<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purpose</td>
<td>3</td>
</tr>
<tr>
<td>Sport Club Council</td>
<td>4</td>
</tr>
<tr>
<td>Fiscal Responsibility</td>
<td></td>
</tr>
<tr>
<td>• Banking</td>
<td>5</td>
</tr>
<tr>
<td>• Fundraising</td>
<td>6</td>
</tr>
<tr>
<td>• Associated Students Incorporated (ASI) Funding</td>
<td>6</td>
</tr>
<tr>
<td>• Club Donations &amp; Sponsorships</td>
<td>6</td>
</tr>
<tr>
<td>Sport Club Funding</td>
<td></td>
</tr>
<tr>
<td>• Annual Budget Request</td>
<td>7</td>
</tr>
<tr>
<td>• Annual Allocation Process</td>
<td>8</td>
</tr>
<tr>
<td>• Special Allocation Request</td>
<td>9</td>
</tr>
<tr>
<td>• Spending Allocation Account Funds</td>
<td>10</td>
</tr>
<tr>
<td>Organizational Compliance Points</td>
<td>11</td>
</tr>
<tr>
<td>• Club Standing Classifications Level</td>
<td>12</td>
</tr>
<tr>
<td>• Organizational Compliance Points Matrix</td>
<td>14</td>
</tr>
<tr>
<td>• Club Development Improvement Options</td>
<td>15</td>
</tr>
<tr>
<td>Restrictions</td>
<td>16</td>
</tr>
<tr>
<td>Forms</td>
<td>17</td>
</tr>
</tbody>
</table>
1. The purpose of these criteria are to assure that all Sport Clubs registered with the Campus Recreation Department at San Francisco State University (SF State) receive equitable treatment, and funds are spent properly and appropriately, in the allocation of annual sport club funds on the basis of standards approved by the Campus Recreation Department, in accordance with SF State policies and procedures, in advisement of the Sport Club Council (SCC).

2. To this end, the Campus Recreation Department herein established (1) procedures to be followed by sport clubs in requesting annual funds and special allocation funds, and (2) criteria on which the Sport Club Council’s decisions are to be based. Procedures are intended to assure complete exchange of all relevant information between the clubs and the Sport Club Council in an orderly fashion.
SPORT CLUB COUNCIL

Sport Club Council (SCC)

1. The purpose of the Sport Club Council (SCC) at San Francisco State University is to promote, develop, and assist the Sport Clubs of San Francisco State University. The Sport Club Council is a training ground for leadership, organizational development, and fundraising. Ultimately, the mission is to facilitate collaboration among SF State Sport Clubs and to positively represent the Sport Club Program to the university and the community.

2. The Sport Club Council will consist of two delegates from each currently registered Sport Club at SF State. The selected club delegates must consist of one club officer and one general club member from the Sport Club to serve on the SCC for the minimum of one semester. The Coordinator of Sport Clubs will serve as the advisor to the SCC and will assist in guiding the discussion process for the allocation of funds and planning of SCC related activities.

3. The three main responsibilities of the SCC are to advise in the allocation of financial resources to individual Sport Clubs via the Campus Recreation Department; create, organize, and maintain fundraising events to help subsidize the cost of managing Sport Clubs; and assist in the organizational duties involved in running the Sport Club Program in accordance with the Campus Recreation Department, LEAD (Leadership, Engagement, Action, Development), and San Francisco State University. The SCC will achieve these aims through communication, openness, organization, accountability, governance, and professionalism.

4. The SCC shall have monthly meetings during the academic year at a minimum of one meeting per month and follow all policies as outlined in the SCC Constitution.

5. The Sport Club Council will be a registered campus organization with LEAD. Elections, policies, and procedures created by this board will help to shape, guide, and define the SF State Sport Club Program.
FISCAL RESPONSIBILITY

It is strongly encouraged that all registered SF State Sport Clubs maintain proper fiscal responsibility when dealing with financial matters, including collecting club dues, fundraising, monetary donations, and university approved allocations. It is recommended that all clubs establish a bank account solely for the club to maintain an accurate accounting of club funds.

