SPROTE CLUBS HANDBOOK

Operating Structure & Travel Policies

Campus Recreation
San Francisco State University
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Revised: 8/01/12
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INTRODUCTION

This Sport Clubs Handbook incorporates Operating Structure and Travel Policies designed to create a “framework” for the effective operation and safe travel of Sport Clubs at San Francisco State University and is in accordance with the Sport Clubs Model approved by the California State University (CSU) system.

A Sport Club is comprised of a group of students who voluntarily organize in order to further their common interests in a specified physical activity or sport. These physical activities may be recreational or competitive in nature. Sport Clubs are organized and managed by student members; thus the focus and programming of each Club will reflect the ideas, leadership and values of its constituent members.

In addition to providing an outlet for participation in physical activity and sport, Sport Clubs provide leadership opportunities. Student members are involved with club fundraising, public relations, organization, administration, fiscal management, and scheduling.

Sport Clubs serve a dual purpose:

1. To provide leadership experiences/opportunities for its student members.

2. To provide students an outlet for participation in physical activity, recreational sport, and competitive sport while they are enrolled at the university.

As student leaders and club officers this document has been prepared to assist and guide you with the administration of your Sport Club. Each club officer, advisor, and coach should become familiar with the policies and procedures that are outlined in this handbook, as well as, the SICC (Student Involvement and Career Center) handbook.

The Sport Clubs program is governed and operated under the Campus Recreation Department within the Division of Student Affairs at San Francisco State University. The Coordinator and Manager of Sport Clubs manage the daily operations of all Sport Clubs.
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Ryan Fetzer</td>
<td>Assistant Director, Intramurals &amp; Sport Clubs</td>
<td>405-0485</td>
</tr>
<tr>
<td>Nicole Howell</td>
<td>Sport Clubs Student Manager</td>
<td>405-0485</td>
</tr>
<tr>
<td>Pam Su</td>
<td>Director of Campus Recreation</td>
<td>405-4072</td>
</tr>
<tr>
<td>Venice Adams</td>
<td>Facilities &amp; Informal Recreation Coordinator</td>
<td>405-2552</td>
</tr>
<tr>
<td>Tina Rossi</td>
<td>Aquatics, Fitness &amp; Wellness Coordinator</td>
<td>338-7572</td>
</tr>
<tr>
<td>Joseph Greenwell</td>
<td>Dean of Students</td>
<td>338-3888</td>
</tr>
<tr>
<td>Sarah Bauer</td>
<td>Director of SICC</td>
<td>338-2174</td>
</tr>
<tr>
<td>Larry Birrello</td>
<td>SICC Program Coordinator: Permits &amp; Request</td>
<td>405-3978</td>
</tr>
<tr>
<td>Rafael Martinez</td>
<td>SICC Events &amp; Academic Resource Coordinator</td>
<td>338-2034</td>
</tr>
<tr>
<td>Arnold Paguio</td>
<td>SICC Program Coordinator: Community Service</td>
<td>405-4428</td>
</tr>
<tr>
<td>Lee Twyman</td>
<td>SICC Program Coordinator: Greek Life</td>
<td>405-4026</td>
</tr>
<tr>
<td>Mark Jaramilla</td>
<td>CCSC Scheduling Office</td>
<td>338-2416</td>
</tr>
<tr>
<td>Alejandro Rios</td>
<td>ASI Business Manager</td>
<td>338-6092</td>
</tr>
<tr>
<td>Mayra Saldana</td>
<td>ASI Marketing &amp; Public Relations Director</td>
<td>338-2321</td>
</tr>
<tr>
<td>Gary Lynch</td>
<td>Men’s Locker Room Attendant</td>
<td>338-2243</td>
</tr>
<tr>
<td>Christine Hintermann</td>
<td>Women’s Locker Room Attendant</td>
<td>338-1164</td>
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<td>SF State Police</td>
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# DATES TO REMEMBER

## Fall 2013

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<thead>
<tr>
<th>Date</th>
<th>Meeting</th>
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<tr>
<td>09/03/2013</td>
<td>Sport Club Practices Begin</td>
<td>TBD</td>
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<td>09/07/2013</td>
<td>Student Leadership Symposium</td>
<td>9:00 a.m.</td>
<td>CCSC</td>
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<td>09/12/2013</td>
<td>Sport Club Council Meeting</td>
<td>6:00 p.m.</td>
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<td>09/26/2013</td>
<td>Sport Club Council Meeting</td>
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<td>09/30/2013</td>
<td>Sport Club Registration Renewal Paperwork Due</td>
<td>5:00 p.m.</td>
<td>Gym 121A</td>
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<td>10/10/2013</td>
<td>Sport Club Council Meeting</td>
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<td>11/21/2013</td>
<td>Sport Club Council Meeting</td>
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<td>12/05/2013</td>
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## Spring 2014

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<tr>
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<td>02/28/2014</td>
<td>Sport Club Officer Orientation</td>
<td>6:00 p.m.</td>
<td>Gym 117A</td>
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<td>02/27/2014</td>
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<td>03/13/2014</td>
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<td>04/03/2014</td>
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<td>End of Semester Individual Sport Club Meetings</td>
<td>TBD</td>
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<tr>
<td>05/16/2014</td>
<td>End of Year Report Due</td>
<td>TBD</td>
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DEFINITION OF SPORT CLUBS

Sport Clubs are physically active and body movement based student organizations which are competitive and/or recreational in nature. Sport Clubs can further be divided into two tiers or categories.

Two Tier System

1. Tier 1 – High Risk/Competitive Sport Clubs
   a. Competitive Clubs which compete against other university or community teams in games, contests and/or events. Travel may be involved.
   b. Are affiliated with a sport specific National Governing Body (NGB). (Examples: Rugby Club; Cheer Club)

2. Tier 2 – Recreational Sport Clubs
   a. Defined as clubs whose main purpose is to provide instruction, participation and/or social opportunities for club members.
   b. Sport Clubs are recreational in nature. Travel may be involved. (Example: Capoeira Club)

Definition of High Risk

Within either of the above categories, a Sport Club may be classified as “high risk” if:

1. There is a greater probability of a serious injury occurring during the activity. (e.g. Ice Hockey Club; Cheer Club)

2. Travel is involved.

National Governing Bodies

Most Sport Clubs have a National Governing Body (NGB) which works in partnership with regional and local leagues. NGB's provide standards of competition and safety guidelines (e.g. recommended coaching qualifications and certifications) in their respective sports. Additionally, they may provide access to liability or other insurance coverage. Other local and statewide bodies should also be consulted for advice.
OPERATING STRUCTURE DEFINITIONS

The following provides a framework for the safe and effective operation of Sport Clubs at San Francisco State University and applies to University students who participate in Sport Clubs, staff members responsible for managing the operation of Sport Clubs, and individuals who coach or advise Sport Clubs.

**Assistant Director, Intramurals & Sport Clubs**

Full-time staff member in the Campus Recreation Department who oversees all Sport Clubs and Sport Club related activities at San Francisco State University.

**Sport Clubs Student Manager**

Part-time student employee who reports to the Assistant Director and assists with all aspects of the Sport Club Program. The student manager will be assigned specific duties covering all Clubs and will attend the Sport Club Council Meetings each month.

**Sport Club Executive Board**

A group of elected student club members also called Sport Club Officers, who oversee the direct operations of their particular Sport Club.

**Sport Club Coach**

An individual who instructs or coaches the club team and/or club members. Coaches can be unpaid player/coaches or paid coaches by a specific Sport Club. Coaches paid by their respective Sport Club are not considered employees of the university. Coaches are expected to coach and not be involved in club management. Ideally they are selected by the Sport Club Executive Board upon a positive recommendation to move forward from the Assistant Director.

**Sport Club Council (SCC)**

A board that consists of two representatives from each registered Sport Club at SF State. The SCC is advisory to the Coordinator of Sport Clubs and makes recommendations on various aspects of the Sport Club Program, its operations, and Sport Club financial allocations.

**Sport Club Council (SCC) Representative**

The representative will be elected by the SCC and serve as a liaison for the Sport Club program to the University.
The following diagram shows the organizational structure for the Sport Club program at San Francisco State University.
BENEFITS OF BEING A SPORT CLUB

Once your Sport Club is registered with the Campus Recreation Department and/or completed the mandatory new club probationary period, it may enjoy a variety of privileges including:

1. The use of University facilities at low or no cost.
2. Be provided with professional assistance for program planning, campus events and activities through the Student Involvement & Career Center (SICC) and the Campus Recreation Department.
3. Ability to request use of audio/visual technical support services.
4. Voting rights as a recognized Sport Club at all Sport Club Council Meetings.
5. The right to request financial subsidy and other services from the Sport Club Council and Associated Students Incorporated (ASI).
6. Student organizations are allowed to utilize the publicity resources on campus to help promote club activities and increase membership.
7. Student organizations are allowed to request an SF State e-mail account at no cost.
8. Student organizations are allowed to request to do fundraising events on campus.
9. Student organizations are exposed to leadership and networking opportunities.
10. Student organizations are provided with the use of an on-campus mailbox located in the Student Services Building.
11. The use of the San Francisco State University name in association with your club.

