

13 Sport Clubs

This section provides general information concerning the Sport Clubs Program at Texas A&M University-Corpus Christi and is not intended as a definitive manual concerning all policies and procedures governing the actions of sport clubs at the university. As such, it does not replace working with Recreational Sports throughout the year. As procedural changes occur at any time, it is important to each club's success that club officers communicate regularly with the Sport Club Director and attend monthly council meetings. Our experience shows that those sport clubs that keep the director informed of events, activities, successes and difficulties are best served by the Sport Club Program. The Sport Club section of this handbook has been prepared to assist you and to serve as a guide in the administration of your club. All must follow the procedure of becoming a recognized student organization before becoming a sport club.

13.1 Introduction

As an integral part of the overall Recreational Sports program, the Texas A&M University-Corpus Christi Sport Club Program is intended to serve individual interests and provide different instructional, recreational, and competitive activities for our campus community. Sport Clubs are designed to accept men and women at any level and provide recreation and/or competition, depending on the desires of the membership. Sport Clubs may vary in focus and programming since the members are active participants in the leadership and decision making process of club activities. Students are responsible for the administration of the club, including fundraising activities, special events, tournaments, competition, transportation, lodging and food, publicity, etc. Many clubs offer their members the opportunity to compete in local, state, regional or national competition.

Clubs provide:

- A place to learn a new skill.
- A place to refresh your skill/ability in a sport or recreational activity.
- A place to meet new friends.
- A place to teach/instruct.

13.2 Resources

13.2.1 *Sport Club Director*

He/She serves as an advisor and resource available to assist sport clubs in conducting their business. Acting as a liaison between the clubs and the university, the Sport Club Director is responsible to the Director of Recreational Sports in administering the program. Located in the Field House, the Sport Clubs Director maintains records of participants, schedules, and results of programs and competitions; administers the sport club's budgets; promotes and advertises the Sport Clubs Program and assists each sport club with the planning and implementation of events, tournaments, and matches.

13.2.2 *Sport Club Supervisor*

Provides support to the clubs with communication and maintains equipment inventory. Additional administrative duties include follow up with accidents and incidents and maintaining monthly statistics. The sport club supervisor is a resource for clubs during practices and competitions. Their responsibilities include monitoring activities and facility conditions to protect the safety of participants and spectators; reporting risk management concerns, accidents and incidents; and representing the department during club activities.

13.2.3 Sport Club Council

The Sport Club Council is comprised of the presidents (or representatives) from each club. The council meets once a month during the fall and spring semesters. Each club is responsible for attending these meetings as clubs are informed of rules, regulations and upcoming events. The council meetings are also used to conduct leadership training workshops specific to sport club needs. These meetings are used to determine eligibility for funding.

13.2.4 Recreational Sports Advisory Board (RSAB)

The Recreational Sports Advisory Board is designed to provide Recreational Sports with input on programs, schedules of events, budgets and facility concerns. The RSAB meets each semester and acts in an advisory role. Budget requests that are submitted by sport clubs will be presented to the RSAB at the beginning of each long semester. The RSAB will make recommendations on the amount of money allocated to each club.

13.3 Sport Club Recognition

Recognizing that sport clubs have unique needs and circumstances, University Center and Student Activities and Recreational Sports have worked together to ensure that all clubs have the proper support necessary to be successful. Sport clubs must follow all recognition procedures as outlined previously in this book and must also submit a calendar of meetings, practices, competitions, fundraisers, clinics, etc. to Recreational Sports as well as follow all other procedures and guidelines set forth by Recreational Sports.

Not all student organizations engaged in a sport activity are or can be members of the Sport Club Program. Inclusion in the program is dependent upon risk management concerns, proven continued interest in the activity and the ability of Recreational Sports to meet club needs through the Sport Club Program. Student organizations should not view membership in the Sport Club Program as an avenue to student fee funding. Funding is not guaranteed and more appropriate avenues for funding may exist elsewhere.

The submission of club information does not necessarily guarantee recognition as an active club. Active status as a club must be maintained with an active participation of at least 10 members or 1½ times the number of players needed for competition for those clubs who are competitive.

13.4 Categories of Sport Clubs

13.4.1 Instructional

Instructional clubs are those who meet to learn the skills that are associated with their sport and practiced throughout the year. Their main purpose or goal is focusing on the skill of the sport and promoting it.

13.4.2 Recreational

Recreational clubs are those who want to meet socially to promote their particular interest or sport. The main purpose for these clubs is to have fun while participating in a recreational activity.

13.4.3 Competitive

Competitive sport clubs meet and practice intensively to prepare for games, tournaments, matches, etc at the local, regional and national level. These clubs usually are affiliated with regional or national organizations and travel for their competitions.

13.5 Membership Categories

13.5.1 Student Members

Only A&M-Corpus Christi undergraduate and graduate students who pay full registration fees are eligible to be a member of a sport club. Student members have full privileges to all aspects of the program and have the right to vote and/or hold office.

13.5.2 Associate Members

All faculty and staff are eligible to be associate members of a sport club. Associate members cannot vote or hold office. All associate members must purchase a Recreational Sports Program Pass. The passes are \$24 per semester for faculty and staff and may be paid for at the Fieldhouse of Glasscock Fitness and Wellness Center.

For risk management reasons, non-university affiliates are not allowed to participate in the Sports Club Program. Therefore, clubs are not allowed to have anyone join or practice with their club who is not a student, faculty or staff member. (The only exception to this will be when a team from another school or organization is invited to campus to compete against a club.) Coaches/instructors are allowed in clubs for purposes of instruction. They are not allowed to use any other facilities.

13.6 Participation Requirements

Prior to participation in sport club practices or competitions, each individual member or potential member must complete a **Student Activity Release Form** along with providing their **Emergency Information**. All sport clubs involved with **watercraft or high-risk** activity such as, Ducks Unlimited and Equestrian must have proof of liability insurance before participating in practices, competitions or events. Classification of a high risk club will be determined by the Sport Club Director.

All club members must have a valid \$andDollar\$ ID in order to gain access to the facilities. ID's of all individual participants will be checked periodically to ensure compliance with the rules set forth in this handbook.

Participation in the Sport Club Program is completely voluntary and individuals are encouraged to have a physical examination and obtain adequate health and accident insurance prior to participation.

13.7 Services for Individuals with Disabilities

As with the Recreational Sports Programs, all clubs should include opportunities for individuals with disabilities to participate in their club. The Sport Club Director will work to meet participants' needs.

14 Sport Club Organization Management

The success and strength of the Sports Club Program is based upon the initiative set forth by the elected student leadership and the total involvement of club members. A club offers students the opportunity to become directly involved with the administration and supervision of their organization. They collectively have the responsibility for writing their constitution and by-laws, setting up organizational meetings, informing new members of the club's direction, establishing club dues, raising funds to support the club's activities and planning and promoting the club's events.

14.1 Officers

In order to increase effectiveness, it is suggested that the club operate with at least four officers: President, Vice-President, Secretary, and Treasurer. The following is a guide to the duties that each officer may encounter.

All elected officers should:

- Ensure the club abides by university policies and procedures.
- Serve as liaisons between the club and university.
- Complete required university forms.
- Prepare and submit budget requests.
- Complete accident reports as needed.
- Collect dues.
- Oversee generation of funds and supervise fundraising events.
- Approve expenditures of funds in accordance with the members' desires.
- Keep updated membership list.
- Submit membership and **Student Activity Release Form** and **Emergency Information** to the Rec. Sports Office.
- Update club constitution for approval by the membership.
- Administer club meetings, activities and record club minutes.
- Plan and publicize club activities.
- Make all travel arrangements for the club.
- Maintain a GPA of 2.5 or greater.

14.2 Presidents

The president should be prepared to devote time and energy toward the development of their organization and fulfill the responsibilities outlined below to achieve club cohesion and direction.

The duties of the president are to:

- Serve as a liaison between the club and Recreational Sports, working directly with the Sport Club Director for the implementation of all club activities.
- Inform club officers and members of all pertinent information included in the *Student Organization Handbook*
- Have each club member complete a **Student Activity Release and Emergency Information** (Appendix) before participating in any sport club activity.
- Know your club's financial situation. Meet financial obligations incurred by the club and ensure that the club budget allocation is spent properly.

- Become familiar with and abide by the equipment checkout system for club use.
- Complete an **Accident Report** (available in Recreational Sports) for any accident or injury that occurs during practice, competition, informal recreation or instruction.
- Complete and submit all required forms pertaining to club activities. These include: **Travel Requests, Facility Reservation Requests and Inventory Sheets** (available on the Recreational Sports webpage)
- Report the result of all club competitions/activities to Recreational Sports by completing a **Program Summary** after each event (Appendix p. 80).
- Complete and submit **Inventory Sheet** and **Annual Report** at the end of the spring semester (Appendix)

14.3 Coaches*

Some clubs operate with student coaches while others are coached by volunteers, alumni or full-time staff members. It is generally considered to be the responsibility of each club to secure the services of their coach. The coach should restrict their skills and knowledge to the area of coaching and representing the club. They should refrain from trying to assist in other areas of club management. **Money allocated from the Recreational Sports budget shall not be used to pay any coaches.** Suggested guidelines for coaches include:

- Develop and improve skills
- Assist club officer in scheduling games
- Coordinate practices and game schedules
- Develop and employ safety procedures
- Attend games and practices
- Promote good sportsmanship on and off the fields.

Coaches are allowed to use only facilities in which the club uses. Use of other facilities on campus is not permitted.

14.4 Instructors*

Clubs may have an instructor to teach the club members. In doing so, it must be clearly understood that this is an informal agreement between the club and the instructor, and that no contractual agreement exists between the instructor and Texas A&M University-Corpus Christi or the Recreational Sports Department. Any club wishing to employ an instructor must have approval from the Sport Club Director before arranging for instruction. Instructional fees should remain equitable for the student participation in comparison to outside community fees. **Money allocated from the Recreational Sports budget shall not be used to pay any instructors.** SCUBA and martial arts clubs must provide written credentials and proof of liability insurance before instructors are allowed to teach. In the best interest of the club, it is recommended that the sports club president not serve as an instructor during the time they hold office.

* All clubs must submit an **Instructor/Coach Information Sheet** form to the Sport Club Director. (Appendix)

PETS are not allowed at sport club practices or competitions or on the multipurpose fields at any time unless an individual with a disability is using an assistive animal.

15 Sport Club Risk Management

15.1 Facilities

Sport club participants are responsible for reporting to the Sport Club Supervisor and the Sport Club Director any possible facility hazard. Such hazards can be poor field conditions, lighting, inclement weather or disorderly conduct of participants, crowds or officials. Supervisors have the authority to stop play or practice to resolve the issues.

15.2 Insurance

Sport club participation at Texas A&M University-Corpus Christi is completely voluntary. As such, each member assumes responsibility for injuries that may occur in a sport or recreational activity. Texas A&M University-Corpus Christi and Recreational Sports do **NOT** provide accident insurance for club members and **CANNOT** be held responsible for injuries incurred through their voluntary participation in sport club activities. Texas A&M University-Corpus Christi strongly recommends that all club members have a personal medical insurance plan in effect during the period of club-related activity.

Students at Texas A&M University-Corpus Christi may purchase health insurance through Associated Insurance Plan. For more information on insurance contact 1-800-452-5772 or visit their web site at

www.associatedinsuranceplans.com/tamus.asp

All club members are required to sign a **Student Activity Release and Emergency Information** form before they can participate in any way with a club. **A new form must be completed each academic year.** Club members under the age of 18 must have a parent or guardian sign the release while those 18 and over may sign the release for themselves. A witness is required in both cases. If a member does have medical insurance, the name of the member's insurance company and policy number must be indicated on the form. **Those clubs involved with watercraft or considered high-risk sports must show proof of liability insurance along with any other forms deemed necessary by the Sport Club Director.**

15.3 Safety

Safety must be and is our number one concern for our participants. Every effort must be made to ensure a safe environment for club participants. It is the responsibility of the club officers and advisors to ensure the following procedures are followed.

Clubs are expected to abide by all national, state, and local health and safety regulations as pertaining to their specific activity as well as normal safety procedures. Regular inspection of all equipment must be conducted according to applicable standards to ensure safe condition and, if applicable, identify possible safety hazards. Proper maintenance of equipment is always a must. Prior to away contests, club presidents should inquire about the first aid/safety procedures provided at the host campus. Address any concerns prior to competition. Some clubs may require members to pass swimming, sailing, SCUBA diving, boating or other tests before allowing members to participate in club activities. Club presidents are responsible for enforcing this requirement. A record of completion must be kept in the permanent club files in Recreational Sports.

Incident and accident report forms should be completed immediately after an incident or accident. These reports should be returned to the Sport Club Director and will be kept in the club's permanent file.

15.4 Watercraft

The following policies must be followed:

- Watercraft drivers must be 18 years old.
- Watercraft drivers must change every 2 hours
- No alcoholic beverages are allowed in the boat at any time. Drivers must refrain from drinking for at least 12 hours before driving the boat.
- Watercraft drivers must demonstrate competence in handling watercraft.
- Watercraft may be on the water a half-hour past dawn until a half-hour before dusk.
- A first aid kit must be kept in the watercraft
- Watercraft used by a sport club must carry liability insurance.

15.5 Equipment

Sport Club participants are responsible for alerting the Sport Club Supervisor and/or Sport Club Director to potentially dangerous equipment. This equipment will be removed, inspected, and repaired or destroyed so that safe play can be established. Clubs are encouraged to inspect equipment each week.

15.6 Injuries

If a member of your club is injured at an on-campus activity, advise them to go to University Health Center unless it is a life-threatening injury. Their injury can be checked by a nurse and possibly referred to the physician on campus. **Any time there is an injury to the head, neck or back, it is advised that the individual be seen by qualified medical personnel. A head, neck or back injury could result in death!**

An **Accident Report** (available on the Recreational Sports webpage) must be completed and returned to Recreational Sports by the club president within 24 hours of the accident. Every injury must be documented.

15.7 First Aid

Sport Clubs are highly recommended to have at least one club member certified in American Red Cross First Aid and CPR. Coaches and instructors are also encouraged to receive this certification. First aid kits are available for checkout in Recreational Sports. Sport club staff can assist in checking out materials.

In the event of an emergency during sport club practices or competitions, the Recreational Sports staff will provide standard American Red Cross First Aid and CPR and follow blood borne pathogen standards. However, in the event that staff is not available, actions should be taken to stabilize the victim and seek out a supervisor. Call 911 in the event of life threatening injuries before seeking out the supervisor.

As part of a comprehensive risk management effort, victims and witnesses of accidents and incidents should assist Recreational Sports staff in obtaining all necessary information for future follow ups. It is also critical to identify those involved as students, faculty/staff or guests.

16 Rights and Privileges of Sport Clubs

Recognized Sport Clubs have rights and privileges associated with their official status. These differ somewhat from a Recognized Student Organization (RSO). The following sections listed pertain to sport clubs.

16.1 Funding

Funds are available for sport clubs to assist in the financing of events or projects. The funding is determined in the fall semester for all eligible sport clubs. Fifteen percent of the total amount of funds provided for distribution will be set aside for allocation during the spring semester to new sport clubs or for new projects. Budget proposals/requests will be presented to the RSAB. Use the **Budget Request** in Appendix.

A club must be recognized and active one long semester before they are allowed to request or receive funds. A club must meet all criteria required for recognition before funding will occur. Attendance at council meetings is required to maintain future spending. Budget requests will be submitted in the fall semester to the Sport Club Director by the stated deadline. Requests will be given to the RSAB and they in turn will make recommendations towards the amount allocated to each club. Money allocated will be for the fall and spring semesters and must be used for the purpose for which it was allocated and in accordance with university and the State of Texas rules. Any money allocated but not used by the deadlines set by the Recreational Sports Office will return to Recreational Sports. Money is only available for the fall and spring semesters. Since allocated funds are distributed among many clubs, each club is strongly advised to hold fundraisers or gain sponsorship. A club that misses more than 2 Sport Club Council Meetings will lose their allocated funds for the remaining of the year.

16.1.1 Purchases

Before buying items with your allocated funds, the treasurer or representative of your club should notify Recreational Sports no matter what the cost of the item or service to be purchased. Your club will not be given money in the form of cash from the university. Your purchase will be in the form of purchase orders. If you fail to do this, it may jeopardize reimbursement to the club.

The normal procedure is for the treasurer or representative of your club to complete an **Order Supply Form**. When completing this form, the club should put down all specifications including the size, color, price, contact person, catalog number, company name, address, phone and fax number to guarantee the correct item is purchased.

If not using a purchase order, **DO NOT PAY CASH!** In order for a club to be reimbursed, an original receipt and a copy of the check used to pay for the item must be submitted to Recreational Sports. The reimbursement check will be made out to the organization, not an individual. This will be true not only for equipment purchases but registration fees, etc. The club is then responsible for reimbursing the individual.

16.2 Registration Fees

You can use your club's allocated funds to pay for tournament entry fees and registration fees at approved events. They cannot be used to pay individual club member's fees at events where the

entire club is not represented. Before a registration fee can be paid, you will have to provide Recreational Sports with an official registration form. For tax purposes, the nine-digit Employer Identification Number of the agency receiving the payment must be included as well.

16.3 Equipment

Authorized club members will have access to club equipment. Club officers will notify sport club staff of the individuals who will be able to access equipment. Valid \$andDollar\$ IDs must be shown in order to receive the equipment from the sport club supervisor.

Practice: If equipment is checked out for practice, it must be returned to the equipment room or storage area at the conclusion of practice.

Weekend: An appointment must be made with the Sport Club Director in order to check out equipment for a weekend. Equipment must be checked out the day before departure. Authorized students must have their current \$andDollar\$ ID. Equipment must be returned the first business day following the club's weekend activity. Contact the Sport Club Director for an appointment to access storage areas.

Program: Arrangements can be made with the Sport Club Director for access to program equipment for special events. Arrangements should be made with the Sport Club Director at least five working days prior to the event. Equipment not returned within 48 hours after an event may result in fines and/or loss of privileges. Program equipment includes cones, bullhorn, stop watches, beverage coolers, etc.

16.4 Inventory

Each club is responsible for returning club inventory at the conclusion of each academic year. It is recommended that equipment be collected at the final game or practice. Clubs or members will be assessed fees for all inventories not returned. Individuals/officers who do not return equipment could have holds put on their records, which could prevent them from registering as a recognized student organization.

17 Sport Club Discipline Policies

17.1 Conduct

Sport Club participants are responsible to the club and to the university for individual conduct. Members are expected to function in a mature and responsible manner both on and off campus in all related activities in accordance with the Student Code of Conduct and their club constitution.

Irresponsible behavior can be reprimanded with individual sanctions, as well as affect the club's privileges and status in the Sport Club Program. For those individuals or clubs who are involved with any type of abusive actions, he/she will be referred to the Recreational Sports Disciplinary Council (RSDC) or Sport Club Council.

17.2 Discipline

Sport Clubs that exhibit a continual pattern of inappropriate or irresponsible behavior may be penalized with the following disciplinary actions:

- Formal verbal or written reprimand.
- Suspension of facility reservations.
- Suspension or loss of equipment use.
- Suspension or loss of traveling privileges.
- Suspension or loss of funding.
- Revocation of registration as a Sport Club.
- Individual sanctions and the possibility of additional penalties assessed by Student Affairs.

17.3 Penalties

Each situation will be handled individually by the Assistant Director responsible for Sport Clubs. Penalties listed below are the minimum consequences.

- Failure to turn in proper paper work (constitution, officer list, participant list, waivers of liability, etc.) at beginning of semester.
Club will not be eligible for funding.
- Failure to turn in receipts for reimbursement within 3 days.
Loss of traveling privileges and/or money that is allocated will be suspended for 1 month period.
- Failure to turn in receipts for cash advancement on next day.
Money that is funded to club will not be available for a 1-month period.
- Failure to clean up (trash, equipment, etc.) facility after use.
Suspension of facility use/reservation for 1 week period.
- Failure to cancel a reservation in facility i.e. "no show".
Suspension of facility use/reservations for 1 month.

17.4 Discipline Procedures (also in Rec Sports Participant Handbook)

- Abusive Language/Unnecessary Roughness by member
1st Offense - Warning (by E-mail or U.S. Mail)
2nd Offense - Suspension from next event/practice/meeting.
3rd Offense - Referred to RSDC.
- Verbal or Physical Threat
1st Offense - Immediate ejection by Supervisor/UPD, referred to RSDC. Suspension will range from a minimum one week up to four months.
2nd Offense - Suspension from one week to one calendar year.
3rd Offense - Permanent suspension.
- Inciting a Fight/Fight
1st Offense - Immediate ejection by Supervisor/UPD, referred to RSDC. Minimum suspension from four months up to one calendar year.
2nd Offense - Permanent Suspension (all facilities and programming).
- Damage to Facility/Equipment
Any person causing damage to the Recreational Sports facilities or equipment will be held financially responsible. Individual/group privileges may be revoked.

- Assumed Name/Fake ID
1st Offense - Immediate ejection from facility and/or game by Supervisor/UPD. Player will be suspended for remainder of club season (semester).
2nd Offense - Suspension from all sport clubs for one calendar year.
If a program pass was purchased under the assumed name, the fee will not be refunded.
- Ineligible player or club member
Referred to the RSDC.

17.5 A few reminders

Recreational Sports strictly prohibits the possession and/or consumption of alcoholic beverages by participants or spectators at sport club competitions, events or at facilities that are sponsored and/or supervised by the department.