All recognized SF State Sport Clubs have three sources of funding:

1. Funds generated by the club through its own contributions, dues, and fundraising.
2. An allocation through the Sport Club Program: Sport Club Funding
3. An allocation through the Associated Students Incorporated (ASI)

Banking

A partnership was established between Cal State 9 Credit Union and LEAD to allow student organizations the convenience and access to financial services on campus. Cal State 9 generously provides their services, but as with all banking, the student organization is responsible for insufficient funds and additional penalty fees of poor financial management.

For more details visit Cal State 9 Credit Union (located in the Village behind SSB).

Banking services are provided to registered/recognized student organizations, providing you with:

- A checking account.
- Information on tax identification.
- No cost to student organization for opening the account.

Specialized Safeguards:

1. This account prohibits the use of debit/credit cards, and in-branch cash withdrawals.
2. Two officers (President and Financial Officer) are responsible for maintaining and balancing the student organizations bank account.
3. Opening and changes to an account require the signature of the Faculty/Staff Advisor.
**Fundraising**

Each SF State Sport Club that is registered with the Campus Recreation Department is strongly encouraged to do at least one fundraising activity during the academic year. All fundraising activities must be approved by the Coordinator of Sport Clubs before any funds are received. The most popular club fundraising ideas include:

- Carwashes
- Club logo item sales (i.e., calendars, key chains, notebooks, etc.)
- T-shirt sales

**Associated Students Incorporated (ASI) Funding**

Student organizations may obtain subsidized funding through ASI for items not covered through allocations sponsored by the SCC and Campus Recreation Department. Requisition forms for funding are available through the ASI Business Office at 338-2321, located in the Cesar Chavez Student Center. Student organizations are strongly encouraged to familiarize themselves with ASI’s policies/procedures and deadlines.

For more information on ASI, please see http://asi.sfsu.edu/

**Club Donations & Sponsorships**

SF State Sport Clubs may receive donations and sponsorships in the form of goods provided and monetary gifts. The Coordinator of Sport Clubs must be made aware of all potential donations and sponsorship deals agreed to and accepted by the club. In order for an individual to receive a tax break for his/her donation to a specific Sport Club, the donation must be in the form of a check payable to SFSU Campus Recreation “Sport Club Name”. The Coordinator of Sport Clubs will be responsible for depositing the check into the appropriate university account.

Upon receiving a monetary donation for a specific Sport Club, the Coordinator of Sport Clubs will make the deposit and notify the Sport Club Treasurer once the funds become available for the club to use.

Individual Sport Clubs will not receive a check or cash from a donation accepted by the Campus Recreation Department on behalf of their club. The donation amount will be added to the allocation account for that club held by the Campus Recreation Department. Clubs will then be able to access the donated funds for purchases in the same manner they are able to access their allocations awarded through the Sport Club Council via the Coordinator of Sport Clubs using the Sport Club Purchase Request Form.
The Campus Recreation Department provides the Sport Club program with a specified amount of funding each year to assist with SF State Sport Clubs operational needs. These funds are distributed by the Sport Club Council through the Annual Allocation Process and the Special Allocation Process. The Coordinator of Sport Clubs, alongside the SCC Treasurer, is responsible for monitoring the virtual accounts set up for each club with access to allocated funds.

Sport Club funds allocated through the SCC are only available to be requested for sport specific items including team equipment, uniforms, facility rentals, NGB fees, tournament fees, and officials. SCC allocations cannot be used to pay for coaches, team travel expenses, food/drink, and personal player equipment.

**Annual Budget Requests**

1. Through the Sport Club Council Annual Budget Request process, Sport Clubs desiring funds for the following academic year will submit a proposal and present their proposal to the SCC.

2. Upon requesting annual funding, each Sport Club Treasurer will prepare a proposal to include a budget from the current year and a proposed budget for the following year using the Annual Report and Allocation Request Form. An explanation and justification for the proposed budget shall be included as detailed in the criteria. This information should be as complete as possible.

3. Sport Club Annual Allocation Requests are due to the Campus Recreation Department Office, located in Student Services Building #105 by April 1\textsuperscript{st} at 5:00pm of the spring semester. Budget Hearings will take place at the April Sport Club Council Meeting. Sport Clubs that submit proposals after the completion of the Budget Hearing Meeting will not be eligible to receive annual allocation funding for the following academic year.

4. The Sport Club Council will evaluate all proposals according to the criteria. Any relevant records shall be available to the Council in order to make an accurate and informed decision.