IMPORTANT NOTE: Your Sport Club name must be used in one of the following manners when being published, signing registration forms, and/or on any legal documents:

1. “Club Name” at “San Francisco State University”
2. “Club Name” at “SF State University”
3. “Club Name” at “SFSU”

NO other variations will be accepted and may result in disciplinary sanctions levied upon the club by the Coordinator of Sport Clubs.

*In addition to the restriction of use of the San Francisco State University name, Sport Clubs are not permitted usage of the university logo, seal, or other university trademarks.
Students with a common interest in a particular sport and physical activity that is currently not offered by the SF State Sport Club program may apply to become a recognized sport club during the Sport Club Open Enrollment Period. The Open Enrollment Period begins on the first day of the Spring semester and lasts for three weeks. Students who do not complete the recognition process by the last day of the Open Enrollment Period will be required to wait until the following year to register their Sport Club.

Prior to completing any paperwork or forms, students wanting to form a new Sport Club at SF State must set up an initial club interest meeting with the Assistant Director of Campus Recreation. At this initial interest meeting, the possibility of recognition, eligibility factors, and criteria requirements of a potential new Sport Club will be discussed.

**Note:** The creation of a new sport club on campus is not guaranteed and may not be permitted to be formed due to financial or insurance costs or because it has been deemed to high risk of a sport by the university Risk Management Department.

1. The following minimum Eligibility Factors and Criteria will be addressed at the initial interest meeting:
   
   a. Duplication considerations: New Clubs cannot be formed if a similar type of Sport Club already exists within the Sport Club Program and restrictions apply if the proposed Sport Club mirrors an existing program offered by the Campus Recreation Department.
   
   b. Sport Club tier level and risk assessment of Sport Club activities and competition
   
   c. Financial resources available to the prospective Sport Club
   
   d. Availability of Facilities (practice and competition)
   
   e. Availability of competitive opportunities (where applicable)
   
   f. Affiliation with NGB or State governing body
   
   g. Availability of Sport Club Advisor
   
   h. Establishment of an on campus bank account (only recommended)
   
   i. Availability of qualified coaching (when applicable)
   
   j. Availability of appropriate Sport Clubs staff oversight
2. Following the initial interest meeting, the Assistant Director will notify the students of the prospective Sport Club as to whether or not they have been approved to proceed with the Sport Club Recognition Process. If approved they may begin completing the required documentation and forms for recognition as a University Sport Club and submit the documents to the Assistant director for final approval and recognition by the SCC.

3. All Sport Club Recognition Forms must be completed and turned in to the Intramural & Sport Clubs Office, located in Gym 121A by the Open Enrollment Period deadline at 5:00pm. Any late Sport Club Recognition Forms submitted past the Open Enrollment Period deadline will automatically stop the recognition process and interested students will need to wait for consideration until the following year.

4. If all forms required for Sport Club recognition have been completed and submitted by the Open Enrollment deadline, the SCC at their next meeting will reviews the documentation for completeness and either recognize or deny the Club admittance into the Sport Club program upon recommendations given by the Coordinator of Sport Clubs.

5. New Sport Clubs recognized by the SCC will be recognized as a probationary club within the program. A new Sport Clubs probationary period will last for one semester. Probationary clubs are not permitted to vote at SCC meetings and cannot receive special allocation funding. Probationary clubs can request an annual allocation, to be awarded for use starting in the fall semester directly following the semester of their probationary period.

6. The Coordinator of Sport Clubs will notify the prospective club president of the SCC decision.

7. Once the club has been approved by the SCC, they then must officially register their club through SICC.

Requirements and Forms

All members of recognized Sport Clubs MUST be current SF State students. Furthermore all participants MUST adhere to the policies and procedures set by the Campus Recreation Department, SICC, and San Francisco State University.

Following approval from the Assistant Director to proceed with the formation of the new sport club, the following documentation supporting the recognition of a new Sport Club must be completed and submitted to the Assistant Director by the Open Enrollment deadline:

1. Sport Club Constitution/Bylaws (See appendix for sample constitution)

2. Proof of registration with a National or State body (If applicable)

3. Name of Coach with attached qualifications or name of Volunteer (If applicable)
4. Proposed Budget

5. Proposed annual calendar of activities

A minimum of five SF State students must be listed on the Sport Club Registration Form to be recognized. Each Sport Club must have at least three Executive Officers held by three separate individuals (President, Treasurer, and Safety Officer). Each officer must be a student and in good academic standing with the University. The Assistant Director will conduct a grade check and dismiss any ineligible Club Officer(s) from their position if the following criteria are not being met:

1. Officers must maintain a 2.0 Cum. SF State GPA.

2. Undergraduate student officers must be enrolled in a minimum of 6 units and Graduate Student officers in a minimum of 3 units.

The Executive Board must first create a club constitution that includes an outline of the Sport Club structure and the roles and responsibilities of club officers (refer to the Appendix for a Sample Constitution). This constitution must be current at all times. Amendments to the constitution are required when significant changes occur.
SPORT CLUB RENEWAL PROCESS

All Sport Clubs interested in renewing a pre-existing Sport Club from the previous year must complete the renewal process at the beginning of the fall semester in order to be a recognized student organization for that current academic year. Following the clubs registration with SICC, the Sport Club President must also set up a meeting with the Assistant Director to review eligibility factors and requirements of Sport Club Membership by September 30th.

1. The following minimum Eligibility Factors and Requirements will be addressed at the meeting:
   a. Documented performance and/or disciplinary issues associated with the club from the previous year. (e.g. during a probationary year)
   b. Contact List of Sport Club Executive Officers
   c. Identification of a Safety Officer who is a Club member
   d. Club Roster and Member Registration Information
   e. Name of Coach or Volunteer (if applicable)
   f. Proposed annual calendar of activities
   g. Financial Statements and Proposed Budget (if requested)
   h. Equipment Inventory

2. The Assistant Director will review the documentation provided and either approves or rejects the Sport Club request for renewal.

3. The Assistant Director will notify the Sport Club president of the decision.
**SPORT CLUB ADMINISTRATION**

**Club Paperwork and Forms**

The following information should be obtained by the Club President and Safety Officer at all times and should be on file with the Campus Recreation Department:

1. SF State Sport Club Registration
2. Current team roster including student ID number and contact info
3. Club Member Information Forms and Liability Waivers
4. Practice schedules/game schedules
5. Coaches Agreement/Contract or Volunteer Agreement/Contract
6. Team Constitution
7. Anti-Hazing Agreement
8. Incident, Accident and Travel Forms
9. Travel Safety Tips / Best Practices

**Individual Sport Club Meetings**

Sport Club officers and members are always encouraged to meet as needed throughout the year with the Coordinator of Sport Clubs to discuss issues pertaining to their club. These meetings are designed to foster communication and provide assistance with the club’s needs.

An End of the Year meeting is required to be held by all clubs in the Sport Club Program. At the End of the Year meeting in the spring, each sport clubs current officer’s and next year’s officers are required to attend the meeting with the Assistant Director to discuss the transition to the next academic year. Topics discussed will include new officer responsibilities, contact information, fundraising plans, practice schedules, and fall semester dates and deadlines.

**Note:** It is the responsibility of the Sport Club executive officers to organize times and dates for the executive meeting with the Assistant Director.

**Formal Practices, Club Meetings, and Games**

Clubs are responsible for planning and implementing at least one event or activity a month. This is the minimum requirement in order to maintain “active” status. Each club is responsible for scheduling all of its meetings, practices and games. A copy of the seasons schedule should be submitted to the Campus Recreation Office for approval. All formal meetings, practices and games must be discussed with the Assistant Director before being acted upon.

All aquatic based clubs are required to have a lifeguard on duty during all practices and activities taking place in the pool. A lifeguard employed by the Campus Recreation Department may be scheduled, or if approved by the Assistant Director the club may supply their own lifeguard.
the club is to supply its own lifeguard, a copy of the Lifeguard’s Certification must be submitted to the Assistant Director prior to the activity taking place.

Sport Clubs can hold activities and events on or off campus. An SF State Sport Club must receive approval from the Assistant Director prior to scheduling for any event.

