

Texas Southern University Recreation Services

Club Sports Handbook

2009-2010

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Sport Club Definition:

A Sport Club is a group of students, including (2) two advisors, whom voluntarily organized for the purpose of furthering their common interest in an activity through participation and competition. These interests can be competitive, recreational, or instructional in nature, as clubs may represent the University in intercollegiate competition or conduct intra-club activities such as practice, instruction, social and tournament play.

Vision Statement

Club Sports Management shares the vision of the University generally to attract and retain a diverse population, and provide services that reflect our commitment to their academic and personal growth. Specifically, we will provide opportunities for all students to participate in a variety of activities designed to lead to long-life health and wellness.

Mission Statement

To establish and maintain a Recreation Services Unit that will support broad based programming, to educate and provide opportunities for the practical application of services that would promote lifelong health and wellness for Texas Southern University students, faculty, staff, alumni, and other community members who might not otherwise have access to such services and programs.

Goals

- To enhance leadership, character involvement, and responsibility of TSU students.
- To improve the health and wellness of TSU students.
- To develop and improve the campus recreational and club sports organization activities.
- To improve knowledge and professional development of Club Sports Management.
- To improve management of fiscal, physical, and human resources.

Students

Within the Club Sports Organization, students have an unlimited number of opportunities to become directly involved in the administration and supervision of their club. Students collectively have the responsibility for writing their club constitution and bylaws, the determination of their membership requirements, the establishments of their dues schedule, the selection of their club members, faculty or staff advisor's, the establishment of their clubs officers, the selection of their volunteer coach, and the development and administration of their club budget.

Club Sports Managements Role

The Department of Club Sports Management will provide encouragement, guidance, and general supervision of the various affiliated clubs. In addition, it directly oversees the operation of clubs sports organizations. All club coaches or representatives will work directly with clubs sports management concerning the club sports operations. **All clubs will abide by ALL rules, policies and procedures of Texas Southern University and the Recreation Services/Club Sports Organization/Student Organization.**

Club Sports Management is comprised of TSU staff and students who represent Club Sports. Club Sports Management promotes and governs over the clubs and individual members associated with those clubs. The primary function of the Club Sports Management is to advise the club sports organization on the following:

- Provide direction for the implementation of new policies and procedures.
- Conduct disciplinary actions as needed.
- Review the budget proposal from individual clubs.
- Coordinate activities that promote the Club Sports Organization including socials, recruiting efforts, flyer posting, etc.
- Provide leadership, direction, and guidance for the Club Sports membership.
- Monitor and advise as needed, club compliance with rules, regulations, and procedures.

Club Sports Classification

The classification system is established in recognizing that individual clubs have missions and goals unique to that club. The Club Sports Organization has limited resources in money, facilities and equipment for the program. This classification system allows the program to bring consistency in the allocation of resources to all clubs.

Provisional Clubs

Any new club that obtains Club Sports status will be considered provisional for the first year and will have limited resources from the club sports organization. These clubs must demonstrate consistent leadership and active participation by the Club's Officers and membership.

Criteria for provisional Clubs:

- ⇒ ***Financial assistance for Club Sports programs will not be available for provisional clubs.***
- ⇒ ***Exhibit club leadership throughout the clubs provisional period.***
- ⇒ ***Complete all administrative duties for the Club Sports program:***
 - ***100% attendance at all scheduled meetings***
 - ***Follow through with responsibilities including requesting and submitting all information/forms in a timely manner.***

Recreational Clubs

These clubs are generally not affiliated with a collegiate league or conference. Participation in competitive activities is important along with social and lifetime skill development. These sports are often considered "lifetime sports". They may hold regular practices or meet several times a month. These clubs usually do not have to qualify through a competitive format for national competition.

Ex. Hiking Club

Criteria for Recreational Clubs

- ⇒ ***Financial assistance will be very limited.***
- ⇒ ***Primarily self supporting with most funding raised by the club.***
- ⇒ ***Must establish effective club leadership.***
- ⇒ ***Must keep an attentive meeting schedule throughout the semester.***
- ⇒ ***100% attendance to all scheduled meetings.***

Instructional Clubs

Schedules practices times and program instruction as student interest warrants. Tournament opportunities could be available, though not necessarily required. Skill level can range from beginner to advanced.

Ex. Karate Club.