5. During the scheduled SCC Budget Hearing meeting, time will be allowed for each club Treasurer requesting funds through the SCC to make a brief 10 minute oral presentation of its position to the assembled Council, and to respond to the Committee's questions about the proposal. SCC Executive Council Members cannot participate in presentations for their specific club. A maximum of 10 minutes per presentation will be strictly enforced.
6. No formal amendments to the revised budgets will take place at this time.

7. The Sport Club Budget Hearing will move to the next club team on the agenda once oral presentation and discussion regarding the club before the Council has concluded.

8. A transcript of the proceedings will be documented by the SCC Secretary.

Annual Allocation Process

1. Once all the Sport Clubs requesting annual allocation funds have had the opportunity to present their proposals, each member of the Sport Club Council will have the opportunity to discuss the amount of allocation funds that he/she believes that each Sport Club should receive after hearing all the club budget presentation requests.

2. The SCC Treasurer will collect the council member’s comments and figures for each Sport Club for consideration.

3. Prior to the next SCC meeting, the SCC Treasurer and the Coordinator of Sport Clubs will reevaluate each individual club’s annual budget request, taking into account the council’s recommendations, and assessing the current Sport Club Funding total that is available to be distributed among the clubs.

4. Final budget allocations for each Sport Club that requested funds for the following academic year will be voted on and approved at the May Sport Club Council Meeting.

5. Each Sport Club will be notified of its Final Allocation Amount following the May Sport Club Council Meeting. Funds approved at that time cannot be used until the start of the following academic year, beginning the first day of school.

6. Annual allocations awarded by the SCC are valid only for the academic year specified, and will not roll over to the next year if unused. Any allocated dollars to specific clubs not spent by May 15th of the specified academic year will no longer be accessible to the club for purchases.

7. **Note:** Only voting Council Members, Sport Clubs belonging to the Sport Club Council and are in good standing with the program (70% and above), are awarded all rights and privileges of the Sport Club Program.
**Special Allocation Request**

1. New Sport Clubs that have been incorporated into the Sport Club Program, but have not yet been eligible to request annual funding and/or clubs that find themselves in an unforeseen need may request funds from the SCC using the Special Allocation Request Form.

2. Sport Clubs that are on “Probationary” status are not permitted to request Special Allocation Funding.

3. The maximum amount permitted to be requested for a Special Allocation Request from the SCC by a registered SF State Sport Club is $250.00.

4. Sport Clubs will only be permitted to submit one special allocation request per semester. Submitting a Special Allocation Request Form to the SCC does not guarantee the approval of funding.

5. All special allocation requests will be highly scrutinized by the SCC. Club teams may submit detailed special allocation requests to the SCC through the Coordinator of Sport Clubs.

6. The Coordinator of Sport Clubs will forward all requests to the SCC for review at the next scheduled Sport Club council Meeting where it will be reviewed and voted on for approval. Since the Sport Club Council is required to draft a full meeting schedule at the beginning of each semester, the vote will be held during one of the originally scheduled meetings.

7. The Sport Club will be notified of the vote results concerning its Special Allocation Request submitted following the SCC Meeting by the Coordinator of Sport Clubs.

8. Any special allocations awarded by the SCC are valid only for the semester in which they are awarded, and will not roll over to the next semester if unused. Any special allocation dollars awarded to specific clubs not spent by the end of the semester will no longer be accessible to the club for purchases.

**Note:** Requests of new club teams will be scrutinized at the highest level and awards comparable to teams in “good standing” are not likely.
**Spending Allocation Account Funds**

Sport Clubs that have received either an annual allocation or a special allocation from the Sport Club Fund via the Sport Club Council may only access those funds during the academic calendar year. Clubs wishing to make a purchase using their allocation dollars must submit a Sport Club Purchase Request Form to the Coordinator of Sport Clubs. The Coordinator of Sport Clubs will review the Request Form to be sure the needed funds are available within the allocation amount in the club’s account, and that it meets the guidelines approved by the SCC. If everything is in order the Coordinator of Sport Clubs will make the purchase via the Campus Recreation Department and university policy. Clubs should allow for up to 3-4 weeks for a purchase transaction to be completed.

Individual Sport Clubs or Sport Club members will not be permitted to purchase items on their own using allocation funding and expect to be reimbursed by the SCC, Campus Recreation Department, or San Francisco State University.

