

**West Texas A&M University**  
**Department of Recreational Sports**  
**Club Sports Handbook**  
**2023-2024**



**West Texas A&M University**  
**Virgil Henson Activities Center**  
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## **West Texas A&M University**

### **Club Sports Handbook 2023-2024**

Welcome to the WTAMU Club Sports program within the Department of Recreational Sports associated with Student Affairs. This handbook will serve only as a guide of rules, procedures, and resources for the clubs to remain successful. The guidelines contained within this manual have been adopted to ensure the safety and interests of each participant. The success and image of your club is dependent upon you and your club members. Your voluntary contribution is appreciated not only by the University, Recreational Sports Staff, but also by the students who are participating. All Club Officers are expected to become familiar with this handbook and follow the specific procedures and guidelines as they pertain to clubs affiliated with Recreational Sports.

A Club Sports program is unique in that it is a registered student organization, which provides a program for competition in a specific physical activity. Club members are responsible for the administration of their club activities. Each club sport organization should represent their program and university with pride and distinction. Every sponsor and member is expected to exhibit proper appearance and respectable behavior and demonstrate outstanding sportsmanship.

## **INTRODUCTION**

### **THE NATURE OF CLUB SPORTS**

Club Sports have been in existence since the early nineteenth century. WT club sports continue the tradition of student developed and student led clubs. Most importantly, a club sport at WT is a student organization derived and sustained through the leadership and interest of students. A sport club is a student organization established to promote and develop the interests and skills of members in a particular sport activity. Competitive clubs allow players to continue to play and develop their skills in a sport activity at a competitive level. These clubs usually belong to leagues or associations, competing in contests or tournaments with other universities. **Since the 2016-2017 calendar year, all club sports programs fall under the competitive competition module.**

### **WT CLUB SPORTS PHILOSOPHY**

Club Sports at West Texas A&M University offer opportunities for students to participate in a structure that supports competitive outlets in a non-varsity intercollegiate athletic format. Clubs

will compete against other universities' clubs throughout Texas, the region, and country in the competitive field. In this respect, club sports are more than simply instructional or recreational in nature. A significant characteristic of the sports club program is the student organizational structure. Leadership is provided by the students resulting in experiential education opportunities and personal growth. As such, it is an expectation that the clubs are coordinated by the students with advice offered via a faculty/staff advisor.

### **WHO MAY JOIN A CLUB?**

Regular membership in sport clubs is open to currently enrolled WT undergraduate and graduate students. Club Sports are voluntary student organizations of West Texas A&M University, which have been recognized by the University, qualifying them for use of facilities and/or funding. Admission is voluntary and open to all eligible students regardless of race, color, religion, sex, age, or national origin. Such clubs are not agents of the University, and have no authority to represent the institution or commit it to any contract without prior explicit written approval from the Department of Recreational Sports. Governing bodies, leagues and/or event hosts may have additional academic eligibility requirements that participants must meet before they can participate in their event(s). If required, club officers must submit these academic eligibility requirements and supporting documents to the Registrar Office and then Department of Recreational Sports.

### **HEALTH AND SAFETY**

#### **INSURANCE AND PHYSICAL EXAMS**

West Texas A&M University and the Recreational Sports Office are not responsible for any injury or property loss incurred by a participant, advisor, instructor, volunteer, or coach in the sport clubs program. It is strongly recommended that all sport clubs members have an annual

Physical examination. In addition, each participant is strongly urged to carry personal health and accident insurance through the University, their parents, or their own plan. In particular, participants should make sure their policy covers them during sport club travel, practice, competition, or other club-related activity. Individual sport clubs may actually require medical insurance and/or annual physical exams as part of their criteria for membership. Other clubs may be required to provide insurance coverage on boats, planes, etc. All participants are required to sign a release form before practicing or playing that advises them of possible hazards involved with sport club participation.

[Link to Release Form](#)

#### **MEDICAL TREATMENT**

Club Sports members may receive medical care from Student Medical Services. EMS is available through BSA. Call 911 (UPD x2300) for emergencies and please be sure to give the location and nature of the accident. It is highly recommended that all prior arrangements be made through EMS, and approved by Rec Sports before tournament contests.

## **CPR TRAINING/MEDICAL INFORMATION**

Clubs are required to have a minimum of 3 members certified in CPR and First Aid. We highly suggest that your club has 5-6 members certified. Clubs should also purchase a first aid kit at a local store and keep it up to stock in case of an incident or emergency. The officers should also be keeping track of everyone's emergency medical information and release of liability forms. All CPR/First-Aid certifications should be turned into the Department of Recreational Sports.