Criteria for Instructional Clubs:

- ⇒ *Financial assistance will be very limited.*
- ⇒ *Primarily self supporting with most funding raised by the club.*
- ⇒ *Must establish effective club leadership.*
- ⇒ *100% attendance to all scheduled meetings.*
- ⇒ *Must hold individual club meetings each month.*

Competitive Clubs

These clubs compete in numerous competitions and events. Generally they have a certain level of coaching and are associated with a league or organization that has national championship affiliation.

Ex. Basketball Club.

Criteria for Competitive Clubs:

- ⇒ *Financial assistance will be limited.*
- ⇒ *Self supporting with funding raised by the club.*
- ⇒ *Must have very strong leadership.*
- ⇒ *100% attendance to all scheduled meetings.*
- ⇒ *Must hold individual meetings each month.*
- ⇒ *Competitive schedule that has four or more competitions a semester.*
- ⇒ *A commitment to the TSU Club Sports Program along with the TSU Rec. Center.*

Maintaining Club Sports Status

Club eligibility for status in the above three classifications depends on the purpose, goals, longevity and how the club operated the previous semester. At the end of each semester Club Sports Management will review all clubs progress and come to a decision of the clubs status.

To retain status in provisional, instructional, and competitive clubs, the following requirements **MUST** be met:

- ⇒ The club officers' attended all scheduled meetings.
- ⇒ The club purpose is consistent with the Recreation Center and University policies.
- ⇒ Clubs must willingly participate in student organization and Recreation Center activities and anything deemed important by Club Sports Management.
- ⇒ Student interest in the club is demonstrated by a membership of either: 4 active members or the minimum number of members needed to participate in the activity.
- ⇒ Each club must follow through with their responsibilities to the Sports Club Program, this includes but not limited to: fundraising, meetings, paperwork, promoting, ect.

Club Sports Management Office

The Club Sports Management Office coordinate the efforts of all Club Sports and promotes the sports club overall program. The following services are available through Club Sports program or Student Services:

- ⇒ Administrative assistance and guidance
- ⇒ Facility clearance and scheduling
- ⇒ Storage and checkout
- ⇒ Mailboxes
- ⇒ Limited telephone usage
- ⇒ Funding/fund-raising assistance
- ⇒ Publicity and promotions
- ⇒ Copying services
- ⇒ Assistance in the development of new clubs

Club Sports Policies and Procedures

Accountability

Each club will be held accountable for all club members' actions, both on and off the field/court, at home or away. Membership should institute a strict club policy concerning negative behavior and conduct. **Negative conduct will not be tolerated.** It is the responsibility of the club president and advisors to communicate weekly with Club Sports management.

- Meet with the Club Sports Management and discuss the possibility of establishing a club.
- Complete all paperwork to become a registered student organization with Club Sports and the Student Organization Department.
- Develop a constitution and by-laws for the club.
- Complete the Club Sports Application form and submit to Club Sports Management.
- Provide information relative to the specific needs of the club (facility, equipment, etc...).
- Publicize an interest meeting on campus to determine the interest level of the club.
- Obtain two (2) advisors who are full-time faculty or staff of TSU.
- Provide a competition schedule, if applicable.
- Provide proof of health insurance of each team participant.
- Attend all scheduled captain's/president's meetings.
- Enter his/her team in the desired activity by entry deadlines. Full name and T- numbers must be submitted along with signed personal data and liability waiver forms.
- Have all student under the age of 18 obtain parent signature on release waiver.
- Obtain and ensure completion by all club participants The Recreation Services/Recreation Center Membership Application and Liability Waiver.

- Fill out and sign all Campus Organization forms and documents.
- Provide Club Sports Management with a copy of students current semester schedule.
- Each member must provide (2) forms of I.D (Valid. Current Tiger 1 ID Card & Driver License.).
- Each member must turn in a copy of their transcript to Club Sports Management.

Constitution and Bylaws

In order to be successful an organization must have a set of operational guidelines by which the members govern themselves. All clubs are required to have a constitution and bylaws. A copy will be kept in the Club Sports Management Office. The club constitution and bylaws should be suited to the practical operations of the operating club. General provisions should include: club name, purpose, dues, meeting, officer elections and duties, advisors duties, and qualifying regulations should provide the internal needs of the club. Specific provisions should include: membership, eligibility and qualifications, voting quorum, and amendments. The Constitution and Bylaws must be easily interpreted so that the club can operate consistently from year to year.

All new clubs have 30 days to turn in their constitution and bylaws to Club Sports Management, **NO EXCEPTIONS!** Failure to do so may risk of putting the club on probation or possibly suspended.