Tracking of all club allocations will be handled by the SCC Treasurer and the Coordinator of Sport Clubs. Sport Club Officers are encouraged to keep accurate records of all club allocations and expenditures.

**Note:** All Sport Club equipment purchases made via allocation funds by the SCC shall remain property of the Campus Recreation Department, not the individual Sport Club.
A Sport Club standing classification will be awarded to each registered SF State Sport Club every semester. A club team’s classification level is an essential tool utilized by the SCC and the Coordinator of Sport Clubs to make critical decisions within the Sport Club Program. The standing of each club will be vital to determine decisions as to whether or not a Sport Club is allowed to maintain their current club recognition status and/or to determine issues such as whether or not a club will or should receive funding they have been allocated, and if the club is permitted to request additional funds over the course of the academic year.

Club teams with “exceptional standing” are more likely to receive funding or other privileges from the SCC and the Sport Club Program. Conversely, club teams branded with a “poor standing” classification are not only less likely to be awarded additional discretionary funds through the Sport Club Fund, but are less likely to receive space and practice time that might be requested. The following standings are used by the SCC for funding purposes and the Coordinator of Sport Clubs:

- Exceptional Standing (5)
- Good Standing (4)
- Satisfactory Standing (3)
- Unsatisfactory Standing (2)
- Poor Standing (1)

Sport Clubs will be updated on their current club classification level standing at their monthly Club Officer meetings with the Coordinator of Sport Clubs.
Club Standing Classification Levels

Based on their standing, each Sport Club will fall under one of the following classification levels:

90%-100%: Exceptional Standing

1. Attaining the Exceptional Standing within the Organizational Compliance Points (OCP) is the most difficult tier to reach. This level of success means the club officers and participants have committed to excellence not only in representing their Sport Club on campus, but in the community as well.

2. Clubs who reach this tier level have gone above and beyond the requirements levied upon their organization by the Sport Club Council, Campus Recreation Department, LEAD, and/or San Francisco State University. Organizations that achieve this classification level will have access to all the rights and privileges associated with the Sport Club Program.

3. Furthermore, clubs will receive additional financial assistance in the form of matching fundraising support. Receiving matching funds is a special right only afforded to these Sport Clubs. The Campus Recreation Department, independent of the SCC, will pledge a one-time donation to match every dollar fund-raised within a semester up to five hundred dollars.

80%-89%: Good Standing

1. Reaching this tier level is an accomplishment that all Sport Club should strive towards. Being a club in Good Standing implies the Sport Club and its participants have met and exceeded all the minimum requirements levied upon the organization by the SCC, Campus Recreation Department, LEAD, and/or San Francisco State University.

2. Teams that reach this level of achievement will be granted access to all the general perks of being a Sport Club and the ability to file Annual Budget and Special Allocation Request through the SCC.

70%-79%: Satisfactory Standing

1. Receiving a Satisfactory standing implies the Sport Club and its participants have met the minimum requirements established by the SCC, Campus Recreation Department, LEAD, and/or San Francisco State University.
2. Attaining this achievement level allows clubs to have access to all the general privileges except Annual Budget Requests. Clubs will only have the ability to ask for financial assistance through a Special Allocation Request through the SCC.

**60%-69%: Unsatisfactory Standing**

1. Having an Unsatisfactory Standing implies the Sport Club and its participants have not met all the minimum requirements levied upon the organization by the SCC, Campus Recreation Department, LEAD, and/or San Francisco State University.

2. This underachieving mark places the Sport Club and all its participants on probation. Under probation the Sport Club will not have access to financial assistance through the SCC and will be suspended from participating, administering, and/or planning activities that are competitive in nature.

3. Furthermore, Sport Clubs will have two semesters to improve their average OCP score or face additional restrictions levied upon their Club. Restrictions could include, but are not limited to: privileges being revoked, suspension, and/or revocation.

**59% or below: Poor Standing**

1. Receiving a Poor Standing implies the Sport Club and its participants have not met the majority of the minimum requirements levied upon the organization by the SCC, Campus Recreation Department, LEAD, and/or San Francisco State University.