## **WEATHER AND CANCELLATIONS**

All cancellation decisions should be based on facility playing conditions, weather forecasts, the safety and comfort of players, spectators, and officials, and the preservation of facilities for future use. Under most circumstances, the following are recommended safety guidelines to follow during specific weather conditions:

- ❖ Tornado or Thunderstorm "WATCH"
  - Play with caution, or postpone play
- ❖ Tornado, Thunderstorm, Winter Storm or Flood "WARNING"
  - Cancel or postpone play and move to safe area immediately
- ❖ Lightning detected near the playing area
  - Cancel or postpone play (wait at least 30 minutes after last visible lightning to resume play)

Clubs should have access to radios, televisions, the internet, or other communication equipment or devices, in order to get updated weather information before and during all practices and contests. Refer to the maps of NM/TX counties to help track storms in the area.

## **EMERGENCY PROCEDURES**

Please keep in mind that all facilities utilized by sport clubs have an emergency action plan. Each club should meet with supervisor(s) prior to beginning practice to discuss their respective responsibilities for an emergency. When an emergency arises within one of these facilities, facility personnel should be contacted as quickly as possible to put the plan into action. In addition, a copy of this Club Sports Handbook should be on-site for all home and away practices and events.

The safety of everyone is of paramount importance. All club sports programs involve inherent risks, and must be properly monitored. Club sports participants should be aware that involvement is entirely voluntary and personal insurance is the responsibility of the individual. It is the responsibility of each club to minimize the risk of injury during all club activities. Therefore, when an injury occurs, regardless of severity, during any club activity (practice or game) at home or away, an appropriate **INJURY/ACCIDENT REPORT** form must be fully completed and submitted to the Club Sports Office within 48 hours for weekday events, or by Monday morning for weekend events. When the event is hosted by a WT club, a form should be completed for any person injured, not just WT players\*.

**\*Email [jmorton@wtamu.edu](mailto:jmorton@wtamu.edu)** immediately to notify us of any injuries that require a trip to the ER/hospital. Email us the injured person's name/Buf ID/description of incident/what ER they

were sent to.

### **INJURY/ACCIDENT REPORT**

Clubs are required to complete an accident/injury report for any individual that requires medical assistance, the use of first aid supplies, or refuses medical assistance. Copies of the forms should be in the first aid kit. To include: - Full name, address, telephone number of injured - Date, time, type and cause of injury, location occurred - First aid treatment given and by whom - signature - Events leading up to occurrence of injury - First aid treatment given and activation of EMS and by whom.

<http://www.wtamu.edu/webres/File/Risk%20Management/Incident%20Report022409.pdf>

### **IMPORTANT TELEPHONE NUMBERS**

RECREATIONAL SPORTS OFFICE....	806-651-2323
ASST. DIRECTOR OF IMs/CLUBS.....	806-651-2330
CAMPUS INFORMATION.....	806-651-2000
<i>THE PRAIRIE</i> .....	806-651-2410
KWTS (UNIVERSITY RADIO) .....	806-651-2911
UNIVERSITY POLICE.....	(911) OR 806-651-2300
MEDICAL EMERGENCIES.....	911
STUDENT MEDICAL SERVICES.....	806-651-2344
DIVISION OF STUDENT AFFAIRS...	806-651-2050
MARKETING	806-651-2121

### **PARTICIPATION RELEASE**

Each member of a sport club must sign a release form to become eligible to participate or compete in any sport club. These forms must be filled out online and copies made and given to the Assistant Director before the individual can practice with the club. Only one (1) release is required per academic year. **Clubs using players who have not signed release forms will be subject to suspension.**

### **NEW CLUBS**

The University encourages the establishment of new club sports. Student leaders of proposed new clubs need to meet with the Assistant Director of Recreational Sports/Club Sports to discuss requirements to become an active/recognized club sport. You can either call the office at (806) 651-2330 or e-mail [jmorton@wtamu.edu](mailto:jmorton@wtamu.edu) to set up an appointment. All sport clubs are student organizations first.

New club sports programs will be considered accepted if they meet the competitive criteria and the criteria below.

## Registration Packet for New Campus Organization:

[https://www.wtamu.edu/\\_files/docs/Campus%20Org%20Handbook.pdf](https://www.wtamu.edu/_files/docs/Campus%20Org%20Handbook.pdf)

Newly recognized clubs are granted probationary status for one (1) semester in order to increase the level of interest in the club. During this time, new clubs will not receive financial assistance required for its organizations and functions. This interest will be measured through the number of individuals actively participating during the probationary period and meet all requirements of the club sports program. At the end of the probationary period, one (1) semester, the club shall be re-evaluated.