All previous must submit a copy of their constitution and bylaws to Club Sports Management at the beginning of the fall semester, unless otherwise stated.

It is the club responsibility to submit a new constitution each year.

Also when registering with Student Organizations a copy of your clubs Constitution and Bylaws will be submitted, this goes for new and previous clubs.

Club Officers

All Club Sports Officers must be currently enrolled at Texas Southern University. It is recommended that different classes of students (freshmen, sophomore, etc.) be represented in the officer ranks, so that continuity in the administration continues from year to year. Officers are expected to be mature, energetic, responsible and honest. Each position is responsible to the entire club membership. A current list of officers' names, phone numbers, and email addresses **must** be provided to the club sports management office.

Since clubs are self-administered, the daily operation of any club is the responsibility of its officers. The contribution by each officer is vital to the overall success of the club, but it is the president and the advisors who are ultimately responsible for seeing that the club functions properly. **The task of conducting the business of a club is usually too large for any one individual. A president should learn to delegate some of his/her general responsibilities to others.** The delegation of responsibilities helps eliminate the possibility of having one person to do all the work and gives other members a sense of value.

Since each club is different, the duties of the officers will vary from one club to the next. A list of suggested duties follows:

President:

- Preside over meetings.
- Know the handbook and follow its policies.
- Maintain consistent communication with Club Sports Management Office.
- Attend all Club Sports Officers meetings.
- Informing the next president of the routines and guidelines for the clubs operations. This includes the transfer of the club sports handbook. Organizing a meeting between new president and Club Sports Management.
- Provide transitional training to new officers.
- Provide a meeting with new and current members.

Vice President:

- Assist the President.
- Preside in the absence of the President.
- Attend all presidents meeting's.
- Circulate publicity.
- Completing all travel waivers if needed.
- Furnishing copies of the clubs schedule to all club members at the beginning of each semester.

Secretary

- Maintain all club records.
- Handle club correspondence.
- Work with the Club Sports Management Office on travel related issues.
- Keeping the release forms of each member updated.
- Keeping the membership roster updated.
- Keeping the clubs constitution and bylaws updated.
- Collect dues from club members.

Treasurer

- Handle all financial transactions.
- Maintain a semester budget.
- Maintain all financial records.
- Keep the Club Sports Management and its membership informed of any financial concerns.
- Circulate publicity.

Club Advisor's

A good advisor can be a valuable asset to a club sports organization in terms of providing mature judgment, advice based on experience, and insight of Club Sports and Recreation Services operations and policies. Each club must have (2) two advisors, one which **MUST ATTEND ALL SCHEDULED GAMES/ACTIVITIES**. The membership of the club must choose the advisors and accept him/her as the advisor. The advisor should be a fulltime faculty or staff member who carries status within the student

membership.

Ideally, an effective advisor can bridge the gap from year to year without eliminating the authority of student leaders. A capable advisor participates without domination. The advisor should attend the meetings of the club as often as possible, as this puts him/her in a better position to understand and assist the group. He/she should always serve and advise, not sit in judgment. Any advisor, who takes over the club to the extent that students are no longer the prime leaders, removes the opportunity for student development. The advisor is most helpful when he/she uses mature judgment and experience to help the club members refine their programs, plans, and discussions to a point where they are effective and realistic.

Coaches/Instructors

Clubs may elect to have coaches or instructors for their club. Coaches may range from students, outsiders, staff members and graduate assistants. A club may choose to pay for coaches or choose volunteers; **CLUB SPORTS MANAGEMENT WILL NOT PAY FOR ANY COACHES AND OR INSTRUCTORS.** Anyone who has an interest in becoming a coach/instructor must complete the Coaching Application and submit it to Club Sports Management; this provides information of his/her prior experience and other pertinent information.

It is imperative that the coach/instructor restrict their contributions to those involving his/her skills and knowledge in the area of coaching and refrain from trying to manage the club. Students must be allowed to take on as much responsibility in the administration of the club as possible. The following is a breakdown of responsibilities between club officers and the coach/instructor. These responsibilities are general guidelines and should be supplemented by more specific ones as dictated by each club's needs.

Scheduled club activities inside the Recreation and Wellness Center need prior approval before non-affiliated individuals can come in, unless they are a member of Recreation Center. All members of the club must show their ID before entering the facilities.