For events held off campus that require a monetary deposit, the Assistant Director must be informed prior to any arrangements or reservations are made. SF State will not be responsible for reimbursing a club if arrangements have been made prior to approval of the event from the Assistant Director.

If a club conducts a formal meeting, practice or game without consulting the Assistant Director first, the organization will have disciplinary sanctions taken against the club.

**Special Events and Activities**

The Campus Recreation Department will only grant approval of each special activity (i.e. major event, outing, tournament, large fundraising activity) or any event with substantial significance after the proper paperwork has been completed detailing the event. Advance planning is necessary to ensure all the requirements are met.

**No events** will be considered for approval or recognized by the University if the Sport Club has not taken the necessary steps to meet with the Coordinator of Sport Clubs initially to discuss possible planning for the event.

If a Sport Club is planning to host an event, the club officers must first schedule an initial planning meeting with the Assistant Director to discuss event details. Approval from the Coordinator of Sport Clubs will be required to proceed. Following the initial planning meeting, a meeting may be required between the Sport Club Executive Officers, and other SF State University personnel. All additionally required meetings MUST take place before any final planning can occur. During this meeting the logistics, funding, and the liability issues for the event will be discussed.

If a club conducts a major event without consulting the Assistant Director first, the organization may have disciplinary sanctions taken against the club.

**Summer Club Activities**

Due to reduced resources, the University does not approve student organization events during summer and winter sessions. However, student organizations may host regular meetings. Sport Club practices are permitted during the summer pending facility space is available, but competitions and large special events are not permitted and/or recognized.
Reserving Facilities

Sport Clubs may use on-campus facilities for club related activities depending on the availability of space. Requests for rooms located in the Gymnasium/Burk Hall must be reserved in advance through the Coordinator of Sport Clubs on a first-come, first-served basis. All other campus facility requests can be made by contacting the SICC Office or via their website at http://www.sfsu.edu/~sicc/

Equipment Maintenance

All Sport Clubs are responsible for maintaining and using club equipment appropriately and safely. Equipment purchased by the Sport Club program is property of the Campus Recreation Department. Equipment owned by Campus Recreation may be checked out to a Club by the Assistant Director and must be returned in good condition by a specified date, or upon request by a department administrator.

End of Year Report

Current sport club officers are required to complete the End of Year Report and turn it in to the Assistant Director by the individual club’s scheduled End of the Year Meeting. The End of the Year Report Form can be found on the Campus Recreation website.
SPORT CLUB MEMBER REGISTRATION

All members of a Sport Club **MUST** be a current registered student at SF State with a valid SF State ID card. All Sport Club participants **MUST** adhere to the policies and procedures set by the Campus Recreation Department and San Francisco State University. Furthermore, competitive Sport Clubs must adhere to all rules and regulations sanctioned by their sports specific national governing body with whom they are registered.

Sport Club Member Registration information will be required and collected by the Assistant Director for all Sport Club participants. Sport Club participants will be required to complete a Liability Waiver Form and a Sport Club Member Information Form. The data provided by each member will be reviewed by the Assistant Director and shared with the Sport Club Safety Officer for the club they are joining.

This member registration information is essential when Sport Clubs travel and it provides the Trip Administrator with key emergency contact information.

1. The following required information will be collected from all Sport Club members and will not be distributed to anyone unless required:

   a. Name (Last Name, First Name)
   b. Date of Birth
   c. Gender
   d. University ID
   e. Local Campus Address (Street; City; State; Zip)
   f. Primary Phone Number
   g. Secondary Phone Number
   h. Emergency Contact: Name and Phone Number
   i. Email address
   j. Academic Year
   k. Medical Insurance Information:
      i. Name of and relationship to Insurance Policy Holder
      ii. Health Insurance Company and Policy Number
      iii. Allergies/medical conditions
   l. Persons to notify in case of an emergency.
**Participant Liability Waiver Forms**

Every SF State Student that chooses to participate in Sport Club related activity is required to sign a Sport Club Liability Waiver Agreement before participating/competing in any club activity. The waiver is signed once every academic school year. Signing the liability waiver does not grant them club member status. Waivers can be obtained online through OrgSync and the Campus Recreation Website.

1. A Participant Liability Waiver Form must be signed by each club participant/member before the individual can participate in any club activity.

2. A copy of the Participant Liability Waiver will be kept with the Sport Club Safety Officer and the original form will be kept on file with the Campus Recreation Department.

**Sport Club Insurance**

The Campus Recreation Department, working in conjunction with the University Risk Management Department, provides insurance coverage for all registered Sport Clubs at SF State which is required by the university. Additional insurance can be obtained through a specific clubs NGB in order to meet specific club needs at the expense of the club.

**Medical Clearance (Insurance)**

Documented medical insurance is required for participation within the Sport Club Program. Individuals must provide documentation of personal medical insurance coverage prior to participating in any Sport Club activity to the Assistant Director. Students who do not have medical insurance are encouraged to visit the following two websites to secure medical insurance:

SFSU Student Health Services  
[http://www.sfsu.edu/~shs/Health_Insurance/Health_Insurance.html](http://www.sfsu.edu/~shs/Health_Insurance/Health_Insurance.html)

CSU Health Link  
[https://wfis.wellsfargo.com/CSU/](https://wfis.wellsfargo.com/CSU/)

**Medical Clearance (Physicals)**

In addition to medical insurance, it is recommended that students pass a physical before active participation in the Sport Club Program. Furthermore, after any documented injury, it is also recommended that individuals complete a physical.
SPOT CLUB ADVISOR EXPECTATIONS

The role of the Sport Club Advisor should be to provide leadership and guidance to the club. The primary goal is to advise and see that the Sport Club stays active and successful. The advisor is responsible for the following:

1. Attend club meetings, practices, competitions, and activities as time permits.
2. Be familiar with University policies and procedures relating to the club and SF State Sport Club program.
3. Be available to discuss, review, and sign off on club financial requests, travel forms, officer forms, club reports, and other student organization documents required.
4. Encourage members to assume leadership positions.
5. Maintain contact with the Sport Club and the Assistant Director.
6. Report, in writing, to the Assistant Director any misconduct or violations of policies that may harm the organization or the University.

A Club Advisors signature will be required upon submission of Club forms pertaining to installation of a new club officer, annual budget requests, and for travel documents.

Club Advisors will be copied regarding any pertinent information being sent to the clubs regarding issues of finances, leadership, and club/player misconduct in hopes that they will assist the Assistant Director in resolving the issue.

Club Advisors, upon their selection, must sign a Sport Club Advisor Agreement Form verifying that they understand their role within the club and the expectations placed upon them by the Campus Recreation Department. A new Advisor Agreement Form must be signed and submitted to the Assistant Director at the beginning of each academic year as part of the club renewal process.

Resignation or Absence of Advisor

A Sport Club advisor may resign at any time, but whenever possible and appropriate, the retiring advisor should give assistance to the Sport Club in locating a new advisor. During the time that the club is without an advisor, the Assistant Director will serve as a temporary advisor or assign another temporary advisor. A new advisor must be found within 1 month of resignation of the previous advisor or the club will become “inactive” and lose the benefits of being a Sport Club. If there are any changes concerning the advisor and the Sport Club he/she represents, the Campus Recreation Department must be notified immediately, and all appropriate paperwork must be completed and submitted.
SPORT CLUB COACH EXPECTATIONS

Club teams may hire professional coaches (paid or volunteer) or acquire student (volunteer) coaches to supervise and/or guide the competitive and athletic development of their Sport Club team.

Prior to being offered any coaching responsibilities all non-player coaches (paid or volunteer) must meet with the Assistant Director and submit a resume validating their credentials and professional experience within the field/sport club they wish to coach. In addition, all non-player coaches (paid or volunteer) will be asked to complete a criminal background check to be covered by the Sport Club prior to beginning working with the team.

Expectations of the Sport Club Coaches should include the following **minimum requirements** regarding the Operational Structure of Sport Clubs:

1. Qualifications
   a. Have coaching qualifications and/or certifications.
   b. Current certification in First Aid/CPR.

2. Requirements
   a. Sign a Coach’s Agreement Form
   b. Report any alcohol, drug, hazing, sexual harassment incidents
   c. Restrict activities to coaching and not be involved in the management function of the Sport Club
   d. Establish a formal working relationship with the Assistant Director and the Sport Club Executive Officers
   e. Obtain liability and/or medical insurance
   f. Maintain current First Aid/CPR certifications

3. General
   a. Follow all University policies and procedures

**Paid vs. Volunteer Coaches**

Club teams, at their discretion, may pay for the advice and supervision of a designated coach; however, the Sport Club Program will abstain from any involvement in determining the amount/rate of payment. The Sport Club Program will only document the payment levied to coaches; furthermore, Campus Recreation will abstain from obligating club teams to pay their coaches that are professionally hired as such; however, a lack of professional commitment to paying their coaches could result in a disciplinary mark against said club team.