New clubs must meet the following criteria:

- ❖ Sufficient student interest in the sport, have at least six (6) active members, or minimum number need to participate in an activity, if greater than six (6).
- ❖ Availability of facilities for practice and/or competition
- ❖ Availability of intercollegiate and extramural competition
- ❖ Availability of coaches and/or sponsors
- ❖ Meet the competitive club model – competition with other universities
- ❖ The sport is NOT currently sponsored by the Department of Intercollegiate Athletics

The steps necessary to establish a new club sport:

- ❖ Set up an appointment with the Assistant Director of Recreational Sports/Club Sports to discuss the following:
  - What is the intended scope and purpose of the club?
  - Financial requirements for the club?
  - League affiliations, if any?
- ❖ Other important information that will be valuable to the club success:
  - Become familiar with the Club Sports handbook, Office of Student Engagement and Leadership (OSEL) policies and procedures, and also risk management policies and procedures)
  - Complete the required forms with the OSEL and Club Sports program and return all paperwork to the Club Sports Director.
  - Identification of a University faculty/staff advisor

Other Requirements:

- ❖ Officers (name/duties/contact info email/phone)—must have at least four officers (President, Vice President, Secretary, Treasurer)
- ❖ CPR and 1st Aid Certifications (need 3 club members certified)
  - Classes offered through Rec Sports (reach out to Melissa Lance ([mlance@wtamu.edu](mailto:mlance@wtamu.edu)) or 860-651-2400 to enquire about dates)
- ❖ Anticipated budget for the club
  - Member dues, fundraising, travel expenses, equipment purchases, uniforms, league/tournament fees, et cetera
  - New competitive clubs are eligible to receive up to \$500 from Rec Sports after fundraising the same amount. Dues do not count as

fundraising.

- ❖ In the fall/spring before classes, there will be mandatory training meetings for officers. Participants will learn how to do travel forms, purchases, university policies, et cetera.
- ❖ Mandatory meetings to be held monthly or at the beginning or end of the semester will also be required.
- ❖ Signed participant waivers for all roster members (copies will be provided).

### **MONTHLY CLUB MEETINGS**

The Assistant Director of Rec Sports will meet with each club's officers at least once a month to get an update on each club's season and status. This will include results of events, practices, changes, and any issues that may arise throughout the semester. The club will also be in charge of keeping monthly participations and turning those in on a monthly basis. Also, clubs should hold their own weekly or monthly meetings with their members to discuss future practice days, times, tournaments, travel, and elections. These meetings should be recorded and turned into the office.

### **OFFICER TRAINING**

The Club Sports Office will hold an officer training workshop the week that classes start for the Fall/Spring semester. The purpose of this workshop is to get all club officers together and go over policy and procedure, travel policy, purchasing procedures, and answer any questions that club members may have prior to the start of classes. We require that each club have three officers present at the workshop. Failure to have three officers present will result in disciplinary action from the Club Sport Office. Club officers will be notified of dates and times in advance so they can plan to be on campus for the workshop.

### **CONSTITUTION GUIDELINES**

A constitution is the basic framework of an organization. It should state the purpose, and indicate the number of officers, requirements for membership and other general policies which might be subject to frequent change. A well-written constitution should provide all necessary information in brief and concise form. References for further assistance are the OSEL, Robert's Rules of Order and Sturgis, Standard Code of Parliamentary Procedure. A constitution should be submitted to the Assistant Director of Recreational Sports/Club Sports each semester for approval.

### **SCHEDULING**

- a. Contest sponsored by West Texas A&M University must be approved by a minimum of 30 days prior to the scheduled playing date.
- b. A detailed projected budget must be submitted to make sure projected income and expenses are being covered appropriately.

### **EQUIPMENT**

Each club should have an inventory of their property and property belonging to WTAMU Club

Sports. All equipment purchased by and for the club is property of WTAMU and each club is responsible for checking out and returning all equipment at the end of each club's season (each semester). An inventory checklist should be provided at the beginning of each semester and end of the semester. All equipment should be turned in prior to finals each semester (unless approved by the Assistant Director). Lost or abused equipment will be registered as a "hold" on the student account of the acting president.

### **Special Events**

Each club is encouraged to conduct sport-specific training to bring awareness to your club and also reserve tables in the JBK and Activities Center, and conduct tournaments on campus.

## **SPORT CLUB RIGHTS AND EXPECTATIONS**

### **THE CLUB PRESIDENT**

It is the responsibility of each Club President to promote and coordinate their sport club's activity on campus and to work with those University offices that assist sport clubs in accomplishing the mission of the University. In addition to the duties of the president as outlined in the club constitution, each sport club President is responsible for the delegation (to other members) and completion of the following requirements:

1. Serving as the liaison between the Club and the Rec Sports Office.
2. Revising and maintaining constitutions from year to year. Any modifications of a constitution should be properly executed through leadership of the club officers.
3. Educating club members and operating the club in conjunction with the Trip Leaders, and complying with the contents of the Sport Clubs Handbook, the club's constitution, and the Code of Student Conduct (particularly the hazing policy and other behavior).
4. Obtaining a Club Advisor (WT faculty/staff member).
5. Submitting paperwork to the Rec Sports Office and OSEL by appropriate deadlines.
6. Making sure club representatives/Officers attend mandatory monthly meetings to give and receive club updates.
7. In addition, facility participation space or meeting space may be rescinded or reduced.
8. Keeping all required paperwork current in the Rec Sports Office.
9. Checking/reading daily of the club email address or personal address listed for the club
10. Meeting financial obligations incurred by the club.
11. Informing the next club president of the routines and guidelines for club operation prior to the next president's assumption of duties. All paperwork, budgets, and correspondence pertaining to the club from the past year should be passed on.