2. This grossly underachieving mark will result in immediate suspension of the Sport Club and all its participants.

3. Clubs under suspension will lose all recognition privileges to practice, compete, and organize as a registered Sport Club at San Francisco State University. Clubs will remain suspended until future notice by the SCC and the Coordinator of Sport Clubs. Additionally, all financial assistance through the SCC will be suspended and revoked immediately.
**Organizational Compliance Points Matrix**

The Sport Club Program will utilize a specific matrix designed to be an unbiased and fair way to determine the standing of each individual Sport Club. A more detailed presentation of the matrix will be provided to the Sport Club Council; however, the following is a brief depiction of the template that is utilized:

1. **60% of the Club’s classification level will be based on the performance of the Executive Board**
   a. Attendance at monthly Club Officer meetings
   b. Submission of required documents, including liability waivers, club member/roster forms, insurance verifications, and travel forms
   c. Attendance at semester Club Officer workshops
   d. Attendance at monthly Sport Club Council Meetings

2. **25% of the Club’s classification level will be determined by “Club Development”**
   a. Fundraising activities
   b. Marketing strategies
   c. Participation in Sport Club workshops and development
   d. Community service
   e. Special events

3. **15% of the Club’s classification level will be based on PPO (procedures, protocol, and organization)**
   a. Sport Club’s will be rewarded or penalized for their propensity to follow professional standards in regards to timely submission of paperwork, predisposition to follow Sport Club Program protocol, and overall organization.

4. **Note:** Disciplinary sanctions will of course adversely contribute to the Sport Club’s standing.
**Club Development Improvement Options**

Formal disciplinary action, late paperwork, missed monthly meetings and so forth can lead to a depreciation of a club team’s classification standing.

However, there are many formal and official ways for individual Sport Clubs to improve their standing and garner the benefits of a higher classification.

The following are examples of ways that club teams can improve their standing classification level:

1. Completion of SF State workshops
   a. Workshop courses are offered through the SF State IT Training Program designed to teach and improve vital skills. Course descriptions can be found at www.sfsu.edu/~doit
   b. These skills will hopefully encourage Sport Club teams to develop individual Club websites that will foster participation and growth by helping expose the Club. Positive and professional publicity for individual Sport Club teams and the Sport Club Program as a whole is desired.

2. Display leadership by hosting Sport Club fundraisers and campus community events.

3. Mass participation and involvement with the Sport Club Council, including meetings, fundraisers, and events.

4. Documented community service.
1. Proposals should be written and reviewed on the basis of the allocation criteria, which include the following categories:
   a. Explanation and justification of budgets; and
   b. The nature of expenses; and
   c. The performance of club’s duties as outlined for each category.

2. No allocation will be made to any club which has not met its obligations to the University, its National Governing Body, or is currently a club listed in bad standing or on probation.

3. Sport Clubs must meet the following requirements to be eligible to receive Allocation funds.
   a. Must be a recognized Sport Club in good standing since at least January of the current academic year.
   b. Must have obtained a minimum Club Standing Classification Level of “Satisfactory Standing” as defined in the Sport Club Handbook.

4. Allocation requests for funds will not be granted for items including, but not limited to coaching fees, food and drink, lodging, and transportation costs.

5. Money used by Sport Club Council awards given to clubs to purchase necessary club equipment is property of the SF State Campus Recreation Department. If equipment is lost, misplaced, or stolen it is the responsibility of the Sport Club to replace it.
The Sport Club Program will only recognize official forms regarding financial and budgetary concerns. Sport Club Treasurers are encouraged to utilize these forms as needed and turn them into the Coordinator of Sport Clubs by the appropriate deadlines. These forms can be retrieved from the Coordinator of Sport Clubs and/or are available on the Campus Recreation website.

**Annual Allocation Request Form**
If the Sport Club is interested in requesting funding from the Sport Club Fund for the following academic year, this form must be completed and submitted to the SCC through the Coordinator of Sport Clubs by April 1st at 5:00pm. Annual Allocation Requests will only be accepted during the spring semester for the following academic year.

**Special Allocation Request Form**
A Special Allocation Request should only be submitted to the SCC for consideration for unforeseen expenses not covered by an Annual Allocation awarded. Sport Clubs will only be allowed to submit a maximum of one Special Allocation Request per semester.

**Sport Club Purchase Request Form**
This form is to be submitted to the Coordinator of Sport Clubs if the club wishes to make any purchases using the funds being held within the club’s allocation account provided by the Campus Recreation Department. Sport Clubs will only be allowed to submit this form during the academic year.