



Club Sports Manual

Introduction

This manual outlines Angelo State University and the Department of University Recreation policies and procedures to ensure that all clubs are treated equitably. It is designed to serve as a supplement to any policies of the Department of Student Life or Angelo State University. Student leaders need to be familiar with all policies that apply.

The policies and procedures of Angelo State University and UREC supersede all club policies, procedures, constitutions, by-laws, etc. Failure to adhere to these policies and procedures may result in forfeiture of recognition as a club sport and support from UREC.

Club Sports are student organizations, which have been recognized by the university qualifying them for use of facilities and funding. Admission is voluntary and open to all eligible students. While UREC assists clubs to secure needed funds, facilities, and equipment. The emphasis is on student leadership and involvement, so the success of each club depends on the efforts of its student leaders and members.

Angelo State University and UREC are not responsible for any injury or property loss incurred by a participant, coach, or instructor. All participants of club sports need to be aware of the risks involved with their sport and that they are voluntarily participating in this activity. In addition, all club sports participants are required to complete and turn in an Assumption of Risk Form.

Angelo State University does not tolerate sex discrimination, which includes, but is not limited to sexual violence, sexual harassment, sexual assault, stalking, dating/domestic violence, retaliation, and other related forms of sex discrimination. For more information on how to report or to learn more about our policy and process, please visit

<https://www.angelo.edu/current-students/title-ix/>

Angelo State University University Recreation

[University Recreation \(UREC\)](#)

Club Sports Staff

Title	Name	Phone	Email
Assistant Director of Intramurals, Clubs Sports, and Camps	Matt Kirkham	325-486-6906	Matt.Kirkham@angelo.edu
Graduate Assistant for Intramurals, Club Sports and Camps	Malik Jones	325-486-6914	mjones71@angelo.edu

Departmental Contacts

Title	Name	Phone	Email
Director of University Recreation	Dan Robertson	325-942-2034	Dan.Robertson@angelo.edu
Associate Director of University Recreation	Aaron Kentner	325-942-2034	Aaron.Kentner@angelo.edu

STUDENTS

Within the Club Sport component, members have an unlimited number of opportunities to become directly involved in the administration and supervision of their activity. They collectively have responsibility for: the writing of their club constitution and by-laws, determination of their membership requirements, establishment of their dues schedule, the establishment of their coach, scheduling their practice and game times, and development and administration of their club budget.

COACHES/INSTRUCTORS

Clubs may elect to have individual/individuals coach or instruct their sport. This person may include student coaches, paid or volunteer outside coaches, graduate assistants, or full-time faculty/staff members. The selection of a coach/instructor must be approved by the Assistant Director for Club Sports.

The coach/instructor must restrict their contributions to those involving their skills and knowledge in the area of coaching. The coach/instructor should refrain from trying to assist in areas of club management. Students must be allowed to take on as much responsibility in the administration of the club as possible. The only responsibility and authority a coach has are to serve as the court/field coach and to abide by and enforce all rules of the State of Texas, Angelo State University, and UREC. The coach/instructor must maintain the same philosophy of student development incorporated into the Club Sports Program.

ORGANIZATIONAL RELATIONSHIP

The Angelo State University Club Sports Program is an integral component area within UREC. The Assistant Director of Intramurals and Club Sports will oversee this component. Club Sports have also registered as Student Organizations with the Office of Student Life. All recognized Club Sports will abide by all rules, policies, and procedures of the State of Texas, the University, and UREC.

CLUB PROCEDURES AND POLICIES

- **ACCOUNTABILITY**

Each Club Sport will be held accountable for all club members' actions both on and off the field/court at home or away contests. The membership should institute a strict club policy concerning negative behavior and conduct. Negative conduct will not be tolerated.

It is the responsibility of the Club's president or captain to communicate weekly with the Assistant Director and to the rest of the Club. Furthermore, the department should be called if assistance is needed. Communication is an essential component of any successful program.

- **Registration Process**

- Complete a [Student Organization Registration Form](#) with the names of 10 interested students and one faculty/staff advisor.
- Please note these students must be currently enrolled at Angelo State University and in good standing, which is defined as being in disciplinary good standing and having at least a 2.0 GPA.
- Students designated as officers may not be current officers of other student organizations.
- Submit the proposed organization's roster through Google Drive to organizations@angelo.edu.

- Create and submit a student organization constitution. This will be reviewed, and some changes may be requested. [View a Sample Constitution.](#)
- Next, once the Multicultural and Student Activities Programs staff has reviewed and approved the Student Organization Registration Form and the constitution, both documents will be sent to the Student Government Association. SGA will review them and invite you to attend a senate meeting, then send a recommendation regarding approval to the Student Life Office.
- Finally, Student Life will give a final recommendation on registration status.