### **THE CLUB ADVISOR**

All sport clubs must have at least one (1) advisor, which will be the Assistant Director of Recreational Sports/Club Sports, but it is preferred to have two (2) advisors. **The second advisor must be full time at WTAMU** and should be selected among the staff or faculty of the university. If there are other interested individuals, there must be a meeting between the officers, the person wanting to be the advisor, and the Assistant Director of Rec Sports. Other important responsibilities of the advisor can include the approval of the Club's annual budget; the general



approval of the activities for the organization; request forms, and semester report forms; serving as a source of information; maintaining club records; and the guidance/referral of individual members. Advisors should participate without domination by facilitating student's development opportunities. The advisor's/sponsors duties are as follows:

- ❖ Responsible for the guidance, leadership, conduct, and eligibility status of the club members
- ❖ Assist in the day-to-day operations of the club and serve as a liaison between the club and Assistant Director of Club Sports.
- ❖ Be available during the development of plans and programs for the club in order to provide expertise and mature judgment. Also to help ensure all activities and undertakings of the clubs are sound and favorably reflect upon West Texas A&M University.
- ❖ Attend as many club functions as possible.

### **CLUB SPORTS CODE OF CONDUCT**

The Clubs Sports Program aims to provide competitive activities for students of West Texas A&M University. These activities should be conducted in a manner that represents the best interests of the University, while minimizing risk, ensuring participant safety, and maintaining quality facilities and equipment. Any conduct that interferes with these goals will result in disciplinary action for individuals and/or clubs involved. Club Sports Code of Conduct violations can include, but are not limited to, the following:

- ❖ Behavior—Disregarding the Club Sports Program procedures or any procedure contained within the University's Code of Student Life: drugs, alcohol, and behavior
- ❖ Consume or in possession of alcohol or illegal drugs while serving as a representative of the club and institution (club travel, practice, meetings, etc.).
- ❖ Strike, or attempt to strike, an opposing player beyond the realm of the sport.
- ❖ Intentionally engage in or incite participants and/or spectators to engage in abusive or violent behavior – verbal or physical.
- ❖ Use obscene gestures, profanity, or disrespectful language.
- ❖ Purposefully insult, disrespect, or threaten any participant, official, staff, spectator, or other to any extent while representing the University, Recreational Sports, Club Sports Program, or the individual club.

#### **Staff/Participant Safety - jeopardizing the health and well-being of staff/participants.**

- ❖ Vulgar, obscene, abusive, derogatory, or demeaning comments or gestures.
- ❖ Threats, intimidation, or verbal aggression.
- ❖ Initiating acts of physical aggression.
- ❖ Fighting (punches/ball thrown).
- ❖ Failure to complete incident or accident report form.
- ❖ Failure to comply with requests from Recreational Sports Staff.
- ❖ Being under the influence of alcohol/illegal substances.

#### **Facility Procedures—intentionally disregarding existing facility policies**

- ❖ Willful or repeated disregard for facility procedures.
- ❖ Failure to comply with requests from Recreational Sports Staff.
- ❖ Being under the influence of alcohol/illegal substances.

- ❖ Using facility space for club purposes when unauthorized or not scheduled.

### **Access infractions—engaging in unauthorized entry/exit from University Facilities.**

- ❖ Allowing unauthorized users to enter the facility.
- ❖ Entering the facility through any door other than the main entrance.
- ❖ Entering the facility without the proper safety and or authorized personnel in attendance.
- ❖ Unable to produce a valid WT Campus ID when requested.
- ❖ Exiting doors marked as emergency exits only.
- ❖ Using facilities as an affiliated member or coach during times and in spaces other than club practice times and space.

### **Equipment Issues—Disregarding equipment or facility policies.**

- ❖ Failure to return checkout equipment in prescribed time.
- ❖ Destroying or defacing any equipment.
- ❖ Failure to properly maintain any University equipment or field space.
- ❖ Failure to cancel practice or competition due to ground saturation, weather conditions or other field conditions.

### **Travel Infractions— inappropriate behavior while on club/University business.**

- ❖ Inappropriate use of rental vehicles
- ❖ Inappropriate use of hotel/motel rooms
- ❖ Consume or in possession of alcohol or illegal drugs while traveling for club.
- ❖ Failure to submit proper license/identification and proof of valid insurance (car/boat)

### **Failure to follow any of the policies or procedures listed above could result in: •**

- ❖ Loss of facility reservations (practice/games)
- ❖ Club suspension
- ❖ Referral to the Office of Student Conduct and Integrity and/or Student Engagement

## **INTRAMURAL SPORTS PARTICIPATION POLICY**

Club Sport participants who have participated with a club within the same semester are allowed to participate in related intramural team sports. However, for a single team a maximum of TWO ‘related’ club sport members may appear on the team’s IMLeagues roster. If an intramural team realizes that they have too many club players on their roster the intramural team captain can contact the Intramural/Club Sports office and request one (or more) of the club players be removed. If you have questions about a player’s club status, please check with the Intramural/Club Sports office.

