



***INTRAMURAL &
RECREATIONAL ACTIVITIES***

Sport Club Officer's Manual

INTRODUCTION

A sport club program is an essential component of any comprehensive recreation department. SIRA's Sport Club Program, through the leadership of responsible and competent student leaders, fills the void between intercollegiate athletics and intramurals by providing the University community with competitive, recreational, and instructional activities; the range of offerings include competitive Sport Clubs to recreational and instructional Sport Clubs. Southwestern recognizes Sport Clubs as student organizations; therefore, students drive their existence. With that in mind, the success of any Sport Club lies in the hands of its student officers. Students form, develop, and govern all Sport Clubs and each club operates within the parameters of SIRA and under the direction of SIRA's Sport Club Director (SCD).

DEFINITION OF A SPORT CLUB

A Sport Club is a student organization recognized by the Student Affairs Council and SIRA. Sport Clubs may orient themselves as competitive, recreational, and/or instructional. Competitive Sport Clubs concentrate on extramural competition. These clubs focus on playing one sport, at a high level, against clubs from campuses around Texas and the United States. Recreational Sport Clubs concentrate on participation and may orient themselves toward socialization around the sport. These clubs focus on having fun while putting aside traditional competitive motives. Instructional Sport Clubs concentrate on learning sport skills in a safe and non-threatening environment. These clubs focus on individual needs, allowing participants to learn and develop skills at their own pace.

BECOMING A SPORT CLUB

Individuals interested in organizing a Sport Club on campus must first meet with the SCD. During this meeting the SCD will discuss the procedure for becoming a recognized Sport Club. Individuals wishing to create a Sport Club must submit the following to the Committee on Student Organizations and SIRA for full consideration:

- A copy of the Sport Club's constitution and by-laws, which should include detailed information on the club's sanctioning organization, when appropriate, and other rules, regulations and requirements that may apply to the club
- A letter detailing reasons the Sport Club wants admittance to the Sport Club Program
- A complete membership roster
- The name of the Sport Club's faculty/staff advisor
- A current list of Sport Club officers
- A copy of the Sport Club's budget for the last year (if applicable)
- A copy of the Sport Club's proposed budget for the following year
- A complete listing of all equipment owned by the Sport Club
- Information on preferred time and duration of season, practices, and facilities

Criteria For Becoming A Recognized Sport Club

After consultation with the SCD and the Committee on Student Organizations, the Dean of Students will decide on whether to give a Sport Club tentative approval. The Student Organizations Committee and the Dean of Students then make a recommendation to the Student Affairs Council, which will give final approval. The Student Affairs Council will use the following criteria in its decision:

- Facility availability to meet the Sport Club's needs
- Required equipment and the impact of the proposed activity on the usage patterns of existing facilities and equipment for intercollegiate athletics, recreational, intramural and/or physical education purposes
- Level of interest or participation in the proposed activity (minimum number needed to field a team or 10 active members required to receive consideration for Sport Club status)

- History of the group
- Adequate competition availability (if applicable) within the surrounding region
- Financial cost to support activity in safe manner

If a Sport Club becomes recognized, it will then enter SIRA's Sport Club Program as a provisional club. Provisional clubs enjoy all the benefits of membership in the Sport Club Program, but they must wait until they demonstrate stability in terms of attracting campus wide participation before becoming a full club. Once a club demonstrates its stability, it will become a full Sport Club, earning the opportunity to receive funding.

SPORT CLUB COUNCIL

Purpose

The SIRA Sport Club Council (Council) shall advise and assist the SCD in administering the SIRA Sport Club Program. The Council shall meet on an as needed basis.

Duties

- To serve as an advisory body to the SCD
- To develop and make recommendations regarding Sport Club Program policy
- To assist and make recommendations to the SCD in the annual budget allocation process
- To assist and make recommendations to the SCD in scheduling Sport Club facility usage
- To hear appeals on decisions made by the SCD

Membership

- The SCD and one member from each active Sport Club will serve on the Council
- Each Sport Club will elect an individual who will serve on the Council by September 15 of the year of the appointment
- Appointments continue for a full school year, unless a Sport Club elects a new Council representative
- The SCD or his/her delegate will serve as chairperson for Council meetings
- When hearing appeals, the Council will select a chairperson on a rotating basis from among the student representatives
- A majority of the Council constitutes a quorum and a majority of the quorum rules
- The SCD is a non-voting member of the Council

MEMBERSHIP

Eligibility

All officially enrolled students of Southwestern University are eligible to participate in a Sport Club. Members of the faculty or staff may apply for *affiliate* Sport Club membership in some clubs. The purpose and goals of the Sport Club will determine the availability of such membership. Faculty or staff Sport Club affiliate members may neither hold an office within the club nor may they vote on club matters.