- **Renewal Process**

- Submit a [Student Organization Registration/Renewal Form](#)
- Updated Constitution
- RSO Roster (Submit it through Google Drive. If you can't access the folder, email organizations@angelo.edu.) *Only shared with presidents*
- Attend a Risk Management Education Program and complete and submit the [Risk Management Statement of Completion.](#)

- **Memberships**

Membership in any Club Sport is restricted to currently enrolled students at Angelo State University. Club Sports may determine their own membership rules in addition to the above, but they must be free of any restriction based on race, color, religion, sex, age national origin, or handicaps. Each club constitution must carry a statement to this effect. However, Clubs may designate “A” teams, “B” teams, and the like for purposes of competition.

All members must sign a Club Sports “Participant Liability Waiver” The “Participant Liability Waiver” must be submitted to the Assistant Director to become an official member of that Club Sport. If either of the above is not on file for a particular individual, that individual should not be participating

in any activity associated with a Club Sport. In addition, Club Sports must also keep a current “Membership Roster” on file with UREC.

- **Facilities**

Both indoor and outdoor recreational facilities are available to Club Sports for regularly scheduled practices, competitions, instruction/coaching, business meetings, display of promotional materials, and special events. In addition, the Assistant Director will always work with each individual Club Sport to meet their facilities needs and secure the following facilities, when possible.

The following policies shall be in place regarding the cancellation of Sport Club Practices and/or Events.

1. Practices or events canceled by the club must be done no less than 24 hours in advance. The Assistant Director must be notified of this either by e-mail at Matt.Kirkham@angelo.edu or via phone (325) 486-6906.
2. Practices or events may be canceled by UREC at any time due to poor or deteriorating field conditions. An initial judgment on the field conditions will be made at 3 p.m.
3. Missed practices or events will be dealt with in the following manner:
 - A. If a club misses one practice or event a warning will be issued.
 - B. If a club misses two practices and/or events during a semester, the club will lose its facility privileges for a period of one week.

C. If a club misses three practices and/or events during a semester, the club will lose its facility privileges for a period of two weeks.

D. If any additional missed practices and/or events occur during a semester, the club will lose its facility privileges for a period of three weeks.

Available facilities include:

Intramural Sports Complex

1. 200 by 300-yard Turfed multipurpose complex

Center for Human Performance

Multipurpose gymnasium

1. 25 Meter Indoor swimming pool
2. 4 Classrooms
3. 1 Dance Studio
4. 4 Handball/Racquetball Courts
5. Cardiovascular and Free Weight Weight Room

To request regularly scheduled facility space for the upcoming academic semester/year, each Club Sport will submit an “[Auxiliary Facility Reservations](#)” request. The Club Sports team will be given appropriate space when/where available, on a first-come-first-serve basis. Facility schedules may be reallocated at the discretion of The University Recreation.

At times, Club Sports may be preempted from their facility space by an event sponsored by UREC or University Administration. When these

incidents do occur, the Assistant Director will attempt to provide alternate facility space and notify a club representative regarding these changes.

Spectators are welcome at Club Sports-related activities but do not have facility use privileges. Spectators are restricted to the area serving the competition that they entered the facility to view. Each Club Sport is responsible for the behavior of its spectators and guests.

FINANCING, PURCHASING, AND PAYMENTS

SOURCES OF REVENUE

Dues, fundraising, and UREC appropriations are the three primary sources of revenue for Club Sports at Angelo State University.

BUDGET APPROPRIATION PROCESS

Each Club President/Treasurer should work closely with the Assistant Director and Club Advisor in developing their annual budget. The “Budget Form” is used by each Club Sport to request monetary appropriations from UREC. Each Club should prepare and complete their semesterly budget at the designated time the Assistant Director sends out. Organization and planning are key in this development.

All budgets should be completed by the above-designated time. If not completed by that time, financial support from UREC will be minimal if any at all.

FUNDRAISING AND DEVELOPMENT

Fundraising and development come in many ways. Examples of fundraising efforts include raffles, donated monies, corporate sponsorship, and camps. Each Club should keep a list of all sponsors, which should be given to the Assistant Director prior to making any commitment with the

sponsor. All fundraising efforts must be channeled through the individual Clubs.

Travel

The travel of Club Sports is governed by the regulations of UREC, Angelo State University, and the State of Texas. The following policies have been developed.

1. Sport Clubs trips must be approved by the Assistant Director three weeks prior to the trip. For each trip, a Club Sport must submit a "[Club Sports Travel Request Form](#)"
2. Approval of a travel request will be sent via email from the Assistant Director. In addition, all necessary travel documents will be emailed to the club president to have filled out and signed by all traveling members before traveling.
3. The Club Sports advisor or delegate will submit a cash advance for the club once all documents have been signed and returned in "Chrome River".
4. The Club advisor will determine how the cash advance is dispersed for the Club.