This rule and the specific number of players allowed per roster was implemented with specific regard to men’s volleyball. When further club sports are added that are also classed as ‘related’ to intramural offerings (women’s volleyball, soccer, basketball, et cetera), each will have a different number based on the size of the roster and the number of players on the field.

## **CLUB SUSPENSION**

Suspension may result in loss of club status and ineligibility to participate in competition, financial support and/or facility usage for an appropriate period set by the Assistant Director of Recreational Sports. Activities that will result in club suspension include but are not limited to the following:

- ❖ Failure to file appropriate paperwork as included under President's Responsibilities as per listed due dates (generally, financial penalties will be assessed prior to suspension)
- ❖ Use of ineligible players (ex. non-WT students)
- ❖ Unauthorized use of facilities
- ❖ Code of Student Life violations (hazing, sexual harassment, etc.)

Any individual who feels he/she has been a victim of hazing or has witnessed a hazing incident should notify the Rec Sports Office immediately. If you don't feel comfortable speaking with Club Sports staff, call a toll free report line 1-888-NOT-HAZE or WTAMU Police at 806-651-2300.

## **HAZING**

As stipulated in the Code of Student Life, hazing is prohibited and taken very seriously by the University. Hazing is defined as the intentional, knowing, or reckless act directed against a student by one person acting alone by more than one person occurring on or off University premises that endangers the mental or physical health or safety of a student or the purpose of pledging or associating with, being initiated into affiliating with, holding office in, seeking and/or maintaining membership in any organization or program whose membership consists of students. Consent/and or acquiescence by a student or student subjected to hazing is not a reasonable defense in a disciplinary proceeding. Refer to the Code of Student Life for possible examples of hazing activities.

## **PLAYER SUSPENSION**

Club Sports members are expected to adhere to a high standard of conduct, which reflects a positive image of their club sport, the Club Sports Office, and West Texas A&M University. Any club member who fails to adhere to the procedures as stated in the Code of Student Life (i.e. hazing), Participant Waiver Form, or whose behavior damages the sport club (stealing money or theft or inappropriate use of club funds or equipment from club, physical abuse, violation of policies at other schools, etc.) may be suspended from further participation for a period of time as deemed appropriate by the Assistant Director of Rec Sports, Director of Rec Sports, OSEL, and/or Student Conduct.

## **SUPPORT SERVICES PROVIDED FOR SPORT CLUBS**

The Assistant Director of Recreational Sports/Club Sports will provide the clubs with the following services:

- ❖ Professional Assistant
  - Can serve as a liaison between club sponsors and various university units
  - Overlook budget, constitution, and approve travel

- Mail/phone/copy services (on a limited basis)
  - A sport clubs mailing address will be the following:
    - CLUB NAME, WTAMU BOX 60825, Canyon, TX 79016
- ❖ Fund Raising
  - The Assistant Director will assist the clubs with the development of fundraising activities. All fundraising events must be approved two (2) weeks prior to the event. This includes not only the event, but approval of all artwork and designs being used as well. No drugs, alcohol, or tobacco can be present at WT fundraising events.
  - Club Sports programs are recommended to fundraise a certain amount of money per semester. The Rec Sports Office will match fundraising efforts made by the club up to \$500.
- ❖ Publicity
  - The Assistant Director will assist each club in publicizing its program. Schedules should be given to the school newspaper and radio station at the beginning of the semester. Flyers/posters can be hung in approved areas only. The Assistant Director can also assist in setting up tables for promotion at all NSO, Buff Branding, and JBK areas.
  - All results are to be recorded to the Assistant Director following a contest along with pictures of the event. The Assistant Director can also advertise your event on social media networks.
- ❖ Equipment
  - Limited storage space will be available for clubs in the All-Purpose Room's storage closet. Especially during inactive periods (summer, breaks, etc.) clubs are encouraged to keep their equipment in our storage area. Do not leave your equipment in the gym or at the Buffalo Sports Park fields without clearing it with the Rec Sports Office first.
  - Missing equipment will be charged to the individual checking it out and/or club president.
- ❖ Facility Usage
  - All requests for use of facilities, meeting rooms, practice areas and so forth must be submitted in writing to the Assistant Director as soon as possible at the beginning of each semester.
  - All facility requests must go through the Club Sports Office by the posted deadline. Do not schedule games with opposing teams or advertise till you have a confirmed reservation.
  - Facility requests can be made through: <https://reservations.wtamu.edu/EmsWebApp/>
- ❖ Meals
  - Clubs can be reimbursed for meals for each day of trip (if they choose). The recommended amount for a trip is \$10.00 a day/per person.
- ❖ Practice Schedules (if held on campus)
  - Practice schedules for each club will be discussed at the beginning of each semester based on a request form that is completed before the start of the semester. Other factors that will be taken into consideration include clubs that are up to date with all materials and clubs that are "in-season" or "out-of-season." The club sport office will do their best to accommodate each club's requests, however, there are limited facilities on campus and clubs cannot expect to receive their top choices.
- ❖ University Vans/Vehicles
  - University vans are NO longer available for rental club trips. The University

recommends that a club rents vans from Enterprise in Amarillo.