Regulations

- No restrictions may exist as to the maximum number of members allowed to join a Sport Club. However, SIRA recognizes that only a certain number of individuals can compete. Each Sport Club should establish an equitable and fair method to decide the extent of participation (playing time) per member.
- Each member of a Sport Club must complete an Acknowledgment of Participation and Release form. Within a week of participation participants will also need to file a medical history form, an emergency information form, and an athletic training Services form. SIRA must have these forms on file before a Sport Club member participates in any club

activities.

- Only student members can hold offices in the Sport Club and vote on club matters.
- Intercollegiate athletes may participate in a Sport Club. However, the Sport Club in which they choose to participate may not closely relate to their varsity participation.
- Spouses of students or faculty/staff members are not eligible for Sport Club membership.

SPORT CLUB OFFICERS

Each Sport Club shall elect a minimum of three officers. These officer positions should follow the Sport Club's constitution, but should generally include a president, a vice-president, and a treasurer. Only a full-time Southwestern University student may become a Sport Club officer. SIRA requires that each Sport Club have either an advisor and/or a paid coach who works for Southwestern University. In addition, each Sport Club may also have a volunteer coach who has experience in the club's chosen sport. The following section defines the roles and functions of these key persons.

Faculty/Staff Advisor

A faculty/staff advisor should provide guidance and leadership. The advisor shall give direction to the Sport Club in the areas of project planning, budget preparation, club meetings, and financial expenditures. The advisor shall ensure that the Sport Club abides by the University's policies and procedures and act as a liaison between the club and the University. The SCD can serve as a Sport Club's advisor. However, as multiple Sport Clubs exist, SIRA recommends that clubs select advisors other than the SCD to ensure each club receives adequate attention.

Coach

Both paid and volunteer coaches exist within the Sport Club Program. Since SIRA has limited ability to fund coaching positions, any Sport Club wishing to add a paid coach should make a formal written request to the SCD. The SCD will discuss the matter with Sport Club officers and decide upon the proper course of action. Even instances in which the SCD fully supports the addition of a paid coach, a Sport Club may have to wait until the next academic year to receive consideration for such a request.

Volunteer coaches should be Southwestern faculty or staff members whenever possible. Individuals applying to coach must submit a Sport Club Coaching Application to the SCD. This application states his/her qualifications, certifications, past experiences, and goals. The SCD and the SIRA director must approve the volunteer coach, and once approved the individual must register with the University. *Note: Sport Clubs may not divert University funds budgeted specifically for club activities to pay coaches.*

Coach's Roles and Responsibilities

- A coach should restrict his/her contributions to coaching and should refrain from activities involving Sport Club management. Because Sport Clubs exist as student organizations, all direction and leadership should come from the student officers.
- A coach must reapply each year by September 1 for the year's coaching duties.
- SIRA recommends that all coaches have personal medical and liability insurance.
- All SIRA Sport Club coaches will:
 - Attend mandatory Officer Training at the beginning of each academic year.
 - Promote and show good sportsmanship toward team members, officials, opposing team members, opposing coaches, the media, and the general public.
 - Refrain from abusive, profane, or insulting language, or any type of assault toward team members, officials, opposing team members, opposing coaches, the media, or the general public before, during, or after competition.

- Not allow any Sport Club member to make uncomplimentary remarks to any official, player, member of the general public or media before, during, or after a contest.
- Work with the Sport Club's participants in the University's best interests.
- Not use tobacco products and/or alcohol on the field/court of athletic play.
- SIRA considers the failure to abide by the above requirements as inappropriate behavior and will employ disciplinary action to address any infractions to these policies.

Officer Responsibilities

Sport Club officers' responsibilities include, but are not limited to:

- Attending mandatory Officer Training at the beginning of each academic year
- Following the policies, procedures, and regulations as stated in this manual and the University's Student Handbook
- Holding election of officers, at minimum, once a year, and no later than May 15 of the year prior to the appointment
- Keeping the SCD informed of all Sport Club activities by meeting with him/her at least once a week, or times set with the SCD.
- Attending all general meetings called by the SCD
- Reporting all injuries by completing an Accident Report within 24 hours of each occurrence to the SCD
- Holding regular Sport Club meetings with agendas and minutes
- Ensuring the following are submitted to the SCD for members participating in Sport Club activities: an Acknowledgement of Participation Statement and Release form, an Athletic Training Services form, a Medical History form, an Emergency Information form, a photocopy of a current driver's license (if driving for club related activities), and a photocopy of a personal medical insurance card participating in club activities
- Submitting a current membership roster whenever Sport Club membership changes
- Submitting a copy of the Sport Club's constitution and any amendments that have occurred
- Submitting budget requests, facility requests, and proposed activity schedule (i.e. games and practices etc.) to the SCD
- Filing a Travel Checklist form with the SCD the Monday prior or three working days prior to leaving campus, whichever is earlier
- Setting and collecting dues
- Depositing funds through the SCD
- Submitting a semester report of all activities conducted to the SCD

Risk Management Duties of Each Sport Club

Adhering to the following policies and procedures will minimize the risk of injury to participants and will ensure that those who are injured receive proper care and treatment:

- Paid coaches and at least two members of each Sport Club must register as "Safety Officers" by having current certifications on file with SIRA. Safety Officers must possess certification in Adult CPR and Standard First Aid. *Note: SIRA offers free training for both CPR/AED and first aid during the fall semester for Sport Clubs.*
- One Safety Officer must attend all Sport Club events. If a Sport Club has a paid coach, coaches must ensure that a Safety Officer attends all events that he/she cannot attend. If no paid coach exists, the Safety Officers must ensure that at least one of them attends all Sport Club events.
- Safety Officers must thoroughly know the Sport Club Program's emergency procedures. SIRA encloses the emergency procedures in all issued Sport Club first aid kits.
- Safety Officers must document all injuries that occur at Sport Club practices, games, and other events with an accident report. Safety Officers must turn in these reports within 24 hours of the

injury. For severe injuries, the SCD should be contacted immediately. *Note: The University's secondary insurance policy requires an accident report before the University will provide any benefits.*

- Safety Officers must inspect fields and other facilities prior to every practice session, game, or special event. Report unsafe conditions to the SCD immediately. Do not use the facilities if they appear unsafe.
- Safety Officers must immediately cancel or suspend any outdoor activity when they see lightening or hear thunder. Participants and spectators should seek shelter (away from metal objects, trees, and any water sources) until the storm passes.
- Safety Officers must have a copy of each Sport Club member's Medical History form and Emergency Information form at each practice, game, or other event in case of injury. These forms provide vital information to medical personnel in the event of serious injury.
- Safety Officers must have a properly equipped first aid kit on hand at all games, practices, and special events. Although SIRA issues these kits, Safety Officers must get the kits restocked after each use. *Note: To get a kit re-stocked, Safety Officers should bring the kit to the SIRA Office with a completed accident report. The SCD will re-stock the kit for the Sport Club before the next club activity. All kits should contain the following supplies:*

Item	Quantity
Antiseptic Wipes	10
1x3 Band-aids	5
Large Band-aids	5
Cold Packs	2
CPR Micro shield	1
4x4 Sterile Gauze	4
Roller Gauze Bandages	2
Scissors	1
Tweezers	1
Latex Gloves (M)	2 pairs
Latex Gloves (L)	2 pairs
Triangular Bandage	2
Pen	1
Accident Report	2
Antibiotic Ointment	5
Haz Mat Bag	1

- SIRA recommends that Safety Officers allow injured participants to provide care for themselves, thereby reducing potential exposure to disease. This recommendation includes allowing an injured participant to clean and bandage small cuts and abrasions with materials from the kit. For more serious injuries, Safety Officers should refer to their CPR and First Aid training, as well as the emergency procedures enclosed in the Sport Club's first aid kit.