It is recommended that all Sport Clubs hiring non-player coaches create a coaches contract specifically outlining all duties, responsibilities, expectations, and specified payment amounts for serving in the capacity of a coach. This contract should be signed by the current club executive
officers and the coach upon his/her hiring by the club. A copy must be submitted to the Assistant Director. (See appendix for sample coach contract)

**Note:** The Sport Club Program forbids any club team from employing an advisor as their paid or volunteer coach.

**Coach Code of Ethics and Agreement Form**

Coaches (paid or volunteer) must register with the Sport Club Program by reviewing the Sport Clubs Coach Code of Ethics listed below, and signing the Sport Club Coach Agreement Form. Coaches will be required to re-sign the Coach Agreement Form at the beginning of each academic year. (See appendix for sample coach agreement form)

1. Understand that Clubs incorporated into the Sport Clubs Program are student run organizations.
2. Student leadership positions are in charge of the club's agenda and budget.
3. Ensure that all financial responsibility is properly maintained by the student leaders within the club. Report any forms of financial fraud or embezzlement immediately to the Assistant Director.
4. Coaches will not attempt to manipulate or influence the club's agenda in opposition to the desires of the club’s membership or executive board.
5. Respect the rights, dignity and worth of every participant.
6. Within the context of the activity, treat everyone equally regardless of sex, disability, ethnic origin or religion.
7. Ensure the athlete's time spent with you is a positive experience.
8. All athletes are deserving of equal attention and opportunities.
9. Treat each athlete as an individual.
10. Respect the talent, developmental stage and goals of each athlete.
11. Help each athlete reach their full potential.
12. Be fair, considerate and honest with athletes.
13. Be professional and accept responsibility for your actions.
15. Display control, respect, dignity and professionalism to all involved with the sport – this includes opponents, coaches, officials, administrators, the media, parents and spectators.
16. Encourage your athletes to demonstrate the same qualities.
17. Make a commitment to providing a quality service to your athletes.
18. Seek continual improvement through performance, appraisal and education.
19. Provide a training program which is planned and sequential.
20. Maintain appropriate records.
21. Operate within the rules and spirit of your sport.
22. The guidelines of national and international bodies governing your sport should be followed. Please contact your sports governing body for a copy of its rule book(s), constitution, by-laws, relevant policies (e.g. Anti-doping policy, selection procedures, etc.).
23. Coaches should educate their athletes on drugs in sport issues.
24. Any physical contact with athletes should be:
   a. appropriate to the situation
   b. necessary for the athlete's skill development
25. Refrain from any form of personal abuse towards your athletes.
   a. This includes verbal, physical and emotional abuse
26. Be alert to any forms of abuse directed toward your athletes from other sources while
    they are under your supervision.
27. Refrain from any form of harassment towards your athletes.
   a. This includes sexual and racial harassment, racial vilification and harassment on
      the grounds of disability.
   b. You should not only refrain from initiating a relationship with an athlete, but
      should also discourage any attempt by an athlete to initiate a sexual relationship
      with you: explaining the ethical basis of your refusal
28. Provide a safe environment for training and competition.
29. Ensure equipment and facilities meet safety standards.
30. Ensure equipment, rules, training, and the environment is appropriate for the ability of the
    athletes.
31. Show concern and caution toward sick and injured athletes.
32. Provide a modified training program where appropriate.
33. Allow further participation in training and competition only when appropriate.
34. Encourage athletes to seek medical advice when required.
35. Maintain the same interest and support toward sick and injured athletes.
36. Contact the Coordinator of Sport Clubs immediately following any major injuries.
37. Be a positive role model for your sport and athletes.
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 (SCC) will consist of two delegates from each currently registered Sport Club at SF State. The selected club delegates must commit to serving on the SCC for the entire academic year.

3. A Sport Club Council Representative will be selected by a majority vote of all the SCC delegates to serve as the SCC spokesperson. The Representative will also serve on the Campus Recreation Student Advisory Board and various other committees if necessary as well as the Dean of Students Leadership Retreat. He/She will lead all SCC meetings and serve as a representative on behalf of the council.

4. 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, SICC (Student Involvement and Career Center) and San Francisco State University. The SCC will achieve these aims through communication, openness, organization, accountability, governance, and professionalism.

5. The SCC shall have meetings during the academic year with two meetings per month and follow all policies as outlined in the SCC Constitution.

6. The Assistant Director and a Campus Recreation Sport Club Manager will be present at all SCC meetings to assist with program needs, tracking organization compliance points, overseeing the allocation of funding process, and planning of SCC related activities. The Coordinator of Sport Clubs will serve as the advisor to the SCC.

7. The Sport Club Council is an advisory board for the Sport Club Program and to the Coordinator of Sport Clubs. Elections, policies, and procedures created by this board will help to shape, guide, and define the SF State Sport Club Program.
Each registered sport club must maintain a high level of standard to remain in good standing and be eligible to receive the full benefits associated with the Sport Club Program including access to campus facilities and funding.

Throughout each year, all sport clubs will receive compliance points according to the rubric outlined below. The point’s each club earns is an essential tool utilized by the Sport Club Council and the Assistant Director to make critical decisions within the Sport Club Program. Points earned will determine decisions as to whether or not a Sport Club is allowed to maintain their current club recognition status or be placed on probation, determine eligibility as to whether or not a club can receive funding in the form of an allocation request, and if the club is granted full facility use privileges.

All Sport Club points are calculated on an annual basis from August 15th through May 15th. Sport Clubs will be updated on their current club point totals at each of the Sport Club Council meetings.

To receive points earned for items listed in the Club Development Category below, a Point Documentation Form must be completed and submitted within one month of the activity taking place. The Point Documentation Form can be found on OrgSync. Additional documents may be requested by the Assistant Director to verify the accuracy of the points being accounted for by a club.

**Probation Period for Sport Clubs earning less than 175 points:**
The club will be placed on probation for the following fall semester and will lose some privileges, including but not limited to:

a. The club will **NOT** receive any funding or be allowed to request any funding from Sport Club Council or ASI during the fall semester.
b. The club will only be allowed to have **ONE PRACTICE TIME PER WEEK**. If a club on probation is found having more than one practice time per week they will be dropped from the Sport Clubs program.
c. The club officers, including the President, Treasurer and Safety Officer must attend one leadership training workshop presented by SICC prior to the Nov 15th deadline.
d. The club has from May 1st – Nov. 15th to have accumulated 90 points (Refer to Sport Club Handbook pg. 24-27)

As of Nov. 15th once the club has met all of the probation requirements, including earning 90 points, and is in good standing with the Campus Recreation Department they then will be allowed to practice for the remainder of the Fall semester. Clubs being taken off probation will not be allowed to request for the Fall semester but can request for following Spring Semester at a maximum of $400.
A suspended club are still required to maintain all requirements of members including the submission of registration, liability, membership and advisor forms, collection of dues (if applicable to club), presence at the Sport Club Council Meetings and compliance with Department and University policies.

*If a club has not fulfilled the Probation Period requirements they will be dropped altogether from the Sport Club program under the Campus Recreation Department.*

<table>
<thead>
<tr>
<th>Administration</th>
<th>Examples</th>
<th>Proof</th>
<th>Why?</th>
<th>Points</th>
<th>Max Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Presidents Orientation</td>
<td>Attendance required at 1 meeting per semester.</td>
<td>Attendance at Leadership Symposium or by individual meeting with coordinator or/and manager.</td>
<td>To review responsibilities and expectations of the President's position.</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Treasurer's Orientation</td>
<td>Attendance required at 1 meeting per semester.</td>
<td>Attendance at Leadership Symposium or by individual meeting with coordinator or/and manager.</td>
<td>To review responsibilities and expectations of the Treasurer's position.</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Safety Officer's Orientation</td>
<td>Attendance required at 1 meeting per semester.</td>
<td>Attendance at Leadership Symposium or by individual meeting with coordinator or/and manager.</td>
<td>To review responsibilities and expectations of the Safety Officer's position.</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Sport Club Council Meeting</td>
<td>Attendance required at all meetings per semester.</td>
<td>Attendance of delegates (2 max) per meeting at bi-weekly meetings.</td>
<td>SCC provides program oversight and direction. All clubs serve as voting members in regards to program policy and the allocation of financial resources.</td>
<td>1 point per delegate</td>
<td>24</td>
</tr>
<tr>
<td>Club Meetings</td>
<td>Meetings run by club officers for all club members held throughout the semester. 1 meeting per semester minimum and a max of 3 per semester.</td>
<td>Confirmation of campus room request and/or meeting agenda notes along with the attendance of SC Coordinator and/or Manager and one of the meetings.</td>
<td>To benefit all club members in the business matters associated with the club.</td>
<td>2 points per meeting Max 6 per semester</td>
<td>12</td>
</tr>
<tr>
<td>Club Practices</td>
<td>Practices run by club officers/coaches</td>
<td>Attendance confirmation by coordinator/manager.</td>
<td>To encourage continual growth and club stability.</td>
<td>Max of 10 points per semester</td>
<td>20</td>
</tr>
<tr>
<td>Membership Forms</td>
<td>Verified active club members within organization.</td>
<td>Submitted club membership forms via Orgsync.</td>
<td>To encourage continual growth and club stability.</td>
<td>1 point for every 5 members</td>
<td>10</td>
</tr>
<tr>
<td>Liability Forms</td>
<td>Verified active club members within organization.</td>
<td>Submitted club liability forms and turned into Gym 121A.</td>
<td>To encourage continual growth and club stability.</td>
<td>1 point for every 5 members</td>
<td>10</td>
</tr>
<tr>
<td>Heading/Title</td>
<td>Examples</td>
<td>Proof</td>
<td>Why?</td>
<td>Points</td>
<td>Max Points</td>
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</tr>
<tr>
<td>Club Marketing/Publicity</td>
<td>Creation of t-shirts, posters, flyers, tryout flyers, banners, and other publicity, etc.</td>
<td>Copy of materials given to SC Coordinator/Manager prior to mass distribution for approval.</td>
<td>It is important to promote student involvement on campus and bring awareness to the campus community of club activities.</td>
<td>5 points per marketing</td>
<td>15</td>
</tr>
<tr>
<td>Club Website</td>
<td>Creation and constant updating of a website, Facebook, MySpace, Instagram, and other forms of media.</td>
<td>Constant website, Facebook, etc. updating about practices, games, new officers, etc.</td>
<td>It is important to promote student involvement on campus and bring awareness to the campus community of club activities.</td>
<td>5 points per semester</td>
<td>10</td>
</tr>
<tr>
<td>Recruitment</td>
<td>Tabling in the quad, tabling and performing at San Francisco State University events and tryouts to share with potential new members what your club is about.</td>
<td>Confirmation of tabling/facility requests via Orgysn.com.</td>
<td>A club does not exist without members and finding new members must a continuous goal to ensure club longevity.</td>
<td>Tabling – 2 pts, Tryouts – 5 pts, Previews/Welcome Days – 5 pts, Student Org Events – 2-5 pts; (Tabling-2 pts, presentation/ performance 3pts)</td>
<td>15</td>
</tr>
<tr>
<td>Fundraising</td>
<td>Applying and receiving funds through ASI. Coordinating with SICC to develop fundraising opportunities.</td>
<td>Confirmation from ASI stating approval of funds. Confirmation from establishment hosting fundraising event with SICC</td>
<td>Sport Clubs are expensive to operate. Solely relying on funds generated by club dues and the Sport Club Program is not feasible. Additional funding sources can be challenging to produce and should be rewarded.</td>
<td>5 points max per semester.</td>
<td>20</td>
</tr>
<tr>
<td>Community Service</td>
<td>1 point per every hour complete per club member with documented proof of service or 1 point for every 5 items given.</td>
<td>Confirmation of specific hours worked or total items given by organization being served.</td>
<td>To encourage clubs and members to give back to the community by donating their time or good in the name of the club.</td>
<td>1 point per person per hour</td>
<td>50</td>
</tr>
<tr>
<td>Special Events</td>
<td>Planning and successfully hosting a large scale event or tournament open to the campus community that does not consist of normal practice, competition, or club related activity.</td>
<td>Completion of event with written summary submitted to Sport Club Coordinator and/or Manager.</td>
<td>A well planned successful event can provide a club with credibility on campus. Time, teamwork, energy, and additional resources to organize an event is serious business.</td>
<td>10 points each Special Event</td>
<td>20</td>
</tr>
<tr>
<td>Recognition</td>
<td>Student Leadership Award, Most Valuable Player, All-Star, All-Conference, Championships Awards, or any award etc.</td>
<td>Awards or certificates given to club/member need to be showed to Coordinator/Manger.</td>
<td>Continue club development and recognize the accomplishments of clubs and their members.</td>
<td>5 points per award at a max of 10</td>
<td>10</td>
</tr>
<tr>
<td>Procedures, Protocol, and Organization</td>
<td>Examples</td>
<td>Proof</td>
<td>Why?</td>
<td>Points</td>
<td>Max Points</td>
</tr>
<tr>
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</tr>
<tr>
<td>Registration and New Officers</td>
<td>Submitting all Sport club registration documents (Registration Form, Advisor Form, and Club Constitution) on time. New Club Officers attend required Orientation within 2 weeks of taking office.</td>
<td>Sport Club Registration documents are submitted by the last day of September. New Club Officers attend Officer Orientation within 2 weeks of taking office.</td>
<td>Sport Clubs must keep the Sport Club Coordinator and Manager informed of major changes for proper communication and administrative success.</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Travel and Competition</td>
<td><strong>Pre</strong> – Travel Request Forms are submitted a minimum of 5 days prior to trip. <strong>Post</strong> – Competition Results forms must be submitted within 48 hours of returning from travel and/or competition ending.</td>
<td><strong>Pre</strong> – Travel Request forms must be submitted 5 to 7 days prior to the trip, taking place. <strong>Post</strong> – Competition Results forms must be within 48 hours of returning from travel and/or competition ending.</td>
<td><strong>Pre</strong> – The Sport Club Officer must be aware of all club travel matters to games, tournaments, and events, prior to the trip. <strong>Post</strong> – Competition results (home or away) and confirmation of return from travel are to be reported for effective communication.</td>
<td>For Submission - 2 points Pickup Binder - 1 point Return on time – 2 points Please take note of any clubs which don’t travel or compete will automatically receive 10 points.</td>
<td>10-20</td>
</tr>
<tr>
<td>Injury and Incident Reports</td>
<td>Submitting injury and incident reports within 48 hours is mandatory (if applicable).</td>
<td>Forms are submitted by the required deadlines.</td>
<td>Campus policy required these forms to be collected on behalf of the safety of SF State Student and the University.</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>End of the Semester Meetings</td>
<td>Meeting between club officers (current and future), Sport Club Coordinator/Manger at the end of each semester is completed.</td>
<td>Meetings are held as requested and reports are submitted as required.</td>
<td>To ensure a smooth transition between semesters and academic year a meeting is required to prepare effectively.</td>
<td>5 points per semester</td>
<td>10</td>
</tr>
</tbody>
</table>

261 Total Points Possible

211 - 261 = Clubs will be eligible to request funding for $600 for the year. Clubs will be allowed 3 practices per week.

176 – 210 = Clubs will be eligible to request funding for $400 for the year. Clubs will be allowed 2 practices per week.

175 or below = Club will be on Probation and will not receive any funding. Clubs on probation will only be allowed 1 practice per week.
FINANCES & FUNDING

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.

Each sport club is responsible for maintaining their own club bank account. Club Treasurers, Presidents, and coaches are trusted with the responsibility of protecting the clubs financial resources. Any issues of embezzlement or financial fraud should be reported immediately to the Assistant Director for review. If required, the issue will be reported to University Judicial Affairs and legal action may be taken.

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 Patelco Credit Union and SICC to allow student organizations the convenience and access to financial services on campus. Student organizations are not permitted to use any other banking establishment per university policy. Patelco 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 Patelco Credit Union (located in Westlake Shopping Center). Banking services are provided to registered/recognized student organizations, providing you with:

1. A checking account.
2. Information on how to obtain a tax identification number.
3. 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 Assistant Director before any funds are received. The most popular club fundraising ideas include:

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

Sport Club Funding

Campus Recreation Department 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.

Funding 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 Funding 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. Last day for Sport Club Funding Requests for the Spring Semester are due to Sport Club Coordinator located in Gymnasium 121A by April 1st at 5:00pm.

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 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 Council will move to the next club team on the agenda once oral presentation and discussion regarding the club before the Council has concluded.

**Sport Club Council Funding Request Process**

1. Once all the Sport Clubs request for funding 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 Sport Club Manager will collect the council member’s comments and figures for each Sport Club for consideration. A vote amongst the Sport Club Council members will take place.

3. The SCC Manager and the Coordinator of Sport Clubs will reevaluate each individual clubs Funding 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. Each Sport Club will be notified of its Final Funding Amount.

5. **Note:** Only voting Council Members, Sport Clubs belonging to the Sport Club Council and are in good standing with the program (170 points or more), are awarded all rights and privileges of the Sport Club Program.

Details about the Sport Club Council Funding Request process and individual club standings are discussed in the Sport Clubs Financial Packet. For a copy of the Sport Club Financial Packet, please contact the Coordinator of Sport Clubs at (415) 405-0485.

**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/](http://asi.sfsu.edu/)
TRAVEL RULES & GUIDELINES

The following travel rules and guidelines are to assist Sport Club Officers and members with policies for the Trip Approval Process and by providing general travel best practices.

Definitions

1. Trip Administrator: The Trip Administrator for San Francisco State University Sport Clubs is the Assistant Director. The Assistant Director will approve all travel for Sport Clubs.

2. Trip Leader: The Trip Leader is the Safety Officer designated by the specific Sport Club. He/she is responsible for implementing trip safety procedures and completing all travel forms and reports. In situations where the Club Safety Officer may not be traveling with the club on a trip, he/she may designate another club member to serve as the Trip Leader.

3. University Activity: Any activity approved by the University or by any organization recognized by the University, be it on or off-campus.

Trip Administrator Responsibilities

The Trip Administrator should:

1. Administer the trip request/approval and documentation process.

2. Approve the activity (i.e. confirming it is a University Activity)

3. Approve all Trip Leaders

4. Supervise and assist all Trip Leaders.

5. Ensure there is appropriate pre-trip communication with all Trip Leaders at least 7 days prior to trip.

Trip Leader Responsibilities

All university activities requiring travel conducted by Sport Clubs must have a Trip Leader identified that is going to accompany the group on the trip. The Trip Leader is required to have First Aid/CPR certification. Trip Leaders are required to work closely with the Trip Administrator.

Specifically, the Trip Leader is required to:
1. Pre-Trip
   a. Agree to enforce travel guidelines.
   b. Ensure the Travel Request/Approval Form has been submitted to the Trip Administrator 7 days prior to the trip.
   c. Have current First Aid/CPR Certification
   d. Inform Trip Administrator of any changes in trip details
   e. In situations where multiple vehicles are traveling communicate safety responsibilities to all vehicle drivers.
   f. Ensure there is a cell phone in each vehicle (if possible) and that cell phone numbers have been exchanged.
   g. Submit “Final Roster” to Trip Administrator of trip attendees before leaving.
   h. Obtain Travel Binder from the Assistant Director. The binder will include the following forms:
      - Membership Forms
      - Liability Waivers
      - Travel request Form
      - Emergency Contacts
      - Injury/Incident Forms
      - Copy of Travel Guidelines

2. Post Trip
   a. Contact Trip Administrator upon arrival back to campus.
   b. Complete Trip Report and/or Accident Report Forms (when applicable).

**Travel Guidelines**

**General**

1. University activities held off campus shall be planned, documented and conducted in a manner to minimize risk to university students, employees, as well as to members of the public.

2. Passengers should behave in a manner that does not distract the driver.

3. By law alcohol and/or illegal drugs are not permitted in the vehicle during travel to and from Sport Clubs practice, events, and competitions.

4. Travel in 15 passenger vans is not recommended.

**Trip Administrator**

1. In some situations (e.g. international travel, air travel), the Coordinator of Sport Clubs may be required to accompany the club, at the groups expense. The institutional Risk Manager (or designate) may be consulted to make this determination.
2. If trip is not approved by Trip Administrator, Sport Clubs should not travel and will be subject to the campus’ disciplinary measures if travel is undertaken without proper consent.

Trip Leader

1. All Sport Clubs traveling must have a Trip Leader traveling with the Club. The Trip Leader is responsible for trip safety by implementing all travel and driver policies and ensuring that driver distractions are minimized.

2. For trips involving multiple vehicles (vans and/or private vehicles), the Trip Leader is responsible for the overall coordination of the trip.

Driver

1. By state law vehicle drivers must have a valid Driver’s License.

2. It is recommended that drivers driving personal vehicles have the minimum automobile liability insurance coverage required by the state.

3. Drivers should not operate a vehicle while using alcohol and/or drugs, or while taking prescription medications which impair one’s ability to drive.

4. Drivers are expected to obey all traffic laws including driving at or below the posted speed limit, or at a safe speed based on the conditions.

5. Drivers must refrain from distracting behaviors while driving: eating, drinking, using cell phones, adjusting radio channels, etc.

6. All travelers should wear seat belts.

Travel Request/Approval Process

A Sport Club Travel Request/Approval Form is necessary for all Sport Clubs to submit before taking a trip. The Club Safety Officer, serving as the Trip Leader, should submit the Travel Request/Approval Form and all other requested travel documents. Forms must be submitted at a minimum of **seven days** to the Assistant Director before the club is planning to travel.

Upon receiving the Travel Request/Approval Form, the Assistant Director will review the document and contact the Club Safety Officer to clarify any information submitted prior to approving the trip.

If a trip is not approved, the Assistant Director will notify the Club Safety Officer. Sport Clubs that chose to travel on a trip that was not properly approved by the Assistant Director will be
subject to program disciplinary measures and could possibly be suspended or placed on a period of probation by the Campus Recreation Department if deemed necessary.

The Sport Club Travel Request/Approval Form can be retrieved by the Assistant Director and/or on OrgSync.

**Travel Emergency Procedures**

If a serious incident or accident occurs, the proper authorities and/or emergency services should be contacted by calling 911.

In the event of a serious incident or accident, once the situation is under control the Trip Leaders **MUST** contact the Assistant Director. If unable to make direct voice contact, the Trip Leader should leave a message explaining the situation, leave a contact number that he/she can be reached, and wait for the Assistant Director to return their call.

A report detailing the situation must be completed and submitted to the Assistant Director within 48 hours upon returning to campus. The following forms may be used for documentation purposes:

1. Accident Report
2. Incident Report
3. Vehicle Accident Report

All forms can be retrieved from the Campus Recreation Department website and/or on OrgSync.
Travel First Aid Kit

It is recommended that each club put together a first aid kit prior to traveling. The following represents the recommended minimum contents for a Travel First Aid Kit.

The Travel First Aid Kit contains first aid materials for the immediate treatment of minor injuries for Sport Clubs participants. First Aid materials shall not include any medication that can be ingested, such as aspirin. The quantities of First Aid materials should be based on the number of persons for whom the materials are intended, and the location of the First Aid Kit should be made known to the Sport Clubs participants.

First Aid materials should include as a minimum:

1. Instant ice packs
2. Biohazard bags
3. Scissors
4. Medical Exam Gloves
5. Assorted adhesive bandages
6. Sterile Gauze pads in a variety of sizes
7. Adhesive Tape
8. Disinfectant wipe/spray

First aid materials should be maintained in a sanitary and useable condition, inspected frequently and replenished as necessary. If an injury occurs, seek appropriate medical attention.
PUBLICITY RESOURCES

The success of any Sport Club activity depends on the marketing strategies used to publicize the events/programs. Below are several publicity options available to you as recognized SF State Sport Clubs.

**Banners: Cesar Chavez Student Center Mezzanine Railing**

Banners advertising major programs and events are popular and effective tools for advertising in the Cesar Chavez Student Center (CCSC): CCSC banner guidelines include:

1. Only recognized student organizations, University departments, and programs may post banners.
2. The banner must be for a specific event (e.g., meeting, reception, and speaker). (One banner per event.)
3. The date, time, and place of the event must be clearly marked on the banner.
4. Banners may be hung for 5 days before the event. Each organization is responsible for removing its banner after 5 days or the student center staff will remove and recycle the banner.
5. All banners must be approved and date-stamped by the Information Desk staff. Banners without the date stamp will be removed.
6. Banners may be no longer than 10 feet and no wider than three 3 feet and should be neatly lettered and legible from the ground level.
7. All sponsoring organizations must be listed on the banner.
8. The sponsoring group is responsible for hanging the banner in an available mezzanine railing space and for removing the banner and tape from the railing when the stamped date has expired.
9. Railing space is available on a first-come, first-served basis.
10. If you have any questions about these policies, please contact the Assistant Director, Programs and Services, at 338-2820, or Room T-119 in the Cesar Chavez Student Center.

**Campus Memo**

Campus Memo is a newsletter published by the Office of Public Affairs and Publications on a weekly basis. Campus Memo is disseminated electronically for faculty and staff. Student
organizations interested in publishing their event for the campus community must meet the deadline (Tuesday at 5 p.m. of the week preceding publication). For more information contact Public Affairs/Publications at 338-1665 or http://www.sfsu.edu/~news/campusmemo.htm

**Cesar Chavez Student Center (CCSC) Information Desk**

Sport Clubs may submit two fliers per event to post in the CCSC. CCSC will date stamp the flyers and post them for one week. Unauthorized flyers will be removed. Student organizations are strongly encouraged to familiarize themselves with the CCSC banner and posting policies/procedures. For more information contact the Assistant Director of CCSC at 338-2820.

**Chalking**

Sport Clubs should consult with SICC prior to chalking on the university sidewalks or cement paths. Information for chalking must be provided at the time of the event planning process. Ground-chalking only is allowed, chalking on walls is not permitted.

**Email/Web Account**

Sport Clubs are required to obtain a SF State email/web account. The student organization email will be added to the SICC student organization list serve for important information and updates. The organization web address will also be linked to the SICC and Campus Recreation website to publicize the organization. Student organizations are not allowed to use personal SF State accounts for the organization (i.e. personal sfsu, yahoo, gmail, hotmail, etc).

**Activate an E-mail/Web Account**

The Sport Club President is the only officer that can request an email account. To activate a new account complete the following steps:

1. Go to the SICC office and request an e-mail/web account.
2. Present student identification to SICC front desk.
3. Fill out information on SICC Web/E-mail Account Request form.
4. SICC Director reviews requests, making appropriate approvals.
5. Information technology updates system.
6. E-mail confirmation will be sent to you within 10 business days.

**Web Publishing at SF State**

One of SICCs community partners is the Division of Information Technology located on the web at http://www.sfsu.edu/~doit/index.htm or via phone at 338-1420. If you have any questions regarding how to publish your student organization web pages please refer to their website on publishing at http://www.sfsu.edu/training/ or via phone to their help desk at 338-1420.

The University also provides classes to assist in web design (visit http://oi.sfsu.edu/cgi-bin/student/training.month_view).
**Golden Gate [X]press**

The Golden Gate [X]press is the student newspaper located in the Journalism Department. Student organizations interested in placing an article, news release or announcement should contact the Golden Gate [X]press for more information at 338-3313 or [http://xpress.sfsu.edu/](http://xpress.sfsu.edu/).

**KSFS Internet Radio**

KSFS Radio is the campus radio station located in Creative Arts Room 125. For more details about submitting brief announcements contact 338-2428 or [http://ksfs.sfsu.edu/](http://ksfs.sfsu.edu/).

**Literature Distribution**

Student organizations are allowed to distribute literature under Executive Directive #89-13. Prior approval must be obtained through the Coordinator of Sport Clubs. Student organizations are to adhere to the following:

1. Literature distributed at an approved event should be such that it is not likely to incite violence and must bear the name of the sponsoring Sport Club.
2. Literature may not be distributed in University buildings or residence halls.
3. Pedestrian traffic may not be interrupted.
4. No literature may be placed on vehicles on or surrounding the campus.
5. Literature available in the Bookstore utilized for course credit may not be sold.
6. Obscene/indecent literature and/or materials may not be sold and/or distributed.
7. Literature may be distributed from informational tabling after obtaining a tabling permit and approval from OSPLD for a designated reserved area.
8. No commercial advertising may be distributed unless it is part of a student organizations fundraising.
9. Any sale of literature must adhere to all fundraising policies.

**Mail Box Services**

All recognized Sport Clubs receive a mailbox with a SF State mailing address. The student organization mailroom is directly across from SICC located on the 1st floor of the Student Services Building. A counter is provided for student organizations’ publicity flyers, pamphlets and brochures. Please keep the mailroom clean and accessible for all. It is the responsibility of each club to pick up and discard excess mail. Mailboxes are cleared out in the summer.

Mailing address for student organizations:

Name of Organization  
Campus Recreation Department  
San Francisco State University  
1600 Holloway Avenue, SSB 105  
San Francisco CA, 94132
Postings

Student organizations must adhere to the following:

1. Student organizations are to be cognizant to not post flyers on department or specific college bulletin boards without approval.
2. No publicity may be posted on walls, doors, windows, lamp posts, plants, garbage cans, phone booths, vehicles, etc.
3. Printed publicity must be written in English. Translation is required on postings/flyers that are written in a language other than English.
4. The name(s) of the sponsoring student organization(s) is/are required on all postings/flyers.
5. The use of banners, flags and posting of flyers on University buildings is prohibited (including the Student Center).
6. Unapproved postings/flyers will be removed.

Signs

Signs may not be mounted to sticks, poles, wires, etc. for safety reasons. Hand held signs used during events must be made of paper, cloth or cardboard. Sign supports for flags and banners shall be limited to 1/4 inch or less in thickness and 2” or less in width and have no sharpened edges. Sign supports will be confiscated if not in compliance with this standard.
GENERAL DISCIPLINARY POLICIES

San Francisco State University is a community of over 27,000 students of uniquely diverse backgrounds. Sport Clubs bring a plethora of experiences and ideas to be explored and developed for the enhancement of event programming and student development on campus.

Time, Place & Manner Policy
All use of university properties and services by registered student organizations must comply with applicable campus time, place and manner regulations. University Executive Directive #89-13 Campus Time, Place and Manner.

Non-Discrimination
As a condition of recognition, a student organization must comply with the California State University’s Non-Discrimination Policy:
“The California State University complies with the requirements of Title VI and Title VII of the Civil Rights Act of 1964 as amended and the regulations adopted. No person shall, on the basis of race, color, national origin, sexual orientation, or disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in any program of the California State University.”

Rights, Responsibilities, Privileges, Conduct, & Discipline
Students who are a part of a club sport organization, who display inappropriate conduct, including cheating and plagiarism, may be subject to disciplinary action as provided in Title 5, California Code of Regulations. Any student may be expelled, suspended, placed on probation, or given a lesser sanction for discipline problems. The Student Discipline Officer, housed in the Dean of Students Office, is responsible for administering the Student Disciplinary Procedures for the California State University and should be contacted for further information. Inappropriate conduct by students or by applicants for admission is subject to discipline as provided in Sections 41301 through 41304 of Title 5, California Code of Regulations.

41301. Expulsion, Suspension, and Probation of Students.
Following procedures consonant with due process established pursuant to Section 41304, any student of a campus may be expelled, suspended, placed on probation, or given a lesser sanction for one or more of the following causes, which must be campus related:
1. Cheating or plagiarism in connection with an academic program at a campus.
2. Forgery, alteration, or misuse of campus documents, records, or identification or knowingly furnishing false information to a campus.
3. Misrepresentation of oneself or of an organization to be an agent of a campus.
4. Obstruction or disruption, on or off campus property, of the campus educational process, administrative process, or other campus function.
5. Physical abuse on or off campus property of the person or property of any member of the 32 campus community or of members of his/her family or the threat of such physical abuse.
6. Theft of or non-accidental damage to, campus property, or property in the possession of, or owned by, a member of the campus community.
7. Unauthorized entry into, unauthorized use of, or misuse of campus property.
8. On campus property, the sale or knowing possession of dangerous drugs, restricted
dangerous drugs, or narcotics as those terms are used in California statutes, except when
lawfully prescribed pursuant to medical or dental care, or when lawfully permitted for the
purpose of research, instruction, or analysis.
9. Knowing possession or use of explosives, dangerous chemicals, or deadly weapons on
campus property or at a campus function, without prior authorization of the campus
president.
10. Engaging in lewd, indecent, or obscene behavior on campus property or at a campus
function.
11. Abusive behavior directed toward, or hazing of, a member of the campus community.
12. Soliciting or assisting another to do any act which would subject a student to expulsion,
suspension, or probation pursuant to this Section.
13. Violation of any order of a campus president, notice of which had been given prior to
such violation and during the academic term in which the violation occurs, either by
publication in the campus newspaper, or by posting on an official bulletin board
designated for this purpose, and which order is not inconsistent with any of the other
provisions of this Section.
14. For the purposes of this Article, the following terms are defined:
   a. The term “member of the campus community” is defined as meaning California
      State University Trustees, academic, non-academic and administrative personnel,
      students and other persons while such other persons are on campus property or at
      a campus function.
   b. The term “campus property” includes: (a) real or personal property in the
      possession of, or under the control of, the Board of Trustees of The California
      State University, and (b) all campus feeding, retail, or residence facilities whether
      operated by a campus or by a campus auxiliary organization.
   c. The term “deadly weapons” includes any instrument or weapon of the kind
      commonly known as a blackjack, sling shot, billy, sand-club, sandbag, metal
      knuckles, any dirk, dagger, switchblade knife, pistol, revolver, or any other
      firearm, any knife having a blade longer than five inches, any razor with an
      unguarded blade, and any metal pipe or bar used or intended to be used as a club.
   d. The term “behavior” includes conduct and expression.
   e. The term “hazing” means any method of initiation into a student organization or
      any pastime or amusement engaged in with regard to such an organization which
      causes, or is likely to cause, bodily danger, or physical or emotional harm, to any
      member of the campus community; but the term “hazing” does not include
      customary athletic events or other similar contests or competitions.
15. This section is not adopted pursuant to Education Code Section 89031.
16. Notwithstanding any amendment or repeal pursuant to the resolution by which any
provision of this Article is amended, all acts and omissions occurring prior to that
effective date shall be subject to the provisions of this Article as in effect immediately
prior to such effective date.
Procedures for Alleged Violations of University Policies

