
- Complete any responsibilities assigned by the President.

Secretary

- Conduct correspondence for the team.
- Update the team membership.
- 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.

Sport Club Council Representative

- Represent their respective club team during all Sport Club Council (SCC) Meetings.
- Attend bi-weekly meetings.
- Report to their club team any and all action taken during SCC.
- Participate in any SCC Sponsored Events.
- Must be a current President, Vice President, Treasurer, or Secretary

Alumni Ambassador

- Actively participate in Alumni engagement.
- Serve as contact for the Alumni.
- Develop and maintain alumni database.
- Inform Alumni membership of club team activities and events.
- Inform Alumni of any Alumni news, activities, or changes.
- Organize annual alumni event (game, dinner, social, etc.)

Public Relations

- Work as part of a team along with the other team officers, team mentors, and the various sub committees within the club team.
- Promote the club team to the SDSU campus, alumni, and extended campus community using all available methods of communication.
- Provide team lists, match results and all relevant information to the Sports Club Office in a timely manner.
- Keep records for historical purposes.
- Make sure the club team is well presented.

Safety Officer

- Maintain current First Aid, CPR & AED certifications (must submit proof to Sport Club Office).
- Attends every practice and competition when a coach or certified athletic trainer is not available.
- In the event of an injury, provide assistance to the injured individual not acting outside the scope of your training.
- For all injuries submit an Aztec Recreation *Injury Report Form* to the Athletic Training Office and/or Sport Club Office
 - If the injury is an emergency:
 - Contact EMS by dialing 9-1-1.
 - Stabilize the injured by caring for life threatening conditions until emergency medical personnel arrives.
 - Notify athletic training staff or sport club administrative staff.
 - Follow up on the injured individual by making sure they have seen the athletic training staff for their injuries.
 - If the injury is not an emergency:
 - Provide first aid, not acting outside your scope of training.
 - See that the injured individual receives proper medical attention by referring them to the athletic training staff or sport club staff.
 - Follow up on the injured individual by making sure they have seen the athletic training staff for their injuries.
- Check out and maintains the first aid kit for all travel and or practice. Notify athletic training staff of all materials used in the kit.
- Bring to the Sport Clubs Director the first week of each month for inspection.
- Review and implement the emergency action plan for all club team events.
- Be in contact with the Sport Club Administrative staff with any safety concerns regarding your club team.

The successful transition from outgoing to new leadership is vital to the continued success of the club. The following steps must be taken by the outgoing and incoming officers to ensure a successful transition:

- Turnover all club records and inventory of all club equipment and uniforms to new club officers
- Review all financial records
- Review all forms including last year's budget allocation
- Scheduled mandatory officer transition training for each spring

Section 3: Sport Club Coach & Independent Contractors

A club team may choose to secure the services of a coach (paid or volunteer) or independent contractor. This decision will be made by each club team, based on their unique circumstances. The Sports Club administrative staff will assist club teams with the recruitment, interview and selection process. Before an individual is selected for hire, they must be reviewed and approved by Associated Students, Aztec Recreation Director, or the Sport Club administrative staff.

Clubs that wish to compensate a coach, coaches, or independent contractor(s), must be able to demonstrate adequate funding sources through member dues or other fundraising methods to fulfill the financial commitment made to the individual(s).

To be eligible for hire, perspective coach candidates must complete the selection process outlined below. Any club team that participates knowingly without completing the process as outlined, will be subject to judicial review by the Sports Club Council and will result in an offer of paid or volunteer employment to be void.

3.0 Recruitment & Hiring Coaches: In the event a club team would like to hire a coaching staff, the club team must adhere to the following guidelines:

Posting the position:

- All position must be posted for no less than 10 business days on the A.S part-time jobs or volunteer websites and any other medium your team chooses.
 - The team must inform the Sports Club administrative staff of when and where the positions are posted. For an individual to be considered for a sport club coaching position.
- Notify the sport club office to open a part-time or volunteer position (include: opening/closing deadlines, pay rate, and attach job description).
- Sport administration will review and forward the approved job description and interview questions to human resources to be uploaded to the AS website.

- The sports club office has sample job descriptions, position announcements, and interview questions available upon request.
- Human resources will activate position on website.
- All application materials must be received by the A.S. Human Resources department by the specified due date.
- Applications are forwarded to hiring sport club team.
- Humans resources closes position after a duration.

Screening and Interview Process:

- Once all applications have been received, sport club teams will screen and/or send applicants supplemental questions if desired.
- All candidates (paid or unpaid) must go through a formal interview process conducted by at least two existing officers; members of the current coaching staff; Sports Club administrative staff and alumni (if applicable).
- Interviews can be conducted in person, via Skype, or by phone (if by Skype or phone, an in person follow up interview may be required).
 - Set up/reserve times to conduct interviews on campus at least two weeks in advance to secure facilities and conference calling.

Background Check Process

- Once the team has selected the potential candidates for hire, the Sport Club office will forward the candidate(s) application to the Payroll Liaison.
- The Payroll Liaison will contact the candidate(s) via email explaining the next step is the background check process.
- Notification will be sent from Accurate Background with instructions and deadlines for completion.
- The background check can take up to two weeks for completion.
- Once the background check is complete, it will be reviewed and the candidate can be contacted for hire.
 - if there are no issues, an offer of employment can be made
 - if there are issues, an offer of employment cannot be made until further review and verified by the administrative staff.

Once the candidate(s) have completed the background check and there are no issues, the individual(s) can begin the Volunteer or Paid Employee Hiring Packet

- Volunteer or Paid Employee Packet
- Coaching Agreement Contract

- New Hire Orientation (on-line through Blackboard)
- Submit a copy of valid Driver's License
- Sports Club Driver Insurance Form
- California DMV Driver Pull Form
- Submit a copy of current Auto Insurance
- Submit proof of completed Defensive Driving Course
- Submit a copy of current certifications in CPR, First Aid, and AED (Water Safety Instructor or Lifeguard certifications for water sports)
- Attend new hire orientation
- Register on-line via the sports club registration system

Failure to comply with any of the guidelines listed above will result in an offer of volunteer or paid employment to be void.

3.1 **Paid and Volunteer Coaches:** The San Diego State University (SDSU) Sports Club paid or volunteer coach is under the direction of the Intramural Sports & Sports Club Manager and the Intramural Sports & Sports Club Supervisor of A.S./SDSU Aztec Recreation. In conjunction with the Intramural Sports & Sports Club staff and club team officers, the paid or volunteer coach is responsible for program administration; assessing the performance of the program, team, coaching goals, and developing and implementing the mastery of specific sport(s). Paid or volunteer coaches may provide input regarding club team business; however, the final decision regarding team matters will be made collaboratively by the club team officers and the coach(s). The coach's general duties shall be to serve as coach of the aforementioned sports club team.

Paid or volunteer coaching positions with the A.S./SDSU Sports Club Program of Aztec Recreation are considered "at will" and are at the mutual consent of the paid or volunteer coach and A.S./SDSU. Accordingly, either A.S./SDSU or the paid/volunteer coach can terminate the coaching agreement at will, with or without cause.

Sports club coaches are employees of the Associated Students of San Diego State University and under California State law are prohibited from serving in the capacity of an Independent Contractor for the Associated Students of San Diego State University. Coaching positions are not guaranteed from year to year. In addition, all coaches are required to sign a "Coaching Agreement", which may be renewed annually at the discretion of the club team. Sports club coaches agree to pay for any and all damages to any property caused by the coach either negligently, willfully or otherwise. All employees of the Associated Students may not work more than 8 hrs. /per day, 30 hrs. /per week.

Paid Coaches

- The individual is an employee of the Associated Students of San Diego State University and is entitled to receive and shall receive an agreed upon hourly pay rate.
- Paid coaches are considered part-time hourly employees.
- The individual shall be reimbursed for approved expenses in accordance with the A.S./SDSU policies and procedures.
- As a paid employee of the Associated Students of San Diego State University, the undersigned is eligible for part-time employee benefits as noted in the employee manual.
- The individual agrees to pay for any and all damages to any property caused by the individual either negligently, willfully or otherwise.

Volunteer Coaches

- The individual is a volunteer employee of the Associated Students of San Diego State University and is not entitled to receive and shall not receive any salary or other compensation.
- Volunteer coaches are considered non-paid employees.
- The individual shall be reimbursed for approved expenses in accordance with the A.S./SDSU policies and procedures.
- As a volunteer employee of the Associated Students of San Diego State University, the individual may be entitled to workers' compensation benefits only.
- The individual agrees to pay for any and all damages to any property caused by the individual either negligently, willfully or otherwise.

- 3.2 **Coaching Requirements:** Sport clubs are primarily student-run. Each club team must decide how and who will 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 respective club team. The requirements for coaching a sports club team include, but are not limited to the following:

Educational and Qualifying Experience, Skills, Licenses, Credentials

- Demonstrated experience with developing, implementing and enforcing a safety/risk management program for a team sport.
- Experience in coaching a sport at the university level preferred.
- Demonstrated group supervision and leadership skills.
- Current certification in coaching preferred (if applicable).
- CPR/First Aid/AED Certified required (Water Safety Instructor or Lifeguard certifications for water sports).
- Working knowledge of the practices, procedures, and activities of student development and programming.

- 3.3 **Responsibilities of Sports Club Coaches:** Sport Clubs are student-directed organizations. Coaches are encouraged to assist in the mentoring of club leaders and the completion of administrative task, as not to interfere with this primary aspect of the Sports Club Program. Coaching responsibilities include, but are not limited to the following:

Supervisory Responsibilities

- Facilitate training, establish goals, conduct performance evaluations, monitor progress, and serve as a mentor.
- Supervise, mentor, instruct and discipline team members.

Essential Duties and Responsibilities

Program and Administration

- In conjunction with the Intramural Sports & Sports Club staff, maintain a comprehensive risk management program to include review of program, facilities and equipment evaluations, as well as ongoing maintenance and safety checks.
- Develop team goals and expectations-Oversee the player selection process and athlete training (practice, playing and conditioning program).
- Enforcement of sportsmanlike conduct-Responsible for the actions, conduct and behavior of the players during practice, competition, and while traveling.
- 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 appropriate A.S./Aztec Recreation staff.
- Adhere, comprehend, and function in a manner that is consistent with SDSU and AS/Aztec Recreation policies, procedures and decisions.
- Facilitate and schedule practice and competition schedules.
- Maintain good communication with the players, coaching staff, and sports club administrative staff.
- Maintain positive relationships with the A.S./SDSU Aztec Recreation, the League Division, the National Associations, officials and alumni.

Personnel Management

- Coordinate the appropriate student officers and Board of Directors members.
- Assist with the coordination, recruitment, orientation and training of appropriate personnel as needed.
- Maintain current certification in American Red Cross Standard First Aid/CPR/AED or an equivalent certification.
- Track and assess the performance of the team goals.
- Ensure student officers are performing their specific job functions.

Student Development

- Coordinate and facilitate leadership development with the student officers.

- Assist in the development of an officer-training program.
- Develop the mastery of specific sport to the registered team members.
- Develop confidence in the team members of their ability to participate at the competitive collegiate level.
- Develop the team's competitive ability.
- Successfully include all interested members of the student body in all activities of the team.
- Uphold the AS/SDSU no hazing policy by not allowing a culture of hazing within the club team.

3.4 **Sports Club Coach Compensation Requirements:** Paid coaching positions are part-time hourly and non-salaried positions. Sport Club teams are to refrain from indicating a pre-arranged salary amount. All positions are to be listed at an hourly rate. Beginning hourly pay rates are decided upon by the respective Sports Club team officers and are based on the individual's experience and/or success in prior coaching positions. Below is the current approved pay range for sport club coaches.

- Approved Pay Range: \$11.50-\$25.00 per hour.

Sports Club teams **are not** authorized to pay individuals above the maximum amount listed above. Any exception to the stated pay range must be presented to the Sports Club Coordinator, the Aztec Recreation Director, and the A.S. Human Resources Director for approval.

Reminders:

- Individuals must be paid for the hours worked.
- Actual hours worked must be recorded on a time sheet and entered into Kronos for employees working off campus.
- Sports Club team budget are not designed/set up to support exorbitant pay amounts.
- Sports Club coaching positions should not be viewed as an individual's sole/main source of income.
- By design, Sports Club coaching position salaries are not comparable to DI, DII, or DIII intercollegiate (NCAA) coaching positions.

3.5 **Time Keeping Procedures:** All part-time employees of the Associated Students are required to punch in and out for each shift worked or submit an appropriate time sheet. There are Kronos time clocks located throughout Associated Students. Employees are assigned a "home" clock located nearest their main work area. The pay period runs from Saturday at 4:00am for a two-week period. Paydays are on Friday of every other week for work performed during the previous two-week pay period. If a regular payday falls

on a bank holiday, employees will be paid on the preceding workday. If a regular payday falls upon a day observed by Associated Students as a holiday and banks remain open, employees will be paid on the scheduled payday. Employees are strongly encouraged to make use of the direct deposit service by which paychecks are automatically deposited to the bank account designated by the employee.

Employee Time Sheet: A team representative or coach is required to submit a weekly time sheet to the Sports Club office no later than 3pm each Friday. Failure to do so may result in the delay of payment to the individual(s). All time sheets require a signature from the employee, team office, and sports club administrative staff member.

Please Note the Following:

- Employees may not work more than 8 hrs. /per day, 30 hrs. /per week.
- Employees must have a 30-minute break if working more than six hours.
- Employees may not work seven consecutive days.
- Over-time pay will be calculated at time-and-a-half for employees who are approved and required to work more than 8hrs/per day, 40hrs/per week, or seven consecutive days within a pay week.
- Holiday pay will be calculated at double time for employees who are approved and required to work on the following holidays:
 - New Year's Day
 - Martin Luther King Day (third Monday in January)
 - Cesar Chavez Day
 - Easter Sunday
 - Memorial Day (last Monday in May)
 - Fourth of July
 - Labor Day (first Monday in September)
 - Thanksgiving Day (fourth Thursday in November)
 - Christmas Day

3.6 **Independent Contractor:** The Sports Club Independent Contractor, in their performance shall act in an independent capacity and not as an officers or agent of the Associated Students, San Diego State University, or the Sports Club Program. Individuals are considered an independent contractor of the A.S. and Aztec Recreation and must confirm they are not current employees of the Associated Students.

Before any individual can provide service for scheduled sport club activities, they must submit the following:

- Independent Contractor Agreement
- IRS W-9 Form
- Billing State/Invoice for service provided

NOTE: The Independent Contractor Agreement is essentially an agreement between the Associates Students and the Sports Club Independent Contractor in order to allow the right and privilege to provide service for scheduled sport club activities. To be valid, the contract must be signed by the Independent Contractor, the Team's President, and the Sports Club Coordinator or designee. Independent Contractors are required to sign one contract per year and the terms are subject to change without notice.

Section 4: Registration of New Sport Club Teams & Participant Eligibility

- 4.0 **Registration of a New Sports Club Team:** A new Sports Club team must be initiated by a student or group of students; be competitive in nature; and have outside governance (National Governing Body (NGB) or League Association/Affiliation). All groups applying to Sport Clubs must provide the following information in a proposal for consideration as a new team. After reviewing team requirements listed below, please contact DeJuan Benford at dejuan.benford@sdsu.edu to discuss your team's status and viability before providing proposal with information and documentation listed below.

PURPOSE / MINIMUM PARTICIPANTS (12) / STUDENT LEADERSHIP (3) / BUDGET (2 YRS) / COLLEGIATE COMPETITIONS (5)/ FACILITIES REQUEST/ SUSTAINABILITY / SAL REQUIREMENTS

1) PROVIDING NEW PURPOSE:

- Summary of what new team offers to SDSU students that is not currently available.
- Include how team does not duplicate an existing sport club team or student group.
- Demonstrate how team supports University, Associated Students, and Aztec Recreation missions.

2) MINIMUM PARTICIPANTS (10):

- List of 10 students committed to starting and competing with the team including name, student Red ID number, expected graduation year, email and phone number for each member.
- Students must not be already affiliated with another club sports team and at least eight students must plan to attend SDSU in the next academic year (i.e. they should not be graduating in the current academic year).

3) STUDENT LEADERSHIP (3 OFFICERS):

- List of team leadership (at least three students) including name, student Red ID number, expected graduation year, email address and phone number along with job responsibilities for team.

- At least one leader must be an underclassman (freshman or sophomore).

4) **OPERATING BUDGET (2 YEARS):**

- Annual operating budget including expenses (uniforms, travel costs, league registration, competition registration, equipment, etc.) and income (dues and fundraising) for first 2 years. You may use budget template provided by the sport club administration.
- The team should expect income to cover all expenses during the first 3-4 years. A team must demonstrate a minimum of 3 years of membership, leadership, financial, competitive and organizational stability to petition to the council. Sport Club funding is only available when 1) approved team is voted by the council after demonstrating minimum of 3 years of stability and 2) team serves probationary year without funding following approval vote.

5) **COLLEGIATE COMPETITIONS (5):**

- Competitive schedule or potential competitive schedule that must include at least five other collegiate teams that have confirmed interest in playing your team.
- Provide names of college/university club teams you will compete against along with contact information for teams.
- Provide information about regional league and/or national governing body for your club sport.

6) **FACILITY REQUEST:**

- Facility request including the minimal space and time (days and hours/week) as well as your ideal space and time needs for practice. Use facility request form on Club Sports Team Resources page.
- Provide examples of days/times needed for home competitions as well as number of events each semester.
- Provide example of off-campus facility solution if on-campus facilities are not available including estimate of rental costs.

Please note that campus facility spaces, including swimming pools, indoor courts and outdoor fields, are currently impacted and your new team proposal may not be approved due to limited campus space availability.

7) **SUSTAINABILITY:**

- Plan for stability and sustainability as a club team for the next 3 years.
- Include methods of team organization, leadership training, member recruitment and other efforts to maintain club's viability and competitive success for the future.

8) **RSO REQUIREMENTS:**

- Summary of how team meets all requirements of Student Life & Leadership Registered Student Organization (RSO). Student Activities and Leadership See <https://sacd.sdsu.edu/student-life-leadership/student-organizations/start-renew>.

Once the group has completed their proposal and it has been reviewed and approved by the Sport Club Executive Board, they will be referred to the Sports Club Council approval. The proposed club officers must then make a formal presentation before the Sport Club Council, the Recreation & Wellness Commission, and/or the Associated Students Board of Directors to receive formal approval and recognition as a new sports club team. If approved by the Sport Club Council, the club will be forwarded to the A.S. Recreation & Wellness Commission; if approved, the action will be forwarded to the A.S. Board of Directors.

Further Conditions for Approval

Due to a limited budget for Sport Club 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 & Assistant Director of Competitive Sports and the executive officers of the Sport Club Council. Groups are not approved if they fail to gain approval from any of the groups listed above. No club team activity may occur until the club is officially added to the insurance policies.

ALL sports club teams 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 sports club teams must also attend an annual orientation. Failure to attend may result in a \$50 fine, approved by the Sport Club Council, and an immediate suspension of all privileges including facility usage. Club officers may also be required to take and pass a handbook exam before on-campus status will be reinstated.

- 4.1 **Participant Eligibility:** The A.S./SDSU Recreation and Wellness Commission (RWC) upholds the following Sport Club Eligibility Policy. Eligible participants of SDSU Sport Clubs include all regularly enrolled students and/or dual-admitted students with six (6) or more units of coursework at San Diego State University with a current Aztec Recreation Center membership.

All sports club athletes are also required to meet the eligibility standards of their sports' respective governing body. (It is the responsibility of club officers/coaches to enforce and to inform the Intramural & Assistant Director of Competitive Sports 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, 619-594-7800.

Individuals interested in participating on a sports club team must register via the on-line registration system (<http://dosportseasy.com/sdsusportclubs>). Once registration is completed, submit a Pre-Participation Release and Waiver form, maintain an active Aztec Recreation Center membership, and submit the specified documents listed below:

New Athlete Packet

Copy of Red ID
Health History Questionnaire
Physical Form
Medical Consent Form
Medical Insurance Claim Form
Proof of Personal Medical insurance
Copy of Driver's License
Proof of Auto Insurance
DMV Driver Pull Form
Defensive Driving Certificate

Returning Athlete Packet

Copy of Red ID
Returning Athlete Questionnaire
Medical Consent Form
Medical Insurance Claim Form
Proof of Personal Medical Insurance
Proof of Auto Insurance
Copy of Driver's License
DMV Driver Pull Form
Defensive Driving Certificate

All forms can be obtained on-line at <http://arc.sdsu.edu/sportclubs/forms> or <http://dosportseasy.com/sdsusportclubs>. All sports club athletes must **COMPLETELY** fill out the required paperwork listed above. Incomplete forms will not be accepted and all paperwork must be turned in together for a participant to be considered eligible. 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 expenses received as a result of sports club participation, and may also result in dismissal from the club team.

Please note the following: Students enrolled through the Extended Studies or American Language Institute (ALI) Programs are not eligible to participate in the Sports Club Program. Individuals enrolled via either program are considered "Special Enrolled" and are not viewed by the San Diego State University Registrar as regularly (matriculated) enrolled students.

4.2 Inclusion Guidelines: In keeping with the University's policy of nondiscrimination on the basis of gender identity and gender expression, Aztec Recreation/Sport Clubs supports and values an individual's right to participate in accordance with their gender identity. For all competition that falls under the national governing body, all sport club teams must adhere to its eligibility policies regarding gender identity for competition, which may differ from Aztec Recreation/Sport Club guidelines.

Section 5: Sport Club Conduct Policies & Judicial Process

Club team members have an obligation to conduct themselves and their organization in a manner compatible with the University's philosophy. Members of clubs are expected to act in a mature and responsible manner both on-campus and off-campus, especially while participating in club activities. Club teams will be held responsible for complying with the A.S./Aztec Recreation and Sport Club policies and procedures, the University Student Code of Conduct, federal, state, and local laws, and will be held accountable for failure to do so. Any actions or activities that violate or possibly violate the University Student Code of Conduct will be shared with the Center for Student Right and Responsibilities (SRR) for possible disciplinary action. In addition to any disciplinary actions taken by the Department of Student Rights and Responsibilities, a club team may be held responsible for violations collectively and/or individually by Aztec Recreation-Sport Clubs. All violations committed by clubs will be reviewed by the Sport Club administrative staff. The staff will then determine the appropriate course of action to take in dealing with the situation.

The Aztec Recreation Department has expectations for a high standard of behavior during sanctioned activities, events, and meetings and club members and officers should further be aware that public perception of individual acts may reflect poorly on the club and the University.

When the Sport Club Administrative staff has reason to believe that a club member, several club members, or coaches have violated rules and regulations outlined in the Sports Club Handbook, the University's Student Code of Conduct, or any federal, state or local laws, action will be taken to ensure that cases of rule violations are handled fairly and expediently, and that individuals accused of rule violations are afforded due process. Please note that National Governing Body's, the Office of Student Rights and Responsibilities, and Aztec Recreation may be involved with policy violations, code of conduct or disciplinary matters.

5.0 Athlete and Team Conduct Process: The Sports Club eligibility and conduct policies were established to ensure that the Associated Students officially recognizes all club teams and their members remain in good standing with the Sports Club Program and their respective league or national governing body. Failure to meet these requirements may result in individual (athlete or coach) or team suspension, probation, or expulsion from the Sports Club Program, the team's respective league or national governing body.

Sports club team members and teams should always conduct themselves in a positive manner as to reflect credit upon their club, the Associated Students, and San Diego State University. Club team members should show proper decorum on and off the field. Actions that are reported which may reflect poorly upon the Sport Clubs Program, Associated Students or San Diego State University will be referred to the Sports Club Judicial Committee and/or the Office of Student Rights and Responsibilities for disciplinary action.

Upon an alleged violation, the Intramural Sports & Sports Club Manager and/or Intramural Sports & Sports Club Supervisor will review to determine if they are considered minor or major infractions. Minor infractions will be handled and resolved by the Sport Club Administrative staff. Major infractions will be reviewed and resolved by the Sport Club Judicial Committee. All transgressions will be forwarded to the Sports Club Judicial Committee and the offending club team will be notified in writing. Consequences may affect coaches, officers, players, and/or the entire club team.

Violations of the stated rules and guidelines by an individual or team must be reported by a coach and/or any team officer no less than 24 hours of their knowledge of the incident. Failure to report an incident will result in consequences mandated by the Sports Club Judicial Committee. For minor and major infractions, disciplinary action may include, but are not limited to:

- Probation- Limited participation in Sports Club activities for a specified amount of time
- Fines Levied
- Frozen Accounts/Funds
- Loss of Funding/IRA Allocation
- Limited practices
- Loss of travel privileges
- Cancellation of games/matches/tournaments
- Suspension- No participation in Sports Club activities for a specified amount of time
- Expulsion-Loss of sport club status and Permanent removal from sports club activities.
- University disciplinary actions

5.1 **Minor Infractions:** Minor infractions are violations of administrative procedures that cause operational issues, delays, additional workload or overhead costs for Aztec Recreation staff, San Diego State University, other club members or teams or other Aztec Recreation participants. Minor infractions include, but are not limited to:

- Failure to attend required annual officer/coach orientation.
- Failure to notify athletic training staff or staff of changes in schedule and/or practice times and games.
- Failure to return borrowed Sport Club equipment within 72 hours of the completion of club's event/game/tournament.
- Misuse of university property (e.g. allowing pets at the club's events or not cleaning up the facility at the conclusion of the club's events).

5.2 **Major Infractions:** Major infractions are actions that can cause harm to people, jeopardize the physical or financial resources of the club, Associated Students, Aztec Recreation, San Diego State University, or jeopardize the status or reputation of the club,

Associated Students, Aztec Recreation and/or San Diego State University. Major infractions include, but are not limited to:

- Failure to report within 24 hours of incident.
- Failure to deposit funds into Foundation Account.
- Traveling without approval.
- Participation in events without previously notifying the Sport Club staff of the event.
- Misuse/misappropriation of University funds.
- Use or presence of alcohol or illegal substances in commercial vehicles.
- Any situations involving the use of or the presence of alcohol or illegal substances at any club related event.
- Transporting and/or consuming alcohol or illegal substances while on official club trips.
- Failure to represent San Diego State in a positive manner (e.g. notification by another club, university, and/or governing body).
- Displaying conduct incompatible with the University's function as an educational institution and the purpose of the Sport Club program (i.e., unsportsmanlike conduct toward officials or opponents or disruptive behavior on trips).
- Allowing ineligible individuals to participate in club activities.
- Hazing.
- Damages to lodging or property while on a Sport Club trip.

Violations of minor and major infractions include, but are not limited to the following:

ILLCIT USE OF ALCOHOL/ILLEGAL DRUGS: Sports club student-athlete(s), coaches, and club team representatives must always be alcohol and drug free when involved in any sports club team event or activity. Sports Club team members should abstain from consuming and/or being under the influence of alcohol or intoxicating illegal drugs. No member of a club team may be in possession of alcohol or illegal drugs immediately before, during or after a practice or competition.

DISTURBING THE PEACE: Sport club student-athletes who are traveling to or from a competition, practice, meeting or other club team 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.

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 are 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. Club teams 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, Aztec Aquaplex, Peterson Gym, Hardy Field, Sports Deck, PG610, PG620 and ENS700.

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.

- **Refer to the Sport Club Anti-Hazing Agreement for full details regarding the policy and possible disciplinary action that may be taken by San Diego State University upon notification of violation.**

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 team members should contact the Intramural Sports and Sports Club Coordinator, Intramural Sports & Sports Club Supervisor, Aztec Recreation Director or Associated Students Human Resources Department 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 sports club student-athlete, who is arrested by campus, local or federal law enforcement officials while participating in a sports club team event, will be immediately suspended.

As SDSU students, in addition to the rules and regulations set forth in this section of the handbook, club team members are also subject to upholding all policies set forth in the Standards for Student Conduct document provided by the Center for Student Right and Responsibilities (sacd.sdsu.edu/student-rights/student-conduct).

5.3 **Disciplinary Procedure:**

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 on the hearing.

5.4 **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 the stated Judicial Committee controls will cause a club team 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: A club 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.

5.5 **Appeals Process:** If either the disciplined sport club team or individual is not satisfied with the ruling issued by the administrative staff, either party may appeal that ruling to the Sport Club Council/Judicial Committee. A written appeal must be submitted to the SCCJC, within forty-eight (48) hours of receiving the written ruling. After receiving an

appeal, the SCCJC will hold an appeal hearing at the next available meeting time. A majority ruling by the SCCJC is required to either uphold or reverse the ruling of the Administrative Staff. The SCCJC shall issue a written ruling within one (1) week of the completion of its hearing. If either the sport club or Associated Students administrative staff is not satisfied with the ruling by the SCCJC, either side may submit a written appeal within forty-eight (48) hours of receipt of the written ruling issued by the SCCJC to the Associated Students Rec and Wellness Committee. A final appeal hearing will then be held before Associated Students Rec and Wellness Committee. A ruling by a majority of the Associated Students Rec and Wellness Committee will be the final ruling regarding the discipline, at the discretion of the Associated Students Council. The Associated Students Rec and Wellness 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:

- Review by the Recreation Sports Club Judicial Committee
- Review by the Associated Students Recreation & Wellness Commission

NOTE: Individuals or club teams may not participate in Sports Club activities while an appeal is pending

Section 6: Facility Request/Use and Safety & Security

6.0 **Facility Scheduling:** Sports club teams cannot use facilities without an approved reservation. In order to make sure scheduling of University facilities is 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 club team events and activities. To gain access to University facilities, all club teams must complete and submit a facility request form for each event or activity being requested. The facility request form can be obtained on-line at <http://arc.sdsu.edu/sportclubs/forms>. The purpose of this form is for club teams to request facilities for meeting, recruiting, practice, or competition space.

A facility request must be submitted to the Sports Club office for reservation of all recreational facilities. Facility usage will not be permitted until this request has been submitted and approved. To ensure availability, all requests should be submitted at least seven (7) days prior to the event or activity. Any cancellation of a scheduled contest or practice resulting in the non-use of a requested facility must be reported to Sports Club staff. Unauthorized use of University facilities for practices or competitions may result in the revocation of on-campus status and/or removal from facilities by University police.

A practice and competition schedule shall be filed with the Sports Club office every

semester. Semester schedules can be useful to the Sport Club office in promoting various club activities through the Aztec Recreation facilities and on campus. In addition, they can be a useful tool for the organization of the clubs' competition schedule with the Intramural and Assistant Director of Competitive Sports. It is vital that the Sports Club office knows when and where each club is participating. Club teams are encouraged to submit an accurate schedule each semester and update the information as events are added, deleted, or changed.

Sports Club teams may submit requests for facility use to support the club team activities below. Club team schedules should not be made available until final approval has been made on requested facilities, dates, and times.

- Meetings
- Tabling
- Practice
- Competition
- Social Events
- Showering and dressing (Locker Rooms)
- Storage of equipment
- Fundraising

Facility keys are available through the Key Watcher system as explained previously. Keys must be returned directly after each use regardless if another team group is utilizing the facility directly after. If a facility key is lost, the club team will be fined a \$2,000.00 replacement fee. Each club team can have up to four (4) individuals authorized to check out keys from the Aztec Recreation Center. Keys may be checked out for the following reasons:

- Practice
- Equipment Access/Storage
Competitions
- Field Preparation

Meeting rooms at the Aztec Student Union must be reserved through 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 team wishes to reserve the Aztec Center for social or fundraising activities, arrangements must be made at least two weeks prior to the event.

6.1 Facility Use: When utilizing any University facility, sports club teams must adhere to the following guidelines:

- The facility should not be abused in any way.
- All trash, tape, cups and other debris must be picked up before the team leaves the area. Failure to do so may result in a loss of facility privileges.

- In case of inclement weather, call 619-594-8371 or 619-594-7842, for notification of field conditions. Usage of the field while closed or denied will result in a loss of field privileges.
- When possible, stagger the direction of play to prevent wearing one area of field too heavily.
- Notify Public Safety at 619-594-1991 and the Intramural & Assistant Director of Competitive Sports at 619-594-4280 if other groups are abusing fields or violating scheduling agreements.
- A team representative should walk the field every day before a practice or competition to check for the safety of the facility. If any problems arise, the field cannot be used unless that area is sectioned off to prevent use of that area. The team representative should inform the appropriate sports club staff of any facility damage so that it can be reported to the proper University authorities.

6.2 **Outdoor Amplified Sound:** Associated Students and Aztec Recreation are proactive in taking steps to minimize the impact of amplified sounds and/or music when hosting and/or running outdoor events, programs, and competitions on the San Diego State University campus. The use of amplified sound is allowed between the hours of 9:00am-11:00pm. To minimize the impact of noise, amplification for athletic events should be limited to the following:

- Presentation of Colors & National Anthem
- Team introductions (home and visiting teams)
- Scoring
- Half-time and End of game

The responsible Aztec Recreation staff or program sponsor will make every effort to manage the amplification levels as to not unreasonably impact the scheduled academic classes and extended campus communities. For all events with amplified sound, the responsible Aztec Recreation staff or program sponsor will have a decibel reader to monitor sound levels and make the appropriate adjustments as necessary to minimize the impact of noise.

Amplified sound is intended to be heard in the immediate area only. Decibel levels for all outdoor amplified sound events are subject to monitoring and regulation by the campus department of Environmental Health & Safety and may not, at any time, exceed reasonable levels: 75 decibels for 60 seconds when measured at 50 feet from the source utilizing an "A" scale. Associated Students, Aztec Recreation, and/or campus officials reserve the right to enforce reasonable outdoor sound amplification levels as described herein, including but not limited to immediate revocation of the outdoor amplified

sound permit if necessary.

Aztec Recreation-Sport Clubs will provide the controller, mixer board, and decibel reader for the sound system. Unauthorized use of unsanctioned equipment is strictly prohibited and will result in the revocation of outdoor amplified sound for future events. All technical failures of the sound system should be reported immediately to the Sport Club Administrative staff.

For more information regarding the use of amplified sound in outdoor space, please visit <http://bfa.sdsu.edu/policies/pdf/BuildGroundRegulations.pdf> or contact the SDSU Department of Environmental Health & Safety.

NOTE: To minimize the impact of noise, amplified sound should not be used for play by play announcing. No outdoor amplified sound events are permitted during final examinations.

6.3 Equipment Use & Storage: All equipment that is purchased or donated for club team use is and remains the property of the Associated Students/Sports Club Program. The club team is responsible for all equipment and keeping it inventoried. All equipment must be accounted for at the end of each semester/academic year. The Associated Students/Sports Club equipment should be stored in University facilities when possible. The Intramural Sports & Sports Club Manager and/or Intramural Sports & Sports Club Supervisor will assist you in finding an appropriate location. Limited space is available upon request. Some high cost items (i.e. water ski boats, crew shells, and 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.

6.4 Program Safety: It is important for all sports club team officers and coaches to be aware of potential injuries in their respective sport and inform your participants of the possible risk involved. Education for prevention of injuries is crucial and it is the responsibility of the officers and the coach to stay abreast of current information concerning safety equipment, rules and potential hazards. It is the responsibility of each club team to ensure that all activities are conducted in a safe and proper manner.

Sports club student-athletes are encouraged to have primary insurance when participating in San Diego State University Sports Club activities. 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 team 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, CPR, and AED courses. All coaches must be currently certified in First Aid, CPR, and AED, and be present

at practices and games. In the circumstance that a club team does not have a coach, two members (preferably officers) must be currently certified in First Aid, CPR, and AED.

The Sports Club athletic training staff will provide the necessary attention to first aid emergencies during club team 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 or Sports Club staff member should be contacted. If the injury is 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 any other first responder in obtaining all necessary information for future follow ups.

An Accident/Injury Report Form must be completed immediately following any accident that occurs during a practice or competition and must be submitted to the Intramural Sports & Assistant Director of Competitive Sports and/or Intramural Sports & Sports Club Supervisor within 24 hours of an accident occurring. These forms are available in the Sports Club Office and on-line (<http://arc.sdsu.edu/sportclubs/forms>). Copies of the accident/injury report form should be kept with club team officers at all times.

Section 7: Assumption of Risk, Athletic Medicine/Training, & Insurance

7.0 Assumption of Risk: Each participant is required to complete an Assumption of Risk form prior to any club activity. This document informs the participants of the potential dangers associated with participation. Individuals who have not completed the form are not permitted to participate in any Sport Club activity. Additionally, San Diego State University and Aztec Recreation-Sport Clubs assume no responsibility for any participant with an existing health condition that makes it inadvisable for him/her to participate in any given activity.

7.1 Athletic Training Service: The medical field of athletic training encompasses the prevention, diagnosis, and intervention of emergency, acute, and chronic medical conditions involving impairment, functional limitations, and disabilities. Athletic Trainers are certified by the Board of Certification Inc. nationally and are licensed through each states respective medical licensure board. Certified Athletic Trainers must adhere to each states medical practice act that defines the scope of practice for that particular state.

The SDSU Athletic Department and Aztec Recreation-Sport Clubs are committed to providing high quality medical services to sport club student-athletes currently participating in club sports at the San Diego State University. The Associated Students provides Certified Athletic Trainers for the medical needs of the sport club athletes. Sport club student-athletes can utilize the athletic training medical services for an

evaluation of, and any subsequent treatment and/or rehabilitation for, an injury sustained during an approved club sport event or activity.

The primary role of the athletic trainer is to ensure that sport club athletes are provided with first aid coverage at select practice and 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.

- 7.2 **Athletic Training Facility:** The San Diego State University Athletic Medicine facility is located in the Fowler Athletic Center (FAC). The FAC 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 are posted at the beginning of each semester. For more information, call 619-594-8371 or 619-594-6268.

ATHLETIC TRAINING FACILITY RULES

1. The training room 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.
4. Shower before all post-practice treatments. Showers are located in Peterson Gym or the ARC.
5. Please control language. No shouting or horseplay. If this rule is broken you will be asked to leave.
6. 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!

7. Supplies will be dispensed only by one of the Athletic trainers.
8. No shoes on any of the treatment tables.
9. No sitting on countertops.
10. No open wounds or skin infections in the whirlpools.
11. No sleeping or lounging on tables, wait for your friends outside.
12. Telephones are for use by the medical staff only.
13. Please respect the privacy of fellow recreational sports athletes as well as the privacy of the varsity athletes.

Student Health Services at SDSU also provides a number of medical, counseling, nutritional, physical therapy and women's health services. To learn more about these services, visit <http://shs.sdsu.edu> or call 619-594-5281.

- 7.3 **Athletic Training Procedures:** All sport club athletes are required to have an orthopedic and general physical examination prior to participating in any sporting or physical activity. All athletes must have a Health History Questionnaire, Medical Consent Form, and Physical Examination Form on file at the FAC. Returning athletes who have physicals on file must complete a Returning Athlete Form in lieu of the physical examination.

Physical examinations can be completed by Student Health Services at San Diego State University or by an individual's primary physician. Physical exams completed by a chiropractor are not acceptable. Physical exams for new athletes must be dated after July 1st and have the doctor's business card attached. This information will be reviewed by the Certified Athletic Trainer, and will only be shared with the necessary medical professionals. The 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 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. 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 practices, games, tournaments, etc.

- 7.4 **Medical Disqualification Policy:** The Sports Medicine staff will make every effort to get an athlete back to play, but it must be done safely and appropriately. The student athlete does NOT have to right to make the decision to return to play without the consent of the certified athletic trainer or physician they are working with. In the event that an athlete ignores or chooses to disregard medical disqualifications given by a certified athletic trainer or team physician, the athlete will be suspended from participation in any sport club event (practice, game, tournaments, travel, etc.) for at least one week regardless of

the season. Any further disciplinary action will be decided at the discretion of the Athletic Training Medical Staff and Sports Club Administrative staff.

- 7.5 **Sports Club Insurance:** All sports club participants are highly encouraged to have primary insurance coverage. The Associated Students of San Diego State University provides, at no cost to the Sports Club student-athlete, an Excess Secondary Insurance Plan. The insurance policy is accessed only in the event of injury and an injury claim form has been completed for processing. Such insurance may be utilized only after all other valid and collectible insurance policies, which may cover the student-athlete, have been exhausted. If medical expenses exceed the usual and customary limits provided by the primary insurance provider, it is then referred to the secondary carrier for consideration. The Excess Secondary Insurance Plan applies only to injuries which occur directly as a result of participation in sports club activities (practices, competitions, and travel) through San Diego State University. The secondary insurance provider will not pay out any expenses until the deductible for the primary insurance provider has been met.

In the event the student-athlete does not have medical coverage, this policy can serve as the primary. When choosing to use the AS/Sports Club insurance as the primary provider, the student athlete is responsible for the \$100 deductible that is associated with the policy. When the policy is used as secondary coverage, individuals may also be responsible for the \$100 deductible if their primary deductible has not been met. The insurance provider will not pay out on any expenses until the deductible has been met for the policy. AS/Sport Clubs is not responsible for deductibles or co-pays that the student athlete may incur.

Exclusion or failure to provide accurate insurance information on the Athlete General Information Form or the Insurance Claim Form will result in the non-payment of medical expenses received as a result of sports club participation, and may also result in expulsion from the club team. Please note the Excess Secondary Insurance Plan may not cover all medical expenses. In the event medical expenses exceed the usual and customary limits provided by an individual's primary insurance provider and/or the Sports Club secondary insurance provider, the student- athlete will be responsible for any excess charges that may result from participation. The SDSU policy only covers acute care and accidental injury occurring during scheduled practices or competitions, and travel to and from scheduled competitions.

Procedure for Filing an Insurance Claim:

1. An injury/accident report form must be filled out and submitted to the Sports Club office within 24 hours of an injury. No claims can be processed without this form.
2. Athlete must seek medical treatment/assessment within 60 days of an injury.
3. Athlete must submit a fully completed claim form within 90 days of an injury.

4. All claim(s), no matter the amount, must first be submitted to either the student's primary insurance company or the Summit America Insurance Services for payment.
5. After the claim(s) has been submitted and acted upon in some manner by the student-athlete's primary insurance carrier, and the claim(s) is in excess; you may forward them to the provider, and any excess balances may be filed with the Excess Secondary Plan. Also, please forward a copy of all correspondence regarding your claim(s) (explanation of benefits, letters of denial, canceled checks, etc.) to the Sport Club Office.
6. Provide the medical provider with the notification of secondary insurance (attached).
7. The student-athlete is responsible for any deductibles that may be associated with their primary insurance provider.
8. Secondary insurance provider will not pay out any expenses until the deductible for the primary insurance provider has been met.
9. In the event the student athlete does not have a primary insurance provider, the AS/Sports Club insurance can serve as the primary.
10. To utilize the AS/Sports Club insurance, the student athlete is responsible for the \$500 deductible that is associated with the policy.
11. Financial responsibility lies with student-athlete. AS/Sport Clubs is willing to assist in any way possible, but ultimately the financial responsibility is of the student athlete.
12. Failure to report the injury to the appropriate source within 90 days from the date of the injury will forfeit the student-athlete's privilege to use the Excess Secondary Plan.

Section 8: Concussion/Baseline Testing, Return to Play, Disqualification from Play, and Emergency Action Plan

This section outlines the SDSU Athletic Training and Aztec Recreation-Sport Club Policy regarding the management and care of sport related concussion. Concussions are a potentially serious consequence of participation in club sports and are defined as a complex pathophysiological process affecting the brain, induced by traumatic biomechanical forces. Concussive injury manifests through a variety of physical, cognitive and behavioral symptoms and proper management is vital in order to prevent serious, and potentially life-threatening, complications. This protocol should be used as a guide for the management of concussion in club sport participants. It is important to note that all concussions do not present in the same way, and each case should be treated individually. A team approach involving the club sport participant, certified athletic trainer (ATC), and physician should be used to determine when it is safe for a student-athlete to return to activity.

Recommendations for this protocol were taken from the NATA Position Statement: Management of Sport-Related Concussion, the Consensus Statement on Concussion in Sport:

the 3rd International Conference on Concussion in Sport, held in Zurich, Switzerland in November 2008, and recommendations from the NCAA Executive Committee.

8.0 **Concussion Policy:** SDSU Student Health Services-Athletic Training and Aztec Recreation-Sport Clubs are committed to providing the best possible healthcare to our student-athletes. Concussions are serious injuries that need to be taken care of properly. If not treated correctly, there is a greater risk for further, more disruptive injury, and/or longer recovery time. In order to ensure that any athlete that suffers from a concussion is safely returned to play, the following procedure will be followed for every concussion:

- The athlete will be immediately removed from play and evaluated by a certified athletic trainer.
- If a certified athletic trainer was not present at the time of injury, the athlete should report to the athletic training room, to be evaluated by the certified athletic trainer, or to a physician as soon as possible.
- The athlete will be informed about their injury; will be given information and recommendations regarding participation and at home instructions.
- Please see the Medical Disqualification Policy below for information on consequences for not following the recommendations of the certified athletic trainer and/or physician.

8.1 **Baseline Testing:** All Club Sport members participating in sports designated as “contact/collision” will undergo baseline ImPACT (Immediate Post-Concussion Assessment and Cognitive Testing) and/or SCAT2 (Sport Concussion Assessment Tool 2) testing prior to beginning workouts with the team.

- The ImPACT test is a computerized concussion management system that tests the following components of cognitive function: verbal memory, visual memory, information processing speed, reaction time and impulse control.
- The SCAT2 test consists of a Graded Symptom Scale (GSS), the Balance Error Scoring System (BESS) and the Standardized Assessment of Concussion (SAC).

These tools identify the severity of symptoms, balance deficits and immediate neurocognitive deficits. A thorough concussion history, including number of concussions, as well as symptoms following any identified head trauma, will also be gathered on each club sport participant.

Designated “contact/collision” sports include: rugby, men’s and women’s soccer, ice hockey, and men’s and women’s lacrosse, men’s and women’s water polo, ski and snow, and waterski/wakeboard.

8.2 **Concussion Criteria:** A club sport participant should be referred to a physician on the day of injury if they meet any of the following criteria:

- Loss of consciousness on the field
- Amnesia lasting longer than 15 minutes

- Deterioration of neurologic function*
- Decreasing level of consciousness*
- Decrease or irregularity in respirations*
- Decrease or irregularity in pulse*
- Increase in blood pressure
- Unequal, dilated, or nonreactive pupils*
- Cranial nerve deficits
- Any signs or symptoms of associated injuries, spine or skull fracture, or bleeding*
- Mental status changes: lethargy, difficulty maintaining arousal, confusion, or agitation*
- Seizure activity*
- Vomiting
- Motor deficits subsequent to initial on-field assessment
- Sensory deficits subsequent to initial on-field assessment
- Balance deficits subsequent to initial on-field assessment
- Cranial nerve deficits subsequent to initial on-field assessment
- Post-concussion symptoms that worsen
- Additional post-concussion symptoms as compared with those on the field
- Student-athlete is still symptomatic at the end of the game

*Requires that the club sport participant be transported immediately to the nearest emergency department.

Routine (non-urgent) referral (after the day-of-injury) should occur in the following cases:

- Any of the findings in the day-of-injury referral category
- Post-concussion symptoms worsen or do not improve over time
- Increase in the number of post-concussion symptoms reported
- Post-concussion symptoms begin to interfere with the athlete's daily activities (i.e. sleep disturbances or cognitive difficulties)

8.3 **Concussion-Return to Play Progression:** A club sport participant must be asymptomatic for at least 24 hours prior to the start of the graduated return to play protocol. It is strongly recommended that after recurrent injury, especially within-season repeat injuries, the athlete be withheld for an extended period of time (approximately 7 days) after symptoms have resolved. Additionally, all physical and cognitive testing scores should be equal to or better than baseline scores.

The following return to play protocol was recommended in the Consensus Statement on Concussion in Sports from the 3rd International Conference on Concussion in Sport held in Zurich, Switzerland in November 2008. With this progression, the student-athlete should continue to progress to the next level once asymptomatic at the current level.

Generally, each step should take 24 hours. The student-athlete will take approximately one week to proceed through the full rehabilitation protocol once they are asymptomatic at rest and with provocative exercise. If any post-concussive symptoms occur while moving through the progression, the student-athlete should drop back to the previous asymptomatic level and try to progress again after a further 24 hours' period of rest has passed.

It is important to note that concussive injuries occur with varying levels of severity, as well as a variety of signs and symptoms. In some cases, the athlete may recover quickly, without evidence of post-concussion complications. In these cases, it may be appropriate to allow the athlete to progress through the rehabilitation protocol at an accelerated rate. Several factors, including mechanism of injury, severity and number of symptoms, sport (risk of recurrent injury) and concussion history should be taken into consideration when making this decision. Again, return to play decisions should always be made after an incremental increase in activity with an initial cardiovascular challenge, followed by sport-specific activities that do not place the club sport participant at risk for concussion. The club sport participant can be released to full participation as long as no recurrent signs or symptoms are present.

- 8.4 **Concussion-Disqualification from Game or Practice:** The decision to disqualify a student-athlete from further participation on the day of the concussive episode is based on the sideline evaluation, the symptoms the student-athlete is experiencing, the severity of the apparent symptoms, and the patient's past history. Any episode involving or persistent symptoms related to concussion (headache, dizziness, amnesia, and so on), regardless of how mild and transient, warrants disqualification for the remainder of that day's activities.
- 8.5 **Concussion-Disqualification for the Season:** Current published concussion guidelines recommend termination of the season after the third concussion within the same season. The decision is more difficult if one of the injuries was more severe or was a severe injury resulting from a minimal blow, suggesting the club sport participant may be at particular risk for recurrent injury. Without clear-cut answers in the literature, each case will be treated individually. A team approach involving the club sport participant, physician and certified athletic trainer will be used to determine the best course of action for the student-athlete and their health and well-being.

In regards to "disqualification for the career", research has shown that once a club sport participant has suffered a concussion, he or she is at increased risk for subsequent head injuries. Therefore, the duration of symptoms may be a better criterion as to when to disqualify a club sport participant for the season or longer. Club sport participants sustaining multiple concussions with recurrent or post-concussion signs and symptoms that last for lengthy periods of time need to be considered for potential disqualification. Debate still surrounds the question of how many concussions are enough to recommend ending the player's career. Again, a team approach will be used in each case and each

situation will be treated individually, as concussions present in varying degrees of severity, and all student-athletes do not respond in the same way to concussive insults.

Section 9: Travel Policies and Procedures

Club travel regulations are designed to promote the safety of all club members while traveling to and from club events and tournaments. Each club is responsible for its mode of transportation to and from club activities. Each club must assume responsibility for associated costs. See the A.S./Sports Club Transportation Guidelines for a complete list of travel policies.

9.0 **Travel Forms:** At least seven (7) days or one week prior to each scheduled sports club trip, a team Travel Itinerary Form must be submitted to the Sports Club Office. Changes may be made up to forty-eight hours in advance of departure time. It is the responsibility of a team representative to notify the Sports Club office of any changes to the travel itinerary.

If the club team coach is not able to travel with the team 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. "Persons in charge" of team travel should adhere to the following Risk Management Guidelines:

- Supervise the conduct of the members on the trip, and ensure that all drivers drive responsibly.
- Submit travel itinerary to the Sports Club office seven (7) days prior to travel.
- Ensure that all athletes have a copy of the following on file with the Sports Club Office:
 - Driver's License
 - Red Id
 - Proof of current Auto Insurance
 - Driver Insurance Form
 - California DMV Pull Record
 - Defensive Driving Certificate
- Update travel itinerary 48 hours prior to departure.
- Follow the Sport Club Emergency Action Plan in case of an accident.

If individuals from the team are leaving from different locations and/or different times, each individual (athlete, coach, athletic trainers, or sports club staff) must complete an Independent Travel Form.

If a club 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 via e-mail to club team officers and coaches.

In the event a club 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 Assistant Director of Competitive Sports 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.
- No alcoholic beverages or illegal drugs are allowed at any time.
- All drivers must have refrained from consuming alcoholic beverages for at least 12 hours before a trip departure and must be completely alcohol-free.
- Teams are prohibited from driving 15 passenger vehicles.

9.1 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 (Men's crew and Water Ski 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; 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 driver's 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.

9.2 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.

9.3 **Auto Insurance Requirements:** Before using a personal/rental vehicle for sports club travel, individuals certify they understand and agree that the A.S./SDSU Sport Clubs are not responsible for Sports Club travel and do not provide auto insurance for the vehicle, the driver(s), or occupants and are not liable for personal injury or property damage, including damage to the vehicle incurred during sport club travel. The sports club athlete authorizes the Sports Club office to submit their name and driver's license number to the California DMV to be registered in the CA DMV Driver Pull Program. The California DMV will release your driving record to the A.S./Sports Club office, to verify and enforce driving privileges. As the owner/driver of the vehicle, the student athlete understands that they may be exposing themselves to personal liability in the

event of an accident. The Sports Club Office requires proof of auto insurance as required by CA state law. Additionally, California state law requires the owner/driver to possess the following liability auto insurance:

- \$15,000 for 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.

Sports Club student-athletes release and fully discharge the Associated Students, Sport Clubs, and San Diego State University from all liability in connection with the use of a personal vehicle for Sports Club travel for or on account of any injury to or illness of a person or death, or that of any passenger in the vehicle, or for or on account of any loss or damage to any personal property or personal effects owed by the owner/driver or any passenger.

- 9.4 **Vehicle Rental:** 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. 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. For details on how to make reservations using the State's travel account, contact the sports club office at 619-594-7842 or sportclubs@sdsu.edu. Below are the estimated rates for 2013.

National Account Program

CSU Auxiliary Organizations Risk Management Alliance

<i>2013 Short Term Rates</i>		<i>Daily Rate</i>	<i>Weekly Rate</i>
Compact	<i>Nissan Versa, Toyota Yaris</i>	\$30.78	\$123.12
Intermediate	<i>Nissan Sentra, Toyota Corolla</i>	30.78	123.12
Full Size	<i>Chevy Impala, Nissan Altima</i>	33.86	135.43
FW/ SUV	<i>Ford Escape, Jeep Liberty</i>	51.30	230.85
Mini Van	<i>Chrysler T&C, Dodge Grand Caravan</i>	51.30	230.85
Truck	<i>Chevy Silverado, Ford F150</i>	66.69	307.80
<i>Additional Rates</i>			
Standard	<i>Ford Fusion, Chevy Malibu</i>	33.86	135.43

Premium	<i>Nissan Maxima, Toyota Avalon</i>	63.61	381.67
Luxury	<i>Cadillac DTS, Lincoln Town Car</i>	84.13	393.98
Cargo Van	<i>GM Express, Ford Econoline</i>	76.95	384.75
Medium SUV	<i>GMC Acadia, Ford Explorer</i>	84.13	502.74
Large SUV	<i>Chevy Tahoe, Ford Expedition</i>	115.94	693.58

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 Collision Damage Waiver and \$300,000 in third person Liability Coverage.
- Models are subject to availability and may be requested but are not guaranteed.
- Rates apply to all locations within in the United States, local and airport locations included, excluding New York.

9.5 **Airline and/or Charter Service:** Arrangements for airline and/or charter service are subject to California or state regulations. Sports Club teams may only travel on regular commercial air carriers and/or charter services approved by the state. When traveling by air, all flights should be booked together as one group. In the event the group cannot be booked as one, teams should work to designate a trip leader to travel with each group. When traveling by air, the carrier, phone number, flight numbers and dates/times of departure and arrival must be listed and the official flight itinerary must be attached to the travel form. When traveling by charter service, the charter, phone number, and dates/times of departure and arrival must be listed on the travel itinerary form.

9.6 **Lodging:** If club team travel requires overnight lodging, teams must provide the Sport Clubs Office with the following information:

- Name of hotel or residence in which team will be staying
- Dates of overnight stay
- Phone number of location
- Rooming lists must be supplied for hotel stays
- Co-ed sharing of rooms is not encouraged

Section 10: Sports Club Team Accounts

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 two separate accounts, an Associated Students account, or a SDSU Campanile Foundation account. Donated funds and

fundraising projects coordinated through the Sports Club Office must be deposited through the Sport Clubs staff.

10.0 **Associated Students Team Account (150-7xx-xxxx accounts):** All sports club teams have an account with the Associated Students. There is no charge to use/access this account. Club teams are required to make deposits into this account via the Aztec Recreation Center Membership Services Desk. Fundraising deposit forms are available on-line at <http://arc.sdsu.edu/sportclubs/forms>. All donations deposited to the SDSU Foundation will be transferred to this account quarterly. To access club funds:

- Submit requests to the Sports Club Office. Withdrawal requests (Purchase Order Forms or Check Request Forms) must be submitted with proper documentation (sales order/billing statement/invoice) and original receipts. See the A.S. web site at <http://www.as.sdsu.edu> for an electronic version of these forms.
- Requests will be processed within a timely manner (usually three working days) and then submitted to the Associated Students Business Office for processing. The A.S. Business Office will process check requests within a one-week time period under normal circumstances.
- Requests are to be submitted no later than 2 pm Mondays in order to receive a 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. Business Office, Sports Club Office or mailed directly to the payee.
- The Sport Clubs staff will give final approval on all requests. If the full-time Sport Clubs staff member is unavailable, then the Aztec Recreation Programs Coordinator will grant approval.
- Purchases of \$2,500-\$9,999 require a purchase order request as well as two additional telephone or internet competitive quotes. Purchases over \$10,000 require a purchase order request as well as two additional written quotes.
- In the case of disagreements on the withdrawal of funds, appeals will be decided according to Associated Students' policies and procedures.

NOTE: All purchases/orders must be shipped to the following address:

c/o (Club Team Name)
Aztec Recreation Center
5301 55th Street
San Diego State University
San Diego, CA 92182-4010

- 10.1 **Foundation Accounts:** With approval of the club sports administrative staff, teams may solicit donations from parents, supporters or alumni. Club teams should keep a database of alumni information and send out updates on team developments, big games, and accomplishments to keep alumni involved in the program. You should only approach alums for financial assistance after you have a quality team-alumni relationship. Before contacting individuals to ask for donations, contact the club sports office for approval and assistance, especially when approaching alumni or others not directly affiliated with your team. The club sports director will also work with the athletics development office so your efforts are supported.

Club teams are required to deposit ANY AND ALL DONATIONS with the SDSU Campanile Foundation's via University Advancement Services or the Associated Students Business office. When donations are received, they must be accompanied with the appropriate donation form (Individual, Organization, or Gift-In-Kind) and immediately brought to the Intramural & Assistant Director of Competitive Sports for processing. Donations are to be made payable to "SDSU (insert Sport Club's name) Foundation. Both the SDSU Campanile Foundation and Associated Students Business Office can recognize a tax-deductible gift. Donations of \$5000 or less can be deposited directly into the Associated Students account, while donations over \$5000 must be deposited via the Campanile Foundation. Failure to properly deposit a tax-deductible donation can result in suspension of club activities.

NOTE: SDSU Campanile Foundation, SDSU Foundation charges up to 7% in administrative fees, 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 & Sports Club Coordinator may approve purchases using the donation. Additionally, donations received by 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 & Assistant Director of Competitive Sports are deposited into club team accounts.

Section 11: Sports Club Funding

Sport Club teams may solicit funds through a variety of means; fundraising, sponsorships, family, and alumni. 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.

- 11.0 **Donations:** Sport club teams may solicit donations from parents, supporters or alumni. Club teams should only approach alums for financial assistance after you have a quality team-alumni relationship. Clubs should develop a database of alumni information and send out updates on team developments, big games, and accomplishments to keep alumni involved in the program. Before contacting individuals to ask for donations, it is recommended that club team representatives contact the club sports office for approval and assistance, especially when approaching alumni or others not directly affiliated with your team.

All received donations qualify as tax-deductible and the individual or organization will receive a gift acknowledgement from the Associated Student and/or SDSU Campanile Foundation. Additionally, it is highly recommended and encouraged that club teams also send a personal letter to the donor (parent, supporters, alumni, etc.) who have donated funds, equipment, uniforms, etc. The follow up Thank You letter should include the following:

- Detail of how the donated items were used or benefited the team.
- Team Photo or photo of equipment purchased.
- Team schedule of events.
- Update of team activities and functions.

Individuals can donate directly by visiting the [SDSU Campanile Foundation Give Now](#) page and select "Please direct my gift to another school, department or program" option. To ensure a donation is coded to the appropriate club team account, individuals should indicate that they wish to donate to a club team (i.e. "Women's club Lacrosse" not "Women's Lacrosse"). After a donation has been received, the funds will be transferred to the team's general A.S. account.

- 11.1 **Alumni Engagement:** The link between receiving donations and alumni engagement is paramount. It demands consideration when thinking about the activities and how funds will be raised for a respective club team.

Without strong alumni relations, the prospect pool can be significantly reduced and the chances of fundraising success may be compromised. Alumni have the potential to be a team's most generous supporters. Alumni engagement is important for the following:

- Alumni are club team's most loyal supporters.
- Alumni are fundraising prospects.
- Alumni generate invaluable word-of-mouth marketing among their social and professional networks.
- By engaging alumni, club teams can continue to benefit from their skills and experience.

- Alumni can serve as role models for current club members and offer practical support to student athletes as they start their careers.

When developing a positive relationship with alumni, the information shared about a club team should be positive and up to date. Alumni engagement can benefit alumni as well as your club team. In assisting the club team to become more successful, alumni may also enhance the value of their own sport club experience. By maintaining communication with alumni, it keeps them informed of achievements and makes them part of the club teams past, present, and future.

- 11.2 **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 funds?

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 an 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?

- 11.3 **Sponsorships:** The University understands that student groups often solicit third parties to contribute cash or non-cash items to augment the cost of events, functions and general operations. Students must not engage in activities which would jeopardize existing business relationships with University sponsors or business partners. Therefore, all Cash or Non-Cash (in kind, product, etc.) sponsorships greater than \$5,000 require review and approval from SDSU Business Affairs Vice-President or Assoc. Vice-President. To ensure there are no conflicts, sport club teams must adhere to the following sponsorship solicitation process:

1. Sports Clubs identify possible sponsors and generate a list (or if a sponsor reaches out to a Sports Club).
2. Submit list to the Sport Club Office to be forwarded to the A.S. Associate Executive Director (John Kolek) and A.S. Contracts & Risk Management Coordinator (Raven Tyson) for review and approval.
3. When the list has been reviewed and approved, sport club teams may send sponsorship letters requesting product or funding.

- a. The Sport Club Office will provide the appropriate Sponsorship Letter Template.
4. Once the sponsor responds and a deal is negotiated, the contract is completed and sent to the Contracts and Risk Management Coordinator for review and obtaining appropriate signatures.

The process above is an SDSU requirement to ensure sponsors/donors who have asked to not be contacted any longer are not on the list(s) provided and/or there no conflicting partnerships (ex. Coke since we are a Pepsi campus, etc.).

Prohibited Solicitations

- 1.) Student groups will not engage in sponsorship solicitations that conflict with the University's exclusive sponsorships agreements or social responsibility policies.

SDSU exclusive agreements with:

Pepsi - has the right to be the exclusive supplier of beverages to the University. Includes, carbonated and non-carbonated, non-alcoholic drinks: colas and other flavored carbonated drinks, fruit juice, chilled coffee drinks, chilled tea products, sports drinks (Gatorade), energy drinks, and fluid replacements, bottled water (spring, mineral or purified), and disposable cups. Pepsi does not have a "healthy refreshment" beverage such as SoBe, Snapple, Arizona varieties or tomato juice. The University shall not permit a third party to sell, serve, promote, market, advertise, sponsor, or endorse Competitive Products of Pepsi. (Term: 05/13/2013)

Nike – Athletic Apparel for covered programs (varsity intercollegiate athletic programs).

- 2.) Students will not engage in sponsorship activities that are in direct conflict with the University or CSU's position on social responsibility. Examples are: alcohol and tobacco use. If a student has a potential sponsor and is unsure if a conflict exists, the student may direct questions to:

Christina Brown- Executive Director
Associated Students
christina.brown@sdsu.edu
619-594-6903

Reporting Compliance

Recipients of cash and non-cash sponsorships are responsible for complying with various reporting requirements including, but not limited to, Internal Revenue Code (federal), and Nonprofit Integrity Act of 2004 (state).

Corporate sponsorships for sport clubs are a valuable fundraising source, but all such sponsorships must be coordinated in advance with the Sports Club staff. Written proposals should be professional and well thought out before requesting funds from a potential 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.

Identify those companies most likely to sponsor you.

- What other clubs have they sponsored?
- Do you know someone in the company?
- Are they interested in the college market?
- Is someone in the company an alumnus?

Get the name, title, and address of the company contact.

- Make sure the contact name is spelled correctly.
- Make sure the title is correct.
- Make sure the company name is correct.
- Send an approach letter. Talk to the Assistant Director of Competitive Sports for examples.

Follow up with a phone call.

- Give the contact a week or two to receive your letter.
- If you receive the sponsorship go to 5.
- 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.

After receiving the sponsorship, send a thank you letter. Make sure the club gives the sponsor everything that was promised them for their sponsorship. Take pictures and send the sponsor copies of anything with their name on it. Invite the sponsor or a representative to any special events you might have. Follow up the season with a year-end recap. Thank the sponsor once more, and ask for their sponsorship for the following year.

- 11.4 **Instructionally Related Activities (IRA) Allocation:** On December 3, 2008, SDSU President Steven Weber approved an \$80/semester Instructionally Related Activity (IRA) fee increase. A portion of this fee is dedicated to the Sports Club Program

(\$5.50/student). The overall amount of funding received is depended upon student enrollment and the amount will fluctuate either up or down depending upon the number of students enrolled for the academic year. For a club team to receive IRA funding, each team must submit an allocation packet to include a team budget and make a formal presentation requesting IRA funding.

11.5 Requirements to Receive IRA Funding: To receive IRA funding, each sport club must submit the following:

- All Sports Club and University paperwork by published deadline.
- An allocation packet
- 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 30% of allocation amount

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 funding from IRA.

In addition, teams that were previously inactive will be required to resolve 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 efforts to resolve the debt.

11.6 IRA Allocation Process: San Diego State University through Aztec Recreation provides the sport club program with an annual budget that is distributed to the individual club teams. These funds are provided with the understanding that club team will not be eligible for Student Life & Leadership (SLL) funding. Also, Sports Club teams may not solicit student government organizations for additional funding unless they have been approved by the Sports Club Administrators and/or Aztec Recreation Director. IRA allocation funds will be available to club teams who have met all requirements set forth by the Sports Club Finance Committee. The following is a brief summary of the requirements and expectations:

- Sport Club teams must be active.
- Sport Club team may not be on probation or under disciplinary sanctions.
- First-year sport club teams are not eligible for funding until 365 days after formal approval.
- Sport club teams must have representation at Sport Club Council meetings (teams are allowed to miss one meeting without penalty)

- Only club teams who submit a balanced budget are allowed to receive funding through the IRA Allocation

Each team is required to submit a completed allocation packet to the Sports Club Office by a stated due date via hard copy or e-mail (sportclubs@sdsu.edu). When a complete packet has been submitted, teams may sign up for an allocation hearing time. Failure to submit an allocation packet by the due date will result in a total loss of allocation funding for the team.

Allocation hearings are held during the spring semester. For the hearings, teams may have up to three club team members available to present and answer questions. All three individuals must be student members of the team. Each group will be given 10 minutes to present their budget, followed by a five-minute question and answer session. Failure to present during the assigned time slot will result in a total loss of allocation funding for the team.

The official allocation committee will be comprised of the Sports Club Executive Board and the Sport Club Council Finance Committee. The Intramural Sports & Sports Club Manager and the Intramural Sports & Sports Club Supervisor will serve as advisors to the Allocation Committee.

- 11.7 **IRA Tier Classification System:** The system for the distribution of allocated funds encourages club teams to attend Sports Club Council meetings, participate in Sport Club Council sponsored events, motivate club teams to raise funds, and follow sports club policies and procedures. The method for distributing funds includes a tier classification and a point/minus system to allocate annual funds. The tier classification ranges from tier A to tier C, with tier A receiving the highest funding allocation. Based upon a set of criteria and budget presentations, club teams will be divided into three tiers (A, B, & C).

Tier classifications are not guaranteed from year to year and all sport club team must apply for a tier classification each year. This is done as part of the budgeting process during the spring semester. Based upon a set of criteria and the budget presentations, members of the official allocation committee will determine which tier a club team falls into. There will be four "A", nine "B" and five "C" club teams. Classifications will not be known until after all of the allocation hearings have been completed. In order for a club team to receive funding from a particular tier, they must meet the following criteria:

TIER A –Allocation amount is dependent upon student enrollment and vary from year to year for a maximum of five club teams

- Must have an annual operating budget of at least \$50,000.
- Collect member fees/dues from 95% of its membership.
- Have a minimum of 30 active team members who are full time students at San Diego State University.

- Have at least one paid coach.
- Compete in local and/or regional leagues or associations.
- Have at least 10 organized scheduled games or competitions.
- Fund-raise an amount that equals 30% or exceeds allocated funds from the previous year **(Does not include member dues)**.
- Submit all appropriate paperwork on time.
- Participate in annual Sports Club events (such as ARC 'til Dark, Sport Club Faire, etc.).
- Attendance at Sport Club Council meetings.

TIER B - Allocation amount is dependent upon student enrollment and vary from year to year for a maximum of nine club teams

- Have an annual operating budget of at least \$30,000.
- Collect member fees/dues from 90% of its membership.
- Have a minimum of 20 active members who are full time students at San Diego State University.
- Has at least one coach.
- Compete in local or regional leagues or associations.
- Have at least five organized scheduled games or competitions.
- Fund-raise an amount that equals 30% or exceeds allocated funds from the previous year **(Does not include member dues)**.
- Submit all appropriate paperwork on time.
- Participate in annual Sports Club events (such as ARC 'til Dark, Sport Club Fair, etc.).
- Attendance at Sport Club Council meetings.

TIER C- Allocation amount is dependent upon student enrollment and vary from year to year. for a maximum of five club teams

- Have an annual operating budget up to \$10,000.
- Collect dues/fees from 90% of its membership.
- Have at least 10 active members who are full time students at San Diego State University.
- Compete in local or regional leagues or associations.
- Have at least five organized scheduled games or competitions.
- Fund-raise an amount that equals 30% or exceeds allocated funds from the previous year **(Does not include member dues)**.
- Follow SDSU/A.S. Sports Club policies and procedures.
- Submit all appropriate paperwork on time.
- Participate in annual Sports Club events (such as ARC 'til Dark, Sport Club Fair, etc.).
- Attendance at Sport Club Council meetings.

- 11.8 **IRA Fund Allocation Point System:** The allocation fund point system works on a “plus/minus” model and serves as a guideline for the distribution of funds. Club teams may earn points in four main criteria categories. Below is a detailed description of the categories and corresponding point awards. Club team members and coaches should become familiar with the allocation process as the points are reset every year following the Spring semester and each member can have a major impact. Final allocation is at the discretion of the Sport Club Executive Board and Finance Committee.

Event Related Criteria:

- **Participation in a National Championship (Maximum 10 points)**
10 extra IRA points will be awarded to any club that participated in a National Competition over the course of the year. All appropriate paperwork must be submitted to the Club Sport Office in order to receive points.

Point Breakdown:

5 points = Regionals Appearance

5 points = Nationals Appearance

- **Hosting a club initiated Community Service Event (Maximum 10 points)**
The Club Sports Program encourages clubs to become involved in Community Service projects. Involvement in Community Service projects helps to create a positive image of your club and the Club Sports Program. Each Community Service Project earns a club 5 Points, and each club must participate in 2 service events throughout the academic calendar. In order for the club to receive points for the activity, they must be team-oriented with a minimum 50% participation of active club members and the club must take care of the following:
 - Notify the Sport Club Executive Council and Coordinator prior to the event happening.
 - Submit an Event Wrap-up within 1 week of the conclusion of the event listing where, when and what community service was done.
 - Attached to the Event Wrap-up should be a name, email, phone number, and title of the person who was the point of contact for the community service (Note: this CANNOT be a club member and must be a supervisor from the outside entity that the community service was conducted by.)
- **Hosting a club Alumni Event (Maximum 15 points)**
Teams are encouraged to host alumni events for their respective clubs. This allows teams the opportunity to connect with past players who can help individual players and the team in a variety of different ways. For an alumni event to count, either the alumni must be able to field a complete team in your respective sport or the alumni must be equal to a minimum of 20% of the team's

current total membership. Upon completion of the event, documentation must include:

- Alumni roster-name, address, e-mail, and phone, participation year
- Written documentation outlining the nature the event

- **Participation in Sport Club hosted events (Maximum 20 points)**

Over the course of the year there are many different Sport Club events set up for the purpose helping clubs and the program as a whole. (Ex: Fundraisers, Socials, Community Service Projects, Recruitment, etc.) Each club must attend 4 of sport club events throughout the year. These include but are not limited to: community service events, social activities, and fundraising events.

Point Breakdown: 5 points per event

- **Recruitment (Maximum 10 points)**

Each club must attend the Arc 'til Dark event, Associated Students Expo, and the Recruitment Fair. There must be members present at each day of these recruiting events.

Point Breakdown: 5 points Arc 'til Dark

3 points Recruitment Fair

2 points AS Expo

- **Attendance at another SDSU Sport Club Event (Maximum 15 points)**

With each sport club team not only being their own entity but also being a part of a larger group or family, it is encouraged for teams to attend another club teams sporting events. This will allow members the chance to meet a more diverse group of Sport Club participants that are not a part of their particular sport. To receive points for the event(s), the team must complete and submit the post event report, or they must tag @sdsusportclubs on Instagram in a picture of their team members at the event.

Point Breakdown: 3 points per event

- **Participation in Leadership Workshops and Events (Maximum 15 points)**

Executive members of each club are currently practicing/learning leadership skills that will last long after college. But not all leadership can be learned on the field. Throughout the year there will be various workshops aimed at strengthening the leadership and other core aspects of each club. Attendance at each workshop is mandatory for the required days. Also, to promote leadership development, executive members of each club who participate in the SDSU Leadership Summit can earn extra points for their team

Point Breakdown: 3 points per team leader

1.5 points if present for one day of a two-day workshop

Quantity Related Criteria:

- **CPR/First Aid Certification (Maximum 12 points)**

A club earns points when any of its members hold current CPR, First Aid, & AED certifications. Certifications must be submitted to Sport Club Executive Council Members.

Point Breakdown: 2 Points each=Certified Officer

- **Applied for Sport Club Awards (Maximum 20 points)**

Each year individual sport clubs and their members are eligible for up to 7 different sport club specific awards. Those teams that submit all necessary documents to apply for these awards will be given up to 20 points for their effort to showcase their team/members achievement.

Point Breakdown:

5 Point = 2 awards

10 Points = 3 awards

15 Points = 4 awards

20 Points = 5+ awards

Fiscal Related Criteria:

- **Collection of Membership Dues (Maximum 50 points)**

This category includes dues paid by each individual club member to participate. This does not include funds from external parties. To receive full points, teams must work to collect 81-100% of dues from his or her respective club.

Point Breakdown:

10 Point = 10%-20%

20 Points = 21%-40%

30 Points = 41%-60%

40 Points = 61%-80%

50 Points = 81%-100%

- **Money Fundraised over the required 30% of allocation (Maximum 50 points)**

Funds raised by the club that is not income generated from membership dues. This can be achieved through fundraising initiatives, donations and sponsorships.

Point Breakdown: Tier A

5 Points = \$1000-\$1500
10 Points = \$1501-\$2000
15 Points = \$2001-\$2500
20 Points = \$2501-\$3000
25 Points = \$3000+

Tier B

5 Points- \$250-\$750
10 Points- \$751-\$1250
15 Points- \$1251-\$1750
20 Points- \$1751-\$2250
25 Points- \$2250+

Tier C

5 Points- \$0-\$300
10 Points \$301-\$600
15 Points- \$601-\$900
20 Points- \$901-1200
25 points- \$1201-\$1500

- **Operating Budget (Maximum 50 points)**

A club team earns points based on meeting the minimum requirement of its previous years' operating budget. Maintaining the required active budget per Tier classification is based upon the previous years' operating expenses. Note: those clubs that end in the year with a negative balance will lose points for financial irresponsibility.

Point Breakdown:

Tier A: \$50,000
Tier B: \$30,000
Tier C: \$20,000

Meeting & Training Attendance:

- **Meeting Attendance (Maximum 28 points)**

There will be various mandatory Sport Club Officers' meetings scheduled during the academic year. The meetings are generally held at the beginning of each semester as well as occasionally as needed throughout the academic year. These meetings can be attended by any officer representative from the club (unless stated that all officers must be in attendance). There will also be other meetings such as financial officers', budget request, and Club Council meetings at which each club is expected to attend and be present. Points will be awarded for meetings attended, and points will be deducted for meetings not attended.

Point Breakdown:

5 Points=Sport Club Council Meeting

5 Points=Fall Presidents Retreat

5 Points=Campanile foundation meeting

5 Points=Fall Re-budget meeting

5 Points=Coaches Orientation (half points for not attending meeting, but answering orientation quiz by the deadline)

5 Points=Spring Sport Club Officer's Meetings

5 Points=Spring Re-Budget Meeting

- **Training Attendance (Maximum 5 points)**

There are also be a variety of leadership training sessions/workshops provided through Student Life & Leadership in which club team officers can attend to earn extra points.

Point Breakdown:

1 Point will be given for attendance at each leadership training session. These sessions will be selected by the executive board, and are aimed at incoming leaders ensuring a smooth transition process when changing club officers from year to year.

IRA fund distribution will be calculated by the total amount of IRA funds available, divided by the total number of points accumulated (by tier), which will equal a dollar amount that each point is worth.

Example:

Tier "A": $\$75,000.00 (5 \text{ teams}' \times \$15,000)/2000 (5 \text{ teams earning } 400 \text{ points each}) = \37.50 (round down-dollar value of each point).

- Team X earns 400 points in the previous year. To determine their allocation, the total number of points earned by club team X is multiplied by \$37.50 providing the club team with total IRA allocation of \$15,000.00.

Tier "B": $\$72,000.00 (9 \text{ teams}' \times \$8,000)/3600 (9 \text{ team earning } 400 \text{ points each}) = \20.00 (dollar value of each point).

- Team Y earns 400 points in the previous year. To determine their allocation, the total number of points earned by club team Y is multiplied by \$20.00 providing the club team with total IRA allocation of \$8,000.00.

Tier "C": $\$25,000.00 (5 \text{ teams}' \times \$5,000)/2000 (5 \text{ teams earning } 400 \text{ points each}) = \12.50 (dollar value of each point).

- Team Z earns 400 points in the previous year. To determine their allocation, the total number of points earned by club team Z is multiplied by \$12.50 providing the club team with total IRA allocation of \$5,000.00.

Point Deductions

Discipline: As students of SDSU, club team members have an obligation to conduct themselves and their organization in a manner compatible with the University's philosophy and function as an educational institution. Members of Sport Clubs are expected to abide by the University and Aztec Recreation Sport Club Student Code of Conduct. Inappropriate conduct or actions while participating in any Sport Club related activity (including misuse of equipment or facilities) can jeopardize the club's continued status as a recognized sport club team. Furthermore, club members who participate in inappropriate activity that violates University policies, campus regulations, or state or federal laws will be subject to disciplinary action by the Center for Student Right and Responsibilities.

- 1st Minor Violation: 2 Point Deduction
- 2nd Minor Violation - Written Warning: 5 Point Deduction
- 3rd Minor or 1st Major Violation - Probation: 10 Point Deduction
- 4th Violation - Suspension: University Allocation Withheld (current or following year)

Late Paperwork: All paperwork will have a due date. Failure to submit paperwork by the due date will result in a deduction of half a point for everyday the paperwork is late. This includes late travel itineraries, registration material, and facility requests.

Missed Meetings: 1 point will be deducted each time a club team does not have a representative at one of the aforementioned meetings or specific deadline met. These include- but are not limited to- Travel forms, facility requests, RSO Registration, class excuse notices, and officer agreements.

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

- All 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 Assistant Director of Competitive Sports and Sport Club Executive Council

All distribution amounts may be rounded up or down slightly by the Assistant Director of Competitive Sports to allow for whole numbers. The use of these excess funds will always fall under the supervision of the Intramural Sports & Sports Club Manager and/or the Intramural Sports & Sports Club Supervisor. And any remaining funds from above will be evenly distributed among the club teams.

Section 12: Sports Club Awards

12.0 **Sports Club Awards Banquet:** The Club Sports Banquet is a chance to recognize the successes of the 21 sport clubs registered with Aztec Recreation. Any current member, coach, advisor, faculty and staff member can nominate outstanding participants, officers, and sport club teams.

12.1 **Sport Club Awards:** There are eight different awards for which clubs may nominate members or their team

Outstanding Scholar Athlete Award: This award was presented to the sport club athlete who has excelled in their respective sport and consistently demonstrated academic excellence along with campus involvement.

Team of the Year: This award is 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: This award will be 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.

Coach of the Year: This award is presented to a coach who has proven to be a strong leader and positive role model both on and off the field while making significant contributions towards the sport club program.

Darcy Bingham Emerging Leader of the Year: This award is presented to a returning sport club athlete who has proven to be a leader by making significant contributions to their club or the sport club program on and off the field.

Bob Bingham Team Leader of the Year: This award is presented to the sport club athlete who has significantly contributed unselfishly of themselves to their respective sport club team.

Bingham Sport Club Leader of the Year: This award is presented to the sport club officer who has significantly contributed unselfishly of themselves not only to their respective sport club team, but to the sport club program as a whole.

Outstanding Athlete Award: This award will be presented to the sport club athlete who has demonstrated outstanding athletic ability and talent in their respective sport.

CONCLUSION

The Associated Students and Aztec Recreation-Sport Clubs hopes that all the Sport Club Teams are well-managed, stable organizations that contribute positively to student success, campus, alumni and community engagement, and healthy lifestyles. The department believes that if the guidelines and expectations provided in this handbook are followed by the clubs, coaches and its affiliates, the aforementioned outcomes will be realized. Aztec Recreation-Sport Clubs, in its sole discretion, reserves the right to approve, deny or revoke Sport Club recognition status, allocated funding and/or facility space at any time pending a club, individual members, coaches and /or associated parties demonstrated ability to follow the guidelines and expectations detailed in this handbook.