



2009-2010

Club Sports
Campus Recreation

HANDBOOK

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Other Campus Recreation Contacts

Campus Recreation Main Office: 801-626-7967

Student Office Manager: Amie Doepking

Campus Recreation Administrative Assistant: David Bishop
801-626-6637

Swenson/Stromberg Customer Service Center (Arena): 801-626-7731
(Upstairs): 801-626-6688

Introduction to Club Sports

A club sport is a group of students (some clubs/leagues may allow non-student members) that voluntarily organize to further their common interests in an activity through club participation and competition. The key to success of club sport programs and each club is student leadership, interest, involvement and participation. The clubs should be a learning experience for the members through their involvement in fund-raising, public relations, organization, administration, budgeting and scheduling, as well as the development of leadership skills and skills in their particular activity.

Many benefits exist to being a member of a club sport. A study of over 2,600 students from 16 different colleges, conducted by Kerr & Downs Research for the National Intramural-Recreational Sports Association found that participation in recreational sports programs and activities correlated with overall college satisfaction and success. Some of the more significant findings included:

- Participation in recreational sports programs and activities was directly correlated with positive behaviors such as community service, not smoking, attending religious services, and heavier course loads (number of hours taken per term).
- SAT scores of participants were slightly higher than those of non-participants.
- Students who participated in recreational sports programs and activities identified recreational sports as one of the key determinants of college satisfaction and success.
- Students agreed that participating in recreational sports resulted in improved emotional well-being, reduced stress, improved happiness, improved self-confidence, improved interaction with diverse sets of people, and improved leadership skills. In addition, involvement helps build character, makes students feel like a part of the college community, is an important part of college social life, teaches team-building skills, and aids in time management.

The Club Sports Program falls under the direction of WSU Campus Recreation, a department of Student Affairs. This handbook has been written for participants in existing club sports and as a guide for individuals starting new clubs. The objectives of this handbook are:

- 1) To promote proper operating procedures for club sports
- 2) To serve as a reference manual
- 3) To give clubs a guide for future development

This handbook defines policies that must be followed. Accountability is important to club growth and all clubs are expected to comply with Campus Recreation and Weber State University policies and procedures. Compliance will enhance club viability and financial stability. Failure to comply may result in disciplinary action and potential de-activation of club.

Some of the additional advantages of forming a club include:

- 1) Skill development through instruction
- 2) Use of campus facilities and equipment for little or no charge
- 3) Limited student fee funding (allotment)
- 4) Competition with other clubs, colleges, and universities
- 5) Free publicity on campus

2009-2010 Club Sports Deadlines

Make note of these dates for the upcoming year. **Deadlines and meetings are mandatory.** A \$75 assessment may be taken from your account if you fail to have a representative from your club present at each meeting.

Clubs meet first Tuesday of every month	September 1
At 5pm in Swenson 116	October 6
(unless notified otherwise)	November 3
	December 1
	January 12
	February 2
	March 2
	April 6

Fall Semester	Deadline
<u>WSU Block Party (club promotion)</u>	<u>August 28</u>
<u>Driver's Training (WSU Facilities Management)</u>	<u>Prior to driving to any club competition</u>
<u>Fall P-Card Meeting</u>	<u>September 8 3:00-4:00 p.m. at MA207</u> (If your club needs a travel card before this meeting we can arrange a travel card training for you)
<u>Fall Leadership Form due</u>	<u>September 15</u>
<u>Fall Competition Schedule due</u>	<u>September 15</u> (If your club competes before this date, turn in your schedule two weeks before your first competition)
<u>Fall Team Roster, Membership and Consent Forms</u>	<u>September 15</u> or <u>two weeks before first competition</u> (if your club doesn't compete until later, give us the date of your first competition and turn these in two weeks before your first competition)
<u>Club Constitution due</u>	<u>September 15</u>
<u>Clubs & Organizations Form due</u>	<u>September 15</u>
<u>2010-11 Tuition Waiver Request Form due</u>	<u>November 16</u>
<u>Club Member Survey due</u>	<u>November 16</u>
<u>2010-11 Budget Request Form due</u>	<u>November 23</u>
<u>Facility Requests for Spring Semester due</u>	<u>November 30</u>

Spring Semester	
<u>Welcome Week Club Sports tabling @ Sheppard Union</u>	<u>January 11-15</u>
<u>Club Points Report due</u>	<u>March 12 by noon</u>
<u>Facility Requests for Summer Semester due</u>	<u>March 29</u>

Summer Semester	
<u>Summer Leadership Contact Information due</u>	<u>April 23</u>
<u>Facility Requests for Fall 2010 Semester due</u>	<u>July 30</u>