Registration of complaints - Complaints against registered student organizations may be filed by anyone, but must be in writing, signed, dated and submitted to the Coordinator of Club Sports. These complaints must be submitted within 30 days of the alleged infraction. Recreation Sports office and Development staff and university officials may also initiate direct referrals upon witnessing possible violations by student organization representatives. Once a complaint or referral is received, the Coordinator of the Club Sports will determine if there are sufficient grounds to support the complaint. The Coordinator acts in all matters of recognition, suspension, and withdrawal of recognition of student organizations. The Coordinator can initiate a meeting with representatives of the organization charged to reach an informal resolution agreed upon by both the organization and the Coordinator.

Disciplinary Sanctions

Sanctions may include, but are not limited to, a letter of warning, censure, probation, suspension, or revocation of the Sport Clubs recognition as a recognized campus organization. Each disciplinary measure is dependent on the severity of the violation.

1. Letter of Warning - A Letter of Warning is a written notice to the student organization or individual(s) from the Coordinator of Club Sports that violations of the SF State Sport Clubs Program and/or university policies have occurred. This letter will be a warning that further violations could result in more severe disciplinary action. It will be a part of the organizations’ or individual(s) file for a period of one year from the date of the letter.

2. Censure - Censure is a written reprimand for violations of university policies and is considered more severe than a letter of warning. It also includes notice to the organization or individual(s) that certain privileges have been revoked and continued or repeated violations will result in more severe disciplinary action. It will be a part of the organizations/ individual(s) file for a period of one year from the date of the letter.

3. Probation/Suspension – Probation or Suspension is the loss of all rights and privileges of a student organization/ individual(s) during the specified suspension period.

4. Revocation of recognition - Revocation of recognition involves the expulsion of the student organization/individual(s) from the university community along with all the rights and privileges as a SF State student.

Alcohol & Drug Policy #89-12

Student organizations must adhere to the Alcohol and Drug University Executive Directive #89-12. Violations will result in student organization privileges being revoked.

Written documentation will be placed in the student organizations file. Notification will be forwarded to the Judicial Affairs.
Hazing Law/Educational Code

Student organizations in violation of hazing statutes will be automatically suspended and referred to the District Attorney’s Office for prosecution.

Hazing Law - The State of California and San Francisco State University have expressly and repeatedly asserted their opposition to hazing and pre-initiation activities, which do not contribute to the positive development and welfare of pledges or members. The following is from the Education Code of the State of California and applies to San Francisco State University.

Whether on or off campus, planned or spontaneous, California law makes it a criminal offense for anyone to participate in hazing. Students are entitled to be treated with consideration and respect. No individual shall perform an act that is likely to cause physical, psychological or social harm to any other person within the university community.

1. The following actions are expressly forbidden:
   a. physical abuse (on or off campus), commonly known as hazing, is defined so as to include paddling, slapping, kicking, choking, scratching, and exposure to extreme water temperatures, (i.e. cold or hot showers);
   b. excessive mental stress—placing of prospective members of a group or organization in ambiguous situations which lead to confusion and emotional stress; and
   c. Verbal abuse (e.g., shouting; screaming; or use of derogatory, profane, or obscene language).

2. Should the university become aware of such abuses on the part of the student organization or group or any of its members, the university will immediately suspend the group or organization indefinitely pending the results of the university’s internal investigation. In the event the charges are substantiated, the university will invoke appropriate disciplinary sanctions against the individuals as well as the individual group or organization involved.

Education Code ‘Hazing’ 32050

As used in this article, “hazing” includes any method of initiation or pre-initiation into a student organization or any pastime or amusement engaged in with respect to such an organization which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person attending any school, community college, college, university or other educational institution in this state; but the term “hazing” does not include customary athletics events or other similar contests or competitions.
**Education Code 32051**

Hazing prohibited. No student, or other person in attendance at any public, private, parochial, or military school, community college, or other educational institution, shall conspire to engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending the institution. The violation of this section is a misdemeanor, punishable by a fine of not less than one fifty dollars ($50), nor more than five thousand dollars ($5,000), or imprisonment in the county jail for not more than one year, or both.

**Education Code 32052**

Penalty for hazing; any person who participates in the hazing of another, or any corporation or association which knowingly permits hazing to be conducted by its members or by others subject to its direction or control, shall forfeit any entitlement to state funds, scholarships or awards which are enjoyed by him, by her, or by it and shall be deprived of any sanction or approval granted by any public educational institution or agency. The governing board of any public school, public college, public university or other public educational institution or agency shall adopt rules and regulations to implement this section. If the Attorney General or the district attorney of any county or city and county has reason to believe that forfeiture should be declared under this section, he or she may institute a special proceeding in the superior court to establish such forfeiture. Any funds so forfeited shall be deposited in the State Treasury and credited to the State School Fund. Notice of the existence of these provisions of law and implementing institutional regulations prohibiting hazing, together with the campus location where verbatim copies can be obtained, shall be published in all campus general catalogs.
The following documents found in the appendix section of this handbook have been discussed throughout the Sport Clubs Handbook. Sport Club Officers are encouraged to utilize these forms as needed and turn them into the Coordinator of Sport Clubs by the appropriate deadlines. These forms are available on OrgSync.

**Incident & Accident Reports**
In case of an incident or accident a report needs to be filed with the Coordinator of Sport Clubs within 48 hours of the event. These forms should be used to note any injuries, altercations or game suspensions. Failure to report any incident could result in additional suspensions of individual(s) and/or the club could risk disciplinary sanctions noted within the Disciplinary Policies section of this handbook.

**Vehicle Accident Report**
In case of an accident involving a vehicle transporting Sport Club members on an approved university trip, a report needs to be filed with the Coordinator of Sport Clubs within 48 hours of returning from the trip. Failure to report any vehicle accident could result in additional suspensions of individual(s) and/or the club could risk disciplinary sanctions noted within the Disciplinary Policies section of this handbook.

**Sport Club Registration Form**
All SF State students interested in forming or renewing a recognized Sport Club with the Campus Recreation Department must submit this form by the appropriate deadline as outlined in this handbook.

**Member Registration Form**
All Sport Club members/participants must complete this form to be considered official members of a particular Sport Club. Only registered club members will be permitted to participate in sanctioned Sport Club competitions, tournaments, and be permitted to travel with the club on approved university activities.

**Participant Liability Waivers**
Every SF State Student that chooses to participate in Sport Club related activity is required to sign a Sport Club Liability Waiver Agreement before participating/competing in any club activity.

**Sport Club Advisor Agreement Form**
All recognized SF State Sport Clubs are required to have Faculty/Staff Advisor. Once a Club selects or changes an Advisor, the Advisor must sign and submit a Sport Club Advisor Agreement Form.
Coaches/Volunteer Agreement Form
All non student/player coaches/volunteer are required to sign the Coaches Agreement Form verifying that they understand their role and responsibility within the Sport Club and within the university setting.

Sample Coaches Contract
It is recommended that any Sport Clubs that choose to bring on a non student/player coach to assist with the coaching aspect of the clubs development create a Coaches Contract outlining the duties and responsibilities, expectations, hours of work, and compensation to be awarded, if any.

Travel Request/Approval Form
A Sport Club Travel Request/Approval Form is necessary for all Sport Clubs to submit before taking a trip. The Club Safety Officer, serving as the Trip Leader, should submit the Travel Request/Approval Form at a minimum of seven days prior to the trip.

Trip Leader Agreement Form
On the occasion that the Sport Club Safety Officer is not traveling with the club on an approved University Trip, a fellow Club member traveling with the Club, must be designated as the Trip Leader for that specific trip. The designated Trip Leader must sign the Trip Leader Agreement Form and ensure completion all of the trip responsibilities outlined in the travel section of this handbook.

Post Travel/Competition Form
Form to be filled out and submitted following each time a club travels to an away event not hosted by an SF State team, and following a home or away competition/event to the Campus Recreation Department. The form must be submitted via OrgSync 48 hours after the trip or competition.