- **\*\*\*Only approved employees of West Texas A&M University can drive a rented van. You must be a University employee to drive a van and be on the approved driver's list in the University Business Office. Drivers must be compensated by their office of employment for their time on the road. Your name must be submitted to the Department of Public Safety for a Motor Vehicle Record check. If you are approved, you will be eligible to drive a university van. Please do not wait until the last minute to gain approval.\*\*\***

❖ Letters of Absence

- When requested, the Club Sports Office will prepare a letter for clubs needing to miss class for major competitions. The letter should include the professor's name, course number and section. This letter can be presented to faculty, explaining that students are participating in a club-sponsored activity representing WTAMU. There is no guarantee that professors will excuse student absences, but requests for letters should be made in email a minimum of one (1) week prior to the absence.

❖ A Concerned Ear

- For any individuals who feel a club or individual is operating in an unsafe or reckless manner, we would like to hear about it. If the issue cannot be resolved within the club, and speaking personally with our staff is not a preferred option, we encourage anonymous calls to a direct phone line, 806-651-2364. All tips deemed credible will be pursued.
- The Risk, Fraud and Misconduct Hotline is available to ensure the A&M System continues to operate under the highest ethical standards and principles. Dial toll free, within the United States: 888-501-3850 or select "file a report" at the top of the page at [www.ethicspoint.com](http://www.ethicspoint.com).

## **CLUB FINANCES – INCOME, EXPENSES, OTHER FUNDING**

### **BANK ACCOUNTS (ON CAMPUS BANK ACCOUNTS ONLY)**

Club Sports Programs are encouraged not to maintain funds in a commercial checking or savings account. All club sports must have a University account set up. If a new club does not have a University account, the Assistant Director of Club Sports will assist the club in setting up an account. All Club Sports programs are only to have on campus bank accounts which will be through The Department of Recreational Sports.

### **ON CAMPUS BANK ACCOUNTS ONLY (otherwise clubs will not hold club status and be held as a student organization only)**

If a club sport program chooses to only establish one account on campus, all money brought into the club in the form of dues, allocations, fundraising, and other forms must be turned into the Recreational Sports Office.

- a) Anything purchased with the on campus account will be property of WTAMU

Recreational Sports and continually used for the purpose of that club

b) Perishable items such as uniforms, ammo, sport clays, tennis balls, tennis string, and other items can be purchased through the Rec Sports Office and Club Account.

c) The club can be reimbursed for things such as travel, gas, transportation, membership, lodging, and registration fees.

## **FUNDING CRITERIA**

1. Registration as a University student organization or activity is a necessary condition for requesting funds from the Club Sports Office. Registration does not guarantee that a student organization or activity will receive funds.
  - a. All current and new club sports will fall into the competitive category. They **MUST** compete **at least 1 time per semester in university rec program events.** Competitive category includes competition against other university club programs. If the club is unable to meet this requirement, a meeting with the Assistant Director of Intramurals/Club Sports, John Morton, must be scheduled and all officers must be present.
2. All groups registered with the Office of Student Engagement and Leadership (OSEL) and Rec Sports Office as student organizations in good standing for a minimum of two consecutive semesters are eligible to request funding from the Rec Sports Office.
3. The amount of Rec Sports support a club receives is based on the length of time a group has been in existence, the record of achievement of the group and the availability of the programs or services of a requesting group to a significant segment of the student body. Funding for sport clubs is also based on stated goals and purposes, fund-raising initiative, meeting fundraiser requirements, individual dues, and contribution to the university community.
4. ANNUAL YEARLY BUDGET must be submitted by the advisor/president by DEAD DAY of the fall and spring semesters (or) anytime requested by the Director or Assistant Director of Recreational Sports in charge of Club Sports.

## **INCOME**

All revenue generated through club functions must be deposited into the specific sport club designated departmental account. No individual may use the name of the sport club, name of West Texas A&M University, facilities or equipment for personal gain. This includes any prize money won from tournaments, et cetera.