Club Sport Leadership Contact List

Baseball:	Established 1996			
	Brandon Noyes	President	801-721-0211	bnoyes@mac.com
	Duncan Olsen	Coach	435-459-9665	que_chido_1@hotmail.com
	Ron Anderson	Advisor	801-628-7115	ronanderson@mail.weber.edu
Billiards:	Established 1989			
	Charlie Barker	President	801-458-4656	twin-cam-20@hotmail.com
	Arturo Hernandez	Coach	801-920-5971	
	Bob Summers	Advisor	801-959-7088	rsummers@weber.edu
Bowling:	Established ?			
	Brandon Funk	President	801-920-3757	brandonfunk@mail.weber.edu
	Fred Meaders	Coach/Adv.	801-626-7984	fmeaders@weber.edu
Cycling:	Established 1998			
	Taylor Foss	President	801-710-1869	taylorfoss@comcast.net
	Joan Thompson	Advisor	801-626-7115	jthompson8@weber.edu
Fencing:	Established 1983			
	Annisa Forbes	President	626-643-6183	annisaforbes@mail.weber.edu
	Kenny Nopens	Coach/Adv.	801-476-0524	kenny@schoolhousefencing.com
Hockey:	Established 2004			
	Tim Brownell	President	801-867-9517	timothybrownell@mail.weber.edu
	Steve Soto	Coach	801-910-9042	stevensoto31@hotmail.com
	Kerry Kennedy	Advisor	801-663-3919	kerrykennedy@weber.edu
Rodeo:	Established 1970			
	Shawney Taylor	W. Captain	801-430-1396	shawneytaylor@mail.weber.edu
	Clint Kap	M. Captain	801-540-8928	clintonkap@mail.weber.edu
	Dennis Montgomery	Coach/Adv.	801-626-7062	dmontgomery@weber.edu
Rugby-Men:	Established 2007			
	Bruno Silva	President	801-809-4369	brunosilva801@gmail.com
	Craun Fansler	Coach/Adv.	803-331-6609	cfanz62@msn.com
Rugby-W:	Established 2009			
	Anna Robbins	President	928-965-0677	annarobbins@weber.edu
	Sherrie Jensen	Advisor	801-626-7425	sjensen3@weber.edu
Ski:	Established 1982			
	Ryan Davies	President	801-389-4420	rdavies@mail.weber.edu
	Bob Skinner	Coach	435-640-5247	skibob@allwest.net
	Colleen Garside	Advisor	801-626-6256	cgarside@weber.edu
Snowboard:	Established 2004			
	Jake Nelson	President	801-791-6768	jakelikes2snowboard@yahoo.com
	Dustin Linker	Coach	801-389-0493	
	Brian Chung	Advisor	801-626-6191	brianchung@weber.edu

Soccer:	Established 1992			
	Jeff Rogers	President	801-452-3540	jrrogers85@yahoo.com
	Will Rader	Coach	801-392-1444	williamrader@mail.weber.edu
	Tim Crompton	Advisor	801-626-8078	tcrompton@weber.edu
Tennis:	Established 2009			
	Whitney Wahlstrom	President	801-452-5955	whitneywahlstrom@mail.weber.edu
	Emily Davies	Coach	435-730-3375	emilydavies@weber.edu
	Jared Burnham	Advisor	801-626-6537	jburnham@weber.edu
Water Polo:	Established 2009			
	Temo Carboni	Advisor	801-626-6401	temocarboni@weber.edu
Wheelchair Basketball:	Established 2007			
	David Francis	President	801-391-1365	spokemaster1@gmail.com
	Nick Hess	Coach	801-634-1149	
	Jeff Morris	Advisor	801-626-6413	jmorris2@weber.edu
Wrestling:	Established 2004			
	Scott Webster	President	801-660-8384	webby_bolivia@hotmail.com
	Ben Harding	Coach	801-668-8128	banikin13@gmail.com
	Charlie Chandler	Advisor	801-626-7860	cchandler@weber.edu

Starting and Maintaining a Club

The following are requirements for clubs to become and remain active. A club can only receive the benefits of practice/competition space, student fee allotments, and university recognition if the club is active. To be recognized as a club sport at Weber State University, the following criteria must be met:

- 1) Have at least 10 active members.
- 2) Club members pay dues according to their individual club's constitution.
Non-students: If the club uses the Stromberg-Swenson Complex for any reason, non-students must also pay another \$15.00 each semester to use the facility.
- 3) Have a WSU-affiliated faculty or staff advisor who takes an active advisory role with the club.
- 4) Have a functional constitution that provides direction to the club, a copy of which is kept on file with the Club Sports Office and the WSU Clubs and Organization's Office. The club constitution is to be written and approved by the club members and should be reviewed, updated, and ratified annually. A sample constitution outline is available upon request.
- 5) Each member must complete a Membership Form and an Informed Consent Agreement prior to the first competition of **each** academic school year.
- 6) Submit and maintain a current Club Leadership Form each semester.
- 7) Submit and maintain an updated Club Roster of club members noting name, W number, telephone, current academic class standing, and signature giving Campus Recreation permission to check student eligibility.
- 8) Submit and maintain a current team schedule noting team tryouts, practices, and games. Schedule should be submitted a minimum of two weeks prior to the first competition date and should be updated throughout the year as changes occur.
- 9) Submit a completed Travel Roster a minimum of four days prior to each travel date.
- 10) Each club is responsible for submitting Facility Request Form by posted deadlines if they wish to reserve space on campus for activities.
- 11) Submit an Annual Funding Request Form each November. Budgets must match revenues with expenses. It is strongly suggested that personal equipment and uniform costs not be taken from your budget (i.e. balls, uniforms or items kept by players), and that your club uses the bulk of its budget for entrance fees, travel costs, and event hosting.
- 12) Submit a Tuition Waiver Request Form each November for following academic school year if waivers are desired for the club.
- 13) It is imperative that each club submit a yearly Points Report Form in the spring. This is used to award funding and waivers for the following school year.
- 14) At least one member of the club's leadership (president, vice-president, secretary, treasurer) or club advisor must attend monthly Club Leadership Meeting.
- 15) Be responsible for keeping your "expenses in the black." You will not be able to spend money you do not have and WSU does not allow you to operate in a negative balance account. Keep in contact with the Club Sport Finance Clerk for current balances and statements, and maintain your own copy of expenses.

Obligations of Recognized Clubs

As a WSU-recognized club sport, each club must:

- 1) Adhere to all University and Campus Recreation policies and procedures.
- 2) Understand that WSU is not responsible for the activities of the Club Sports. The university considers participation in the Club Sports program as a voluntary activity and that individuals participate at their own risk. Participants should be aware of the possibilities of bodily injury and should understand that they are responsible for any and all costs arising out of injury or property damage sustained through participation.
- 3) Adopt, maintain, and conduct business in accordance with Weber State University and Campus Recreation policies and procedures.
- 4) Contain no provisions for, and ensure against the sponsoring of destructive activities that would tarnish the reputation of the university or cause damage to Campus Recreation, Weber State University, personal property, or individuals.
- 5) Prohibit the use of alcohol and the unlawful manufacturing, distribution, dispensation, possession, or use of illegal drugs or controlled substances.
- 6) Prohibit the sexual harassment of all club members.
- 7) Prohibit "hazing" of club members. "Hazing" refers to any activity expected of someone joining a group (or to maintain full status in a group) that humiliates, degrades, or risks emotional and/or physical harm, regardless of the person's willingness to participate (www.stophazing.org).
- 8) Understand that purchases made by a Club Sport that are not authorized or do not follow University policies and procedures will be the responsibility of the club members to pay for on their own.
- 9) Remain in good standing with local, regional, and national affiliations as appropriate.
- 10) Deposit all raised or collected money into the operating or gift account of your club **within 72 HOURS of receiving funds**. No part of the funds may be deposited into an outside bank account or be used to pay club expenses without first being deposited into the club's account. We request that you make these deposits at the Campus Recreation Office, not at the cashier's.

