Involvement in the Club Sports Program at Utah State University enhances development, leadership, and the overall college experience for students.
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The Mission of Campus Recreation

Our mission is to create opportunities for students to enhance the college experience through play, wellness, and adventure!

I. INTRODUCTION

Club Sports are an integral part of the Campus Recreation Program at Utah State University. The Club Sport Program compliments the University’s intercollegiate athletic programs, intramural activities, and physical education course offerings. The program is administered by the Campus Recreation Department, which offers professional guidance to the clubs within the Club Sport Program. Each club is formed, developed, governed and administered by the student membership of that particular club working with the Campus Recreation Department. The key to the success of this program and each club is student leadership, interest, involvement, and participation.

While the Campus Recreation administrative staff will assist clubs in every way possible, the responsibility for the actual club administration and organization lies with the club officers, coaches and members. All club affairs must be conducted in keeping with Utah State University and Campus Recreation policies and procedures.

Club Sports are meant to be a learning experience for the members through their involvement in fundraising, public relations, organization, administration, budgeting and scheduling. Involvement, in group and/or team situations helps enhance the student’s overall education while living in the University setting. The leadership training and opportunities available through active participation in a club sport are intended to benefit the participant throughout their life on campus and after they leave the University.

Through this handbook, the hope is to clarify the Club Sports Program for student officers, coaches, advisors, and club members. It is the responsibility of the club officers and coaches to accurately convey the information in this handbook to the club members.

Definition of a Club Sport

A Club Sport is defined as a recognized and chartered student organization that provides a program of competition in a specific sports activity involving a physical skill. Teams involved in the program are part of a collegiate league, which has organized constitutions and/or bylaws. Each club sport is considered a part of the entire Club Sport Program. Because of this recognized status, each club participant is responsible to represent the University in a positive manner and will be responsible to adhere to all University and Campus Recreation policies while involved with the program. (These responsibilities are outlined throughout the remainder of this manual.)

Purpose of the Club Sport Program

The purpose of the Club Sport Program is to provide opportunities for students interested in a specific athletic activity to improve their sport skill and to participate in extramural competition. The Club Sport Program promotes student participation in a variety of physical and athletic activities, gives students opportunities to engage in the sport of their choice. It contributes to the development of student leadership, and provides a bond between the individual clubs. While the Campus Recreation Department assists in the development and growth of the Club Sport Program, the emphasis of the program is on student leadership and involvement.
The existence of each club sport and the success of the Club Sport Program at Utah State University are dependent upon student interest and involvement.

Use of Institutional Name
All clubs in the Club Sport Program are required to get permission to use the proper institutional name and logo as governed by Utah State University’s Marketing and PR Department. It is mandatory that you get all designs approved before ordering any items. Purchasing will not pay for them unless they are approved. The purchase of unapproved items will result in the person ordering them responsible for payment.

II. ORGANIZATION

Club Sport Coordinator
The coordinator serves primarily as an advisor and resource person for club leaders and is available to assist student representatives with club business. It is the coordinator’s responsibility to monitor club activities, to ensure all University procedures are being followed, to assist clubs in implementing sound safety practices, to manage Club funds in accordance with University policy, to facilitate club activities and to ensure the policies and procedure are being followed.

Club Sport Council
The council is made up of the presidency members of each club sport. These members can change each school year.

Athletics & Recreation VP
The Athletics and Recreation VP is the link between Campus Recreation and USUAS

III. STANDARDS OF CONDUCT

General
The basic concept underlying the University’s standards of conduct is that students, by enrolling in the University, assume an obligation to conduct themselves and their organizations in a manner compatible with the University’s function as an educational institution. All club members must maintain high standards of behavior and sportsmanship both on and off the field when representing Utah State University. When visiting other campuses, club members are expected to respect local laws, regulations and authorities, and the same standards hold true for teams being hosted by Utah State University.

Each club member representing Utah State University shall be expected to be an asset to the Campus Recreation Program and follow all rules and regulations of Utah State University and of fair play. The Director has the authority to render all disciplinary measures necessary.

Representation
As representatives, of the University, club uniforms and gear easily identify club members; therefore, the public may scrutinize the team when traveling out of town or in the Cache Valley area. For this reason, it is important that club members DO NOT wear club jerseys, sweatshirts, etc., while in bars or while in a drinking/party situation. There is; NO drugs, or other illegal substances allowed in vehicles, hotels/motels, or University facilities while on a club trip or at a club function. There is NO underage drinking allowed ever. Club participants of legal age who choose to drink, must obey the federal, state, and local laws.
As club members, you are responsible for the actions of your teammates, which affect the entire program. Please take the responsibility to put pressure on individuals to conform to this code of conduct so that the entire club doesn’t suffer from the actions of one or two club members.
Club members represent the University and are in a highly visible position that requires members to uphold the most positive image of the University.

Team members shall not:
- Use drugs, except for medical purposes, while traveling, competing, and/or using facilities including lodging.
- Consume alcohol while traveling, competing or spectating.
- Strike, attempt to strike, or otherwise physically abuse an official, opposing player, spectator or coach.
- Intentionally engage in or incite participants and/or spectators to engage in abusive or violent action.
- Use obscene or lewd gestures, profanity, or disrespectful language.
- Violate any University rules or policies.

If an incident does occur, please contact the Club Coordinator/Director and inform him/her of the situation BEFORE he/she hears it from someone else.

Sportsmanship
All members of club sports are expected to maintain the highest standards of sportsmanship, both on and off the field or gym of play. If you have legitimate grievances, voice them at the appropriate time and to the appropriate people. Let the Club Sport Director, or Club Sport Coordinator represent you in legitimate grievances to your league or national organization. Above all, compete in the friendly spirit of competition; be a gracious host to visiting teams or a gracious guest when you go visiting other teams and be proud that you are representing USU.

Hazing
Utah State University and Campus Recreation will not tolerate hazing by its student clubs. If a Club Sports team is found in violation of the Utah State University hazing policy, it will result in disciplinary action to be taken and may be grounds for suspension.

Hazing is prohibited in any form. Hazing consists of any action taken or situations created, whether on or off campus, which:
- Endangers the mental or physical health or safety of another; or
- Produces mental or physical discomfort, embarrassment, harassment, or ridicule of another; or
- Involves consumption of any food, alcoholic beverage, drug, or other substance or any other physical activity that endangers the mental or physical health and safety of an individual; or
- Involves any activity that would subject the individual to extreme mental stress, such as sleep deprivation, extended isolation from social contact, or contact that subjects another to extreme embarrassment, shame, or humiliation, or subjects the individual to the wearing of apparel which is conspicuous or not normally in good taste, engaging in public stunts and buffoonery, engaging in morally degrading or humiliating games; or
- Involves defacing or destroying public or private property; or
- Involves cruelty to any animal.

Off-Campus Conduct
The University is concerned and involved with student conduct both on and off campus. University standards apply to violations committed on campus, on or in any property owned, leased, or controlled by the University; or at any location where a student is engaged in an official University activity or the student represents the University, such as in travel to participate in a game/match or tournament. Students may also be subject to
disciplinary action for a violation of federal, state, or local law or of university standards, which occurs off-campus.