1. Dues: can be established by each club individually and are considered income. All dues must be documented and recorded by each club and deposited into the club's university agency account. Officers must turn in funds to the club sports office to be deposited. However, club dues are not required as some students cannot afford the dues and will turn away from wanting to participate in the club.
2. Fundraising: is encouraged within the guidelines for solicitation set down by the Office of OSEL and Rec Sport programs. A variety of fundraising activities exist, but their success depends on the planning and organization of the fundraiser, and subsequently the consistent dedication and effort of club members working together. Fundraising suggestions are abundant: bake/candy sales, car wash, a-thons, drawings, t-shirt sales,

weekend tournament, etc. Regulations for fund-raisers held in licensed establishments that serve alcohol:

- a. No money may be generated by alcohol sales. Money may only be generated through “cover charges” at the door.
- b. All publicity must indicate that you must be 21 and over to consume alcohol.
- c. Drink specials or any advertisement that could encourage irresponsible or binge drinking are not permitted.
- d. If approved, only the organization may advertise the event; the third-party vendor may not advertise or promote the event without the written approval of the Club Sports Office.
- e. In addition, sober monitors should be provided by the organization, while also providing some type of food.
- f. Non-alcoholic beverages must also be provided.
- g. No person should be admitted to the event if they are clearly intoxicated.

## **FUNDRAISING**

If you would like to do some fundraising for an event please remember to follow the 3 P’s of Fundraising: Plan, Publicize & Placement.

- ❖ Plan
  - Make all plans as early as possible. Details to remember include approval from the proper authorities, completing paperwork, getting committees formed, and getting volunteers.
- ❖ Publicize
  - Use signs, posters/flyers, buttons, word-of mouth, social media and ads in the newspaper to get the word out.
- ❖ Placement
  - Make sure you choose the time and location of your fundraiser to reach the most people.

## **SPONSORSHIPS**

Must be University-approved sources (no drug or alcohol references are allowed).

- A. Approval is required from the Rec Sports Office for any sponsorship such as printed uniforms/apparel, banners, or equipment; commercial endorsements via radio, television, or print media; or the provision of other goods or services to any club.
- B. If the sponsorship amount is over \$500 you must meet with Assistant Director of Intramurals/clubs sports, John Morton, and Director of Rec Sports, Justin Cornelson for approval.

## **THINGS TO AVOID WHEN FUNDRAISING**

There are several things to keep in mind when planning a fundraising event. Be sure to avoid the following:

- ❖ Avoid anything that endangers participants.
- ❖ Avoid anything that’s been done excessively.

- ❖ Avoid poorly organized events and events with bad history.
- ❖ Avoid trying to raise money when it is not needed.
- ❖ Avoid trying to force an idea upon others, events based on misinformation, conning, or guilt.

## **EXPENSES**

Each club sport will have a designated departmental account within the Department of Recreational Sports.

- ❖ To deposit money: Deposit can be either check or cash. Officers can turn in funds to the Rec Sports office to be deposited. The money will be deposited into the club account.
- ❖ The Assistant Director will oversee all club accounts. However, it is up to the club to keep track of all income/expenses for their internal records as well.

## **TRAVEL REGULATIONS, DEADLINES, AND GUIDELINES**

**Please click this link for all procedures:**

[https://www.wtamu.edu/\\_files/docs/about/rules-procedures/13.04.99.W1.01%20Student%20Travel%20Procedure.pdf](https://www.wtamu.edu/_files/docs/about/rules-procedures/13.04.99.W1.01%20Student%20Travel%20Procedure.pdf)

### **Transportation**

All drivers or potential drivers must complete the Drivers Information Sheet a minimum of one (1) week prior to the club trip. These forms may be obtained through the Assistant Director. Drivers of private vehicles which transport club members must have adequate liability and personal injury insurance. They must also have valid driver's license and insurance information.

- ❖ **Campus Organizations**
  - [www.wtamu.edu/orgs](http://www.wtamu.edu/orgs)
- ❖ **STUDENT TRAVEL FORMS**
  - <https://apps.wtamu.edu/student-travel/>

Team travel (destination) will need to be approved by the Assistant Director of Rec Sports before travel can happen. A sponsor/advisor does NOT have to accompany the club on each out of town trip, but it is highly encouraged they do so.

**The use of university or any outside contracted transportation has to be approved by the Director. Drivers of University vehicles must be on WTAMU payroll. Users of the van must comply with any requirements regarding their use established by the WTAMU Physical Plant (806-651-2133). Any violations will result in that club being precluded from using fans for the remainder of the academic year and/or possible suspension of the club. Arrangements for picking up outside transportation will be made with the Director.**

### **TRAVEL MANIFEST PROCEDURES**

- A. University Police Department – all group travel.
- B. Office of Student Engagement and Leadership (OSEL) – travel that involves only student organizations and clubs.
- C. Department Head (Club Sports Director) – travel that involves field trips, organized teams or performing groups.



D. Must complete proper paperwork and video trainings necessary

## GENERAL REQUIREMENTS

The University recommends that a club rents vans from Enterprise in Amarillo.

**\*\*\*Only approved employees of West Texas A&M University can drive a rented van. You must be a University employee to drive a van and be on the approved drivers list in the Risk Management Office. Your name must be submitted to the Department of Public Safety for a Motor Vehicle Record check. If you are approved you will be eligible to drive a university van if you are on WTAMU payroll while driving for insurance. Please do not wait until the last minute to gain approval. \*\*\***

**\*\*See Appendix 7\*\***

Receipts for travel expenses incurred along with an event report are to be submitted in person to the Assistant Director within 48 hours of returning to campus from a trip (by 4:00pm). No funds will be advanced for a trip if previous travel expenses are outstanding (unless previous trip will not be reimbursed). A signed travel itinerary must be filed for each trip.