Disciplinary action may result from non-compliance with policies and procedures (to be determined by the Club Sport staff and/or the Club Sport Council). Disciplinary action against the club or individual club members may include but are not limited to the following:

- 1) Loss of copying/printing services
- 2) Loss of facility space for practice/competition
- 3) Loss of travel authorization
- 4) Removal of individuals causing problems
- 5) Removal of officers, advisors or coaches from respective positions
- 6) Letter to the state or national league association to remove the club from participation
- 7) Loss of budget allocation
- 8) Loss of Club Sport status
- 9) Revocation of tuition waivers

The following are grounds for immediate termination of a club's active status:

- 1) Violation of University regulations or national/state league guidelines
- 2) Failure of club officers to fulfill their designated responsibilities
- 3) Failure of club to submit and maintain current club forms/documents as requested (deadlines!)
- 4) Opening an off-campus checking account with club funds, or not turning in funds to the club operating or gift account within 72 hours.

Club Leadership Positions and Duties

The following are guidelines designed to assist in determining the duties of Club Leadership:

A) Officers

- 1) Only Weber State University students may hold Club Leadership positions.
- 2) Duties of Club Leadership officers must be outlined in each club's constitution.
- 3) Clubs are run by students. Success or failure is determined by the students. It is the responsibility of the Club Leadership Officers to know the exact status of the club in regards to finances, policy/procedure compliance and member involvement.

As clubs are both student-run and self-administered, the management of club business is the responsibility of the Club Leadership officers. Each club should identify the responsibilities of its officers. The following list of suggested duties should serve as a guideline and checklist to assist in the smooth operation of the club:

1) President:

- a. Serve as a liaison between the club and the Club Sports Coordinator
- b. Serve as a leader and role model to club members
- c. Ensure that all participants in club practices and competitions are approved members of the club sport and that they have an Informed Consent Agreement on file with the Club Sports Office. This includes coaches and volunteer assistants.
- d. Attend assigned club sport leadership meetings
- e. Check the club mailbox once a week (located in the Campus Recreation office)
- f. Facilitate promotion of the club
- g. Report results of competitions to the Coordinator
- h. Notify the Club Sports Coordinator immediately of any schedule changes
- i. Ensure that members are up-to-date on Club Sports Handbook policies and procedures
- j. Train future president on duties and procedures
- k. Maintain inventory and secure storage of club equipment and supplies
- l. Submit necessary paperwork, forms and reports by indicated deadlines
- m. Delegate responsibility to involve other club members

Passing the Baton... Can the Club Survive Without You?

A smooth transition between incoming and outgoing officers is essential for the survival of your club. For this reason, it is helpful to keep a survival notebook for the club to pass along to the next president. In this book you might include:

- Special contact people (to call for game scheduling, businesses to contact for donations, etc.)
- Evaluations of and ideas for fundraising and other special projects
- Old flyers used for publicity
- Budget summaries
- Needs and ideas for the upcoming year
- Other things you feel are helpful for your particular club

By adding information to this notebook throughout your term as president, it can become an invaluable tool for the next person who is voted in to this position. In addition to your survival notebook it will also be important to review the Club Sports Handbook and any club forms with the incoming president.

Juggling Responsibilities

Some clubs start enthusiastically only to fizzle out before the end of the year. This dilemma is usually the result of one person (commonly the president) trying to take care of every club detail. One person alone cannot successfully accomplish everything pertaining to the club while also maintaining academic success.

In order to be successful, Presidents need to delegate responsibilities to other club members, keeping in mind that not everyone is suitable for every job. Let a person who is good with numbers take care of finances, a person who is outgoing take care of contacting other schools for matches, etc. A proper match of person with task is essential for success.

2) Vice President:

- a. Preside over club meetings and business during the president's absence
- b. Assist the president as needed

3) Secretary:

- a. Attend all club meetings and record minutes
- b. Conduct correspondence for the club and update the club roster; submit any changes to the Club Sports Coordinator.

4) Treasurer:

- a. Ensure all dues are paid at the Club Sports office
- b. Coordinate club budget with Club Sports Finance Clerk
 - i. Review monthly club budget reports
 - ii. Maintain accurate financial records
 - iii. Keep all receipts to show documentation of expenditures
 - iv. Ensure proper p-card usage
- c. Work with President in annual budget preparation

5) Web-Site Manager (optional position):

- a. Work with the Club Sport Coordinator to maintain an updated website
- b. Update all schedules, rosters, upcoming events, and news on web
- c. Take pictures to put on the website

B) Coaches and Advisors

A club is first and foremost a student organization. The coach and advisor should restrict their contributions to mainly coaching and advising. The philosophy and key to the success of the club sport Program has been the continued emphasis placed on student leadership and participation. The Club Sport program is designed to allow students to handle leadership roles including, but not limited to, administering a budget, securing facilities, scheduling contests, arranging for travel, etc. The coach and advisor position are positions of SERVICE, serving the club and its members. How much time spent coaching or advising is up to the coach, advisor and club. Please remember that students grow through the responsibility of leading a club: you are not to run the club for them or to perform their duties. Please let them succeed or fail, acting as a mentor and supporting good decision-making. Be mindful in your relationship with these students and you will see their experience, with your guidance, helping them grow and mature, and learning skills and habits useful throughout their lives. This is an important purpose of student organizations.

The following are recommended (except where noted) duties of a Club Sport Coach:

- 1) Maintain current CPR and First Aid certifications (required)
- 2) Participate in leadership training meetings and contacts with Coordinator as needed
- 3) Develop and improve skills of club members
- 4) Assist club officers in scheduling practices and games
- 5) Develop and employ safety practices for all participants to include the inspection of sport gear and the reporting of any hazardous facility conditions
- 6) Attend games and practices
- 7) Promote good sportsmanship on and off the field
- 8) Advise on which students are eligible for tuition waivers or scholarships and any criteria required to receive waivers/scholarships
- 9) Advise club leadership on equipment purchases that may be necessary for practices and games
- 10) Fill out team accident/incident reports as needed and give to club leadership to turn in to Club Sports office within 24 hours of the occurrence
- 11) Additional duties as listed in a Coach Contract or the club's Constitution

Coaches may be paid a stipend (out of the club's account) outlined by completing a Club Sports Coach Contract. The contract must be completely filled out and authorized **prior to** coaching services being offered. At the end of each year, a coach's performance should be evaluated by club members and a vote should be taken as to whether the coach should be retained (it is recommended that a 2/3 majority vote be required to dismiss coach).

The following are recommended duties of a club sport Advisor:

Should be a full-time employee of WSU and the advisor of only one club. The faculty/staff advisor may oversee the club members on academic matters, advise club leaders, and maintain communications with the Club Sports Coordinator. The purpose of a faculty/staff advisor is just that – to advise. The following are a few recommended duties of an advisor:

- 1) Serve as an overall resource to the club
- 2) Serve as a link between the club and other university entities.
- 3) Be knowledgeable of the guidelines and procedures for club sports and ensure that the student club leaders are also informed of these policies
- 4) Provide mentorship, guidance and leadership
- 5) Assist members and officers in organization
- 6) Supervise fund-raising events
- 7) Offer assistance in developing and overseeing the club budget
- 8) Periodically attend club meetings and activities
- 9) Oversee and approve club purchase requests (if interested and approved by club, and you plan to travel with the club, you can serve as club p-card holder)
- 10) Oversee tuition waiver requests and assist club leadership in allotting tuition waivers only to club members who qualify
- 11) Provide information concerning eligibility of student athletes
 - a. Full-time student status
 - b. GPA
 - c. Refer students to tutoring services as needed
 - d. Tuition waiver eligibility
- 12) Ensure club abides by university policies and procedures

Financial, Travel and Purchasing Policies

University Funding

The following guidelines and policies determine funding eligibility for Club Sports:

1. All members listed on the roster have paid dues; Non-students pay an additional \$15 per semester (this may be used toward a facility pass if needed for club practices or training).
2. A club funding request must be submitted by the posted deadline (November for the following fiscal year).
3. Each club must independently generate revenue matching any Student Fee Allotment (SFA) received from the university (i.e., if club receives \$1000 in SFA, the club must generate \$1000 in fund raising to match; if exact SFA match is not raised, the club loses the allotment and must pay any amount spent of the SFA).
4. All clubs must meet full compliance requirements as outlined in the point system found below. Student Fees are awarded based on this compliance.
5. New clubs do not receive SFA funds, but the Club Sport Council may assist with some costs during the first year.

The amount of funding your club may receive depends on the following Point System which may be revised each year:

Student Fee Allocation & Tuition Waiver Points

The Student Fee Allocation & Tuition Waiver Points are reviewed annually by the Club Sports Council and is subject to minor changes. Each club prepares a report of how their club performed for the year based on these areas of expectation. The report which is turned into the Club Sport Office will be used in the funding and waiver process each spring. If we do not receive a report, the Club Sports Council will not be able to fund your club for next season.

1. Number of years of experience.

200 points

Please note the year your club started at Weber State University. If there was a break in consecutive activation, note that as well.

16+ years = 200pts; 11-15 years = 150pts; 6-10 years = 100; 1-5 years = 50pts

2. Team Success

75 points

Please note any team highlights, team record, regional rankings, etc. If your team attended a national tournament this year, indicate location of tournament and what place the team took. If a team member placed as an individual, indicate the location of tournament, the name of the person who placed, and what place they took.

3. Team Member GPA (club average)

100 points

The students who competed on your team must be listed on your team roster (you can stop in and get a copy of the team roster to update it and take it to the records office—who will forward the GPA to us); OR You can ask the students their GPA, however, if the GPA is incorrect you will lose the points from the Team Member GPA.

3.5+ = 100pts, 3.0-3.4 = 75pts; 2.5-2.9 = 50tps

4. Fund Raising

100 points

Any funds that are placed into your club's account (dues, gifts, sponsorship, fund-raising, ticket sales, hosted events, etc.) will go toward fund raising. If you collect club dues, note the amount charged per individual as well as the number of members who paid club dues. We have a few clubs who are awarded gifts and equipment. If

you were awarded a gift-in-kind or equipment, you will be required to have a letter from the donor indicating what was given and its value in order to have it count towards your fund-raising (you can write the letter and have them sign it). Fund raising amounts must at a minimum match the club's student fee allotment, otherwise the allotment is lost and any spent amounts must be paid back.

5. Hours of Community Service

100 points

If your club participated in any community service please list: what service was given, name and phone number of contact person who received service, date of service and names of club members who were involved.

6. Paper work in on time

150 points

The Club Sports Office will have the information pertaining to this section. Each form is given a due date and the club loses points for each day a form is turned in late.

7. Monthly Club Leadership Meeting Attendance

75 points

The Club Sports Office will keep track of attendance.

8. Graduation of Seniors

100 points

Please note the name and major of any graduating seniors, also noting if they were a Dec. '09 or May '10 grad.

9. Retention of Students

100 points

Please note the name, year in school, and major of any students who returned from the 2008-2009 year to compete during the 2009-2010 year.

10. Sportsmanship

100 points

Conduct and attitude considered befitting to participants in sports such as fairness of play, respect for one's opponent, and graciousness in winning or losing are important to Weber State Club Sports teams. Give examples of your team's performance in these areas. Input will also be gathered from league officials, athletic trainers, Incident Report Forms, and other resources.

Travel & Purchasing Guidelines

Any time you are going to collect money or use club money to buy or pay for ANYTHING, contact our office for approval and assistance in following the University's Cash Handling and Purchasing Policy or you may be held personally responsible to pay for the expenses.

Local Site Events: you will not need to fill out a travel roster, but before your first game we must have a Team Roster on file with those team members' Membership and Consent forms completed.

- Come in and see us a few weeks before the event if you need to reserve a facility, pay referees, have our staff collect ticket money, need to collect a visiting team entry fee, a gate admission, or to sell concessions.

Away Site Events:

- Fill out a **Travel Roster** (available on-line or in our office) and bring it into our office at least four working days before you intend to leave (If you are flying, allow 30 days). Only club members are eligible for travel.
- We will check our files to be sure that all who are traveling are members of the team with a release of liability on file. An email informing you of any members whose paperwork is not in will be sent to you ASAP.
- If we do not have Membership and Consent forms on file, or if a player or coach is driving, the appropriate forms must be provided to us before you leave or that player will not be allowed to travel with the team. If they go unauthorized, your team may be assessed up to a \$300 fine.

- Be sure to fill in complete estimated costs and how you will travel. Use the small box in the top right-hand corner of the Travel Roster for this.

Staying Overnight: You will need to take a signed Travel Log Envelope with you. This authorizes your club to represent Weber State while you are traveling, and insures our liability. You will pick the envelope up and return it to our office. It is also intended as an organizational device for your receipts. You will need to fill it out completely, sign the back, and bring it back to us with all the receipts within three days of your return.

- Decide on the hotel you would like to stay at.
- You can hold this reservation by using your club p-card (credit card) or come in and we will use ours. When you travel, we will activate your p-card for that amount and you can pay with it as you leave the hotel. **Be sure to get detailed original receipts** of all p-card purchases (**be careful of internet reservations**—if you can't get a detailed receipt from them, you may be charged \$75). For hotels, we need to know how many rooms, room numbers, which dates, and who is in which room. Your club funds are to be used only for team members and coaches—no additional family or friends. They must make and pay for their own reservations if they wish to attend the event.
- Take a **Tax Exemption Form** (available in our office) with you anytime you use a hotel. Hotels in Utah must honor tax exempt status, but many out of state hotels will also honor this if you have it with you.
- When you travel with a team, you are responsible for missed classes. Club functions will be excused or unexcused based on your instructor. Be sure to get permission from them and make up any missed work. If you are participating in an extended competition, our office can provide a letter of explanation for your instructor to help with the process.

Transportation Options:

- **Airline**—Give us three to four weeks notice. We will help you to purchase the tickets with the appropriate p-card, or through the University's travel agency representative.
- **WSU Bus**—Call WSU Bus services (x7220) at the beginning of the season to schedule busses for the year. Then come in to our office to get a Bus Contract authorized by the Clubs Sports Coordinator at least four days in advance of travel. The cost will be automatically paid from your club account. When using a bus you are not held to travel time/distance restrictions as discussed below.
- **University vehicles**---Call WSU Motorpool (x 6294) at the beginning of the season to schedule their rental vehicles. Then come in to our office to get an authorized, signed, green FM request form. In order to drive a University vehicle, you must arrange with FM to get a WSU driver's card. Plan ahead as this requires some training time. When a club uses a University vehicle, a fuel credit card will be issued for various gas companies. Fuel charges are included in the cost of the rental and are deducted directly from your club account. You must be 21+ years old.
- **Rental vehicles**—The University prefers that you use their contracted rental agencies, but you can use others if you prefer and want to assume the risk of the first \$10,000 on your own auto insurance. Reserve your vehicle and bring us an estimate. We can then activate your p-card so you can pay for the vehicles when you return them.
- **Private vehicles**—We must have a copy of Private Vehicle Request on file for each driver along with a photocopy of your current insurance and driver's license if you are driving your own vehicle or a rental vehicle.
 - Your club can decide if they are going to cover "gas only" costs for any trip.
 - If you want to cover gas, the preferred way is to activate your p-card. If the p-card holder is not traveling with your club, we can pay an individual back on their personal expense but only through a requisition per event (not per person or type of expense).
 - Estimate the gas amount on your Travel Roster and have your p-card holder pay for all the gas with his/her travel purchase card. They can then bring the receipts into us along with their Travel Log Envelope. **We must have the original receipts turned into us!**
 - To buy gas, you need to fill your vehicle with gas before leaving for an event. This gas fill-up is not paid for with club funds. We can reimburse subsequent fill-ups along the road,

and to top your tank when you return. If this is not adhered to, we may opt to pay the University standardized mileage instead of actual cost (a copy of this is in your folder).

- **When traveling for extended time periods/distances by private or rental vehicle:** Students are only permitted to travel between the hours of 6 a.m. and 1 a.m. Additionally, you may not drive further than 600 miles/or 12 hours total in one day.
- **All drivers are required to annually complete WSU Defensive Driver Training before driving to an away competition, and to submit a Private Vehicle Form, current Driver's License, and proof of current auto insurance.**

Buying food: If your club has pre-approved the funds on your Travel Roster, you may purchase food. We prefer that you use your travel p-card when traveling. Always keep original receipts for us. Be sure to bring us a detail receipt showing what food was bought and a list of all who ate the food (unless the eaters were the entire team on a travel roster and no one else).

- If you did not travel and the cost was under \$100 we can do a petty cash reimbursement at the Cashier's Office when you return (entire event costs must be under \$100).
- If over \$100, or your team is traveling, we can authorize your travel p-card to pay for it, or requisition a check to reimburse you (it takes about two weeks to get a check in the mail).

Buying Uniforms, Supplies, Equipment or ANYTHING ELSE—ONLY After you approve it with our office: **Weber State University is a tax-exempt entity** and does not reimburse for taxes paid in Utah. Be sure to ask for your payments to be tax exempt (use tax ID number 35082). This applies to cash or p-card expenses in Utah. It will be your responsibility to see that this is honored or you may have to reimburse the tax amount from your own pocket.

- **Printing & Art Services Orders** may be done as a direct bill order through the University Art Services or Copy Center. After getting a quote for the work needed, have them call our office and get approval and the cost code. Be sure to ask for a work order copy to bring into our office for your file.
- **If under \$100**—we can reimburse you with a Petty Cash form. Go ahead and pay for it however you want and bring us the receipt.
- **If \$100-\$1499.99**—look for what you want either on your own, or we have catalogs. Bring us an estimate of what you want along with sizes and colors. We will order it, with your help, from our office and pay for it with one of our Campus Recreation Purchasing cards.
- **If over \$1500**—we must order it through the University Purchasing Department. Do not order supplies yourself or you may pay for it out of your own pocket! Generally this amount of an order will be processed without question, however, the Purchasing Department may choose to send it for bid (what this really means is that if they are aware of another vendor who has better prices for the same quality, they will use them instead). Any time Purchasing chooses another vendor, we, and you, will be notified before the order is placed. We often use local vendors but cannot guarantee that vendor. This amount of a purchase **MUST HAVE** a purchase order number from the University Purchasing Department **before it is ordered**. Begin by filling out a Purchase Form including the brand, item number, sizes, colors, and any embroidery or silk screen specifications on it. A club leader signs the bottom of the form. Then take your list to a vendor and ask for a printed "Quote". Submit the Purchase Form and the Quote to the Finance Clerk and they will start a Requisition with the Purchasing Office. The Purchasing Agent will then take care of ordering and payment of the goods.
- If over \$3000—We **must** send the order through as a Requisition, and Purchasing **must** put it out for bid. You will be notified before the order is placed if there are any changes.

Paying for coaches: A draft of a Coaches Contract Form must be filled out by the Club Leadership and submitted to our office **before any coaching services are incurred**. This will define who the coach is, what the agreement is, what the University requirements are, and how much and when a coach will be paid. It needs to be signed by the Club President before it comes to our office. All coaches that are paid are required to provide a current certificate of CPR and First Aid training before services begin. This contract for services will then go through an approval queue with us, the legal department, and purchasing before we start the requisition.

Paying for Referees:

- We need to have a new Individual Contractor 1099 Form every time you use an official (unless they are paid through an officiating league in which case we will need to set them up like a facility Purchase Order before services are incurred). Please make sure that this 1099 Form is legible, includes the dates of service, an explanation of services, and the amount you are paying them.
- Bring the completed form into our office within a week after the date of service and we will requisition payment. A check will be mailed to them within two weeks. Please do not wait to bring these in until the end of the season!

Paying for Facility use, ie, a workout facility, gym, or any location use other than Weber State: We must set up a contract with the facility **before you begin use**. The University Purchasing Department will set this up through our office. Just bring us a quote for the services including dates and costs, and we will go from there. Be sure to ask if they require a certificate of insurability (this certificate takes about 10-14 days to acquire).

Entry Fees:

- **When you have an away game** or tournament and your team needs **to pay an entry fee:** Call the sponsoring team about three weeks in advance to make arrangements. Have them mail, email, or fax us an invoice for the event. Information we need includes: who the check is payable to, mailing address for the payment, amount and due date of payment, date, location, and name of the event, contact name, and phone number for the hosting school/team. This could also include umpire fees for away games. We will start a requisition to have a check mailed to the hosting school by the date specified. Be sure to allow us 2 weeks advance notice for this process.
- **When you host a home game** or tournament and **a visiting team needs to pay an entry fee to us:** Contact the visiting school or team three to six weeks in advance and send them an invoice for their entry fee. Include the date, location, amount, and date payment is due (we prefer 1 week before the event). Have them mail their entry check payable to WSU (club name) to the address below. We will see that the checks are deposited in your account. Be sure to have them send a copy of the invoice with the payment.

Deposits, Player Dues and/or Lift Tickets:

- **Deposits, Dues, or Lift Tickets are to be paid by individuals directly in our office by cash or check.** This way we can properly receipt team members and assure that the money will arrive in the correct account.
- **Coaches and club leadership may NOT collect dues or any money from students, teams, admission, team entry amounts, etc. Duplicate receipts are no longer allowed.**
- Be sure to include or tell our student worker what the check is for...i.e. dues, entry fees, sponsors, gifts, etc. for which club, event, or dates.
- **Money deposited to a gift account** cannot benefit the giver (like advertising or be from a club member) or be designated to a specific individual. Gifts given as supplies are called a Gift-in-Kind. For these gifts we need to have you submit to us the specifics of the gift: who donated it, their address, title, company, and its approximate value. We will fill out a form and submit it to the Development Office. All gift donors will receive a thank you letter from the University Development Office which may be used to prepare their income taxes. Gifts are tax-deductible.
- All other donations, fundraising, dues, and admission deposits are placed in the club's general expense account and are not tax-deductible.
- **If a player needs to pay by credit card**, they can do that at the cashier's office. Be sure to have the student come to our office first and get one of our bright pink forms with your detailed account numbers and student W# on it—then bring us (or mail us) the original receipt from the Cashier's Office so we can credit your account properly. We will be happy to provide you with a photo copy if requested.
- **All Dues payments need to have a bright pink deposit form filled out.** These are available in our office.

- Checks and forms can be mailed to our office at:
 - Campus Recreation; Attention: Wendy Thacker
2802 University Circle
Ogden, UT 84408
- You can contact our Finance Clerk, Wendy Thacker at 801-626-6313, fax 801-626-7368
- OR our Club Sport Coordinator, Landon Wolfe at 801-626-6476

Using a club p-card: Each club may have one representative apply for a University p-card or credit card to pay for club travel expenses. Your advisor may hold a card as long as they intend to always travel with the club. **OR** you may have one full-time club student leader who will always travel with your club as the cardholder. This type of card is a declining balance card and is only authorized for the dates and amounts of your travel.

- Apply for a p-card in the Campus Recreation Club Sports Office
- Cardholder must attend a one-hour training session with the Purchasing office
- Cardholder must agree to turn in credit card, all receipts, and Travel Logs within five days of trip (advisors do not sign their card in or out)
- Cardholder is responsible to see that no taxes are charged on their card in the state of Utah or they may have to resolve or reimburse these amounts themselves
- Cardholder agrees to resolve and sign all statements in a timely manner (by the end of the next month)

Tuition Waivers

- 1) All tuition waivers come from the scholarship office in the form of Activity Waivers. It is not a cash award, but it acts to waive the awarded portion of a student's tuition.
- 2) The Campus Recreation Department has established guidelines including: a) being a full-time, currently enrolled student and b) maintaining a 2.5 G.P.A. Further details can be found on the scholarship homepage on the Weber State University website, www.weber.edu/scholarships.
- 3) Each club is awarded waivers by submitting an Activity Tuition Waiver Request Form in November of the previous year to the club sport office. The Director requests these waivers of through Student Affairs. Each spring the Club Sport Council reviews the awarded waivers and disperses them to individual clubs based on need and their Points Report results.
- 4) In addition to the requirements by the University, each club must determine its process for awarding tuition waivers to club members and the criteria needed to both be eligible for and to maintain that waiver. Process and criteria must be outlined in the club's constitution.
- 5) Once the selection has been made, a letter of agreement must be sent to the recipient accepting the award that outlines what the recipient has to do to maintain the award and exactly what the award is valued at. The individual must sign the agreement with the coach and advisor. The form is then turned in to the club sports office to be signed by the Club Sports Coordinator who will submit it to the scholarship office.
- 6) There are two types of waivers: **In-State** and **Out-of-State**
 - a) **In-State** Waivers, if awarded for the full amount, are worth \$2,200 for the year. The funds from the In-State Waiver Account may be divided among as many individuals as the individual club sees fit. Individuals may not be awarded less than \$300 each/semester. These waivers **DO NOT** renew each year; they must be redistributed by the clubs each school year.
 - b) **Out-of-State** waivers are awarded to qualified out-of state students only and may not be subdivided. The award is for \$3,357 paid at \$1,678.50/semester. As long as the student attends WSU and continues to qualify, they will continue to get this award each year.
- 7) Waivers are approved, tracked and processed by the Club Sports Coordinator. Upon approval of the Scholarship Office, the recipient will be notified by email from the Club Sports Coordinator and the student must then "accept" the waiver through their E-Weber portal.

Fundraising, Gifts, and Sponsors

Clubs are required to at least match their SFA funding by fundraising, dues, and gifts or the unmatched portions of their SFA will be returned to Student Affairs:

- 1) To sponsor a fundraising event, clubs must pre-approve the fundraising activity with the club sport coordinator so that any risk management issues may be addressed in a timely manner. Examples of some things that would need review and approval include WSU facility use, advertising, dinners, bake sales, holding a drawing, exhibitions, sale of goods, contracts, use of city or private facilities, insurance certificates, travel risks, cash handling, food handlers cards, Sodexo exemption, etc.
- 2) Send an email to the coordinator explaining all facets of the activity including any flyers a few weeks in advance of the activity for approval.
- 3) Once approved, proceed according to agreed upon policies and see that all cash handling rules are followed according to auditor requirements (see Travel and Purchasing Policies) and keep a list of all donors and amounts.
- 4) See that proceeds are deposited at the Club Sports Office within 72 hours or three business days of the event.
- 5) Whenever possible, have checks mailed directly to the Club Sports Office. Be sure the donor includes the club name and purpose of check. If the funds are a "gift", our office will see that the funds are deposited through the Development Office so the donor will receive a thank you letter from the University.
- 6) Any donations which exceed \$5,000 must be pre-approved with the Development Office.
- 7) Sponsorships that are not donations (the donor receives advertising or another perk in exchange for their donation) can be fundraised for the club, but be sure the donor understands that this is not a tax-deductible donation.
- 8) Please inform prospective donors that your club is NOT a WSU Athletic Department team.

Logo Policy

Any logo used by a club must be pre-approved by the Club Sports Coordinator. Examples of University-approved logos are available in the Campus Recreation office. If a club has a current logo it must be submitted to the Club Sports office for approval **before** it may be used. For comprehensive logo guidelines, refer to the WSU Style Guide policies and procedures at <http://documents.weber.edu/styleguide/06.asp>.

The Club Sports Council

The Club Sports Council has been created as a judicial and representative body of the Club Sports Program. The CSC meets on a monthly basis during the school year to address issues that impact club sport organizations regarding judiciary and financial actions. The CSC is comprised of three student representatives voted onto the Council by members of all the clubs in their leadership meeting, one faculty member, the Club Sports Coordinator and the Club Sports Finance Clerk. If a tie the Club Sports Coordinator is a non-voting member of the council.

Club Sports Council Duties:

- a. Impartially represent the club sports program and not an individual club
- b. Distribute SFA funding
- c. Distribute SFA waivers
- d. Distribute National's Travel Account funds
- e. Recommend judiciary action for clubs who fail to follow policy
- f. Review club policies, fines, incidents, and grievances
- g. Respond to all urgent petitions in a timely manner
- h. CSC members receive ½ tuition waivers for their service time

Grievance Process: If a club feels that they have been fined or dealt with in an unfair or unclear manner, they can petition the CSC to hear their grievance. Fill out an Incident Report, and contact the CS Coordinator to request time in the next CSC meeting. The club will be given 5-10 minutes to present their issue. If more time is required, a separate meeting can be scheduled to hear their case. The CSC will then vote and the club will be informed of the final decision.

The Club Sports Council constitution can be viewed at
http://www.weber.edu/campusrecreation/club_sports/handbook/forms.html

WSU Services Available to Clubs

Facilities & Playing Field Use

One of the benefits Club Sports enjoy is the use of facilities and playing fields on campus at low or no cost. The C. William Stromberg Complex can be used at no cost if supervision is provided, schedule requests are made well in advance, and space is available. Club Sports follows Academics and Athletics in scheduling priority for the C. William Stromberg Complex, so it is important to submit facility requests to the Club Sports Coordinator as early as possible. See the Calendar for submission deadlines.

Using rooms and facilities in the Sheppard Union Building may be arranged through their scheduling office (ext. 7285 or 7491). Check out their website for more information: <http://departments.weber.edu/sub/policy.html>

The facility use has certain guidelines that must be followed. Campus Recreation can assist club sports in coordinating the use of gymnasium facilities and various playing fields around campus. To schedule times for your club, you need to complete and return a Facility Request Form to the Club Sports Coordinator by posted deadlines. Gym space is scheduled quarterly. If your club would like to use a certain part of the gym on a one-

time basis, you should make the request as far in advance as possible to allow enough time for approval. Each club is responsible for damages incurred while using any facility or playing field. This includes lights, nets, the floor or turf, etc. The club is also responsible for proper conduct as members are considered representatives of the University.

Clubs are encouraged to take advantage of, but not abuse, facility privileges. If your club is scheduled to use a facility such as the gym floor, please honor the assigned schedule by waiting until your scheduled time to occupy the area. Finish up and clear out by the time you have agreed upon. For example, if your club reserved the arena floor from 5:30 p.m. to 7:30 p.m., you would begin setting up no earlier than 5:30 p.m., and you would be cleaned up and dismissed no later than 7:30 p.m. Occasionally, there may be interference with your scheduled facility area; in this case, please be professional and courteous while resolving the issue and notify the Club Sports Coordinator.

If you have non-student club members (i.e. your coach or league approved non-students) be sure these individuals purchase a gym pass each semester---for use during team practice time only from our Club Sport Office. The cost is \$15/semester.

Publicity

There are several opportunities to publicize your club on campus for little or no cost. Below you will find the major options.

KWCR RADIO 88.1 FM

The club may purchase advertising time slots on the station at a negotiated price, contact their General Sales Manager (ext. 8817) to set up a radio advertisement. Public service announcements (e.g., game or event announcements) may also be run free of charge, contact KWCR (ext. 8942 or 7424) for information about submitting your announcements. If there will be a fee for the advertising, be sure to get approval from the Club Sport Coordinator, and inform the Financial Clerk of the date and cost if the expenses are to be paid out of your club account.

SIGNPOST

You may announce activities and events in the Campus Calendar section of the Signpost (usually on page 2) at no cost; however, space is not guaranteed so the earlier you email (gedwards@weber.edu) or take the information to the News Desk (SU Room 401), the more likely your event(s) will be announced. Student clubs may also purchase advertising space for a discounted rate (\$3.75 per column inch for 2009-2010). This rate includes design costs if the club needs help creating an ad, however clubs may also submit designs of their own. Contact the Advertising Manager (ext. 6359) for more information. Your club may also want to inform the Sports Editor (ext. 7983) of the upcoming activities—the Signpost may send a reporter to cover your story.

MARQUEES

There are two large marquees located on campus: one on the corner of 42nd Street and Harrison Boulevard, and one on the Shepherd Union Building. To advertise on them, go online at least three (3) working days in advance to fill out the form with Student Activities: <http://organizations.weber.edu/studentactivities/marqueerequest.htm> OR contact the Club Sports Coordinator two weeks before you would like your event announced. The earlier you submit your announcements, the more likely they are to be posted.

WSU CALENDAR AND EVENTS THROUGH E-WEBER

Campus Recreation has three authorized individuals who can post your announcement through E-Weber. Please contact the Club Sports Office at least two weeks in advance and bring in all needed information.

CLUB SPORTS BULLETIN BOARD

There is a Club Sports bulletin board located near the Campus Recreation office on Level 1 of the Stromberg Complex. Each club is entitled to a section of the board for posting any club information. Contact the Club Sports Coordinator to post information.

WELCOME WEEK and BLOCK PARTY

During the first week of each semester ("Welcome Week"), the WSU Department of Student Involvement and Clubs & Organizations invite and encourage all student organizations to host tables and booths advertising their clubs in the Shepherd Union Building and surrounding outdoor plazas. All C & O members can reserve space for these events free of charge. Arrangements can be made through the Club Sports Coordinator.

TABLING AT THE UNION BUILDING

Clubs may schedule a table at the Union building during the lunch hour during one of the first two weeks of each semester to advertise their clubs' activities. Check with the Club Sport Coordinator for instructions and dates.

FOOTBALL GAME ANNOUNCEMENTS

Club Sports may make announcements at all Wildcat Football home games. Contact the Club Sports Coordinator if you are interested.

FLYERS AND POSTERS

Club Sports teams may hang posters and pass out as many flyers as they like on campus. Prior approval must be obtained from the Club Sports Coordinator and the building or facility in which the advertisements are to be distributed. The Clubs and Organizations office can direct you to the right people for obtaining permission to post on campus. Design and printing are responsibilities of the club. Use of the Campus Recreation photocopier may be arranged through the Club Sports Coordinator for small copy jobs.

CAMPUS RECREATION WEBSITE

Each club has their own website that should be maintained. Clubs are encouraged to assign a website content manager for their club's website. Campus Recreation has set up a program where a club's website content manager can easily upload photos and current schedules as well as update site content as needed. Websites need to maintain a consistent WSU Campus Recreation look, a first layer address through Weber State, and clubs are responsible to keep the club's website up-to-date. All of the clubs' websites can currently be found at http://www.weber.edu/campusrecreation/club_sports/ or directly accessed at [http://clubs.weber.edu/\(clubname\)](http://clubs.weber.edu/(clubname)).

WSU TELEVISION STATION

Contact the Club Sports Coordinator for details about announcements on the University Television Station.