TRAVEL CONCERNS

UREC and the Club Sports Staff will assist clubs with any travel questions and arrangements. Club Sports members must have sufficient funds to cover the travel expenses prior to the trip. Waivers signed by club members specifically for travel purposes are a requirement.

During the actual trip, the club or team is expected to uphold the image of Angelo State University and to act in a sportsmanlike manner when visiting other teams. Clubs should contact Matt Kirkham at (325) 486-6906 or the

UREC office if plans change or an emergency arises. All receipts need to be turned in within seven days of a Club Sports return.

When a Club plans to use personal vehicles to drive to a contest or an event, state law requires that vehicle owners have liability automobile insurance. Members with a poor driving record (two or more moving violations) will not be allowed to drive.

Club Sports Travel Checklist

- Fill out Microsoft Form to notify Matt Kirkham of travel plans *3 weeks in advance to ensure cash advance is received.**
- Complete all necessary paperwork emailed to you and give it to Matt Kirkham (CHP 117)**
- Ask for a Hotel Tax exempt form. Matt Kirkham will provide a paper copy and PDF via email.**
- Book Hotel *Book directly through the hotel. Do not use third-party vendors such as “Expedia”, “Travelocity” etc... Notify the hotel you are tax exempt (for in-state hotels) If you have questions about booking a hotel please ask.**
- Keep all gas receipts and return them to Matt Kirkham (CHP 117)**
- Check out of the hotel and get itemized receipts for each room. Ensure the tax-exempt form has been given and verify State tax has been removed from the receipt. *Do not leave the hotel until you have verified your receipt is correct. Return hotel receipts to Matt Kirkham (CHP 117)**
- Notify Matt Kirkham what room numbers were used at the hotel**
- Return leftover cash advance to the Bursar Office. (Admin. 100) and give the receipt to Matt Kirkham (CHP 117)**

SAFETY

The safety of participants is of the utmost importance. There are inherent risks involved in all recreational/competitive sports programs. The participants in the Club Sports Program should be aware that their involvement in Club Sports is voluntary at Angelo State University. It will be the responsibility of each Club to minimize the risk of injury in all club functions.

All participants must have a “Participation Liability Wavier” on file before any practice or game situation. Violation of this policy will result in the de-recognition of the Club Sport. Forms can be found in “Microsoft Teams”

Because of the inherent risk, participants, instructors and coaches, and spectators will not be allowed to consume illegal drugs or alcoholic beverages while participating in a Club Sports Activity. Alcoholic beverages or illegal drugs should not be consumed traveling to or from a contest. They are not allowed in or on University facilities or at away contests. Infractions of this nature will not be tolerated and it is the responsibility of the Club to enforce these guidelines.

Each Club Sport must file an “Injury Report”, (Microsoft Teams) for each accident that may occur during practice or competition in or out of town. These forms must be turned in to the Graduate Assistant no later than 24 hours after the accident/injury. If an accident or emergency situation should occur, first seek the medical attention that is necessary. Second, make notification of the incident to the Assistant Director. If the Assistant Director cannot be reached, contact the Director of UREC. Third, follow up with the “Injury Report” as soon as possible. Remember that the first priority in any emergency is to ensure that all persons are safe and to call for assistance as needed.

DISCIPLINARY PROCEDURES

Failure to comply with any of the Club Sports Policies and Procedures may result in disciplinary action. The action taken may include but are not limited to the following:

1. Written or verbal reprimand
2. Suspension of facility privileges
3. Suspension of funding
4. Suspension of Sport Club status

These actions may be carried out either simultaneously or independently, and one action is not dependent on another. The Assistant Director will take this recommendation under advisement and render a decision. If a club wishes to appeal the decision of the Assistant Director, it should be done to the Director of UREC. If a further appeal is needed it will be done by a disciplinary committee comprised of a representative of each Club Sport and the Vice President of Student Affairs. All decisions made by this committee are final.

ADMINISTRATIVE ASSISTANCE

GUIDANCE/ADVICE

UREC staff members have many resources available to them, which can be of great assistance to Club Sports. In addition, the Assistant Director keeps an “Open-Door Policy” for the Clubs to accommodate their needs or deal with concerns.

STORAGE

Equipment should be stored as much as possible with UREC, especially over the summer. Equipment may be stored as space permits. Contact Matt Kirkham for storage information.



Acknowledgment

All Club Sports members are expected to abide by all rules, policies, and procedures set forth by Angelo State University and University Recreation. By signing this document you are stating that you have read and understand all of the policies within the Club Sports Program.

Club Name: _____

Printed Name: _____

Signature: _____