## PRIOR TO TRAVEL

At least two (2) weeks before a trip the following items should be submitted to the Assistant Director:

1. Notification of travel – if your organization expects to receive any reimbursement for the specific trip
2. Authorized Absence Form: this must be filled prior to trip (2 weeks)
3. Travel Itinerary – an itinerary for the trip must be completed with information on lodging, transportation, names of participants and purpose for the trip. Complete ALL required release forms.
4. **4. \*\*IMPORTANT\*\* Be sure to keep all **itemized** receipts for lodging, gas, meals, etc. The receipts will be important when you return from your trip. You will not be reimbursed if you do not have the final receipts of purchase.**

## AFTER TRAVEL

1. Reimbursement – a travel requisition form must be submitted within five (5) days after the return of your trip. Travel funds can only be spent on entry fees, meals, lodging, gas, etc. Do not purchase equipment with these funds).
  - a. Complete the Report of Event form within 48 hours of completion of the event.
2. Send results and pictures of the event to John Morton at [jmorton@wtamu.edu](mailto:jmorton@wtamu.edu)
3. **\*\*ALL ORGANIZATIONS/CLUBS MUST ADHERE TO THE UNIVERSITY TRAVEL PROCEDURES AND SUBMIT ALL REQUIRED PAPERWORK BEFORE TRAVEL CAN OCCUR. \*\***

## End of Semester/Year Reports

At the end of each semester, each club must complete an “End of Season Report” that gives an overview of the season for each organization. Each club will need to submit an electronic copy to

[jmorton@wtamu.edu](mailto:jmorton@wtamu.edu) as well as schedule a time to meet with the Director to discuss the end of the semester/year report, club status, season summary, budget, and upcoming season. Any club that fails to meet with the Director or turn in their end of the season report may be placed on probation or possibly dropped as a club sport the following semester.

The report should include:

### **End of Season/Year Reports**

- ❖ Game Schedule home/away with results and which players participated
- ❖ Fall/Spring Budget
  - This should include expenses (what you bought, league fees, tournament fees, membership fees and so on) and revenues (income from dues and fundraising).
- ❖ Fall roster and spring roster
- ❖ Roster of collected player dues (fall and spring)
- ❖ Club officers and duties (name/email/phone)
- ❖ Inventory of club purchased equipment and uniforms (brand, model, size, number) and who it was assigned to.
  - Items can be stored in the Activity Center over the summer.

### **Anticipated Fall/Spring Budget (listing expenses/income)**

We will have budget allocation/request meetings in FALL/SPRING for each club to present their requests. Give us these anticipated budgets for next semester/next year:

- ❖ Amount you plan to spend on equipment
- ❖ Amount you plan to spend on uniforms
- ❖ Amount you plan to spend on travel
- ❖ Amount you plan to spend on league/association fees
- ❖ Amount you plan to spend on tournament fees
- ❖ Amount you plan to spend on paying officials/umpires

Anticipated Income:

- ❖ Planned fundraising events
- ❖ Player dues you plan to charge (fall/spring)
- ❖ FALL/SPRING club officers and duties (name/email)

**\*\*Student Organizational Resources\*\*** CLICK BELOW

<https://www.wtamu.edu/student-life/student-organization-resources.html>

**\*\*Risk Management Forms\*\*** CLICK BELOW

<https://www.wtamu.edu/business-finance/risk-management/student-organization-risk-management.html>

**\*\*Approved University Driver Training \*\***

<https://www.wtamu.edu/business-finance/risk-management/risk-management-training.html>

**\*\*After approval of the Rec Sports Office to begin a club, the club must go to the Office of**

**Student Engagement and Leadership (OSEL) and fill out the complete forms\*\***

**- Must be completed for both Fall and Spring semesters**

# West Texas A&M University™

## CAMPUS ORGANIZATION REGISTRATION APPROVAL FORM

Name of Organization: \_\_\_\_\_ Date: \_\_\_\_\_

- Application for Registration (completed with all signatures)
- Semester Registration Form (completed with all signatures)
- Constitution and/or By-Laws
- Name of Organization
- Statement of Purpose
- Membership Requirements
- Membership Removal Procedures
- Officer Duties & Requirements, including minimum GP
- Officer Removal Procedures
- Meetings/Quorums
- Dues Assessments
- Checking Account with 2 signatures (DO NOT NEED FOR CLUB SPORTS)** Full-Time WTAMU Faculty/Staff Advisor
- Amendments must be turned in to The Office of Student Engagement and Leadership
- Membership Roster

I have reviewed the packet and found it to be complete.

Kimberly Cornelsen, Director of Student Engagement & Leadership

Date: