

Weber State University

Sport Clubs Handbook



WEBER STATE UNIVERSITY

Campus Recreation

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Competitive Sports Office Contact Information

The Competitive Sports staff administers the Sport Club Program. The importance of each officer's role to communicate with club members and the Competitive Sports staff cannot be overemphasized. The Competitive Sports staff operates with an open door policy, and is available any time during office hours or by appointment. The Competitive Sports Managers will serve as the contact person for the clubs in the absence or instead of the Competitive Sports Coordinator or Assistant Coordinator. Any questions concerning Sport Club rules and regulations, or items not outlined in this handbook, should be directed to campusrecreation@weber.edu or 801-626-7967. Mailings can be sent to the address below.

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Sport Clubs Overview Information

Program Philosophy

Sport Clubs are under the Department of Campus Recreation which helps with aiding and coordinating the efforts of the various recreational clubs on campus. A comprehensive Sport Clubs program is an integral part of Campus Recreation. It fills the void between intramural sports activities and intercollegiate athletics, though it is not intended to be a “Varsity Sports” program. That role belongs to the Department of Intercollegiate Athletics. Sport Clubs give the university and the communities an opportunity to participate in highly competitive sport activities, learn new skills, improve, and enjoy the recreational and social fellowship derived from sports involvement. The purpose of the Sport Clubs Program is not to be the sole support of a competing team, but to foster growth and development of clubs, which may sponsor a team. Other Sport Clubs may be organized for the fellowship involved and do very little competing outside the club.

The Competitive Sports (CoSpo) Coordinator and CoSpo Assistant Coordinator are the administrators of the Sport Club Program. All Sport Club matters are channeled through the Competitive Sports Coordinator or Assistant Coordinator, who controls dispersal of appropriated funds, scheduling of facility space, and act as advisors in all club matters. Within all student organizations, the members have varied opportunities to become directly involved in the administration and supervision of their club. They collectively have the responsibility for writing their club constitution and bylaws, determining their membership requirements, establishing their dues schedule, establishing the duties of their officers, determining level/amount of activities and selecting a volunteer coach or instructor, all within the Campus Recreation guidelines outlined in this handbook. The success of the Sport Clubs Program depends upon the student leaders of the individual clubs. They must have the initiative and drive to handle club administrative matters and motivate club members to take part in various club activities. Without student interest, there would be no Sport Clubs Program.



Definition of a Sport Club

A Sport Club is a student lead organization recognized by the Clubs and Organizations and Campus Recreation, which have been formed by individuals motivated by a common interest and desire to participate in a sport activity. A club exists to promote and develop interest in that sport or activity at the University. A Sport Club may be oriented toward competition, teaching, recreation, or socialization, singularly or in any combination. The intent of some clubs may be to sponsor teams, which may compete against other colleges and universities or within area sport associations.

Benefits of Sport Clubs

Many benefits exist to being a member of a Sport Club. 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 pertinent 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.

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 deactivation of club.

Some of the additional advantages of forming a club include:

- Skill development through instruction
- Use of campus facilities and equipment for little or no charge
- Limited student fee funding (allotment)
- Limited tuition waivers—In-state
- Competition with other clubs, colleges, and universities
- Free publicity on campus
- Leadership training and opportunities
- Resume building



Sport Club Responsibilities

Becoming a Sport Club

In order to become part of the Sport Club Program, the following items must be completed:

- Attend a club interest meeting with the Competitive Sports (CoSpo) Coordinator.
- Attend Club Liaison Meetings on a regular basis (minimum of 2 per semester).
- Attend the Sport Clubs Leadership Meetings throughout the year.
- Maintain a club roster of at least 6 student members.
- Provide a proposal to the Sport Clubs Council with evidence, documentation, and reasoning to admit the club to Campus Recreation.
 - If off-campus or non-WSU facilities are to be used, cost will also be a consideration.
 - The potential impact (e.g. facility use, equipment, personnel, etc.) of the club on Campus Recreation programs and facilities.
 - The ability of the club to financially support its activities (e.g. availability of adequate revenue sources).
 - For competitive clubs, the availability of adequate competition.
- If the club is admitted as a Sport Club, the club will be eligible for funding and waivers during the next available Student Fee Allotment process.
- A club must recognize the existence of a governing body and follow the rules and regulations set forth by that governing body to minimize risk to participants.
- Where deemed appropriate by Campus Recreation, the availability of qualified (including, where applicable, certified/licensed) coaches or instructors.
- The degree of potential risk associated with club activities and the ability of club members to manage that risk in an acceptable manner.
- The degree to which the Campus Recreation staff/office can adequately oversee the needs of the club.
- The degree to which the club's activities reflect the mission and goals of Campus Recreation and Weber State University.
- If the club is denied membership as a Sport Club, the club may reapply the next semester.

The above criteria provides a general guide for decision-making regarding the recognition of a new Sport Club. However, the list is not exhaustive, and Campus Recreation reserves the right both to consider other relevant factors and to deny recognition to any club if, in the judgment of Campus Recreation, the club's activities present an unacceptable risk to students, or recognition is not otherwise in the best interest of Campus Recreation and/or the University. Sport Club applications may be submitted to the CoSpo Staff throughout the year and will be reviewed on a rolling basis. New Sport Clubs will only be admitted to the program once a year, generally at the start of each academic year, however there may be exceptions to this under certain circumstances.



Obligations of Recognized Sport Clubs

As a WSU recognized Sport Club, each club must:

- Adhere to all University and Campus Recreation policies and procedures.
- Understand that WSU is not responsible for the activities of the Sport Clubs. The university considers participation in the Sport Clubs program as a voluntary activity and 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. **The Campus Recreation Office strongly recommends that each individual have his or her own medical insurance policy.**
- 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.
- Prohibit the use of alcohol and the unlawful manufacturing, distribution, dispensation, possession, or use of illegal drugs or controlled substances in violation of University policy.
- Prohibit the discrimination or harassment of all club members in violation of University Policy.
- Prohibit “hazing” of club members, as defined below.
- Understand that purchases made by a Sport Club that are not pre-authorized or do not follow University policies and procedures will be the responsibility of the individual that made the purchase to pay for on their own without any club funding reimbursements.
- Remain in good standing with local, regional, and national affiliations as appropriate.
- Deposit all raised or collected money into the WSU operating or gift account of the 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. Make these deposits at the Campus Recreation Office, not at the Cashier’s Office, unless directed by our office to do so.
- Provide one student who travels with the team as the designated p-card holder (this is a University travel credit card) and one as the designated trip leader. This may be the same student.

Club Divisions

There are three possible classifications for Sport Clubs to choose to fall under. Each category has its own requirements to maintain the level and limitations on funding from Student Fees (covered in funding and purchasing section). The three categories are recreational, competitive-recreational and competitive.

Recreational

The Recreational category is the best fit for a Sport Club wishing to just meet with others whom like to play a particular sport and play/practice the sport as a group. Competition is not a primary focus within this group. As such, these groups do not usually travel, but it is not unusual for them to compete occasionally.



Requirements:

- Practice at least once a week, on average.
- Allow all to join.
- Have 6 active student members.

Competitive-Recreational

Competitive-Recreational Clubs seek to function at a recreational level with some travel or desire to have a noncompetitive and competitive side.

Requirements:

- Practice 2 times a week on average.
- 60% of competitive members must compete in at least 1 competition.
- Team must have at least 2 competitions.
- Allow all to join the recreational portion of the club.
- Need to have at least 33% of members as active on the competitive side and 33% of members as active on the recreational side. Note: members will be defined on what portion they fulfill by the club leaders.
- Money must be split 50/50 between the competitive and recreational sides of the club unless otherwise stated and voted upon in the Club Constitution.

Competitive

This is a club that wishes to compete at a high level, whether locally, regionally, or nationally. Competitive Clubs are expected to join a league, sanctioned preferred, and compete.

Requirements:

- Practice 2-3 times a week
- Must have a fair and objective method of differentiating members as club members or team members.
- 90% of team members must compete in at least 1 competition
- Have at least 10 competitions
- Need to have at least 15 active members

Note: The CoSpo Coordinator, Assistant Coordinator, Manager and Sport Club Council (RCC) may determine a club's classification does not fit the above guidelines based off the nature of the club and can therefore change a club's classification to better the club's success.

Membership

All officially enrolled students (undergraduate and graduate), faculty and staff of the Weber State University, and, in some cases, community members are eligible to join a Sport Club as a regular member, though competitive eligibility is based on each sport's governing body regulations. (Note: Clubs must have at least 80% of members as students). Intercollegiate athletes may compete for a Sport Club in the same academic year that they are listed as varsity players. However, the Sport Club in which they choose to participate should not be involved in an activity similar to their varsity participation. The



intercollegiate athlete must sit out one school year until they are eligible to join a club, which is considered a sport similar to their varsity team.

Membership and participation within a club must be free from discrimination based on the classes designated as “protected classifications” in PPM 3-32 https://www.weber.edu/ppm/Policies/3-32_DiscriminationHarassmentandSexualMisconduct.html). Clubs may be designated as “women’s,” “men’s” or “coed” with approval of the Competitive Sports Coordinator, in consultation with the Title IX Coordinator.

A Sport Club may not restrict the number of student members allowed to join its ranks: however; it is recognized that only a certain number can realistically participate in competition or practice spaces. It is the responsibility of each Sport Club to work out a fair and equitable method by which to accommodate all of its members' needs for instruction, practice, coaching, and competition.

Campus Recreation requires all club members to carry the proper identification at all scheduled activities. Students, faculty, and staff must have a Wildcat ID. Coaches, instructors, and community members must have a picture ID with them during all scheduled activities (Note: Coaches, instructors, and community members must have a Swenson-Stromberg Facility pass to enter the indoor practice facilities).

Membership Dues

Clubs must have each member pay dues in order to participate in any capacity with the club. Any individual found participating in the club without dues will result in a \$300 fine paid by the Club. All dues records are kept by the Competitive Sports office and any discrepancies should be taken up with the Competitive Sports Staff.

These dues are established by the club and must be stated in the constitution. Depending on the club’s classification, **members must pay a minimum amount per year:**

- Recreational: \$10.
- Competitive-Recreational: \$60 for competitive members, \$10 for recreational members.
- Competitive: \$130.

The club’s constitution needs to reflect the cost and schedule of member dues (this includes any payment plans). Changes made during the year should be reported to the Competitive Sports office.

Dues waiving form

A club can elect to waive an individual’s dues obligations by filing a **Membership Dues Waiving Form**. This form is only a request and the final decision will lie on the Competitive Sports Coordinator depending on the validity of the excused obligation. If the club wants to appeal the CoSpo Coordinator’s decision the club may appeal to the Sport Club Council.

1. Non-leaders having dues waived:
 - Must be approved by 3 leaders of the club
 - Needs to have extenuating or justifiable circumstances
2. Leaders having dues waived:
 - May be done as outlined in the constitution
 - Or voted on by members
3. A team may have no more than 4 members on their team have their dues waived



Student G.P.A. Requirements

All Weber State Students who participate in a Sport Club are required to maintain a 2.0 G.P.A. minimum. Students must be in good academic standing with the university in order to participate with any Sport Club. Any violation of allowing a student not in good academic standing to participate in any club activity could result in a fine.

Non-Student Members participation

Campus Recreation recognizes the importance of the interaction between faculty, staff, alumni, and community members and student members of certain Sport Clubs. Therefore, non-student members are allowed to participate in club activities under the following conditions:

- Non-student member participation must be voted upon by the club membership. If approved, non-student participation guidelines must be added to the club's constitution.
- The percentage of non-student members cannot exceed 20 (twenty) percent of the total membership as indicated on the membership roster. However, a club may lower that percentage as noted in the club's constitution.
- For clubs that use any Campus Recreation facility that requires membership access, non-student members must purchase a club facility pass to be able to enter the facility unless the non-student member already has such a pass.
- Dues for alumni and community club members must be at least 50% greater than the rate for student members. All proposed fees for alumni and community participation must be voted upon by the student membership and approved by the Competitive Sports Staff.
- Dues for Faculty and Staff members will be the same rate as the student members' rate.
- Non-student members are prohibited from holding office or any leadership position within the club or involving themselves in any of the administrative or managerial duties the club has with the CoSpo Office.

Membership Rosters: How to join a Sport Club

To participate in club activities, it is the responsibility of each individual club member to enter their information on the Campus Recreation Sport Club's website. The website can be accessed using <http://www.weber.edu/sportclubs> under the forms section. The participant will not be a member until this process has been completed and the signed Sport Clubs Membership and Informed Consent Form has been turned into the Competitive Sports Office. In addition, Sport Clubs should pay attention to the rules of their sanctioning organizations as to the eligibility of graduate students, community, and faculty/staff members on competing teams. Clubs may be subject to program sanctions for allowing ineligible individuals and those not listed on the roster to participate. Sanctions may include probation or suspension of individual club members or the entire club.

Club Leadership Positions and Duties

Student Leaders are the backbone of Sport Clubs. Leaders help to foster the Club's growth while allowing the experience to facilitate personal development. All Club leaders must complete the online training found at canvas.weber.edu. Leaders must pass each module in order to be a fully functioning leader.



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

Leadership

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

As clubs are ran by students, 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:

President

- Serve as a liaison between the club and the CoSpo Staff
- Serve as a leader and role model to club members
- Ensure that all participants in club practices and competitions are approved members of the Sport Club and that they have a Membership and Informed Consent Agreement on file with the Sport Clubs Office (this includes coaches and other volunteer assistants)
- Attend assigned Sport Club Leadership meetings (or assign another club leader)
- Check the club mailbox once a week (located in the Campus Recreation office)
- Facilitate promotion of the club
- Report results of competitions to the CoSpo Staff
- Notify the CoSpo Staff immediately of any schedule changes
- Ensure that members are up-to-date on Sport Clubs Handbook policies and procedures
- Train future president on duties and procedures
- Maintain inventory and secure storage of club equipment and supplies
- Submit necessary paperwork, forms and reports by indicated deadlines
- Delegate responsibility to involve other club members

Vice President

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

Secretary

- Attend all club meetings and record minutes
- Conduct correspondence for the club and update the club roster; submit any changes to the CoSpo Staff

Treasurer

- Ensure all dues are paid at the CoSpo office
- Coordinate club budget with CoSpo Staff
 - Review monthly club budget reports



- Maintain accurate financial records
 - Keep copies of all receipts and budget reports to show documentation of expenditures
 - Ensure proper p-card usage
- Work with President in annual budget preparation

Web-Site Manager (optional position)

- Work with the CoSpo Staff to maintain an updated website
- Update all schedules, rosters, upcoming events, and news on web
- Take pictures to put on the website
- Administer any social media accounts

Safety Officer - Required Position and Duties

- Ensure that all *Membership and Informed Consent Forms* are collected and submitted
- Routinely inspect club equipment and facilities
- Complete and submit *Accident Report Forms* when appropriate
- Keep the first aid kit stocked and ensure it is on site
- Ensure club compliance with all Campus Recreation and University safety policies and emergency actions procedures as well as ensure proper biohazard handling and disposal.
- Ensure the health and safety of Club members.
- Ensure that at least one CPR & First Aid certified member is present at all Club activities.
- Complete Safety Officer training.
- Maintain current CPR and First Aid certification from the American Red Cross or other nationally recognized organization (if approved by the CoSpo Staff).
- Comply with policies, procedures and emergency action plans.
- Enforce any rules and regulations imposed by the conference and be a safety advocate for the sport.
- Report safety hazards to the CoSpo Staff.
- Responsible for gathering teammate waivers, participant forms, and any other information that the CoSpo program requires of club members.
- Ensure that no individuals participate in practice unless they are approved members of the Sport Club and they have the proper documentation on file. This includes coaches and volunteer assistants.
- Serve as the Trip Leader for all trips.

Trip Leader - Must be a Safety Officer

- Follow the travel request approval process.
- Communicate with the CoSpo Staff prior to each trip and attend any required Trip Leader meetings.
- Follow proper Emergency Procedures.
- Contact the CoSpo Staff immediately after the trip to announce club has returned safely.
- Return Trip Kit and any required documents within 48 hours of return from trip.

Equipment Officer

- Keep accurate records of all club equipment, including purchase date, storage location, and current condition. Relay this information to the CoSpo Staff for accurate inventory tracking.



- Inform the Competitive Sports Staff of any equipment that becomes damaged or unsafe.
- Distribute equipment to club members and collect equipment at the end of the club's season.

Changing of Officers/Transition to New Leadership

The successful transition from outgoing to new leadership is vital to the continued success of the club. The following steps must be taken by the outgoing and incoming officers to ensure a successful transition:

- Attend the required transition trainings.
- Turnover of all club records and inventory of all club equipment to new club officers.
- Review of all financial records.
- Review all forms including last year's budget allocations and end of year report.
- Submit new Leadership List to the CoSpo office.

Coaches, Instructors, Liaisons, and Advisors

A club is first and foremost a student organization. Coaches, Instructors, Liaisons, and Advisors must all be registered volunteers with the university, having completed the necessary volunteer paperwork and background checks each year. These volunteers should also limit their scope of service to their title: a coach should restrict their contributions to coaching, instructors to instructing, liaisons to communicating, and advisors to advising. The philosophy and key to the success of the Sport Clubs Program has been the continued emphasis placed on student leadership and participation.

The Sport Clubs 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, instructor, liaison, and advisor positions are positions of service, serving the club and its members. How much time spent in those roles are up to the coach, instructor, liaison, or advisor and club. Please remember that students grow through the responsibility of leading a club: the clubs are not to run the club for the coach, instructor, liaison or advisor or to help perform their duties.

Please let them succeed or fail, acting as a mentor and supporting good decision-making. Be mindful in the relationship with these students. The goal is that the club will see their experience, with the coaches, instructors, liaison, or advisor's guidance, help them grow, mature, and learn the skills and habits that will be useful throughout their lives. This is an important purpose of WSU Student Organizations.

Volunteers

Coaches and Instructors

It is the club's responsibility to secure the services of a coach/instructor for its team, if a coach/instructor is desired. Club members must find a volunteer who meets the specified requirements as identified below and who will abide by the rules for coaches and instructors outlined herein. The Competitive Sports Coordinator must approve the selection of a coach or an instructor. All coaches and instructors must complete a *Volunteer Services Application* at the beginning of **each year** and complete all necessary coaches and volunteer trainings. Coaches and instructors must submit copies of all relevant certifications and qualifications.



If it is determined by Campus Recreation that a club is paying for the services of a coach or instructor not out of the club account, the club will be immediately suspended from the Sport Clubs Program. The club will have to meet with the Competitive Sports Coordinator to discuss possible reinstatement of the club. If a club wishes to seek the services of a coach, members should seek an experienced individual who possesses technical knowledge of the sport and knows how to aid players in avoiding injuries. Those agreeing to serve as Coaches/Instructors must meet with the Competitive Sports office to discuss their qualifications, responsibilities to the club, and pertinent rules of Campus Recreation prior to any coaching or teaching. All coaches and instructors must pass a background check prior to attending any club practices, games, or events.

Coaches and instructors must acknowledge and respect the leadership positions held by the officers and abide by all decisions made by this group. Recommendations made by the coaches/instructors will be considered, but the officers and/or club will make final decisions because they are ultimately held accountable. At the end of each year, club members should evaluate a coach's performance and a vote should be taken as to whether the coach should be reinstated.

Coach and Instructor Duties

The following are recommended duties of a Sport Club Coach or Instructor:

- Maintain current CPR and First Aid certifications.
- Participate in Coaches trainings and meetings with the CoSpo Coordinator as required.
- Be in compliance with the Weber State Policy and Procedure Manual Section 3 – Personnel.
- Develop and improve the skills of club members.
- Assist club officers in scheduling practices and games.
- Develop and employ safety practices for all participants to include the inspection of sport gear and the reporting of any hazardous facility conditions.
- Attend games and practices.
- Maintain a safe environment for participants including themselves by taking the necessary safety precautions as required by University policy, State or Federal law, and/or club policy, such as wearing flotation devices, protective eyewear, etc.
- Be involved strictly with coaching/teaching the club members in practice and competition while refraining from participating in other areas of club management. The coach/instructor should allow the student officers to discuss club matters with the CoSpo Staff. The student officers serve as the liaison between the club and the Campus Recreation Department – not the coach/instructor.
- Be a positive role model for all club participants.
- Select goals which are attainable, realistic, and challenging given the nature of the Sport Club Program. **Coaches and Instructors should remember that club teams are not varsity teams.**
- Promote good sportsmanship on and off the playing surface.
- Advise on which students are eligible for tuition waivers or scholarships and any criteria required to receive waivers/scholarships.
- Advise club leadership on equipment purchases that may be necessary for practices and games.
- Additional duties as listed in Volunteer Service Application.
- Understand and enforce policies and procedures listed in the Sport Club Handbook.



Clubs may be sanctioned for inappropriate behavior of coaches and instructors including the following:

- Acting in an unsafe manner that puts club members or themselves at risk.
- Failure to comply with University policies.
- Managing club business, including scheduling, travel arrangements/payments, submitting forms, and purchasing equipment.
- Entering into agreements on behalf of the club or University.
- Offering scholarships and recruiting players.
- “Cutting” students from the club.
- Instructing or encouraging club members to violate Campus Recreation or University rules and regulations.
- Failing to favorably represent Weber State University.

Campus Recreation has an obligation to protect the club and its members. If, in the opinion of the Competitive Sports Coordinator, the club or any member of the club is being neglected or misled by the coach/instructor, or if the coach/instructor is not working in the best interests of the club, they can be relieved of all coaching and/or teaching functions. Due to their status as volunteers at the University, coaches serve at the discretion of the University and the Competitive Sports Coordinator. Coaches may not be approved or may be removed as coaches at any time, with or without cause, which decision may not be appealed by the club. However, sanctions issued against a club for behavior of a coach may be appealed.

Other Volunteer Positions

As with the coaching position, some clubs may elect to utilize volunteers to help with the facilitation of their club. These volunteers should restrict their contributions to their volunteering duties set forth by the club and should not help with the administrative or managerial duties the club has with the CoSpo Office. All volunteers must be approved by the CoSpo office prior to any services being performed. Each volunteer must complete the necessary forms (membership, informed consent, and volunteer service application), trainings, and background checks at the beginning of each year.

Advisors

For purposes of recognition with the Club & Organizations Office in Student Affairs, **the Competitive Sports Coordinator will be listed as the Advisor for all Sport Clubs** (unless otherwise noted through a job description).

A club may still utilize the services of a WSU Staff/Faculty member as an Optional WSU Liaison if desired. This individual may offer suggestions or guidance for a wide range of club activities but should not be making final decisions on club activities or usage of club funds.

Constitution

The sample constitution listed online at <http://weber.edu/sportclubs/resources.html> is structured to fully explain each section of the document in order to aid the organization in getting off to a good start and maintaining a proper standing with the University.



Why and When

The purpose of an organizational constitution is to ensure efficiency, fair and equal considerations, and clarification and continuity in the regular operations of the group. Each student group should have standard operating principles and procedural rules, which this document merely states in writing. Each time new officers are elected, the constitution should be reviewed to ensure it is up to date.

What

These guidelines are designed to assist organizations in their formation and anticipation of future problems. The constitution should be tailored to the organization's specific needs. In addition, student organization constitutions shall be drafted to ensure all members and activities are in accordance with University policy to avoid future conflict. If the constitution is not in accordance with these guidelines, the Department of Campus Recreation will ask the club to resubmit a draft that has the proper changes.

Please note: club activities may be suspended/limited until proper changes have been made.

Listed below are the component parts of the constitution, which must be included. Specific article numbers may vary from group to group, but all the information must be included. If the clubs require any further assistance in drafting the organization's constitution, please contact the CoSpo Staff member over the club.

Title

Constitution should be entitled "Constitution of [official name of the organization]".

Preamble

Should state the full, official name of the organization as well as the purpose, aims, and functions of the group.

Article I: Membership

Should state the full, official name of the organization as well as the purpose, aims, and functions of the group.

- A. **This section must be written exactly as follows:** Participation in the proposed organization must be without regard to arbitrary consideration of the classes designated as "protected classifications" in PPM 3-32 http://www.weber.edu/ppm/Policies/3-32_DiscriminationHarassment.html (Where groups are designated as "women's," "men's" or "coed," include language stating that notwithstanding the above statement, this group has been designated as [insert name], which designation has been approved by the University.).
- B. State the limitation of membership, if any, including maximum or minimum limits. A group or organization cannot qualify as a student group or organization unless all of its officers and 80% of its members are currently enrolled at Weber State University
- C. State the different classes of membership and the requirements for and rights of each class, if any.
- D. State the procedure for selection and revocation of membership. For example, "How does the organization admit or remove persons from membership?"



Article II: University Compliance

This section must be written exactly as follows: This organization shall comply with all Weber State University regulations, and local, state, and federal laws.

Article III: Club Leadership/Executive Officers

- A. State the title of all officers. What are the duties and responsibilities of each?
- B. What are the requirements for executive officers (i.e. GPA, experience)? What other requirements are the club looking for in officers?
- C. How long do officers serve? When do they take office? When do they turn over their office? Do past officers have a specific role in the organization?
- D. Will Executive Officer meetings be held? How often? Who calls the meetings? How are decisions made at these meetings?
- E. How are officers elected or selected?
- F. What is the procedure for removing a person from office?

Responsibilities to Consider

- A. Keeping advisor current on organization activities
- B. Calling general and Executive meetings, developing meeting agendas
- C. Presiding in the absence of the President
- D. Maintaining lists of organizations members
- E. Developing and maintaining organization budget
- F. Maintaining records of organization spending

Article IV: Advisor

- A. Is the Advisor the CoSpo Coordinator or another faculty/staff members of Weber State University?
- B. If not the CoSpo Coordinator:
 - a. How is the Advisor chosen?
 - b. What are the responsibilities and duties of the advisor?
 - i. Advisor responsibilities should include being familiar with the Sport Clubs handbook, keeping the Club Leadership informed of university policies as it pertains to club activities, and to serve as a resource for the well-being of the club.

Article V: Meetings

- A. Are there regular membership meetings? If so, how often will regular meetings be held? How are they advertised? Who has authority to call meetings?
- B. Who sets the agendas for meetings? What rules of order are followed?
- C. How are emergency or special meetings called? Who has the authority to call these meetings? How are members notified of these special meetings?
- D. How is attendance recorded for meetings (if necessary)?

Article VI: Elections

- A. When and how frequently will elections be held?
- B. How are people nominated to run for office?



- C. Is voting by secret ballot or open show of hands? What percentage of members must be present and voting for a candidate to be elected?

Article VII: Non-Hazing

The section must be written exactly as follows: Hazing is strictly prohibited. Hazing shall be defined any conduct occurring on or off the Weber State University campus, by one person alone or acting with others, which subjects another person to abuse, degradation, intimidation, or endangers the mental or physical health or safety of the person as a condition of association with a club, regardless of the person's consent or lack of consent.

Article VIII: Dues and Budgets

- A. How much are membership dues? Are there various levels of memberships which alters the dues structure? How is the amount determined?
- B. How often are dues collected? Is there a payment plan option? What are those deadlines? What happens to members who haven't paid dues by the deadline?
- C. Who collects dues? What methods can dues be paid?
- D. Who creates and maintains the group's budget? How often is the budget revised?

Article IX: Finances

- A. Who is in charge of financial affairs such as budget tracking?
- B. What type of financial maintenance will the group utilize?
- C. What happens to the remaining money if the group dissolves?

Article X: Tuition Waivers

- A. How does the club decide recipients?
- B. What additional things must a recipient do?

Article XI: Coaches and other Volunteers (if utilized)

- A. How are they selected?
- B. Policy and procedure to select a coach/volunteer (the volunteer should be selected by the club's Leadership with input from the club's Advisor).
- C. Policy and procedure to dismiss a coach/volunteer if necessary.
- D. Expectations for the coach/volunteer (the coach/volunteer is to be familiar with the Sport Club Handbook, provide instruction of the team, prepare the team for competition, and to uphold all university and Sport Club policies).

Article XII: Amendments

- A. How will all eligible voting members be notified of proposed amendments (i.e. announcements at meetings, email, postings, etc.)?
- B. What vote is required to ratify an amendment (i.e. 2/3 or 3/4 of total or present members)?
- C. Once approved by the organization, all constitutions with amendments must be submitted to the CoSpo Staff.



Article XIII: Constitution Approval

The constitution will be presented to the membership of the club at the club's first meeting and will be approved by majority vote of the whole membership of the club.

Voting

Voting on leadership, constitution, and other items important to club function is a key part to the club's functionality. It is the goal of the Sport Clubs office to ensure this is a fair process and that all voices in the club can be heard. All student members of the club **MUST** be allowed to vote and give input on all leadership and constitutional decisions. The following manners are the only approved means for voting:

1. Online voting: Members will be allowed to submit their vote through an online system set up by the Sport Clubs office which will be monitored by the office.
2. In office voting: Members will be required to bring ID to the office and vote.
3. Sport Clubs Office representative at Vote: If the club wants to do a quick vote at a meeting, the club can request a Sport Clubs Office Representative to come to the meeting/practice to check-in voters and take down the voting counts.

Note: It is required that at least 60% of the student members vote in order for the vote to be considered valid.

Logo Use

Weber State University Sport Clubs have permission to use some of the many University's logos and trademarks. However, there are certain policies that must be followed in order to remain within the guidelines set for this use. Please refer to the WSU Style Guide on logo use found online at:

<http://departments.weber.edu/marcomm/logodownloads/>

For all questions regarding logo use contact the Competitive Sports Coordinator.

Sport Clubs Conduct & University Policies

Sport Clubs members have an obligation to conduct themselves and their organization in a manner compatible with the philosophies of the University, Campus Recreation, and as an institution of higher education. Sport Club members are expected to act in a mature and responsible manner both on-campus and off-campus, especially while participating in club activities. They will be held responsible for complying with Campus Recreation Sport Club's policies and procedures, Weber State University's Code of Student Conduct, federal, state, and local laws, and they may be disciplined for failure to do so.

Students are expected to follow WSU Student Code found online at:

http://www.weber.edu/ppm/Policies/6-22_StudentCode.html

NOTE: Campus Recreation has expectations for a high standard of behavior during sanctioned activities. Club members and officers should further be aware that public perception of individual acts might reflect poorly on the club and the University.



Prohibited conduct includes but is not limited to:

- Club members participating in an inappropriate activity (fighting, alcohol/drug use, etc.), which violates University policies, campus regulations and/or state/federal laws, while participating in any Sport Club related activity.
- The use and/or presence of alcohol/drugs at any club activity (home/away tournaments, events, practices, travel, etc.).
- Use of club p-cards for the purchase of alcoholic beverages, personal items, individual phone, or other bills.
- Failure to comply with requests of any University employee, including Campus Recreation staff or student employees, acting in the performance of their job.
- Hazing.
- Failure to comply with the regulations in this handbook.

Weber State University's Hazing Policy

Hazing is strictly prohibited at Weber State University. As used herein, hazing is defined as any conduct occurring on or off the Weber State University campus, by one person alone or acting with others, which subjects another person to abuse, degradation, intimidation, or endangers the mental or physical health or safety of the person as a condition of association with a club, regardless of the person's consent or lack of consent

Examples of Hazing

Examples of hazing include, but are not limited to: forced consumption of alcohol or other substances; sleep deprivation; extreme dietary restrictions; use of alcohol in drinking games or contests; acts of physical abuse including paddling, pushing, kicking, biting etc.; forced extreme physical activity; forced tattooing or branding; creation of excessive fatigue; severe psychological shocks or humiliation (as defined by a reasonable person under all the circumstances); compulsory servitude; theft or misuse of property belonging to others; requiring or encouraging any activity that would violate any laws, university policies, or club handbook.

Penalties for Hazing

Violations of this policy normally result in disciplinary action, even for a first offense. Individuals who participate in acts of hazing are personally accountable under this policy, regardless of the outcome of any related case brought against a student group or organization. Hazing may also be a violation of PPM 6-22, Student Code of Conduct, http://www.weber.edu/ppm/Policies/6-22_StudentCode.html.

The Responsibilities to Challenge and Report Hazing

All members of the club share the responsibility to challenge and make known to the Campus Recreation and Dean of Students office acts of apparent hazing. Apathy in the presence of hazing, or acquiescence to hazing, are not neutral acts and may be grounds for disciplinary action. Any acts or suspicion of acts of hazing must be reported **immediately** to the Competitive Sports Coordinator.

Weber State University's Policy and Procedures on Sexual Harassment

Weber State University strives to create and maintain a study and work environment that is fair, humane, and responsible so that each member of the University community is treated with dignity and rewarded for such relevant considerations as ability and performance. The University prohibits any acts of sexual harassment or sexual violence by any student, faculty, or staff member or any form of



retaliation related to acts or reports of any acts. When allegations of sexual harassment or sexual violence by a student are reported, and a student is found to have violated WSU policy, state, and/or federal law, sanctions will result and may include expulsion from WSU and criminal prosecution. All members of the WSU community are expected to not infringe upon the rights of others. Sexual harassment and sexual violence cannot be tolerated and is prohibited by the University.

The Law

Sexual harassment and sexual violence is illegal. It is prohibited in the education context by Title IX of the Education Amendments of 1972 and in the employment context by Title VII of the Civil Rights Act of 1964, as amended.

Sexual Harassment and Sexual Violence Defined

Any unwelcome attention of a sexual nature may be sexual harassment if it creates an intimidating, hostile, or offensive environment or interferes with educational or work performances. Sexual harassment can be verbal, nonverbal, physical, or written (including e-mail).

Sexual Violence is a severe form of sexual harassment, and refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent, including but not limited to rape, sexual assault, sexual battery, sexual coercion or similar acts. Sexual harassment and sexual violence are violations of state and federal law as well as Weber State University policy 3-32. The policy can be found at <http://weber.edu/ppm/3-32.htm>.

The victim of sexual assault/sexual harassment has the option to pursue a criminal complaint with the Weber State Police Department and a University grievance with the Title IX Coordinator. Incidents related to an university activity involving faculty, and staff, as well as students, will be handled utilizing the resources and processes listed here. Weber State University will take all steps reasonably necessary to prevent sexual harassment/violence from occurring. University policy prohibits retaliation against those who participate in the complaint/investigation process.

Steps To Take If Being Harassed

If this is an emergency call 911 immediately; for non-emergencies, follow these steps:

1. Tell the offender to STOP

If you feel comfortable doing so, try to stop the behavior by telling the offender clearly and directly that it is unwelcome and offensive to you and that you want it to stop at once. Write down what happened, including time and place, and names of possible witnesses.

2. Get help from others

(See #4) If you find it difficult to confront the offender directly. Staff members in the Counseling Center, Dean of Students Office, the Women's Center or the Equal Employment Opportunity Officer can help you analyze the situation and determine the best way to handle the harassment.

3. Record Details

If the behavior does not stop, continue to write down what happened, including time and place, and the names of possible witnesses. Talk with others who may have been treated in a similar way. Find out if they would be willing to support you in any action you might take to get the behavior stopped



4. Report the Problem

Emergency Response: 911

WSU Campus Police: 801-626-6460 (Annex 4)

Title IX Coordinator, Laura Thompson, Executive Director, AA/EO Phone: 801-626-6240, AA-EO@weber.edu (Miller Admin 101)

Dean of Students, Jeff Hurst, Ph.D., Phone: 801-626-7256 (Student Center 151)

Assistance may also be provided by a Survivor Advocate with the Women's Center at 801-626-6372.

Examples of Sexual Harassment

- Put downs, slurs and epithets based on one's gender.
- Touching, such as hugging, kissing, patting, pinching, or brushing up against another in a sexual manner, etc...
- Jokes that are sexual in nature or that use demeaning gender stereotypes.
- Invitations to participate in sexual or other amorous relationships.
- Visual displays such as posters, pictures, calendars, etc...
- Promises or threats based on providing sexual favors.
- Crimes such as sexual assault and stalking.

The Equal Employment Opportunity (EEO) Officer (Laura Thompson, Miller Admin 101; 801-626-6240) will always be available to handle the complaint, answer questions, and guide you through options for recourse. **Feel free to bring a friend with you. No one will force you to take any action you do not want to take and University policy prohibits retaliation against those reporting sexual harassment and those supporting them.**

Weber State University's Drug and Alcohol Abuse Policy

The Student Alcohol and Drug Policy states that the Drug-Free Schools and Communities Act prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol on school property or as part of any school activities. As part of this act, WSU prohibits:

- Unlawful use, possession, distribution, sale, manufacture, or possession for purposes of distribution or sale of any controlled substance or illegal drug;
- Sale, possession, manufacture, distribution, or consumption of alcoholic beverages on university premises;
- Unauthorized sale, possession, manufacture, distribution, or consumption of alcoholic beverages at any official off-campus University-sponsored function or event;
- Smoking in unauthorized locations on University premises in violation of state law, University, or public health regulations;

The entire text of the Student Alcohol and Drug Policy and can be found here:

http://www.weber.edu/ppm/Policies/6-10_StudentAlcoDrug.html

Weber State University's Violence Prevention Policy

Weber State University (WSU) is committed to maintaining an environment that is free from any type of violence or threat of violence perpetrated by or against all members of the University Community. The entire policy can be found at: http://www.weber.edu/ppm/Policies/3-67_Violence_Prevention_Policy.html



General Information

While on WSU property, while traveling on behalf of the University, or while engaging in University business or activities at other locations, members of the university community are prohibited from subjecting anyone to any form of violent behavior, as described herein. Incidents of violent behavior may occur outside the workplace or school environment, but it must be shown that such incidents have a reasonable relationship between the violent behavior committed and the University, including a substantial adverse impact on the member of the University Community's ability to perform University duties and responsibilities or required academic endeavors. Engaging or helping others to engage in violent behavior on University property or facilities, or while on University business, will not be tolerated or ignored.

Club Schedules, Home Events & Travel

Club Schedules

The responsibility for scheduling the club's activities rests with the club members. Activities and competitions scheduled outside the immediate region **MUST** be approved by the CoSpo Staff **prior** to the club's commitment for the event. Failure to get approval will result in disciplinary action and trip cancellation. A copy of the club's schedule should be filed with, and approved by, the CoSpo Staff prior to the start of the term. This allows Campus Recreation to prepare for each club's activities and also allows time for clubs to make travel arrangements.

Never schedule additional home activities without the approval of the CoSpo Coordinator/Manager. Any club that wants to practice/compete during the summer or winter term must submit their request to the Competitive Sports Coordinator by the specified deadlines.

Home Events

Home events include home competitions (game or tournament), performances, and any instance when Weber State University is hosting one or more teams/universities/entities. All home event requests must be submitted at least two weeks prior to the event to the CoSpo Office for approval. Please refer the Appendix for a checklist of considerations when hosting an event.

Before the first home event, the CoSpo office must have a Schedule, Team Roster, Membership/Consent Forms, and dues paid for all participants of the club.

While two weeks is the minimum requirement amount of time to schedule a home event, 3-4 weeks is recommended for home event to allow enough time to plan everything such as reserving facility, paying referees, having Competitive Sports Office staff available for cash handling, collecting visiting team entry fees, gate admissions, or selling items. All cash handling must be pre-approved by the CoSpo Office.

Event Insurance

Be sure to ask if the facility requires a certificate of insurability (this certificate takes about 10-14 days to acquire), or a contract. **Remember, no club, member, officer, coach, or advisor may enter into any agreement on behalf of Weber State University. See below regarding who may sign contracts on behalf of Weber State University.**



Travel

Travel (away competitions or events) schedules must be submitted to the Sport Clubs Office two weeks prior to the first competition (home/away). Away competitions/events are defined as any competition or event that is not at the defined “home” location.

Travel includes, but is not limited to: joint practices, sanctioned (game) and unsanctioned (scrimmage) competitions, performances, team bonding, off-campus practices, and trips.

Note: In order to be allowed to spend money on a trip, the club must submit a travel request explaining those expenses at least one week prior to travel. If not turned in on time, the club may have to pay for the trip out of their personal expenses, may not be allowed to travel, or other consequences.

Away Site Events

- Fill out a **Travel Request** at least 7 days before the club intends to travel (If the club is flying, allow 30 days). Only club members and approved coaches/instructors are eligible for travel, or in some cases, depending on amount of risk the CoSpo Assistant Coordinator may travel with the club. Roster will be finalized 48 hours before the club leaves.
- The Competitive Sports Office will check to be sure that all who are traveling are members of the team with the proper paperwork on file (membership/informed consent/dues paid/etc.). An email will be sent to the club informing them who on their Travel Request can and cannot travel and the reasons as to why.
- If the Competitive Sports Office does not have Membership and Consent forms on file, or if a player or coach is driving, the appropriate forms must be provided to the CoSpo Office before the club leaves or that player will not be allowed to travel with the team. If they travel or attend an unauthorized event, the team may be assessed up to a \$600 fine.

Travel Binder

The club will need to take a Travel Binder any time the club travels. The club will pick up the binder before the club leaves and will return it to the CoSpo Office by 10:00am the business day after their return.

The Travel Binder is also intended as an organizational device for the receipts, accident reports, and other travel documents they may need. The club must complete the summary paper in the front of the binder before they return the binder at the end of their trip.

Staying Overnight

To properly prepare the Travel Request to include overnight stay, the club should:

- Decide on the hotel the club would like to stay in. The club may search online but the CoSpo Office recommends calling the hotel for deals as well.
- Determine how many rooms are needed, check in/check dates, and who is in what room. The 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.
- Submit this information in the Travel Request and the CoSpo Staff member will work the WSU Travel Agents to book the requested hotel or find a better yet similar option. The CoSpo Staff will then pay for the room(s) in advance.



- Take a **Tax Exemption Form** with the club any time the club uses a hotel or makes any purchases. Hotels in Utah must honor tax exempt status, but many out of state hotels will also honor this if the club presents it.
- Should the club damage the room or add any additional costs outside of room and tax to the room, the individuals in the room are responsible to cover the cost. This includes broken furniture, spilled food, vomit, or any other damages. This is why clubs must provide a credit card at check-in for incidentals even though the room was already paid for by the CoSpo Staff's PCard.
- Should the club need to make additional purchases while traveling, the CoSpo Office will activate their p-card for the amount requested on the travel request and the club can make purchases while traveling. **Be sure to get detailed itemized original receipts** of all p-card purchases (**be careful of internet reservations**—if the club can't get a detailed receipt from them, the club may be fined).
- When the club travels, the club is responsible for missed classes. Club functions will be excused or unexcused based on the instructor. Be sure to get permission from the instructors and make up any missed work. If the club is participating in an extended competition, the CoSpo office can provide a letter of explanation for the instructor to help with the process. **However, the instructor does not have to grant any club member an excused absence for missing class due to a club event. It is up to the discretion of the instructor to categorize an absence as excused or unexcused.**

Damage

Should a club cause any amount of damage during a stay, whether on accident or due to negligence, the club is responsible for documenting the incident and reporting it to the sport club office. This includes, but is not limited to:

- Notifying the CoSpo Manager/Assistant Coordinator/Coordinator and property management **immediately**
- Taking pictures of the damage and sending it to the CoSpo Office

The club will be responsible for any fines and/or charges requested by the property management and possible disciplinary action from the Sport Club Council. However, failure to report the information to the CoSpo Office will be considered a Travel Violation which carries an additional fine and possible referral to the Sport Club Council for additional disciplinary action. Furthermore, **should the CoSpo Office learn about the damage from someone other than the club, it will also be considered a Travel Violation and may be referred to the Sport Club Council for additional disciplinary action.**

Transportation Options

The method in which a club elects to travel to an away event needs to be specified in the Travel Request as well as the estimated costs of that travel method. The options clubs have are:

- **Airline**—Give the CoSpo Office a three to four week notice. The CoSpo Office will help the club to purchase the tickets with the appropriate p-card or through the University's travel agency representative.
- **WSU Bus**—The cost will be automatically charged to the club's account. When using a bus, the club are not held to travel time/distance restrictions as discussed below but the club may have to pay for an additional driver/hotel rooms depending on the destination and time involved.



- **University vehicles**---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 the club account. The rates for using university vehicles are \$0.45 per mile or \$35 per day (whichever is greater) for SUVs and \$0.35 per mile or \$25 per day (whichever is greater) for cars. The club drivers must be 18+ years old and with valid driver's license and must pass the driver's certification program found at: <http://risk.utah.gov/driver-video-and-test1.html>
- **Rental vehicles**—The University prefers that the club use their contracted rental agencies, but the club can use another rental agency if the club prefers and want to assume the risk of the first \$10,000 on their own auto insurance. Reserve the vehicle and bring the CoSpo Office an estimate. The CoSpo Office can then pay for the vehicles ahead of time. Rental vehicles are only used from a point of origin away from Utah, i.e. if the club flies to California and then get rental vehicles. If the clubs need a car locally, use University vehicles – not a rental agency. WSU will provide these from a local agency if they don't have what the club needs in stock.
- **Private vehicles**— For every driver, the CoSpo Office must have a photocopy of their current insurance card and driver's license if they is driving their own vehicle. The driver must also pass the driver's certification program found on the Forms page.
 - The club can decide if they are going to cover "mileage only" costs for any trip. This will be addressed in their constitution or by written email to the CoSpo Staff.
 - If the club wants to cover mileage, the club will need to inform the CoSpo Staff in the Travel Request form in order to properly prepare a Mileage Reimbursement Form to be available when the club returns from the trip.
 - Estimate the mileage reimbursement amount on the Travel Roster. Each driver will pay for all the gas with their own money. They will receive a reimbursement check or petty cash form within two weeks.
 - The current reimbursement rate is \$0.18/mile for clubs with the option to use \$0.38 if a club wishes.
 - **When traveling for extended time periods/distances by private, WSU, or rental vehicle:** Clubs are only permitted to travel between the hours of 6 a.m. and 1 a.m. Additionally, the club may not drive further than 600 miles/or 12 hours total in one day. One driver may not drive for longer than 4 hours at a time.
 - **All drivers are required to complete WSU Defensive Driver Training before driving to an away competition and to submit current Driver's License, and proof of current auto insurance. Driver Training must be completed every two years. Contact the CoSpo Staff for instructions and reporting process. If the club have already completed this State required training, submit the certificate by email or in person to the office for their files.**

Buying Food

If the club has pre-approved the funds on the Travel Roster, the club may purchase food. The CoSpo Office prefers that the club use the travel p-card when traveling. Always keep original receipts for the CoSpo Office. Be sure to bring the CoSpo Office a detail receipt showing each item that was bought and a list of all who ate the food (even if the eaters were the entire team on a travel roster).

- If the club did not travel and the cost was under \$200 the CoSpo Office can prepare a petty cash reimbursement when the club returns, but the CoSpo Office will still need the details listed above.



- If over \$200, or the team is traveling, the CoSpo Office can authorize the travel p-card to pay for it, or requisition a check to reimburse the club (it takes about two weeks from the time the club bring ALL documentation in to get a check in the mail).

University Sponsored Trips

All registered and accepted students, regardless of citizenship, are welcome to attend Weber State University sponsored or associated activities and trips. You should keep in mind though that as part of a trip you may be traveling to other countries, perhaps for a short time such as crossing the US border for a day long service project or tour, or for an extended period such as days or even weeks in another country, or you may just be staying within the US. Thus, for every trip you will need appropriate documentation including a valid ID, a passport and possibly visa if traveling outside of the US, and documentation that you are legally allowed to travel. For travel within the US you should not need anything more than your state issued ID if you are a citizen or legal resident of the US. But if you are here from another country you might need additional documentation showing that you can legally travel within the US. In particular, if you are an international student or a student who is undocumented or registered under the DACA program (Deferred Action for Childhood Arrivals) you will need additional documentation.

The documentation you will need will depend on your individual situation, so the University cannot advise regarding what documentation is appropriate, but you should make sure you have whatever is necessary and be prepared to show it. For example, we understand that along the border between Mexico and the southwest states static border patrol stops are set up at regular intervals that check for identification. The University and its personnel must comply with apparently lawful orders and directions given at such checkpoints such as to stop and provide identification for all persons.

In addition, typically within 100 miles of the US borders, but possibly anywhere within the US, there is a possibility of encountering roving CBP agents who may demand identification and proof of citizenship or the right to be within the US. And there are numerous other situations where ID might be demanded from encounters with police, to going to a bar, to checking into a hotel.

It is up to you to make sure you have appropriate ID and documentation. The University cannot guarantee that you won't need it, the University cannot intercede for you even if a stop and request for documentation is perceived to be overreaching or illegal, and the University cannot provide legal counsel or assistance if you are detained. It is the responsibility of students to determine if they can or should travel on a University sponsored or associated trip or activity.

Funding and Purchasing Policies

University Funding

The following guidelines and policies determine funding eligibility for Sport Clubs:



- All members listed on the roster have paid dues; Non-students may be members of a Sport Club, however their involvement may be limited due to league guidelines.
- A club funding request must be submitted by the posted deadline.
- 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. This would then give them \$2,000 of funding to use. If SFA match is not raised, the club loses the allotment and must pay any unmatched amount of the SFA).
- All clubs must meet full compliance requirements as outlined in the point evaluation system found below. Student Fees are awarded based on this compliance.
- New clubs do not receive SFA funds but the Sport Club Council may assist with up to \$1000 of costs during their first year.
- If a club qualifies for the National Competition in their particular sport league, they may be assisted with costs of competing in that competition. The club should submit a supplemental funding request as soon as they are aware they are going to nationals and are unable to afford the trip out of their current funds. Should the Sport Club Council award their supplemental funding request, these funds will come out Sport Club travel account and therefore have different standards than normal supplemental funding requests. The initial terms of the agreement will require the requesting team to pay back at least 75% of the request. However, the Sport Club Council has the ability to add additional terms and conditions and can change the payback amount after the agreement has been made as long as the pay back amount does not increase from the initial terms.

Funding Limitations

- No club may request more than 25% of the club's previous allocation amount.
- Based on the Club's Classification- Maximum request amount/cap:
 - Competitive- Max \$20,000
 - Competitive-Recreation - Max \$10,000
 - Recreational- Max \$500
- Clubs requesting funds for first time cannot ask for more than \$1,000.

All of the above can be changed at the discretion of the Sport Clubs Council.

Points Evaluation

In the Sport Clubs Council's review of the student fee allocation requests, a point evaluation system will be used for all clubs. Clubs will submit information telling the Council how well they have accomplished each section. Each member of the Council will determine how well they feel the club has done in each of the given categories. Points are given on a scale of 0-100 for each category, with 100 being the maximum score. These scores are then used to help determine the SFA each club receives.

The categories will be broken down as follows:

Years of experience	100
16+	100
11+	75
6+	50
1+	25



Team success	100
Competition success: This is to represent how well a club has done competing in tournaments, leagues, or any other form of play.	25
Adhering to percentage of members that travel: Each classification of clubs has a percent of competitive members required to travel. Points will be deducted for not adhering to the Club's classifications travel percentage.	25
Degree of student leadership over club functions: Clubs are student run organizations. Points will be deducted if the council feels that a community member, coach, or any other non-student is being put in charge of the functions that the club leadership should be performing.	25
Development and involvement of multiple student leaders: A full leadership should be cooperating and assisting each other with the functions. All paperwork, requests, and other duties of the club need to be done by all club leadership.	25

GPA : Clubs are built for student participation at Weber State University. Clubs should remember that they are students first and put academics success before any other function in the club. (each area fulfilled increases the points given)	100
3.5+	100
3.0+	75
2.5+	50
Below	0

Fundraising/Matching	100
SFA matched: It is a requirement of the club to bring in the same amount of funds allotted to them by student funds. Any money not matched will deduct points.	25
All members have paid dues: It is required that all members have paid dues before participating in any practice, competition, or other club function.	25
Dues values are established in the constitution: Each club should have a set amount of money each member will pay for dues that is established and known to all members through the club constitution.	25
All students have paid dues at the correct price: Each member should have paid the amount established by the constitution unless the club and Sport Club Council have made an exception.	25

Community Service	100
Community service form turned in for all service: The recommended amount of community service in 10 hours per member of the club. The hours must be documented.	25
Contact on community service form is reachable: CCEL will contact each service turned in to confirm the service. If the contact cannot be reached, points will be deducted.	25
No member of the club is the contact for the community service nor has hours being claimed for the service: The contact for the service hours may not be anyone associated with the club (ex. Coach, president, club donor, etc). This gives unreliable and bias service.	25



Percentage of members that participated: All members need to have done service for the club. Having all service done by 4 members of the club is not getting the club involved in the community service. The club should participate together.	25
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Documents	100
Travel documents: Travel documents must be turned in on time and filled out properly. If the travel documents are not turned in and the club traveled anyway, this will be an automatic score of 0.	25
Schedule: Fall and Spring schedules must be turned in on time and any changes or alterations to the schedule must be made known to the CoSpo Office.	25
Leadership forms: All leadership forms must be filled in with all leadership positions filled and changes are made known to the CoSpo Office.	25
Incident/accident forms turned in: All incident and accidents need to be properly recorded and turned into the CoSpo Office for proper documentation.	25

Member Retention and Success	100
Percentage of returning members from previous years roster total.	50
Percentage of increase of overall club members from previous to current year.	50

Fiscal Responsibility	100
All purchases approved with CoSpo Office prior to purchases (including on-campus)	25
No internal auditing issues addressed with CoSpo Office about purchases	25
Legal use of p-card	25
All membership dues are paid in the CoSpo Office	25

Sportsmanship	100
Conduct at events	25
Conduct towards Campus Recreation staff	25
Following of all policies	25
Coach/Volunteers allow club to remain a student run organization	25

Purchasing

Before a club can make any purchases, a Purchase Request Form **must** be filled out and approved by the CoSpo Staff. All purchase forms must be in and approved PRIOR to the date of purchase. If a purchase, even petty cash, is made prior to approval date, the purchase, no matter if approved or not, will be considered void and will come out of the pocket from the individual who made the purchase. Details of the purchase (such as design, colors, etc.) must be attached to the request form. SFA funds can NOT be used for purchase of personal possessions, flowers, decorations, gifts, awards, payment for coaches, or items for banquets or parties.

1. **If a purchase request is under \$200:** after approval, the club can have a member purchase and be reimbursed through a petty cash form or the item(s) can be bought by the CoSpo office.
2. **If a purchase request is \$200 or more but under \$1,500:** after approval, the CoSpo office will purchase the item(s) for the club.



3. **If a purchase request is \$1500 or more:** prior to approval, the club should have their selected company provide the CoSpo Office a sales quote, not an invoice, detailing every item and the cost the club is getting the item(s) for. The club should instruct the company that provided the quote that they have not yet been approved for this purchase, and for them not begin to process the order given in the quote. Instead, the quote will be used to take the item(s) to bid and WSU Purchasing will find the best provider for those item. WSU Purchasing will then notify the company with the lowest bid that the purchase has been approved.
 - a. **Please Note:** The club will need to supply as much detail about what is wanted. Original price and a percent discount on the total is not valid information. Clubs can NOT talk with any representatives of any potential suppliers until after the purchase request has gone through a state bid process. Clubs may use websites, catalogs, and other formats to gain pricing and specifications without the direct interface with an individual from a company.

Purchasing Card (P-card)

Each club may have one representative apply for a University P-card (or credit card) to pay for club travel expenses. The WSU advisor may hold a card as long as they intend to always travel with the club **OR** the club may have one full-time club student leader who will always travel with the club as the cardholder. This type of card is a declining balance card and is only authorized for the pre-authorized dates and amounts of the travel. It is signed in and out of the CoSpo office for travel dates only.

To be qualified for the P-Card, the cardholder must:

1. Apply for a p-card through the CoSpo Office.
2. Attend a P-Card training session with the CoSpo Staff before the card can be activated.
3. Agree to turn in the credit card, all receipts, and the Travel Binder within 72 hours of returning from the trip return. Exception: Advisors do not sign their card in or out.
4. Be 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.
5. Agree to resolve and sign all statements in a timely manner (by the end of each month).

Payment for Guest Speakers

Once a year, a club may request to host a guest speaker. The club should submit a purchase request detailing who the speaker is, date of the event, topic of speech, and the amount the club would like to pay the speaker. Please note that no student fees may be used to pay a guest speaker. Therefore, funding for compensating the speaker must come from dues, fundraising, and other non-student fees revenues.

All details pertaining to the guest speaker must be approved by the CoSpo Coordinator. This includes, but is not limited to, who the speaker is, the date and duration of the event, the topic of choice, and the amount the club would like to pay the speaker. The CoSpo Coordinator must approve all aspects of the event prior to the event occurring.

Paying for Officials

The CoSpo Office needs to have a new Individual Contractor 1099 Form every time the club uses an official (unless they are paid through an officiating league in which case the CoSpo Office 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 the club is paying them.

Bring the completed form into our office within a week of the date of service and the CoSpo Staff 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! Also, please remember that the club must have CoSpo Staff's approval to utilize officials prior to letting the officials work their events.

Entry Fees

- **When the club has an away game** or tournament and the 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 the CoSpo Office an invoice for the event. Information the invoice must include so the CoSpo Office can pay for the entry fee 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. The CoSpo Office will start a requisition to have a check mailed to the hosting school by the date specified.
- **When the club hosts a home game** or tournament and a **visiting team needs to pay an entry fee to the CoSpo Office**: 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 the date payment is due (the CoSpo Office prefers a due date one week before the event). Have them mail their entry check payable to WSU (insert club name) to the address listed at the beginning of this document. The CoSpo Office will see that the checks are deposited in the account. Be sure to have them send a copy of the invoice with the payment. The CoSpo Office can also take credit card payments in the office or over the phone.
- If a club elects to collect payments the day of the event, the payments can only be in cash or checks. Also, the CoSpo office must be informed of this process prior to the event so CoSpo Staff can be scheduled to work the event and handle this money exchange for the club.
- **For a large home event** the CoSpo Office can set up an online payment process through Marketplace. Please contact the CoSpo Office four weeks in advance so Marketplace can be arranged for advance payments.

Selling Items

Clubs are allowed to sell items for revenue generation. In order to be able to do so the club must submit a **Request to Sell Items Form** to the Competitive Sports Office two weeks prior to selling any items. In most instances, a CoSpo Staff member will handle the selling of items. However, the CoSpo Office understands this may not be practical for all selling situations. Any method of selling items that cannot be managed by a CoSpo Staff member must be cleared with the CoSpo Office prior to the selling of any items. Club officers will then be put through a training to manage the selling of items themselves for the particular situation.

Tuition Waivers

1. All tuition waivers come from the Financial Aid Office. 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 standards in order to be eligible for a Tuition Waiver. In order to be eligible for a Tuition Waiver, the student must:



- a. Completed the FAFSA and university financial aid forms for the academic year the waiver is for.
 - b. Be a Utah resident.
 - c. Have and maintain a 2.5 cumulative GPA.
 - d. Be an undergraduate student enrolled in not less than 12 credit hours a semester.
 - i. Exceptions to this are students authorized to have fewer hours by Services for Students with Disabilities, or seniors in the final semester of college.
 - e. Understand the maximum value allowed for a single waiver for the academic year is the cost of tuition, excluding fees.
 - f. Understand there is a minimum value allowed for a single waiver.
 - g. Be an active club member, as defined by the awarding Club.
 - h. Be eligible based on the additional terms as determined by the awarding club.
3. Each club is awarded waivers by submitting a Tuition Waiver Request along with their SFA Request in the Spring Semester. The Sport Club Council then determines the amount of Tuition Waivers funds a club is eligible for in the same manner the SFA are determined.
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 the waiver. Processes and criteria must be outlined in the club's constitution and be ratified by club members yearly.
5. Once the selection has been made, the recipient must fill out a Letter of Agreement and what the award is valued at. The individual must sign the agreement along with the Club President (if the award is for the Club President, then the Club Vice President must sign the agreement). The form is then turned into the CoSpo Office to be signed by the CoSpo Coordinator who will approve and submit it to the Financial Aid Office.
6. All waiver recipients must complete the Scholarship Application through their eWeber portal and provide proof of U.S. Citizenship by taking the appropriate documentation to the Financial Aid Office.
7. The CoSpo Office can only award In-State Waivers. The maximum amount a student may be awarded is the cost of tuition excluding fees. The funds from the In-State Waiver Account may be divided among as many individuals as the individual club sees fit as long as each individual is awarded the minimum amount per semester.
8. These waivers **DO NOT** renew each year. The clubs must redistribute the waivers each school year.
9. Waivers are approved, tracked, and processed by the CoSpo Coordinator. Upon approval by the Financial Aid Office, the recipient must then "accept" the waiver through their E-Weber portal.

Club Account Descriptions

Weber State University is a tax exempt entity and since Sport Clubs do not make a profit, but use donations to cover their expenses, this exemption applies to many club fund-raising, purchasing, and travel expenses.

Each club has a **General Expense Account** (which allows club expenses to be tax exempt in the state of Utah, but does not provide a tax deduction to donors). All club expenses and most club funds-raising efforts will be deposited into this account. This would include the sale of t-shirts, dues, game entry deposits, carwash income, and all of the club expenses like uniforms, league memberships, hotels, gas, etc. The general expense account is a functions like bank checking account only without a checkbook. All expenses and income are processed through the CoSpo office with WSU, Campus



Recreation, and each club's leadership approval. Please note that students and coaches are not allowed to collect dues or handle cash without prior approval from the CoSpo Coordinator and that all funds and expenses must be processed through this WSU club account. No club funds may be deposited to a non-WSU account i.e. Wells Fargo, Zion's, etc.

Some clubs collect what they call **Sponsorships**. The club will need to ask if the donor is receiving advertising or any other benefit for their donation. If the club is advertising or flying a banner for this business, then the funds will be deposited into the club's General Account as this is not a gift and not tax deductible. If the sponsor does not receive anything in exchange for their donation, the money will be deposited in their Gift Account and will be tax deductible. If part of the money is a gift and part sponsorship, please contact the CoSpo Coordinator for more information before depositing funds.

The CoSpo Office can set up an interest bearing **Gift Account** (quarterly interest starts accruing after the club reach \$1000 and provides a personal or business tax exemption write off for the donor on their personal or business taxes) that the CoSpo Office can deposit gift donations into specifically for the use of each club. This money is available to the club to pay expenses (The CoSpo Coordinator can transfer the money to the appropriate General Account as it is needed). Any funds deposited into a Gift Account must be given without terms or conditions because of the tax exemption benefit. This just means that *the donor may not receive advertising or any other benefits from the donation*. The checks are written to Weber State University OR Weber State University [insert club name here] Club.

Please note: Club members themselves are benefited from being a member of the club, their personal checks or cash do not constitute a gift--however, their parent's donation does qualify as a gift.

Bring the checks (or mail them) into the CoSpo office to deposit them and be sure to tell the cashier that this is a tax exempt Gift. Our office then sees that the donation is deposited as a "gift" and the WSU Gift Development Office will send a thank-you letter to each donor listing what they donated. This letter is their receipt for their tax purposes.

Sport Clubs have a **maximum gift amount** from an individual donor of \$5,000 unless otherwise approved with the CoSpo Coordinator and the Development Office.

Funding to Attend National Events

All requests for additional funding for a national tournament must be submitted to the Competitive Sports Coordinator as soon as the club is notified of qualification. Do not delay in submitting the request form as this process can take time.

Use of Campus Recreation Allocated Funds

Campus Recreation allocated funds will be administered by the Sport Clubs Council. To use Campus Recreation allocated funds for purchases, plan ahead because it may take **six weeks or longer** from purchase request to delivery in some instances.

Campus Recreation allocated funds may **not** be used for:

- Banquets or parties
- Flowers or decorations
- Salaries, wages, or other compensation of coaches, managers, instructors
- Any item that will become the permanent possession of a participant (e.g. warm-up jackets)
- Meals and mileage for officials, coaches, advisors, or spouses



- Gifts or awards
- Reimbursement of expenses incurred by advisors and coaches due to their attendance at out-of town meetings
- Telephone calls that are listed on officers' and/or coaches' personal accounts
- Gas or tolls

With **advance** approval of the Competitive Sports Staff, Campus Recreation allocated funds may be used for the following purposes:

- Travel
- Lodging
- Equipment and its maintenance
- Uniforms which remain club property
- Registration and entry fees
- Officiating/league fees
- Game/practice related expenses.

All requisitions must be coordinated and processed through the CoSpo office to ensure compliance with Campus Recreation and University purchasing policies and procedures. Any additional questions about how Campus Recreation allocated funds can be used should be directed to the Competitive Sports Coordinator.

Donations

In order to accept monetary or equipment donations, Sport Clubs must ensure that they use gifts according to the donor's specifications and that the donor is able to take advantage of any tax benefits.

When a gift from the team to the donor is tied to a specific dollar amount then there are specific IRS guidelines on how much the gift can be worth and it is close to 2% or \$50 whichever is less. So for a gift donation of \$100 a club could give a \$2 gift as a thank you. Anything more would require that a portion of the donated gift be non-tax deductible.

Additionally, if a club solicits a gift donation with the notion that the company will receive a banner at an event or on a field, then that is a sponsorship and at least a portion if not the entire gift may be non-tax deductible. If a club solicits a gift donation with no expectation of a banner and then later decide to just recognize the donor for their gift during a portion of the event then the gift could still be considered tax deductible.

Summary: Thank you gifts for donations must be kept to a very minimum. Expectation of marketing and signage typically means non-tax deductible. No expectation of signage or marketing typically means tax deductible. This is very generic so any questions about a given situation should be sent to the CoSpo representative.

Gift Accounts

Gift accounts are State and/or University accounts established in the long-term interest of a Sport Club. Unlike Campus Recreation funds, these accounts do not operate on a fiscal cycle and the club can use them to accept tax-deductible donations. Sport Clubs may access funds by informing the CoSpo office of the amount of funding needed. Clubs must submit appropriate invoices to the CoSpo office, in order to



access funds in foundation accounts. Please keep in mind that these are State and/or University funds and cannot be used for personal expenses.

The Sport Club program is an important aspect of student life at the Weber State University, which Campus Recreation aims to continually develop, improve, and support. Therefore, Campus Recreation will support the establishment University accounts on behalf of Campus Recreation recognized Sport Clubs with long-term goals which match the department's vision for the program.

University Gift Accounts at a glance:

Benefits

- Tax-deductible gifts may be accepted into the gift account established on behalf of the Club.
- Account funds are continuous (roll over from year to year).

Intended Use of Accounts

- Supplement for large-scale travel such as for national events.
- Large purchases such as boats, uniforms, and equipment (which would become property of the University for use by the club).
- Safeguard the club from budget cuts within the University.

Establishing an Account

- Contact the CoSpo office to discuss the Club's need for a gift account.
- Contribute (from Club checking account) or solicit a gift of \$20.00 or greater to establish an account.

Deposits to an Account

- Each account will have a separate 'Gift Form' which should be returned with the donation.
- Gifts must be deposited within three days of receipt of the gift.

Account Statements

- The CoSpo office receives club account statements in the Campus Rec office on a monthly basis.
- The CoSpo office will make those statements available to Club officers upon request.

Stewardship and Recognition

- Gifts of any amount must receive a letter of appreciation from a member of the Club. Campus Recreation can provide letterhead, cards, and postage upon request. The Development office will also send a letter of appreciation.

Supplemental Funding

Supplemental Funding comes from Student Fees and is kept in reserve for the funded and non-funded clubs to purchase club items or pay unexpected expenses.

Supplemental Funding can be requested with the CoSpo Office with at least 1-month notice of when funds are needed (if less than 1-month's' notice is given request will most likely not be awarded) by submitting a Supplemental Funding Request online. The Sport Clubs Council reviews all requests.



Requesting clubs are invited to a hearing that determines if the minimum requirements have been met and whether to award all, partial, or none of the requested funds. Meeting the minimum requirements does NOT guarantee funding will be awarded. The Sport Clubs Council can accept or deny requests for any reason. Clubs are only eligible for Supplemental Funding Hearings as long as they are in good fiscal standing and do not currently have an outstanding supplemental funding agreement.

All awarded funds that must be matched should be done so by club fundraising. If funding is not matched in the time determined by the Sport Clubs Council, then that funding will be taken by penalty from the club's account and may affect future funding requests.

The Sport Club Council may award supplemental funding with a variety of terms and conditions that seem fair for all parties involved.

Minimum requirements for clubs receiving SFA for the current academic year

- Club may not request more than 25% of the SFA of current academic year.
- Supplemental funds cannot be used if:
 - If the club has not paid back previous supplemental funding.
 - If the club is not in good financial standing.
 - If there are sufficient funds in the club budget to cover the expenses they are requesting supplemental funds for.
- Supplemental funds should only be requested for extenuating circumstances.
- Club must show evidence of fundraising or plans for fundraising.

Minimum requirements for clubs NOT receiving SFA for the current academic year

- Club must show evidence of fundraising or plans for fundraising.
- Club may not request more than \$1,000.
- This does not guarantee the club will be awarded this amount.
- Club must prove involvement and commitment
- At least six (6) active club members that have turned in membership forms, consent forms, and have paid dues
- Show activities (practices, games, events, etc.) to date

Contracts, Facilities, and Equipment

Contracts/Agreements

No club, member, officer, coach, or advisor may enter into any agreement on behalf of Weber State University. Any agreement purporting to bind or obligate Weber State University, or the club/member/officer, coach, advisor acting on behalf of Weber State University, must be signed by the appropriate University authority under PPM 5-4d: http://www.weber.edu/ppm/Policies/5-4d_Contracts.html. All such agreements must also be reviewed by the CoSpo Coordinator. Individuals who enter into such contract shall be personally liable and may be subject to disciplinary action.



Conference or League Affiliation

A Sport Club desiring to affiliate with a conference or league, for scheduling or competition, must secure prior approval from the CoSpo office each year.

Facilities & Playing Field Use

One of the benefits Sport Clubs enjoy is the use of facilities and playing fields on campus at no or minimal cost to the club. The **Field House** complex can be used at no cost if supervision is provided, schedule requests are made well in advance, and space is available. Sport Clubs follows Academics and Athletics in scheduling priority for the complex so it is important to submit **Facility Requests** to the CoSpo Staff as early as possible.

Using rooms and facilities in the **Shepherd Union Building** may be arranged by submitting a facility request. Be sure to specify the set-up required in the request (i.e. classroom setting, projector, computer, etc.).

Campus Recreation has two fitness studios and a conference room for clubs to use. Reservation of these spaces should be submitted via **Facility Requests** at least two weeks prior to the event.

Paying for facility use such as a workout facility, gym, or any location not belonging to Weber State:

The CoSpo Office must set up a contract with the facility before the club begins use of the facility. This process takes about two weeks. The CoSpo office will set this up with the University Purchasing Department once the club brings the CoSpo office a quote for the services including dates, costs, and any insurance requirements.

Davis Campus facilities may be available for club use. Contact the CoSpo Staff to reserve.

To reserve any fields or facilities at **University Housing and Residence Life, Swenson/Stromberg Arena, Turf Fields, PT Fields**, and any other facility on campus, the club will need to approve it with the CoSpo Staff by submitting a **Facility Request** and waiting for the approval of the Facilities Coordinator(s).

If the club has non-student club members (i.e. the coach, league approved non-students, or community members), they will be required to purchase a semester pass for practice times only (\$15/semester) or pay each time (\$6) this can be paid in the Campus Recreation Office located in the Wildcat Center.

Equipment

All equipment purchased with Campus Recreation or SFA allocated funds becomes the property of Weber State University. Each club equipment item must be accounted for in a year-end inventory. The CoSpo staff, along with a club officer, will take a physical inventory at the end of the season. Lost or damaged equipment purchased with Campus Recreation or SFA funds will be replaced with club funds (club gift account if necessary).

NOTE: Officers are advised to have club members sign an agreement when issuing equipment to individual members. Sport Club equipment may be used only during the club's approved activity season and must be suitably stored during the remainder of the year at the Stromberg Arena or in the facility designated by the CoSpo Staff. It is recommended that each club elect/appoint an Equipment Manager to monitor and control club equipment. This person should check in/out both uniforms and equipment.



This will ensure that the club members losing or damaging equipment will pay for it rather than the club treasury.

Storage

All equipment purchased with club funds or gift-in-kind must be stored in areas designated by the CoSpo Office. These areas may include:

- On Campus storage in the designated CoSpo Lockers

If a club wants to have equipment stored at another location, a request must be made to the CoSpo Office. This storage must be:

- Approved prior to being used
- Safe and Secure with access restricted to Club Leadership
- Accessible to the CoSpo Office
- Not a personal storage site, including homes, in case of Club Leadership changes

If any equipment is stored in a non-approved site, the club may be fined with a dollar amount dependent on the value of the equipment improperly stored. Furthermore, the club may receive a sanction from the Sport Club Council. If any equipment is damaged or stolen due to improper storage, replacement or repairs, these damage or stolen items will be replaced by similar items funded by personal funds of whoever checked out the equipment.

An assigned Equipment Officer from each club and the CoSpo Office will document all equipment kept in storage. If any new equipment is purchased, the CoSpo office must be informed so that it may be properly documented and inventoried.

Weapons

Weber State University's Sport Clubs who use implements which are, or could be considered, weapons (swords, sabers, foils, nun chucks, paintball markers, wooden staffs, etc.) should be aware that weapons on-campus is a large concern of administrators, police, and the general public. As such, all weapons **may only be used during a club-sponsored event**. Weapons should always be transported in a carrying case and should not be on display in any residence halls, building hallways, or outside of club activities for any reason. Any club that fails to abide by this policy will be subject to sanctioning.

Safety and Risk Management

Participation in Campus Recreation activities, including use of facilities and equipment, is completely voluntary. There are risks and hazards, minor and serious, associated with participation in athletic and fitness related activities. Participants voluntarily assume all responsibility and risk of loss, damage, illness, and/or injury to person or property associated with participation in Campus Recreation activities. Weber State University, its officers, agents, and employees are not responsible for any loss, damage, illness, or injury to person or property arising out of or relating to participation in Campus Recreation activities, including the use of Campus Recreation facilities and equipment. Weber State University does not provide medical, health, or other insurance for participants. Purchasing adequate health/medical insurance prior to participation is strongly recommended, and in some cases may be required.



Release and Informed Consent

Each participant in the Sport Club Program is required to complete a Sport Clubs **Informed Consent Form** prior to any club activity. This document informs the participants of the potential dangers associated with participation. Individuals who have not completed a Sport Clubs Informed Consent Form must not be permitted to participate in any Sport Club activity. Those clubs found not to be in compliance will be subject to program sanctions.

Medical Exams and First Aid

The University strongly recommends that all Sport Club participants have annual physical examinations. Weber State University and Campus Recreation assume no responsibility for any participant with an existing health condition that makes it inadvisable for them to participate in any given activity. The Sport Club president and/or safety officer is responsible for having at least two individuals who are certified in American Red Cross First Aid/CPR/AED on the team roster and at least one safety officer that attends all club practices and events. The Sport Club President is also responsible for ensuring that “*Universal Precautions*” (see Appendix) are used when blood or potentially infectious fluids are present.

Emergency Procedures

Personal Injury

The club members certified in first aid/CPR/AED shall respond. Determine the seriousness of the injury. If life threatening, call 911 or send someone for help. Assign other club members or bystanders (when available) to specific tasks (i.e. calling campus police, etc.). Administer first aid to the level of the training. All serious injuries that require transportation (to doctor's office, hospital, etc.) should include a 911 call for ambulance assistance. Have someone meet the emergency vehicle.

At any Campus Recreation facility, if an accident occurs that requires a participant to be transported to a hospital either by ambulance or in a personal vehicle, the club **MUST** contact the Supervisor on duty immediately. This applies to visiting team member injuries as well as Weber State University club members and spectators. For all club practices and games, home or away, the safety officer must file an injury report to the office within 24 hours.

Campus Recreation personnel will either call the member's emergency contact or instruct the trip leader to make contact with the member's emergency contact. When in doubt, always believe the injury is more serious than originally thought. Call for help and do not move the injured participant, even if it means delaying an activity in progress. Remain with the injured participant until help arrives. An **Accident Report Form** must be completed whenever first aid/CPR/AED skills are administered or after an injury which may warrant medical advice or observation. This report **MUST** be completed in full and attached to the *Daily Report Form* and submitted within 24 hours of the injury. If the club is traveling, the *Accident Report Form* should be turned in as soon as the club returns from their game/tournament/event along with their travel binder.

Concussion Management

A concussion is a type of brain injury that involves a temporary loss of brain function resulting from a blow to the head. A person with a concussion may not always lose consciousness. The effects of a concussion can appear immediately or very soon after the blow to the head and include sleep, mood and cognitive disturbances, and sensitivity to light and noise. However, some effects do not appear for hours or even days and may last for several days or even longer.



All participants participating in any sporting event should report to a university faculty member, employee, representative, or volunteer any signs or symptoms of a concussion observed in themselves or others. Any participant who is suspected of sustaining a concussion or a traumatic head injury shall be immediately removed from participating in any sporting event.

After being suspected of sustaining a concussion or a traumatic head injury, a participant may not return to any sporting event until the participant is evaluated by a qualified health care provider and provides the university with a written statement from the qualified healthcare provider. The written statement must affirm that (1) the provider has, within three years before the date on which the written statement is made, successfully completed a continuing education course in the evaluation and management of a concussion, and (2) participant is cleared to resume participation in the sporting event.

Fire

- Whenever the club hears a fire alarm in a facility, stop all activities in progress and evacuate the building.
- When evacuating the building, make sure all people vacate the area and move outside. Do not allow club members to enter another part of the building to retrieve personal belongings.
- Close all doors leading into the building.
- The club may not re-enter the building until the alarm is turned off and/or a uniformed officer gives the club permission to enter the building.
- If the club discovers the fire, activate the closest alarm and then call the emergency number (911) to confirm the report. After evacuating the building, a facility supervisor will direct the firefighters to the correct location.
- Do not attempt to extinguish a fire.

NOTE: In Campus Recreation facilities, club members MUST follow the facility supervisor's instructions.

Bomb Threat

- If the club receive a bomb threat, immediately report the threat to the campus police and Campus Recreation staff on duty. Try to ascertain any specifics, including location of the threat to assist police.
- Follow directions given by police (might include evacuation of the building).
- Do not open/pick up any suspicious parcels.

Power Failure

- Suspend all activity in progress. If all areas are dark and it is too difficult to move activities to a lighted area ask all club members to sit down and be patient. Make a general announcement informing the participants/spectators that there is no need to evacuate.
- Remain calm.
- Report the power failure to the Campus Recreation Facility Supervisor on duty. The power failure might only be at the facility where the club is.
- Try to assist others who are wandering around. Encourage participants/spectators to stay out of dark areas (i.e. locker rooms, bathrooms, etc.).



Severe Weather

Severe weather can come in many different forms. These guidelines are intended to be used as a tool to help identify when forecasted or actual weather conditions require cancelling or postponing an event.

Thunder and Lightning

- If thunder and/or lightning can be heard and/or seen, stop the game and seek protective shelter immediately.
- In situations where thunder and/or lightning may or may not be present yet the club feels their hair stand on end and skin tingle, immediately assume the following crouched position: drop to the knees, place the hands/arms on the legs, and lower the head. Do not lie flat.
- In the event that either situation should occur, allow thirty minutes to pass after the last sound/sight of thunder and/or lightning strike prior to resuming play.

Research indicates that lightning is the number two cause of death by weather phenomena accounting for 110 deaths per year. The National Weather Service has stated that lightning can strike up to a distance of ten miles with storms traveling at a speed exceeding 50 miles per hour. However, thunder can only be heard within a distance of eight miles. Therefore, if the clubs hear thunder and/or see lightning the clubs are in immediate danger and should seek protective shelter in an indoor facility at once!

An indoor facility is recommended as the safest protective shelter. However, if an indoor facility is not available, an automobile is a relatively safe alternative. If neither of these is available the following guidelines are recommended:

- Avoid standing under large trees and telephone poles.
- If the only alternative is a tree, choose a small tree in a wooded area that is not on a hill.
- As a last alternative, find a ravine or valley.
- In all instances outdoors, assume the following crouched position: drop to the knees, place the hands/arms on the legs, and lower the head. Do not lie flat.
- Avoid standing water and metal objects at all times (i.e. steering wheel, metal bleachers, metal cleats, umbrellas, etc.).

The most dangerous storms give little or no warning. Sometimes, thunder and lightning are not heard or seen. Up to 40% of all lightning is not accompanied by thunder and 20-40% of thunder cannot be heard due to atmospheric disturbances and are thus termed "silent killer". At times, the only natural forewarning that may precede a strike is feeling the hair stand on end and skin tingle. At this point, the clubs are in imminent danger of being struck by lightning and should drop to the ground and assume the aforementioned crouched position immediately. Do not lie flat. Should a ground strike occur near the club, lying flat increases the body's surface area that is exposed to the current traveling through the ground.

The National Weather Service recommended that thirty minutes should pass after the last sound of thunder is heard and/or sign of lightning is seen prior to resuming play. This is sufficient time to allow the storm to pass and move out of lightning strike range. A perilous misconception that it is possible to see lightning coming and have time to act before it strikes could prove to be fatal. In reality, the lightning that is seen flashing is actually the return stroke flashing upward from the ground to the cloud, not downward. When the clubs see the lightning strike, it has already hit. It is a fact that the club will



never see the bolt that hits the club. If utilized immediately, this information provided can be used to minimize the risk of injury or death due to lightning.

Excessive Heat

If within 24 hours of an event there is a Heat Advisory, the event could potentially be cancelled. If within 12 hours there is an Excessive Heat Warning, the event could also potentially be cancelled. Finally, if during the event a Heat Index of 108°F is observed, the event should be cancelled.

Wind Chill/Severe Winter Storm

If there is a Severe Winter Storm Watch within 48 hours of an event, the event could be canceled. If within 24 hours of the event there is a Winter Weather Advisory or Wind Chill Advisory, the event could also be cancelled. Finally, if during the event there is an observed Wind Chill below 0°F, the event should be cancelled.

High Wind

If within 24 hours of the event there is a High Wind Watch, the event could potentially be cancelled. Likewise, if within 12 hours of the event there is a High Wind Advisory, the event could also potentially be cancelled. However, if during the event there are observed winds in excess of 35 mph or observed winds in excess of 20 mph with tents and/or inflatables in use, the event should be cancelled.

Unsafe Facilities

Once a facility has been deemed unsafe and closed, it may not be reopened without approval from an appropriate Campus Recreation professional staff member and/or campus police.

Other

The individuals having the power to shut down or curtail operations are the designated Campus Recreation professional staff or the campus police. Anyone else directing the club to shut down operations should be confirmed with the appropriate Campus Recreation professional staff member.

Campus Closure

Sport Clubs activities will not be held whenever the campus is closed. Call the campus information line for current campus closure information. It is also posted online at www.weber.edu. If the campus should close while a Sport Club activity is in progress, try to complete all games/matches in progress (*both teams must agree to continue playing or the game should be suspended*) and then send everyone home. If the weather is making travel more difficult by the minute, suspend play and take note of game status (time remaining, score, etc.).

Try to reschedule the event and contact the Competitive Sports Coordinator regarding the cancellation.

Risk Management

To provide a safe and positive recreational experience for all participants, it is necessary to try to prevent accidents and injuries before they happen. It is strongly recommended that every Sport Club develop, implement, and practice the following safety precautions:

- Emphasize safety during all club activities.



- Encourage all members of the organization to have a physical examination and to purchase personal health insurance prior to participation. The national associations governing some sports offer accident and liability insurance coverage.
- Review Campus Recreation emergency procedures with all club members. Document this review, including the date and list of members present.
- Inspect fields and facilities, as well as club equipment, prior to every practice session, game or special event. Report unsafe conditions to the Campus Recreation personnel on duty immediately. If at an off-campus site, report the condition to the proper managing authority. NOTE: Do not use facilities or equipment if they appear unsafe. The club president or safety officer will make the final decision if there is no CoSpo staff member available to make that decision.
- Submit an *Accident Report Form* for injuries that occur to club members and others during any club event on or off campus. These reports must be submitted to the Competitive Sports Coordinator within 24 hours of the occurrence.

Tips for filling out an Accident Report Form:

- Fill out the form completely with ALL information.
 - Be specific about how the injury occurred.
 - What events led up to the injury?
 - How was the person hurt exactly?
 - Did it happen during the game, warm-ups, etc.?
 - Did it happen during the normal course of the game?
 - Was there a fight or altercation?
 - Part of body injured, do NOT draw pictures. Please use descriptive terms.
- Give complete information on what aid was given.
 - Who applied the ice?
 - Was biohazardous waste created?
- If possible, get a witness that is not a Sport Club member. Indicate on the form what connection the witness has with the activity.
- Do not editorialize or indicate what the club suspects the diagnosis to be.
- Please write neatly!

NOTE: Accident Report Forms are legal documents that may be required in a court of law.

Preventing Disease Transmission

Although the risk of becoming infected while administering aid is remote, there is a small chance that some blood borne infectious diseases can be transmitted. In order to reduce risk, use the following procedures if confronted with blood or other potentially harmful bodily fluids:

- A participant that is bleeding shall be removed from a Sport Club activity until the bleeding has stopped and the wound has been completely covered.
- A participant that has blood on a uniform shall be removed from the contest until the soiled clothing has been changed.
- Before treating any injury involving blood or other body fluids, gloves (rubber or latex) must be worn by the person administering aid.
- Immediately wash hands after administering first aid even if gloves were worn and no contact with blood occurred.



- If inside a Campus Recreation supervised facility when there is blood, get a Facility Supervisor to clean all of the blood contaminated surfaces and equipment.
- Any materials (including gauze, band-aids, paper towels, etc.) that come into contact with blood or other body fluids shall be handled while wearing gloves. Bloody materials should be placed in a biohazard bag and then deposited in a biohazard waste container. **NOTE: Do not throw biohazard waste into any trash receptacle.**
- Club members with bleeding or oozing skin conditions should not treat injuries.
- Any time biohazard waste is created, it must be reflected in the *Accident Report Form*.

Discipline Grievances, and Judicial Process

When the Competitive Sports Coordinator has reason to believe that a club, club member, several club members, coaches, advisors, or other club related personnel (“respondent”) has violated rules and regulations that are outlined in the *Sport Club Handbook*, the *University Code of Student Conduct*, or any federal, state or local laws, they will take action to ensure that cases of rule violations are handled fairly and expediently and that processes outlined in the Student Code are followed. If a club or club member feels that they have been fined or dealt with in an unfair or unclear manner, they may file a complaint with the Competitive Sports Coordinator, which grievances will be reviewed consistent with the processes described below.

Respondents may be suspended from participating in club activities or other interim sanctions may be taken pending final outcome of the disciplinary process. In cases where the entire club is involved or the member(s) in violation cannot be identified, the club president will receive written notice that an investigation is being conducted. All club activities may be suspended or other interim sanctions may be taken pending final outcome of the disciplinary process.

Jurisdiction

Where allegations of misbehavior are raised against individuals which behavior may also violate PPM 6-22, Student Code, respondents may be referred to the Dean of Students and face possible sanctions that affect his/her/their student status. In such instances, in order to avoid more than one investigation into the same incidents, the Dean of Students may choose to conduct the investigation of the behavior and make findings. Students may appeal findings of the Dean of Students as outlined in PPM 6-22, Student Code. The Competitive Sports Coordinator and/or Sport Club Council shall adopt the findings of the Dean of Student, or if the findings are appealed to a formal behavioral hearing committee, the Competitive Sports Coordinator and/or Sport Club Council shall adopt the findings of the formal behavioral committee. The Competitive Sports Coordinator and/or Sport Club Council shall then follow processes outlined below in determining appropriate Sport Club sanctions for conduct that also violates Sport Club rules. In instances where it is unclear which processes are appropriate, the Due Process Officer may instruct the fashioning of an appropriate hearing committee following due process principals outlined in PPM 6-22, Student Code.

Students may be accountable to both civil and criminal authorities and the University for acts that constitute violations of law and University policy. Disciplinary action at the University will normally proceed during the pendency of criminal proceedings and will not be subject to challenge on the grounds that criminal charges involving the same incident have been dismissed or reduced.



Informal Review Process

The Competitive Sports Coordinator (CRC) will informally review all complaints and grievances. In disciplinary actions, the CRC will provide the respondent(s) notice of the complaint and allegations and give the respondent(s) the opportunity to provide oral and written evidence to the CRC. The CRC will issue a decision and sanctions in writing, which may be appealed to the Sport Clubs Council ("SCC"), as described below. Appeals must be submitted to the SCC chair in writing within 30 calendar days of the written decision of the CRC. This time frame may be waived by the chair of the SCC to accommodate extraordinary circumstances.

Formal Hearing Process

Decisions appealed to the Sport Club Council will be heard formally in a timely manner. The purpose of the disciplinary hearing is to allow the respondent the opportunity to present all relevant testimony to the SCC. The SCC will preside over the hearing meetings. All sanctions imposed by the council must pass by a two-thirds vote of those present. In the event that two-thirds of the SCC cannot attend the hearing, it will be rescheduled within a minimum of seven days notice. The SCC shall be compiled of unbiased decisions makers and may not include the CRC where the CRC has conducted the investigation or made a previous decision regarding the matter.

The individual(s) will have an opportunity to present his/her/their version of the incident(s) and an opportunity to rebut statements of witnesses.

- It is the responsibility of the SCC to consider impartially all relevant information, determine the facts, and impose appropriate sanctions.
- All parties involved, including the SCC, are expected to maintain the confidentiality of the hearing.
- The order of presentation at the hearing will be as follows:
 1. Introductions and reading of the alleged violation(s) by the chairperson.
 2. Opening statement by the complainant.
 3. Presentation of testimony, evidence, or witnesses by complainant.
 4. Opening statements by the respondent.
 5. Presentation of testimony, evidence or witnesses by the respondent.
 6. Closing statement by the complainant.
 7. Closing statement by the respondent.
 8. Question/answer period by members of the board with the complainant and respondent present.
 9. Discussion and decision by the board without the complainant or respondent present.
 10. Decision presented to the respondent by chairperson at the close of the hearing by written notice within five business days.

Decisions by the SCC will be made by two-thirds vote and are effective immediately, unless otherwise noted.

1. The SCC, will review the evidence, listen carefully to the persons involved, and make a decision based on the evidence provided. In disciplinary reviews, the SCC will also consider the following:
 - a. The attitude(s) of the club member(s).
 - b. Any past disciplinary record of the member(s) or the club.
 - c. The severity of the damage, injury, or harm that resulted.



- d. Whether the violation involved an action directed at another person because of his/her/their race, religion, ethnicity, gender, mental or physical impairment, etc.
 - e. Whether the member(s) at fault take responsibility for his/her/their actions.
 - f. The club member(s) honesty, or lack thereof, and cooperation with Campus Recreation during the course of the investigation.
2. The SCC will make a decision and apply an appropriate sanction or relief.
3. The SCC will notify the individual(s) or club in writing of the decision and sanctions to be imposed and any further action that may be taken.
4. A copy of the grievance or complaint, decision, and applied sanctions will be maintained in the Campus Recreation Office.
5. Decisions may be appealed as described below.

Appeals

The respondent or complainant may appeal the decision of the SCC by submitting the request and reasons to the Due Process Officer within 30 days of receiving written notice of the SCC's decision. The decision may on be reviewed on the following grounds:

- New evidence not reasonably available at the time of the hearing exists, the absence of which can be shown to have a prejudicial impact on the outcome of the hearing.
- Proper processes were not followed to a prejudicial degree.
- The decision was arbitrary or capricious, grossly inappropriate or inconsistent with other decisions.
- The decision was based on substantial error in interpretation of Sport Club policy.
- The decision resulted from discriminatory or prejudicial treatment.

The Due Process Officer may only affirm the decision or remand it to the SCC for rehearing. There are no appeals from the due process review.

Disciplinary Actions

Sanctions may include but are not limited to the following:

- Loss of copying/printing services
- Loss of facility space for practice/competition
- Loss of travel authorization
- Removal of individuals causing problems
- Letter to the state or national league association to remove the club from participation
- Loss of budget allocation
- Loss of Sport Club status
- Revocation of tuition waivers
- Financial hold of school transcripts
- Probation (final warning) for a period of time. Committing any violations while on probation will result in suspension and possible expulsion.
- Restitution/Charitable Contribution.
- Fines as deemed appropriate by the SCC (see guidelines below for specific fines)
- Suspension of the member(s) from all Campus Recreation-sponsored club activities and/or suspension of all club activities (facilities, travel, and or funding) for a specific period of time.



- Expulsion of the member(s) from the club or expulsion of the club from the Sport Clubs Program.

Expulsion

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

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

Fines

Violation	Fine ¹
Any Travel Violation (per travel violation)	\$600
Late Required Documents	\$15 per day
Petty cash carbon copy and receipt not returned to office	\$5 x number of incidents
Failure to turn in schedule prior to travel	\$600
Failure to have right amount of participants by deadline set by coordinator	Entire Student Fee Allotment
Practicing with individuals not having the membership and consent forms and/or has not paid dues	\$300 per person
Practicing without Safety Officer present	\$500
Illegal collection of money (including dues, sales, etc....)	\$300 per item
Allowing a player with a concussion to participate without clearance from the Athletic Trainer or ATC contacted company.	\$1000 per person per incident
Failure to inform coordinator of a canceled practice and/or event.²	\$50 per hour (rounded up to the hour)
Failure to attend meetings and/or leadership trainings	\$300 and/or present ³ at next leadership training ⁴
Inappropriate use of a campus facility (including but not limited to, hopping fences, damaging field or court, etc....)	\$200 per incident and/or aid in maintaining facility ⁵
Any violation of allowing a student on probation or suspension to participate in a removed privilege	\$300 per incident
Failure to follow proper purchasing procedures	25% of purchase price or \$100 (whichever is greater)

¹ Since some clubs do not have a significant amount of funds, violations with fines over a club's entire SFA will be left to the Sport Club Council to determine what fine and/or penalty to enforce on the club.

² Clubs must have at least 40% of members present and/or have a productive practice for a practice to count as not being cancelled. Cancellations must be made at least 24 hours in advance.

³ The CoSpo Coordinator will assign a topic to present on.

⁴ A club can only present once a semester.

⁵ Will be determined by CoSpo Coordinator and Facility Operators.



Campus Recreation Support and Club Promotion

Support

Campus Recreation provides many resources to Sport Clubs, including:

Sport Club Staff

The CoSpo Coordinator/Assistant Coordinator/Managers serve as the official representatives of Campus Recreation in the supervision of the Sport Clubs Program. In this role, they will:

- Provide advice on matters of: scheduling, participant eligibility, coaches/instructors, finances, equipment purchases, safety and risk management, and travel.
- Assist clubs in the coordination of activities including marketing and fundraising.
- Allocate facility space and funds.
- Assist with the continuing development of policies and procedures of the individual clubs.
- Develop and improve the policies and procedures of the Sport Club Program.
- Provide officers with training and leadership development opportunities.
- Enforce policies and regulations as defined by Campus Recreation and the University.
- Discipline clubs and individual club members as appropriate.
- Act to protect the safety of students participating in club activities.

Copies

Copies can be made through printing services and should be approved through the CoSpo office via Purchase Requests.

Meeting Space

The use of Swenson-Stromberg complex is available for club members to conduct club business. All requests for use of a meeting space and supplies must be made through the CoSpo Office. Campus Recreation will assist those clubs who plan on hosting an event on campus.

Publicity

There are several opportunities to publicize the club on campus for little or no cost. Below the club 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. If there will be a fee for the advertising, be sure to get approval from the CoSpo Staff through a Purchase Request.

The Signpost

Student clubs may purchase advertising space for a discounted rate, which includes design costs for assistance creating an ad, by contacting the Advertising Manager (ext. 6359) for more information. The club may also want to inform the Sports Editor (ext. 7983) of upcoming activities as the Signpost may send a reporter to cover the story.



WSU Calendar and Events through E-Weber

Should a club want to post on the WSU events calendar, follow the directions at <http://www.weber.edu/bulletinboardhelp/>

Digital Signage located in the Wildcat Center

The Wildcat Center has digital signage available for clubs to post on. Contact the Sport Clubs Coordinator or Student Office Supervisor to update the information.

Wildcat Block Party & Welcome Week

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 Club organizations may reserve space for these events free of charge. Arrangements can be made through the CoSpo Office unless otherwise noted.

Tabling at the Union Building

Clubs may schedule a table at the Union to advertise their clubs' activities at any time during the year. Check with the CoSpo Office to reserve a date and time by submitting a Facility Request.

Flyers and Posters

Sport Clubs teams may hang posters and pass out as many flyers as they like on campus. Prior approval must be obtained from the CoSpo office and the building or facility in which the advertisements are to be spread. The Clubs and Organizations Office can direct the club 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 for small jobs may be arranged through the CoSpo Staff.

WSU Television Station

Contact the CoSpo Office for details about announcements on the University Television Station.

WSU Facebook Fan Sites and other Social Media

If the club would like to sponsor a Facebook Fan Site or other social media accounts, contact the CoSpo Office for approval and process.

Shepherd Union Clubs & Organization Bulletin Board

Clubs may advertise on the C&O Bulletin Board in the Shepherd Union Building. Please contact the CoSpo Staff for approval and process.

Letters to Instructors

Clubs may request that the CoSpo Coordinator inform the faculty of an approved Sport Club event. The letter will verify those members of the club who are scheduled to travel, dates of travel, as well as the expectation that each individual will be responsible for any missed class time and work assignments. This is **NOT** an excused absence. The decision to excuse a student from classes will be made by the professor/instructor. Clubs must submit all names and W numbers at least one week in advance if such letters are needed.



Sport Clubs Council

The Sport Clubs Council (SCC) has been created as a judicial and representative body of the Sport Clubs Program. The SCC meets on a monthly basis during the school year to address issues that impact Sport Club organizations regarding judiciary and financial actions. The SCC is comprised of three student representatives voted onto the Council by members of all the clubs in their leadership meeting, one faculty member, the CoSpo Coordinator and the CoSpo Managers. If during a vote there is a tie, the CoSpo Coordinator will make the determination and may confer with Campus Recreation Director.

The Sport Clubs Council is an organization that serves as an administrative body within the Sport Club program that has a purpose:

- Acting on behalf of the Sport Clubs program in addressing issues that affect the operation of the program or the individual clubs, and is vested with authority to make decisions and/or recommendations
- Conducting hearings as necessary, regarding alleged infractions/violations of the Handbook for Sport Clubs by individuals or clubs, and recommends any disciplinary actions to be taken
- Contributing in the decision for any student organization who wishes to be considered a Sport Club

To be a member of the Sport Clubs Council, the student must be a member of a Sport Club and voted in by the Club Leaders. An interested student does not have to be a club officer. The Sport Clubs Council meets once a month and keeps in constant communication with all Sport Clubs about various activities. All Council members are required to attend each meeting and give a report or updates.

Sport Clubs Council Requirements to serve: Members must be a WSU full-time student each semester served, maintain at least a 2.5 GPA, preferably an In-State student, and commit to attend all meetings. Should the student miss meetings, their waiver may be revoked.

Sport Clubs Council Duties:

- *Impartially* represent the Sport Clubs program and **not** an individual club
- Distribute SFA funding
- Distribute Tuition Waivers
- Recommend judiciary action for clubs who fail to follow policy
- Review club policies, fines, incidents, and grievances
- Respond to all urgent petitions in a timely manner
- SCC members receive partial tuition waivers for their service time

Sport Club Athletic Trainer

WSU Campus Recreation provides an Assistant Coordinator (AC) of Competitive Sports who will serve as the Sport Club Athletic Trainer to work with teams throughout the school year. The AC's services will be scheduled on a greater need, and first come/first served basis.



Appendix

Universal Precautions

Universal Precautions is a method of infection control in which ALL human blood, tissue, and other potentially infectious materials are treated as if known to be infectious for HIV, HBV and other blood borne pathogens. Universal precautions are intended to prevent occupational exposure to human blood. The routes of transmission for occupational exposure are 1) contact with broken skin, 2) splash to mucous membrane of the eye, nose, or mouth, or 3) puncture of the skin with a sharp object. Under circumstances in which differentiation between body fluid types is difficult or impossible, all body fluids shall be considered potentially infectious materials.

Universal precautions include the following practices:

- Wear gloves when touching human blood or other potentially infectious material or surfaces soiled with them. Remove gloves when they become torn or contaminated.
- Wear masks and protective eyewear whenever splashes, spray, or spatter of blood or potentially infectious materials are likely to occur, to prevent exposure of mucous membranes of the mouth, nose and eyes.
- Wear protective suits, gowns, or aprons during procedures that are likely to generate splashing of potentially infectious materials.
- Wash hands and other skin surfaces immediately following contact with human blood or other potentially infectious materials. Use tongs or forceps if possible.
- Use appropriately-labeled and constructed containers for disposal, storage, and transport of any potentially infectious material.
- Employees responsible for providing first aid must cover skin lesions and wear gloves when treating patients or when handling health-care equipment.
- Do not eat, drink, apply cosmetics or lip balm, smoke, or handle contact lenses in work areas where there is likelihood of occupational exposure.
- Do not keep food and beverages in refrigerators, freezers, shelves, cabinets, or on countertops where human blood or other potentially-infectious materials are present.

Procedures for Athletic Department Trainers and Sporting Event Officials

In the athletics environment, universal precautions should be utilized during the immediate control of bleeding and when handling bloody dressings, mouth guards, and other articles contaminated with human blood or other potentially infectious material. The use of appropriate gloves of the examination, cleaning and dress of wounds is required. Gloves must be available for all athletic events, training sessions and physical therapy sessions. Other personal protective equipment (PPE; examples include *goggles, masks, face shields, fluid-resistant aprons*, etc.) must be available and used as needed, if there is a possibility for splashing or aerosolization of human blood or other potentially-infectious material.

- Eating, drinking, smoking, applying cosmetics or lip balm, or handling contact lenses is prohibited in areas where there is a likelihood of occupational exposure to human blood or other potentially infectious materials.
- Any procedure involving human blood or other potentially infectious materials should be done in a way that minimizes splashing, spraying, or spattering.
- All personnel responsible for the treatment of wounds must be provided the necessary PPE. Place disposable *gloves* into a *biohazard* disposal bag immediately after use. Reusable



contaminated PPE must be placed into an appropriately labeled, leak-proof container until decontaminated.

- Use extreme care when handling sharp objects such as needles, razors and scissors. Needles should not be recapped, bent, broken or otherwise manipulated by hand. Disposable sharps must be immediately placed into a puncture-proof sharps container after use. Sharps containers must be puncture-resistant, labeled or color coded as bio hazardous material, and leak proof on the sides and bottom.
- Athletes may not compete at any level of competition if wounds have not been treated and covered.
- Athletic personnel with exudative lesions, open wounds or weeping dermatitis should avoid situations where they may come into contact with potentially infectious materials.
- The use of common towels or water bottles is discouraged because they may become contaminated with potentially infectious body fluids. Although transmission of HIV in saliva is extremely unlikely, dental or oral injuries increase the potential for transmission of bloodborne pathogens.



Event Checklist

Prior to Event Checklist

- Reserving Facility Space
 - Fill out Facility Request Form
 - Receive confirmation of approval
- Meet with CoSpo Office to discuss details of the event prior to making further arrangements
- Pre-Event Planning
 - Confirm event date(s)/start time(s)
 - Confirm directions to event as well as parking information
 - Confirm event time length
 - Confirm travel time to/from event
 - Confirm uniform colors in case of conflict
 - Referees/Officials arrangements
 - Arrange payment for officials
 - Officials meet minimum qualifications for officiating event
 - Confirm driving/parking directions for officials
 - Confirm travel time for officials
 - Confirm start time and duration of event
 - Confirm availability of locker room or other facilities as necessary
 - Confirm availability of locker room or other facilities as necessary
 - Obtained proof of insurance if necessary for event
- Create the appropriate visiting team hold harmless form
 - The try-out consent form found online
- Insurance
 - Acquire if necessary
- Equipment Setup
 - Coordinate with CoSpo staff for time of set up of materials/equipment (day of or night before)
 - ** Setup is the responsibility of the club
- Finances/Registration
 - Arrangements made for collection of entry fees before or at event
 - Select volunteers to work registration table for participants/spectators
 - Have money available to provide change for any type of transaction
 - Receipts on hand to give to visiting teams/participants that give payment
 - Trophies, T-shirts, etc designed and made before event
 - If selling merchandise, have change on hand for transactions
 - Bracket/format prepared and ready with all teams accounted for
 - Send bracket/format out to all participants prior to the day of the event. Have copies available at event
- Create contingency plan in case of a withdrawal
- Confirm time for rest/meals between competition for participants
- Arrange for members to help supervise event, run scoreboards, scoreboard, clean up trash, etc
 - Confirm event time and when members should arrive for set up
 - Confirm event time length
 - Confirm what uniform(s) to wear
 - Confirm who is bringing what equipment if applicable
 - Determine who is setting up beforehand and cleaning up after event



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- Tournament bracket/format
 - Merchandise and Awards
 - Athletic Trainer/EMS
 - Club Responsibilities
 - Develop flyers and receive approval from CoSpo Office. Upon receiving approval, post around campus in approved locations
 - Contact CoSpo staff about advertising event on Campus Rec website and events calendar
 - Develop game day programs w/rosters
 - Media/Promotion

Day of Event Checklist

- Setup is completed (including tables, chairs, goals, water coolers, etc)
- Review ground rules, facility guidelines, event format, etc with all participants
- Collect completed waiver from all participants
- Club enforces facility rules for both participants and spectators
- Club works with event staff, ensuring at least 2 club members are present at all times
- Post Event Checklist
 - Club cleans up all trash
 - Club takes down and returns all equipment
 - Notify CoSpo staff of results and wrap up of the event
 - Have visiting team sign the consent form prior to competing
 - Complete an event/tournament report and turn it into the CoSpo Office