SCHEDULES

The responsibility for scheduling the season's activities rests with the individual Sport Club. All Sport Clubs must submit a tentative schedule for approval by the SCD prior to the club's commitment for a contest. Whenever possible, Sport Clubs should balance home and away contests. SIRA strongly discourages the scheduling of activities during exam weeks and the preceding week. Sport Clubs should never schedule home activities without a written facility reservation confirmation. Each Sport Club must request practice facilities and practice times prior

to the start of its season. The Sport Club should turn in a facility request form and have it approved by the SCD before the club begins practice. Officers must notify the SCD in the event of time change or cancellation of any scheduled game or practice.

SPORT CLUB FINANCES

Funding

Clubs must use SIRA allocated funds for the benefit of the entire group. According to University rules and regulations, funds for Sport Club activities will normally come from membership dues and budget allocations from SIRA.

Budgets

Sport Clubs must submit proposed budgets for the subsequent year to the SCD by April 1st. Approximately one week prior to April 1st, the SCD will conduct a mandatory budget meeting where Sport Club members will discuss all information necessary to complete the budget process. SIRA also requires Sport Clubs to complete a semester report before this meeting that details the club's participation. After follow up allocation meetings occur, the Sport Club Council will make a recommendation to the SCD on how to allocate funds based on participation, need, communication, and adherence to policies and procedures. The SCD will approve and/or revise budgets and then notify officers, in writing before the end of the semester.

Allocated Funds

SIRA, through the SCD, will administer all University allocated funds for the Sport Club Program. Each Sport Club will have its own account ledger to monitor allocated funds. The ledger will remain in the SCD's office and Sport Club officers/advisors may examine the ledger at any time. Only the SCD can sign and release University allocated funds.

Appropriate Expenditures

- Equipment and its maintenance
- Uniforms, which remain SU property
- Conference/Association/League dues
- Officiating fees and costs
- Game/Practice related expenses
- Expenditures for lodging and travel

Please direct questions regarding the appropriateness of expenditures not covered above to the SCD.

Inappropriate Expenditures

- Banquets or parties
- Flowers or decorations
- Salaries of coaches or managers
- Any item that will become the permanent possession of a participant (e.g. warm-up)
- Meals and mileage for coaches and advisors
- Gifts and awards
- Cost of an individual membership to a league or association
- Newspaper advertisements
- Expenditures for food

Purchasing Procedures

If a Sport Club desires to purchase equipment with funds from a university account, officers must first meet with the SCD for approval. Any equipment purchased with university funds will remain the property of the University. Sport Clubs may not sell University property.

TRAVEL

Responsibilities Prior to Departure

- The SCD must approve all Sport Club travel plans regardless of whether the club intends to use University funds.
- Sport Clubs must submit a Travel Checklist form to the SCD at least 5 business days prior to departure. Individuals listed on this form must be members of the Sport Club, in good standing, with all necessary forms on file with SIRA.
- The owner of each private vehicle used on a trip must have his/her liability insurance and driver's license on file with SIRA.
- SIRA views the failure to meet the above responsibilities as a major offense that could jeopardize the status of the Sport Club.

Items to Take on All Sport Club trips

- A cellular phone. Have the cell phone number of trip leaders on the Travel Checklist filed with the SCD.
- A first aid kit. SIRA issues a first aid kit for use at practices, games, and special events.
- Paperwork relevant to dealing with potential injury of a Sport Club member that includes photocopies of the following:
 - Each member's medical insurance card
 - Each member's Medical History form
 - Each member's Emergency Information form
- A copy of this manual, Sport Club Officer's Manual. This manual has emergency phone numbers and other important information.
- If driving a rented vehicle, officers must bring a liability insurance card for Southwestern's insurance policy. The SCD will provide this card upon request to those using a rented vehicle.

General regulations

- Officers/coaches must report any accident or unusual happening on a Sport Club related trip to the SCD immediately upon return to campus. In the event of a serious injury or situation requiring assistance from the University while on a sponsored trip, officers/coaches should immediately attempt to contact the SCD and then continue down the following list (2-3) until reaching someone:

1. Derek Timourian Director of SIRA (W) 512-863-1606 (C) 512-818-9993 (H) 512-388-3073	2. Anna Castillo Associate Director of SIRA (W) 512-863-1783 (C) 512-876-4270
3. Southwestern Campus Operator (512) 863-6511- ask to page Police Chief Deborah Brown	

- All drivers of 15 passenger vans must complete a van driver course offered free of charge through the University and submit to a driver record investigation through the University's police department.
- Anyone affiliated with SU, including students, can drive Enterprise vehicles if they are 21 years old and have a valid TX driver's license. These individuals can also accept delivery for the vehicles but must meet same criteria as they are considered drivers if they accept delivery.
- All Sport Club members must abide by the personal conduct policies as outlined in the Student Handbook. Any violation of these policies by members of the Sport Club may result in termination of the club and/or individual consequences.
- Passengers must always wear seat belts while vehicle is moving.
- Drivers should never pick up any additional passengers.
- SIRA strictly prohibits the transportation and/or consumption of drugs or alcoholic beverages on university sponsored Sport Club trips. Failure to abide by this policy will jeopardize the Sport Club's affiliation with SIRA and the University.

SERVICES AVAILABLE TO SPORT CLUBS THROUGH SIRA

SIRA offers a wide variety of services to the Sport Clubs. The SCD is the contact person for all these services.

Consultation/Assistance

Sport Club officers can meet with the SCD whenever his/her schedule permits. However, for greatest continuity and ongoing assistance, SIRA requires that each Sport Club president (or other primary officer) establish a weekly meeting time with the SCD. The SCD's role is to make the Sport Club officers' jobs easier by providing advice and aid whenever possible. The Sport Club officers can help themselves and the club by knowing and following SIRA Sport Club policies and procedures. A key to the effective consultation and assistance between an officer and the SCD is when in doubt, ask.

Mail/Telephone Procedures

The SCD must approve all official Sport Club correspondence and clubs must include a copy to be filed with SIRA. Sport Clubs should use the following address for all correspondence:

Southwestern Intramural & Recreational Activities
 Southwestern University
 1001 E. University Ave.
 Campus Box 7423
 Georgetown, Texas 78626

Sport Club officers can make long distance phone calls concerning a club's official business (competition, equipment order, etc.,) in the SIRA office.

Photocopies

Sport Club officers may make a limited number of photocopies of official club documents in the SIRA office. A general account covers the cost of these copies, so no charges incur against the funds specifically allocated to each Sport Club.

Publicity of Sport Club Events

The SCD assists Sport Clubs with many forms of publicity including communication with the Megaphone, In Focus and other promotional mediums. All Sport Club promotional materials require the approval of the SCD prior to printing, duplication, and/or distribution.

SIRA does not sponsor social events; therefore, Sport Clubs must not advertise them as part of the club's official activities.

DISCIPLINE PROCESS

As members of the Southwestern community, Sport Club members have an obligation to conduct themselves and their organization in a manner compatible with the University's philosophy and function as an educational institution. SIRA and the University expect Sport Club members to behave as mature and responsible individuals while participating in club activities on and off campus. Any violation of university policies, campus regulations, or established Sport Club policy, procedures, and/or standards of conduct may result in SIRA revoking a Sport Club's status or other disciplinary action taken against the club and/or disciplinary action taken against individuals, as detailed in Southwestern's Student Handbook. The following describes the corrective discipline process that SIRA developed to assist Sport Club leaders in correcting the mistakes that cause problems for the club and Southwestern University.

Minor Offense

Minor offenses impede the effective running of a Sport Club or the Sport Club Program. An example of such an offense would include: No representation at Sport Club meetings, failure to submit appropriate forms on time, etc.

Action Taken for Minor Offenses

If a Sport Club is not presently on probation, the SCD will place the club on probation for a designated period or until the club corrects the situation. The SCD will notify the appropriate Sport Club representative by mail. The letter will include:

- The reason for and length of probation
- Possible actions that the SCD will take if additional infractions occur
- The Sport Club's right to appeal

Major Offense

Major offenses are those outside Southwestern's acceptable standards of conduct as specified by the Student Handbook or are contrary to policies and procedures established by this document. Examples include:

- Unsportsmanlike conduct toward officials or opponents
- Disruptive behavior on trips
- Consuming alcohol immediately before, during, or immediately after a Sport Club activity
- Use of tobacco products while on the field/court
- Misuse of Sport Club funds
- Allowing ineligible individuals to participate in Sport Club activities
- Repeated minor offenses

Action Taken for Major Offenses

The SCD will immediately meet with Sport Club officers to investigate the alleged offense and solicit input from appropriate University administrators including the Director of SIRA. If the SCD believes that an organization violated a university policy, then the SCD will immediately advise the Dean of Students of the situation. The Dean of Students will follow the rules for Student Organizations published in the Student Handbook. The SCD will decide on appropriate sanctions for offenses that do not warrant action by the Dean of Students. The SCD will notify the Sport Club via campus mail and/or email of any implemented sanctions and remind the club of its right to appeal the decision. Disciplinary actions for major offenses may include one or more of the following:

- Probation/Extended probation

- Freezing of current funds
- Loss of future funding
- Loss of privilege to reserve facilities
- Recommendation to/by the Dean of Students and the University Committee on Discipline that the Sport Club's status be revoked
- Any other appropriate discipline measure

Appeal Process

An appeal process exists to ensure fair and equitable disciplinary actions. Sport Clubs may appeal any SCD decision by submitting a written appeal to the Dean of Students within 24 hours after the decision. Sport Clubs should beware, however, that stiffer action could result if the Dean of Students feels the SCD's decision was insufficient. Sport Clubs cannot appeal the decision of the Dean of Students.

Risk Management Policies /Hazing

Effective September 1, 2007, the Texas State Legislature has enacted a bill (House Bill 2639) relating to risk management programs for members and advisors of student organizations (Sport Clubs) at public and private postsecondary educational institutions. The bill states "At least once during each academic year, a postsecondary educational institution shall provide a risk management program for members of student organizations registered at the institution."

HB 2639 lists seven (7) specific areas of risk management that are to be addressed with student organization representatives and organization advisors. Outlined below are those specific areas required for review along with Southwestern University's official position regarding each risk management concern.

The information provided below will be shared with representatives of all student organizations at the mandatory New Officer Workshop held in the fall. In addition to student review it is required that each organization advisor review the information included here. Once the document has been reviewed by the organization advisor(s) it should be signed and returned to the Office of Student Activities. The information presented below is excerpted from the Southwestern University Student Handbook.

(1) possession and use of alcoholic beverages and illegal drugs, including penalties that may be imposed for possession or use;

"The University forbids on-campus use or possession of drugs and drug paraphernalia prohibited by federal or Texas narcotics laws,".

"The University expects that each individual and group within the Southwestern University community will comply with all applicable laws and regulations pertaining to the possession, use, and distribution of alcoholic beverages,".

"The University complies with and upholds all federal, state, and local laws and regulations that regulate or prohibit the possession, use, and/or distribution of alcoholic beverages,".

A guide of possible sanctions regarding alcohol offenses may also be found in the Student Handbook.

(2) hazing;

"The University does not permit hazing, which is defined as any behavior which can do mental or bodily harm to any person, or which is offensive to the dignity of an individual,".

To supplement the student handbook each team member will need to complete a hazing orientation and have the appropriate paperwork completed and on file. All participants, in all sport clubs, will need to complete the orientation and paperwork in the first month of their involvement with the sport club. Participants in competitive teams will need to complete the orientation and paperwork before they will be allowed to compete with the team. Contact the SCD to determine when the team or individuals will complete the hazing orientation and the required paperwork. Hazing orientation will need to be completed and paperwork on file every school year that a participant is involved in a Sport Club team.

(3) sexual abuse and harassment;

“Sexual harassment in any manner or form, including sexual harassment based on sexual orientation, is expressly prohibited. the term “sexual harassment” means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature,”.

(4) fire and other safety issues, including the possession and use of a firearm or other weapon or of an explosive device;

“The possession of firearms, other weapons, or fireworks on campus is prohibited. Texas Law (Penal Code – 46.03) prohibits the possession and carrying of weapons onto an educational institution (public or private) by those other than people with proper authorization,”.

(5) travel to a destination outside the area in which the institution is located;

(6) behavior at parties and other events held by a student organization; and

“Southwestern University students are expected to adhere to levels of mature conduct away from campus. As students, they lose neither the rights nor responsibilities of citizenship. They will be responsible to civil authorities for any violations of civil/criminal law,”.

(7) adoption by a student organization of a risk management policy.

Clubs and the SCD will develop and implement an ongoing risk management policy for each Sport Club.