Individual Disciplinary Procedures
Failure of any club member to abide by the rules and policies and procedures of the Club Sport Program, or any conduct unbecoming to the club and detrimental to the University will result in one or more of the following penalties or disciplinary measures:

- Warning or reprimand - written or verbal
- Probation in club participation - continued club participation will be based upon the club member satisfying certain requirements as specified by the Club Sport Council or by the Director and Club Sport Coordinator as situations require.
- Suspension from club participation - temporary dismissal from club activities for a specified time, after which the club member will be eligible to return.
- Withholding of transcripts for non-payment of club dues or refusal to return University property.
- If necessary, University disciplinary officers may be involved.

Team Disciplinary Procedures
Club teams who do not follow proper policies and procedures as outlined in the Club Sport handbook and/or by the University will be subject to being placed on probation or being suspended from the Club Sport program. Punishments for infractions will be determined and imposed by the Club Sport Coordinator and Director of Club Sport.

Minor infractions include, but are not limited to:

- Failure to submit required documents
  - Travel Authorization forms
  - Injury reports
  - Driver forms and tests
  - Second offense of improper social media or web content
  - Budgets
- Failure to maintain an accurate inventory of equipment/uniforms, etc.
- Failure to clean up fields after events or to keep spectators off of fields during events.
- Teams using fields they have not scheduled or occupying “Open Rec” scheduled space as a team.

Minor infractions will result in a warning given to the club and a $75 fine.

The Coordinator will notify the club representatives in an email about minor infractions. This email will state the reason for the infraction, and possible consequences if additional infractions occur.

Major infractions include, but are not limited to:

- Two or more minor infractions
- Misuse of club funds and/or abusive use of club funds (including having a negative balance)
- Not following proper purchasing procedures
- Failure to submit University required paperwork, i.e. medical waivers, participant forms, team rosters, travel authorizations, eligibility forms etc.
- Displaying conduct that is incompatible with the University’s function and purpose and the purpose of the Club Sport Program (i.e., unsportsmanlike behavior toward officials or opponents or inappropriate behavior on trips.)
- Destruction of property
• Not getting approval for logos and word marks, or misuse of. All designs must be approved!
• Allowing ineligible individuals to participate in club activities. Ineligibility can be caused by lack of waivers, low GPA inaccuracy credits carried, NON USU student etc.

_A $300 dollar fine will be assessed for every major infraction._ If more major infractions occur, or if the first infraction is serious enough, the following actions may also be taken:
  a. Probation (will last one year to date of punishment unless otherwise noted)
  b. Funds frozen
  c. Loss of funding
  d. Loss of facility usage
  e. Suspension of Club Sport status and possible student organization status on campus

The Club Sport Coordinator will notify the club representatives in an email about major infractions. This email will state the reason for the infraction, the possible/probable consequences of the infraction. It is also likely a meeting will take place between the club officers, the Coordinator, and the Director.

(For more information regarding disciplinary guidelines, see the USUAS Student Code on the Utah State University Website)

IV. CLUB MEMBERSHIP

Retaining Club Sport Status
To retain Club Sport membership, the following general requirements must be met:
• All appropriate forms were filed as directed at the specified time during the year (i.e. Club Waivers, Medical Release Forms, budget proposal, etc.).
• **Clubs MUST** remain within their allocated budget.
• Student interest in the club was demonstrated by a membership of either (1) 10 active members, or (2) the minimum number of members (over 10) needed to participate in the activity.
• Strong student leadership and appropriate club management demonstrated.
• An accurate inventory of equipment was maintained and kept on file in the Campus Recreation Office.
• All club equipment was maintained, issued, accounted for, and stored adequately.
• University and Campus Recreation Department guidelines were followed as outlined in this manual and in the Student Policies Handbook.
• The club’s purpose and activity continued to be consistent with the Campus Recreation Department purpose and philosophy and suitable facilities continue to be available for the club to meet and practice.
• All clubs must be a member of a national governing body for their sport (i.e. USA Cycling, USA Rugby, etc.).
• Clubs must compete in at least 4 sanctioned games and or tournaments each school year.
• All travel must be authorized a minimum of 2 weeks in advance and closed out within 1 week of returning.

Benefits of Being Registered as a Club Sport
The following benefits are offered to Club Sport teams if they fulfill the requirements outlined by Campus Recreation.
• Priority in scheduling recreation facilities.
• Administrative/secretarial support through the Campus Recreation Office
• Limited funding
• Mail services
• Fax service
• Copy machine access
• Access to University Motor Pool vehicles for travel.
Establishing a new club sport

- Draft and submit a club constitution to Campus Recreation. The constitution should consist of the club’s name, statement of purpose, membership requirements (including specifics as to number of players on the roster, traveling players, etc.), advisor and coach selection, election procedures, any specific code of conduct rules and/or restrictions pertaining to your specific club, financial arrangements, officer’s duties, and frequency of meetings.
- Clubs must show that there is interested, involved, and committed student leadership capable of organizing and operating the club.
- Provide names and addresses of national affiliate offices/officers, policies and procedures, amendment and ratification procedures.
- Provide a list of required safety equipment necessary for sport participation. State which club member is responsible for checking out such equipment and the procedures (checklist, officials, etc.).
- The club must demonstrate that there are opportunities for competition and/or participation in the sport within this region.
- The club must be a sport not already offered by the USU Club Sport Program.
- Clubs must be an established club under USUSA for a minimum of three school years before becoming eligible to be a club sport.
- The sport must meet the criteria for acceptable risk levels as determined by the current standards applied to the sport and by the University Risk Management Office.
- Adequate facility space must be available. (Check with the Club Coordinator)
- All interested students are to be given the opportunity to participate in the Club Sport program. Teams holding tryouts before the beginning of the regular school year should schedule tryouts prior to students leaving campus for the summer, or offer a tryout at the beginning of fall semester.
- The club must document that they have coaches/instructors that are qualified and willing to work with the club. Coaches will also be asked to sign a Letter of Understanding outlining their responsibilities as a Club Sport coach.
- The club must submit a planned budget for operations for the first year of existence. This budget is to document planned expenses, planned income and all projects and events planned for the year. The club should show that they are able to fund-raise sufficient funds to support their program.
- When clubs obtain an advisor, they must submit the proper paperwork recognizing that advisor.
- Campus Recreation currently has a limit of a maximum of 15 club sports.

The decision as to whether a new club will be accepted into the program will also be based on the following criteria:
- Official national and/or collegiate league affiliation
- Administrative time constraints
- Budget constraints
- Facility impact

Approval Process

All student Club Sport organizations, at Utah State University, must be approved by (1) Club Sport Council (made up of club presidencies) and (2) The Club Coordinator. Groups requesting Club Sport status will be asked to present their requests before these bodies. Club Sports are governed by the same rules and regulations as any other university club and are considered “recognized” groups by the University. Furthermore, each club is required to abide by the guidelines of the CSC, the Campus Recreation Department, and the bylaws and policies governing students at Utah State University.

National Affiliation

Clubs must belong to a National Association and need to be aware of the rules and regulations of their governing body, as well as their individual leagues.
V. CLUB RESPONSIBILITIES AND REQUIREMENTS

Recruitment
The recruitment of new club participants can be managed in several different ways. Some clubs hold tryouts and invite all interested students to participate during that time. Other clubs welcome anyone who is interested in joining and are open to new players. A good time to recruit new participants is by manning a table during “Day on the Quad” held the first Wednesday of each new fall semester. Campus Recreation will reserve all recognized club sports their own individual table for “Day on the Quad”. Be prepared to man them throughout the entire “Day on the Quad”.

Clubs may advertise for new recruits in a variety of ways. Clubs are responsible to compile information that can be distributed at those times. Flyers posted on campus are another way to reach any interested athletes. Campus Recreation maintains a web page, which is another resource in reaching potential club members. Clubs wishing to make updates to their website should fill out a PR Request Form that can be found at usu.edu/camprec. Please have all fliers approved by the PR and Marketing Coordinator under Campus Recreation.

It is vitally important that you keep the Club Coordinator aware of what is happening in your club so that the correct information can be given out to students.

Participant Eligibility
The Utah State University, Campus Recreation Club Sport Program operates in accordance with all federal laws and regulations requiring non-discrimination on the basis of gender, sexual identity, race, color, national origin or handicap. Any USU student will be given the opportunity each year to try out for or join a Club Sport. Faculty and/or staff are not eligible to participate in USU Club Sports. A person is not a club member unless they have met the following guidelines. It is the responsibility of the club officers to see that potential club members are aware of these criteria.

All USU students participating in Club Sports must be registered for a minimum of twelve (12) academic credits and maintain a cumulative 2.0 GPA or higher. Graduate students are to be registered for at least six (6) credits and a 2.0 GPA. Ineligible players are not allowed to travel or participate in any game or competition. If the team rents facility space using club funds, ineligible players may not practice or participate in any scrimmage. If they are using free space, it is up to the discretion of the coaches and team presidency or captains. They may also serve as advisors and/or coaches, but not as a competing member. Make sure you check with your national governing body pertaining to eligibility requirements. In some cases, students may be required to carry more credits and/or maintain higher GPA standards to be in compliance with national governing body guidelines.

Each member of a Club Sport must complete a Club Sport Waiver, a Medical Release Form, have them on file with the Club Coordinator or in Fusion, and be listed on the club’s Membership Roster. Scholastic scholarships are not awarded for club sport participation.

Intercollegiate athletes that may or may not be eligible for membership in a club sport without restrictions due to their varsity or intercollegiate team affiliation. Intercollegiate athletes must have clearance from their respective varsity coaches before participating. Club presidents should always check with the rules governing their national affiliations regarding this situation.

All guidelines governing the Club Sport program are written to protect the rights and safety of each participant and are designed to provide fair and equal opportunity for all persons eligible to participate in club activities.
Participation in the Club Sport program is completely voluntary; therefore, monetary rewards or scholarships shall not be promised or given to any player or prospective player by the coach.

Faculty/Staff Advisor
Club Sport teams must have a faculty/staff advisor. The purpose of the advisor is to be available during the development of plans and programs for the club, to provide expertise and mature judgment, and to help ensure that the activities and undertakings of the club are sound and reflect favorably on the University. The role of the advisor is considered to be an important link between the club president and Club Sport Coordinator. The advisor is considered the first step of counsel for all measures of the club. The advisor should have a common interest in the sport that they are advising. The advisor should monitor the conduct of the team members and assist in the development of clubs goals and objectives. The advisor must fill out the advisor agreement form and become familiar with club sport manual.

Coaches
Each club has the option to secure the services of coach. If a club chooses to have a coach it is the responsibility of the club to find and secure a qualified coach. Coaches may be paid once a year through purchasing by filling out a general contract for goods and services or they may coach on a voluntary basis. If teams wish to pay a coach using team funds, the team must have sufficient funds; the coach must fill out the appropriate paperwork and carry his/her own liability insurance. The coach may be a student, faculty or staff member or a member of the community not associated with the university.

Coaches are responsible for the following:
• Signing a Coaches Letter of Understanding.
• Becoming familiar with Club Sport Manual.
• Help recruit new players.
• Help enforce all Risk Management Policies.
• Verbally informing participants of risks associated with participating in their specific sport.
• Developing and employing safety procedures.
• Implementing emergency procedures as needed.
• Traveling with teams. Enforce conduct standards both on and off the field.
• Developing and improving skills.
• Coordinating practices.
• Attending and supervising all games and practices.
• Allowing all interested eligible students a chance to participate in the sport and/or tryout for that sport.
• Assist the club officers in coordination and supervision of club activities.
• Enforce rules and regulations and promote good sportsmanship on and off the field.

NOTE: All club advisors and coaches are volunteers, and because of that volunteer status, are covered by the Worker’s Compensation Fund of Utah for any injury incurred during the performance of their responsibilities with their particular club. Any coach who receives payment for their services will not be eligible for this benefit.

Club Officers
In order to increase club effectiveness, each club should operate with at least four offices: president, vice president, secretary and treasurer. Clubs are also encouraged to have at least one participant responsible for first-aid procedures (“safety officer”), overseeing use of medical kits, and letting the Athletic Trainer know of any injuries that may have taken place during an event. “Safety Officers” can receive CPR and first aid training through Campus Recreation upon request. Fees for training may be waived for the student and covered by the Club Sport General Fund. These officers may be elected, appointed or designated by the club. These club officers must be current USU students and will serve as the Club Sport Council representatives. Students who
are elected or appointed to these offices must be committed and be willing to take the time necessary to properly administer the club.

The responsibilities listed below should be considered as a guide to the office and not a complete position description. The club constitution should better define each position. In each club, it is important that the officers work together. Duties often overlap and projects cannot be successfully conducted without full cooperation of officers and members. It is highly recommended that each club create committees as a means of distributing the club workload and preparing other members to assume leadership roles in the future. Each club should devise a plan for the training of new officers so that the transition does not impede the club’s progress. Suggested division of responsibilities is as follows:

**President:**
- Provide the overall direction to the club, overseeing work of other officers and ensuring they work together as a team.
- Serve as a liaison between the club, its faculty advisor and the Campus Recreation Office.
- Become familiar with Club Sport Manual.
- Attend all Club Sport Council meetings with the Club Coordinator.
- Attend and participate in an orientation session.
- Schedule and run organizational meetings.
- Ensure all club members are eligible to participate; i.e., are registered USU students, maintain any required GPA, etc. The Campus Recreation office will assist you with acquiring this information.
- Monitor activities of club, ensuring compliance with all Utah State and Campus Recreation Club Sport policies and procedures, as well as the club’s constitution.
- Coordinate all club activities with the Campus Recreation Office.
- Register the club with the Campus Recreation Office.
- Train club members on policies, procedures, expectations, emergency procedures and other regulations that must be followed.
- With the assistance of the Club Sport Coordinator, make appropriate decisions in regards to traveling during inclement weather conditions
- Monitor and provide general supervision for all club events, assuring that all policies and procedures are being followed.
- Oversee generation of funds.
- Complete and submit to Campus Recreation a year-end activity report of membership, schedule, events, accomplishments, and recommendations for the coming year.
- Train those who succeed you. New officers should be elected/appointed during spring semester so they can attend the final Club Sport Council meeting with the Club Coordinator.
- Coordinating equipment and supply usage with Campus Recreation office.
- Ensue that equipment is well maintained and in good repair.
- Responsible for duties of coach if club does not have one.

**Vice-President/Safety Officer:**
- Act in place of the President when necessary.
- Become familiar with Club Sport Manual.
- Attend all Club Sport Council meetings (at least one officer) with the Club Coordinator.
- Attend and participate in an orientation session.
- Become certified in First Aid and CPR or Sports Safety Training. Attend all club events, acting as Safety Officer.
- Report any injury that occurs at club practices or events. Complete an Incident/Injury Report form and submit it to the Campus Recreation Office within 24 hours or the next working day after each occurrence.
- Oversee any committee chairpersons and the work of committees.
• Chair any special project committees, or fundraising drives, make tournament arrangements.
• Handle club publicity and promotions.
• Maintain complete inventory records and update the club’s inventory when requested by the Campus Recreation Office. Provide Facility Coordinator with list of names of those club members who are authorized to check out equipment.
• Collect all equipment and uniforms at the end of the season or academic year and turn them in to Campus Recreation for storage.
• Train those who succeed you. New officers should be appointed during spring semester so they can attend the final Club Sport Council meeting.

Secretary:
• Attend and participate in an orientation session.
• Become familiar with Club Sport Handbook.
• Attend Club Sport Council meetings if needed (at least one officer) with the Club Coordinator.
• Handle club correspondence such as match and tournament scheduling with other schools.
• Handle communication with league and conference personnel.
• Maintain membership lists and ensures lists are current and a copy is filed with the Campus Recreation office.
• Ensure that each club member completes a Release of Liability Agreement Form and Medical Questionnaire/Waiver before participating in the club’s first organized practice or game. Forms that are not filled out correctly and completely will not be valid. Upon completion submit the forms to the Campus Recreation Office.
• Maintain all club files and records.
• Maintain win/loss records, team stats and other pertinent information for club. Include this information in the year-end report.
• Keep membership informed of upcoming events and other pertinent information to the membership.
• Arrange facility reservations for club functions (practice, competitions, meetings, etc.) with the Campus Recreation scheduling coordinator.

Treasurer:
• Attend Club Sport Council meetings if needed (at least one officer) with the Club Coordinator.
• Become familiar with Club Sport Handbook.
• Manage/observe financial transactions of organization.
• Keep a spreadsheet of money coming in and going out and compare it to those by the accountant.
• Submit Purchase Order Requests to the Club Sports Coordinator before any purchase is made.
• Keep detailed records of club’s financial transactions.
• Ensure all club members deposit all club dues at the Campus Recreation Service Desk located in the HPER or through the Fusion online portal.
• Maintain communication with Club Sport Director/Coordinator regarding purchasing procedures and club balances.
• Know and follow proper purchasing procedures. Assure all clubs financial obligations are met and turned in to the Club Sports Coordinator in a timely manner. (I.e. rentals, official fees, league dues, etc).
• Report financial status of club to membership.
• Train those who succeed you. New officers should be appointed during spring semester so they can attend the final Club Sport Council meeting.
• Prepare and submit yearly budget request to the Campus Recreation office for approval. A proposed budget request for the new fiscal year should also be submitted by April 1.
Club Member Responsibilities

Club member’s responsibilities include, but are not limited to:

- Represent Utah State University by maintaining proper decorum at all club events.
- Responsible to sign and adhere to the requirements of your club’s’ participant contract, if applicable. Club contracts state specific expectations of behavior, commitment responsibilities, rights of club members, and financial obligations (payment of club dues, etc.).
- Be responsible for any equipment/uniform issued to you. Any equipment/uniform purchased with University funds must be turned in to the club coach or a club officer at the end of the season or academic year. If items are not returned, packet holds will be placed on University records until such time that those items are returned.
- Complete a Release of Liability and Medical Questionnaire/Waiver form, each year that you play. Release forms should be filled out before participating in any organized club practice or game and must be filled out completely and correctly or they will not be valid. It is always your responsibility to act in a manner that will not put you, other people or property at risk.
- It is your responsibility to know the rules and procedures for your sport as well as the proper use of all required safety equipment. It is your responsibility to know the proper training procedures and techniques for your sport and to follow them.
- It is your responsibility to know your health condition, and it is strongly recommended that you have a physician’s exam before participation in your chosen sport.
- It is your responsibility to be aware of any potential hazards in the equipment or in the facility you are using for your sport and to report these hazards immediately to the Director or the Campus Recreation staff on duty.
- It is your responsibility to know that USU, the Club Sport Program does not provide direct supervision of most club activities. Club members and officers are responsible for their own actions and activities at all times.
- It is your responsibility to always act in a reasonable and prudent manner at games, meets, practices or other club activities.
- It is your responsibility to know that violence, in any form, and directed against any opposing club member, officials, coaches, teammates, spectators or others on the scene is never permissible, no matter what the provocation. Commission of such an act will be penalized to the fullest extent possible by both law enforcement agencies and disciplinary processes within the Club Sport Program and the University.
- It is your responsibility to know that you represent the University at any club event. An event begins when you leave campus and ends when you return.
- It is your responsibility to not advertise, promote, or sponsor any activities in such a way that would be offensive to any race, creed, ethnic group, gender, sexual orientation/gender identity, or age group.
- Club members are expected to utilize assigned facilities and equipment in the manner they were intended to be used and to not cause damage or permit damage to be caused by others to such facilities and equipment.
- It is your responsibility to cooperate with the Director, and the Club Sport Coordinator in compliance with the regulations, policies and procedures as specified in the Club Sport Manual.
- Due paying student club members involved in the club sport program may earn college credit. This is a valuable resource to club sport players, as many hours are spent in the administration of these programs. If any of your due paying club members are interested in this program, please bring and add/drop form to the Club Coordinator.

Trademark Licensing

Utah State University’s trademark licensing program is established to prevent the loss of institutional identity and trademark rights that can result from inadequate control and unauthorized use of the University’s marks and symbols. Any product that represents or infers the institution of Utah State University needs to be approved by the PR and Marketing Department and produced by a licensed manufacturer. This means that nothing will be paid for until it is approved. If purchases are made without approval fines can be assessed to the club for misuse of funds. The purchaser may also be responsible for payment. All word marks and logos must be done by licensed vendors.
Contracts

Under no circumstances should you ever sign a contract. If a Club Sport is using facilities or renting items that are off campus and require a contract to be signed you must first bring a copy of the contract into the Club Coordinator so it can be, reviewed by legal services and risk management on campus and signed by Purchasing.

Club Sports Social Media & Website Policy

In order to better inform and serve the students at Utah State University, it has become necessary for Campus Recreation to implement a policy for social media and web use. As most of you know, the new Aggie Life & Wellness Center will be built in the next couple of years. It is imperative for Campus Recreation to maintain a professional image in order to be taken seriously throughout the transition to the new facility. Through effective social media communication Campus Recreation will be able to achieve its mission to enhance students’ college experience through play, wellness and adventure.

Club Sports Website Policies

- Club Sports websites will no longer be managed by club members or coaches; Campus Recreation has a full-time public relations and marketing specialist to do so. An intern team will assist the specialist during the academic school year to help manage and update the website(s).
- Along with the website, the specialist and the intern team will work to help each club team promote itself through social media and online marketing efforts.
- The Campus Recreation website is the main page for all Club Sports news and information. Each team has its own website to use for news, ticket sales, paying dues, schedules, rosters, and social media streams.
- The Club Sports sites have a bulletin board to display upcoming events and announcements. There is a schedule part, too, which has a unique Google Calendar for each team.
- All team schedules will be posted on the team’s appropriate Google Calendar, which is managed through: usuclubsports.calendars@gmail.com. Updating this calendar will be the sole responsibility of one member of each team’s organization.
- Any university website update (camprec.usu.edu) will need to be addressed to Campus Recreation PR and Marketing. There is a form at: www.usu.edu/camprec/htm/pr-request-form where updates and requests can be submitted. This is to help keep information concise and to maintain a uniform image.
- Please allow three business days for requests to be processed.

Club Sports Social Media Policies

- Each club team will have a person responsible for social media content. This person will report regularly to the Campus Recreation public relations and marketing specialist.
- Club teams are permitted to have a Facebook, Twitter, Instagram, Google+ and blog site (preferably Wordpress). Campus Recreation PR and Marketing needs to have admin rights and/or usernames and passwords to all sites. This will help to prevent sites from becoming unmanned and outdated. Also, it allows Campus Recreation to remove content when necessary.
- Identify yourself when talking about Campus Recreation and/or a club team online. Let others know that your opinions are not of the University, Campus Recreation or your team when posting on a private account. Only a few employees are official Campus Recreation spokespeople.
- Use the *Associated Press Style Guide when writing social media and blog posts. This writing style is concise and direct; many media outlets recognize it as the official style when writing news.
  *Please refer to the attached document.
- You will be personally responsible for content published on Campus Recreation and Club Sports social media sites. Be aware of your opinions in regards to your competitors—be especially conscious not to
endorse any political, religious, or personal agenda statements on your team’s social media sites. As USU students you must follow the standards of conduct set forth by the University.

- All club teams will have an approved logo for the website and social media sites. Also, a Campus Recreation logo and/or mention in the team’s description are necessary.
- Violations of these policies will result in a first-time offence written warning, and a $75 fine for the next minor infraction (Please see: Team Disciplinary Procedures from the Club Sports manual). Site administrators will be able to remove inappropriate content and a warning will be given. Continued offences will result in further fines and revocation of administrator privileges.

Social Media Guidelines

“Retweets, like tweets, should not be written in a way that looks like you’re expressing a personal opinion on the issues of the day. A retweet with no comment of your own can easily be seen as a sign of approval of what you’re relaying. Examples of retweets that can cause problems:

1. RT @jonescampaign: smith’s policies would destroy our schools
2. RT @dailyeuropean: at last, a euro plan that works

These kinds of unadorned retweets must be avoided. However, you can judiciously retweet opinionated material if you make it clear that you are simply making marks to help make the distinction.

Examples:

1. Jones campaign now denouncing Smith on education. RT @jonescampaign: smith’s policies would destroy our schools
2. Big European paper praises euro plan. RT @dailyeuropean: at last, a euro plan that works These cautions apply even if you say on your Twitter profile that retweets do not constitute endorsements. Many people who see your tweets and retweets will never look at your Twitter bio” (Associated Press, 2013).

- Respect your audience. Don’t post too much. Keep your content engaging and exciting. A tweet about the weather isn’t very engaging, unless it is correlated with your team.
- Respect copyright—if it isn’t yours, don’t use it!
- Always engage with your fans and refrain from adding fans to your personal pages. Encourage them to follow the team and not you. By doing so, you will be better able to maintain privacy and preserve your right to personal expression on social media sites.

VI. RISK MANAGEMENT

General
To provide a safe and positive recreational experience for all participants it is necessary to prevent accidents and injuries before they happen. It is strongly recommended that every Club Sport develop, implement and practice the following safety policies:

- Club Sport officers, club members, volunteer coaches and instructors should emphasize safety during all club related activities.
• Develop and practice safety guidelines relevant to the sport.
• Have at least two members certified on First Aid/CPR. Also, have a first aid kit at practices and games.
• Become familiar with accident and liability insurance through your national association or governing body. Encourage members to participate in these programs. In most cases you are required by your association to become a member of the National Governing Body to ensure the participant has accident and liability insurance.
• Inspect fields and facilities prior to every practice session, game/match or special event. Unsafe conditions are to be reported to the Campus Recreation personnel on duty immediately. Do not use the facilities if they are unsafe.
• Club or Safety officers are responsible to submit Injury Report forms for injuries, which occur to club members during on-campus or off-campus practice or competition. These reports must be submitted to the Campus Recreation Office within 24 hours or the next working day after each occurrence.
• All members of club sport teams are strongly encouraged to have a physical exam prior to participating.
• Spot checks may be conducted during practices or games to ensure that all paperwork is completed on all participants. Clubs that consistently don’t abide with these policies will lose funding or facility scheduling privileges.
• When appropriate, spectator warnings should be issued before games are played.
• Develop and practice safety guidelines relevant to your sport.

Hosting an Event
When hosting an event such as a tournament or clinic, please adhere to the following criteria:
• Clear all events with the Club Sport Coordinator.
• Contact the Campus Recreation event scheduler about facility/field availability. Events should be scheduled by the Thursday 1 week before your event (i.e. Your club has a game Friday April 2\textsuperscript{nd}, it must be scheduled at the latest by Thursday, March 25\textsuperscript{th}).
• Spectators are not allowed on the Aggie Legacy “Turf” Fields during club events.
• If you feel it is necessary, you may have visiting team sign a contract indicating that if they, for some reason, are unable to show up on the day of the event, that they are responsible for a “no-show fee”. This would help cover costs of officials and field marking, etc. (Please clear any contract with the Club Sports Director.)
• Registration fee for hosting events should be handled through the Campus Recreation Office. Any mailings may be sent through the office as well. All registration fees collected will be deposited directly into your individual club account.
• Club advisor, coaches, and/or coordinator must be present at all times.

Youth Camps and Clinics-
1) In order to run a youth camp or clinic, the club coordinator must be notified a minimum of 1 month prior to event.
2) All participants under the age of 18 must have a parent or legal guardian sign an informed consent and participation waiver.
3) Also, each participating adult acting as a volunteer coach or an adult assisting in any capacity with the camp/clinic must read and sign a Working with Minors agreement.

Athletic Training Services
Athletic training services are available for all club sports through the Department of Campus Recreation. The athletic training office is located in the HPER room 105. Services provided include injury prevention, examination, rehabilitation, management and referrals. If you become injured or need medical attention for an existing injury you must make an appointment with the trainer. This will ensure that all club sport athletes receive all the attention they deserve.

The athletic trainer is available for practice and game coverage as well as some travel time permitting. Schedules and plans need to be available in order for the trainer to attend such functions. As there is only one
athletic trainer for the entire Campus Recreation department, coverage of home event collision sports or “RED”
sports is first priority. On average club sport participants number over 400 per year.
On the occasion when your club travels, there will be athletic training kits available for check out. We ask that
you respect and care for these materials. We understand that certain materials will be used and will not be
replaced but any unused supplies must be returned with the kits.

In an event of an emergency, each athlete is responsible for their own insurance and billing payments. Utah
State University is not responsible for medical charges that may be incurred in a medical emergency.

Rules for the Campus Recreation Athletic Training Room
• The athletic training room will be open during set hours in the late afternoon. If you are unable
to attend appointments during these hours, please speak to the trainer for other arrangements.
• No loitering. The athletic training room is not a hangout.
• The training room is not a place to store your personal belongings.
• If you become injured or need treatments on an existing injury, please make an appointment with
the trainer. This will ensure that all athletes receive the attention they deserve.
• Do not treat yourself. Ask for assistance from the trainer before using any rehabilitation
equipment or supplies.
• The computer in the athletic training room is not a public computer.
• Please be courteous and respectful to all those utilizing the training room. No horseplay or
profanity please.
• Your treatment is your responsibility. Please make sure to be on time for treatments. If you are
unable to attend your assigned appointment, call to make other arrangements.

Requirements for Athletic Trainer Travel
The trainer is available to travel with the clubs provided their schedule permits and it will not have a negative
impact on scheduled home events. Clubs are responsible for all financial aspects of an AT travel including
transportation, lodging, and meals. There should be NO out of pocket expenses for the trainer at all.

Bleeding Policy
If a player is bleeding, has an open wound, or has an excessive amount of blood on his/her uniform or clothing,
he/she shall be removed from the game to receive medical attention. In order for the participant to return to the
game, he/she must have the bleeding stopped, the wound covered, and/or clothing changed. This is for the
safety of the participant as well as for the safety of others.

Because all human blood and other potentially infectious materials are considered to be infectious for Human
Immunodeficiency Virus (HIV) and Hepatitis B Virus (HBV) it will be treated as if infectious. Therefore, this
policy must be enforced for the safety and welfare of all club sport participants, coaches, officials, and advisors.

IN THE EVENT OF AN INJURY THAT RESULTS IN AN EXTREME AMOUNT OF BLOOD LOSS, THE
CAMPUS RECREATION OFFICE NEEDS TO BE CONTACTED (797-1505 or 797-7218). IF INCIDENT
DOESN’T HAPPEN DURING REGULAR BUSINESS HOURS, CONTACT UNIVERSITY POLICE AT
797-1939. THEY CAN HANDLE THE CLEAN-UP.

Concussions
A concussion is a brain injury that may be caused by a blow to the head, face, neck or elsewhere on the body
with an “impulsive” force transmitted to the head. Concussions can occur without loss of consciousness or
other obvious signs. A repeat concussion that occurs before the brain recovers from the previous one (hours,
days or weeks) can slow recovery or increase the likelihood of having long-term problems. In rare cases, repeat concussions can result in brain swelling, permanent brain damage, or even death.

RECOGNIZE AND REFER: To help recognize a concussion, watch for the following two events among your student-athletes during both games and practices:

1. A forceful blow to the head or body that results in rapid movement of the head.
   - AND -
2. Any change in the student-athlete’s behavior, thinking, or physical functioning (see signs and symptoms).

**SIGNS AND SYMPTOMS**

<table>
<thead>
<tr>
<th>Signs observed by coaching staff or team members</th>
<th>Symptoms Reported by Student-Athlete</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Appears dazed or stunned.</td>
<td>*Headache or “pressure” in head.</td>
</tr>
<tr>
<td>*Is confused about assignment or position</td>
<td>*Nausea or vomiting</td>
</tr>
<tr>
<td>*Forgets plays</td>
<td>*Balance problems or dizziness</td>
</tr>
<tr>
<td>*Is unsure of game, score, or opponent</td>
<td>*Double or blurry vision</td>
</tr>
<tr>
<td>*Moves clumsily</td>
<td>*Sensitivity to light</td>
</tr>
<tr>
<td>*Answers questions slowly</td>
<td>*Sensitivity to noise</td>
</tr>
<tr>
<td>*Loses consciousness (even briefly)</td>
<td>*Feeling sluggish, hazy, foggy or groggy.</td>
</tr>
<tr>
<td>*Shows behavior or personality changes</td>
<td>*Concentration or memory problems</td>
</tr>
<tr>
<td>*Can’t recall events before hit or fall</td>
<td>*Confusion</td>
</tr>
<tr>
<td>*Can’t recall events after hit or fall</td>
<td>*Does not “feel right”</td>
</tr>
</tbody>
</table>

An athlete who exhibits signs, symptoms, or behaviors consistent with a concussion, either at rest or during exertion, should be **removed immediately from practice or competition and should not return to play until cleared** by an appropriate health care professional.

**Natural Hazards**

Utah State Facilities personnel have the responsibility of maintaining the play fields and the indoor facilities. However, some of the responsibility of providing a safe environment falls on the Campus Recreation program that is utilizing that particular space. It is important that a pre-activity check be completed before sport club events begin.

Campus Recreation staff members are available to provide brooms and any other equipment which may be needed for the upkeep of gymnasiums and other play areas. Coaches and club officers have the responsibility to make every effort to provide a safe environment. This can be accomplished in part by observing the condition of all courts, gyms and fields.

**Bad Weather Conditions**

Weather can affect the safety of sport club participants. Weather conditions vary greatly in different parts of the United States. Club Sport coaches/supervisors should know what conditions to look for wherever they are participating in a club event.

**Lightening**

Lightening kills more people in this country than tornadoes, floods or hurricanes. Once club participants become aware of a storm or other bad weather, they should be on alert for thunder and lightning. The following general procedures are recommended:

- When a thunderstorm threatens, stop the activity. If possible, get participants and spectators inside.
- Keep everyone away from structures in open areas, such as picnic shelters.
- Keep away from tall, isolated trees or objects that project above the landscape.
- Keep away from water and grounded objects, such as metal fences, tanks, rails, and pipes.

As a general rule, wait for 15 minutes after the thunder and lightening stop entirely before resuming play.
Heavy Rain and Hail
Heavy rain and hail can be dangerous. All activity should be stopped and participants directed to shelter in the event of heavy rain or hail. Prudence should be used when playing or practicing on extremely wet fields. Playing on natural grass fields in that condition may cause significant damage. Excessive damage caused to natural grass fields in this situation will be the financial responsibility of the club.

VII. TRAVEL PROCEDURES

General
In cooperation with Utah State University’s Risk Management Office, the following travel procedures have been set to provide prudent travel. All University-related travel, whether by faculty, staff or students, must be properly planned and approved in advance, following these procedures. Listed below are the basic guidelines from these policies. A complete copy of these policies is available in the Campus Recreation Office.

Groups leaving the campus should realize that they are official representatives of the University and should act in a manner to uphold the integrity and character of the institution. It is important that the established, prudent travel authorization procedures be followed consistently.

Since sports clubs are recognized groups of the University, they are representing the University from the time of departure until the time of return. It is also important that you:
• Do not pick up hitchhikers while traveling to or from a club function.
• Do not use University vehicles for personal errands.
• Clubs members are not allowed to transport family members in University vehicles.
• Only due paying club members and their volunteer coaches will be authorized to travel on University TA’s.
• Club funds may not be used for any travel expenses of non-team personnel, i.e. spouses/partners, fans, family, friends, press, etc.

Campus Recreation Travel Policy & TA’s
University or rental agency vehicles are Available for all Club Sports travel. Personal vehicles may also be used for trips. Every driver should complete the driving video and personal driving forms every two years.

When a club is preparing to travel they must follow this checklist:

1. Give the Club Sports Coordinator a copy of the clubs schedule (home and away games) as soon as possible.
3. For TA’s or Travel Authorization- TA’s are now done on usu.service.now. If you do not have credentials, please contact the Club Coordinator so that she can help you set it up. All travel coordination is done with Kristin Johnson (kristin.johnson@usu.edu), the club president (or designated travel officer), and Club Coordinator. All TA’s must be done at least two weeks in advance of the trip. Clubs have 1 week to turn in all travel receipts that need to be reimbursed. After 1 week, the TA will be closed and no reimbursements will be made. If you are using a traveling p-card and receipts are not received within 1 week of travel, your club will be fined a minimum of $75.
4. Clubs must include the following information:
   a. Where and when you are traveling
   b. Who will be going include all club members, coaches, and managers, all should include A#’s and emergency contact information.
   c. How you will be getting there (personal vehicles, bus, rental cars, etc.)
   d. Rental Vehicles (we can pay for rental vehicles through the TA)
   e. Do you need excuse letters? If you need excuse letters you must email the Club Coordinator.
5. If there will be personal vehicles driving, all drivers must fill out a personal driving form. This form will ensure proper insurance on the vehicles and give emergency contact for the driver.
6. Upon completion of trip, all receipts must be turned into Alys Staten HPER 126 within 1 week of return. All TA’s will be closed within 1 week of return, after which no reimbursements will be allowed. There are no exceptions to this policy. All Clubs must have TA’s for any away event.

*Not completing TA’s prior to travel is against University Policy and is a minor infraction that will result in a $75 fine. Not completing a TA prior to travel more than once will result in a $300 fine and your club may lose travel privileges.*

**Rental Cars (Kristin Johnson can help you arrange rental vehicles if you ask her.)**

The University has a Corporate Account with Enterprise Rent-a-Car and National Car Rental.

**Benefits Included with Corporate Account:**

- Set Rates at all Enterprise/National locations nationwide
- Full Collision Damage Waiver & $1 million in liability for University approved travel. (Must have a TA for your trip to be approved.)
- Unlimited miles
- No charge for additional drivers
- No young renter fees
- One-way rentals available
- Can be directly billed through the TA# (travel authorization).


**Driver’s Requirements**

Every driver of a vehicle used for university related purposes must meet the following criteria:

1. Possess a valid license to operate the type of vehicle involved. This would apply to Motor Pool, private, and commercial rented vehicles.
2. Must **not** have received a citation within the past 12 months for any of the following:
   a. An automobile accident;
   b. Driving under the influence of alcohol or drugs;
   c. Reckless driving.

**NOTE:** Driving privileges will be reinstated upon verified completion of either (a) the USU S.A.F.E. Plus Driver Safety video, or (b) a state approved defensive driver’s course.

3. Must be experienced and competent in the type of driving required and be in physical condition to be capable of driving safely.
4. Vehicle is duly licensed and registered and driver is authorized to operate vehicle.

**Driver Training Procedure**

2. View the video
3. Take the online test. (Warning-the test is challenging, reference the Utah driver’s handbook when taking the test.)
4. Email the “Certificate of Completion” to the Club Coordinator at alys.staten@usu.edu.
5. If you are a new USU driver you must also complete a “Drivers Authorization” form. ([www.usu.edu/riskmgt/pdf/ADR.pdf](http://www.usu.edu/riskmgt/pdf/ADR.pdf)) Bring this form and a copy of your Certificate of Completion of Driver training to the Campus Recreation Office in HPER 126.
Rules and Regulations for University Travel

1. Posses a valid driver’s license to operate the type of vehicle needed.
2. Must complete the USU Risk Management’s S.A.F.E. Plus Driver Safety video at least once a year.
3. When it is necessary to drive for long periods of time, it is mandatory to follow:
   - No driving between 11:00 p.m. and 5:00 a.m. except where the trip is solely to return to a home base and the return is less than 2-1/2 in duration.
   - Must change drivers every two (2) hours
   - Must stop at an appropriate place (i.e. - rest area, gas station, off an exit)
   - Must STOP to change driver!!!
   - When weather becomes a factor, you must stop and call Scott Wamsley (office- 797-1505 home- 752-2591) to determine further travel plans.
   - If an accident happens or your vehicle breaks down, you will immediately call Scott Wamsley.
   - Must be 21 years of age and successfully complete the Motor pool training on mini-bus driving to operate a 15-passenger mini-bus.
   - Must wear seat beat at all times during travel.

VIII. FINANCES

Campus Recreation is an entity of the Division of Student Services and is funded entirely by student fees. The various Campus Recreation programs are given priority in facility scheduling, administrative support, and are also responsible to comply with all University purchasing procedures.

In compliance with University policies (see USU Executive Memorandum 89-6), the use of off-campus accounts for student/university-funded programs is prohibited. Therefore, no Campus Recreation program may maintain a commercial checking or savings account. All funds must be handled through the Campus Recreation Office. The most important reason for this requirement is to ensure that the Campus Recreation office has a full understanding of each of its programs financial activities. These guidelines also protect officers from being charged and possibly prosecuted for embezzlement under state statutes.

REVENUE

All monies are collected through the Fusion program which is available online for payment of club dues and to pay for some registration fees. Otherwise all fundraising and other sources of income will be deposited into the cash register at the HPER service desk and properly recorded into Fusion. Donations should be turned into the Campus Recreation office to ensure they accounted correctly. Clubs may spend no more than their allotted amount from the Club Sport program and funds generated through dues and fundraisers. Negative balances will not be allowed and will be considered a major infraction.

Club Dues
All club members are required to pay dues. Dues should be paid using the online Fusion portal that can be accessed on the club sport website (clubsports.usu.edu). Login is possible with the student’s USU A# and banner password. Club participants can pay for club dues, purchase tickets for the rodeo and hockey games, and also accept participation waivers. Club presidents must make arrangements with the Club Coordinator for any special exceptions to this rule.

Fundraising
Each club is strongly encouraged to accrue additional funds for their group through fund raising events. Before contacting potential fundraisers, ideas must be cleared with the Club Coordinator and possibly with the USU Development Office.

Donations
All donations for clubs can be done online through the campus recreation website located at: http://www.usu.edu/camprec/htm/clubsports/donations. All donation checks must be mailed into the Campus Recreation office or delivered in person to Campus Recreation accounting located at HPER 126. The proper mailing address that should be used is: USU Campus Recreation- c/o “your club sport” 7005 Old Main Hill Logan, Utah 84322-7005

Student Fee Money

Club Sports is allowed a small amount of Student fee money to be divided amongst the 15 possible clubs. Any money not delegated will remain in the Club Sport General Fund to be used for general club needs and assisting with some out of state travel for post-season play. Clubs will be given student fee money based on a number of factors. Club Sports will be reviewed at the end of each year and the amount in student fee money can change from year to year or stay the same. This will be determined by the Club Sport Director and Coordinator. The following are just a few of the factors that will be taken into account.

1. What percentage of the student fee money you were given makes up your total revenue?
   a. % of SF/(dues+fundraising+donations+SF) (Ideally, we’d like for all clubs to receive SF money equivalent of 20-30% of their total revenue.)
2. What are your participation numbers?
3. What are your operating expenses?
4. Do you have facility rental fees, if so how much of your budget?

Clubs in their inaugural year are on probation for that year and will not receive any student fee money. Also, any club can be put on probation and have to operate without student fee money for 1 year for any of, but not limited to the items listed below:

- Repeated seasons with participation numbers below 10
- Repeated seasons of not competing in 4 or more sanctioned events
- Repeated seasons of having a negative balance
- Repeated seasons for not turning in required paperwork or playing with ineligible players.

EXPENSES

Accessing Funds

In order to obtain funds or to make any purchases from your club account, the club coordinator should be notified via email and approved beforehand. Orders under $5000 in cost may be charged to the Club Sport “P-card” (Purchasing card). Clubs may also check out the P-card to take to the vendor. Clubs who do this will be required to sign a release form which puts them under obligation for all expenses charged during the time he/she has the card. The P-Card has many rules and regulations, always talk with the Club Sports Director or Club Coordinator before making a purchase.

No funds will be released until team rosters and liability release forms are on file in the Campus Recreation Office and teams have a positive account balance.

Equipment/Uniforms

All equipment/uniforms must be approved before purchase. When large purchases need to be made, please speak to the Campus Rec accountant prior to making any purchases. Requisition forms are to be used to advise Purchasing Services of material, service and capital equipment needs. The requisition is not to be used as a purchase order or verbal commitment to vendors. A requisition may be initiated through the Campus Recreation Office using a Purchasing Request Form. A detailed description for the specific type of equipment
that is to be purchased and a list of possible vendors should be submitted at that time. A bid process for equipment/uniform orders over $5000 will take an additional two weeks processing time. When the requisition has been approved, the Purchasing Department will forward the purchase order to the vendor. The vendor will then ship the merchandise to the Campus Recreation Office.

Under no circumstances may a club member sign a contract for goods or services or place an order without the knowledge of the Campus Recreation Office. If any club officer or participant circumvents purchasing policies, he/she will be personally responsible for the full amount of the contract. **ALL PURCHASES MUST HAVE CLUB COORDINATOR OR DIRECTOR’S APPROVAL!!**

**Cash Reimbursements**
Generally, all transactions involving acquisitions of commodities and services must be validated by the issuance of a purchase order by the Purchasing Department or use of the P-card. However, there are exceptions that can be sent directly to the Controller’s Office or the USU Cashiers office for reimbursement. The Campus Recreation Office must approve any expected reimbursement before purchase is finalized.

**DO NOT MAKE PURCHASES WITH PERSONAL FINANCES; THESE RECEIPTS ARE NO LONGER ELIGIBLE FOR REIMBURSEMENT. THE ONLY EXCEPTION TO THIS RULE IS APPROVED TRAVEL REIMBURSEMENT. FOR ALL OTHER PURCHASES THEY MUST BE MADE USING THE P-CARD.**

**Payment for Officials**
Any club who pays their officials must submit a completed Club Sport Official Verification Form to process payment. If advance payment is requested, or on event day, the form should be submitted at least five working days prior to event so check can be processed in sufficient time. Please turn in these forms as soon as possible to avoid referees becoming upset for non-payment. If an official does not submit this form, they will not be paid. It is the club’s responsibility to have their officials fill these out. In the case of officials also being employees of the University, they must be paid using “Ref Pay”. Please talk to the Club Coordinator prior to games being played to set this up.

**VIII. FACILITIES AND EQUIPMENT**

**Scheduling**
Each club is responsible for scheduling all of its practices and games. All requests for on-campus facilities such as fields or gyms must be made with the Campus Recreation Scheduling Coordinator by filling out the facility request form on the campus rec page.

Campus Recreation Policy 460.1 states: “Regularly scheduled activities or classes may only be scheduled by semester. Reservations may be made after the mid-term for each successive semester. All other special requests shall be made no later than the Wednesday of the week prior to the scheduled activity.” All clubs must adhere to this policy. Scheduling priority will be given to those teams that are “in season”. Hours available for practices may be limited due to the high demand on facilities. Practice times on the Aggie Legacy Fields during the week will be scheduled by the Club Coordinator to allow for fair usage.

**Nelson Fieldhouse**
The Fieldhouse is available during the winter months (December-March) to Club Sport teams for practices. Times are scheduled by the Club Coordinator to allow for fair usage. These times are from 9-11pm, Monday through Thursday. At times, it may become necessary to adjust schedules to accommodate special events or activities. Clubs will be assigned nights of the week and may be required to share the space.
Outside Fields
Natural Grass Fields: Clubs should not play on the outdoor fields if the field is too wet. It is the decision of each individual club, whether your practice/tournament will tear up the field. Use good judgment! Your judgment could determine future use of the field for your team and other clubs. There are many conditions that may make the field unplayable: too much rain, problems with irrigation, poor field drainage. Clubs using poor judgment will have disciplinary action taken against them. They will also be responsible to pay for any damage to the field.
Aggie Legacy Fields (Turf): It is highly recommended that all clubs competing during the spring semester, schedule home events during the latter part of spring. Snow accumulated on the turf field will not be removed by any type of scraping or blowing method, as this causes damage to the turf seams. Remember, Cache Valley has unpredictable heavy snowstorms in the spring that will not be cleaned off. If you do choose to schedule early spring events be prepared to a) have a back-up indoor facility scheduled or b) play with the snow on the turf.

Clean-Up
Clubs are responsible for fields/gyms clean up after any practice, match or tournament. Teams that leave fields/gyms or other facilities in disarray will be charged with a minor infraction.

Equipment Inventory
The club vice president and/or coach of each team will maintain an accurate and current equipment/uniform inventory. All clubs must reconcile their inventory with the Campus Recreation Office immediately following their season. It is highly recommended that at the end of spring semester the Campus Recreation Office store all club inventories. The team coach/vice president has ultimate responsibility of all equipment if not being stored by Campus Recreation.

Equipment Issue
The individual team coach/officer is responsible to issue all equipment to club members. He/she will also be responsible to collect all equipment at the end of the season and assure that it is returned to Campus Recreation.

Any club member who does not return club equipment will have a hold placed on all University records until such time that equipment has been returned and accounted for or monetarily reimbursed.

Equipment Storage
All sport club equipment will be stored at the HPER Equipment Room or at the Nelson Fieldhouse Recreation Center. This storage space is available year round. Access to club equipment will only be given to designated individuals from each club. A list of those authorized to pick up equipment should be on file with the Campus Recreation Facility Coordinator.

Misuse of University Equipment and Property
Any misuse of University equipment or damage to University property will be addressed as any other disciplinary procedure.

Field Marking
Campus Recreation has a paint machine, which is available to those clubs needing field markings. One designated club member will do the painting for your team. It needs to be the same person each time because we have had so many problems with misuse. You will need two or three others to help measure and mark. Clubs should schedule use of the machine in advance with the Coordinator.
Lines on the Aggie Legacy Fields will be painted by a professional staff member from the facilities department and should never be done by a club member, coach, or other team affiliate. The Coordinator of Club Sports must approve all painted lines on the turf fields and are only to be done by a paid professional.