Coach

- Develop and improve skills.
- Develop and employ safety procedures.
- Attend games and practices.
- Promote good sportsmanship on and off the field.
- Maintain philosophy of student development with the club.

Club Officers

- Administer the club meetings.
- Serve as a liaison between the club and Club Sports Management.
- Complete all university forms.
- Submit monthly report.
- Deposit funds.
- Keep an updated membership lists.
- Submit membership and liability waivers to the Club Sports Management.

- Approve expenditures of funds in accordance with the clubs wishes.
- Publicize club activities.
- Update club constitution for approval by membership.
- Collect dues.
- Oversee the generation of funds.
- Supervise fund raising events.
- Insure club abides by all Recreation Services, Club Sports, Student Organization and University rules and procedures.

Practice/ Tryouts

All operating clubs must hold open tryouts for TSU students in the fall semester. It will be at the discretion of the individual club if they would like to hold a spring semester tryout.

All clubs are required but not limited to, two (2) scheduled practices a week, please coordinate schedules with Club Sports Management for gymnasium and field availability.

Clubs that are affiliated with any competitive leagues will have a home and away uniform (light and dark)with non duplicating numbers on the front and back. All members will have their own uniform, no exceptions.

All members will look like a team when on the playing field, NO EXCEPTIONS!

Prior to ordering uniforms, officers must get with Club Sports Management for approval. Uniforms colors will be either Maroon, Grey, white, black or any combination but nothing other than.

No clubs will leave their belongings in the Club Sports/ Intramural Office and/or gym. Clubs must follow the Recreation Center policy and put all personal belongings in the lockers in the fitness center or purchase a rental locker.

Membership

Membership to any Club Sports Organization is restricted to currently enrolled students, faculty, and staff of Texas Southern University and Recreation Center members when appropriate. Clubs may determine their own membership rules in addition to the above, but they must be free of any restrictions based on race, color, religion, sex, age, national origin, or handicaps. Each club constitution must carry a statement to this effect. In addition **clubs may not deny membership to anyone based on his/her skill level.** All members must be in good standing with the Texas Southern University Recreation Services/Club Sports Management.

Publicity

Any type of media or publicity (posters, t-shirts, flyers, etc.) must be approved by Club Sports Management. This is to insure that clubs are properly adhering to publicity and media guidelines established by the University Administrators.

Equipment

Only officers from a currently active club can check out equipment from the equipment department. All equipment must be returned by its due date. **Any officer that loses damages or fails to return equipment is held accountable for all charges.** The charges will be billed to your university student account in the Bursar's office or to your club account.

All equipment that is purchased with funds from the University accounts is available for use, only by the club for which it was purchased.

Upon receipt of the equipment, the club becomes responsible for its maintenance and care. The University remains the owner of the equipment and the club and/or its members may be billed by the Recreational Services/Club Sports Management for lost or damaged equipment. Club Sports equipment must be kept safe and secure to ensure future use of the equipment by members of the Club Sports program.

CLUB SPORTS DEPARTMENT IS NOT RESPONSIBLE FOR ANY EQUIPMENT AND/OR UNIFORMS.

Forms and Reports

The Club officers are responsible for completing and submitting the following forms and reports, as needed:

- **Fund Raiser Proposal**

Must be submitted to the Club Sports Management at least two weeks prior to the start of the fundraiser.

- **Sport Club Application**

Must be filled out by clubs each year in order to request funding or recognition as an official student organization.

- **Coach's Role and Responsibilities**

Must be completed by prospective coaches; this allows Club Sports Management to verify skills and previous experience in coaching or instructing. This form must be signed to show that rules and responsibilities of a coach is agreed and understood.

- **Release and Waiver of Liability Form**

Must be completed before any student participates in any practices and games.

- **Authorization for Student Travel**

Must be completed prior to any travel. All documents and forms should be completed and submitted upon request.

- **Advisor Form**

All club **MUST** have (2) two **ACTIVE** advisors. All advisors must complete the advisor forms, and it's the club officers' responsibility to submit the form in the beginning of the academic school year, or upon request.

- **Campus Organization Packet**

All clubs must fill and submit packet to club sports management each semester.

Facilities

All facilities operated by Club Sports Management are available to all clubs for regularly scheduled practices, competitions, instruction/coaching, club meetings, display of promotional materials and special events. In addition, the Club Sports Management office will always work with individual clubs to meet their facility needs.

Club Sports Management must approve all game schedules before they become final.

At times, Club Sports may be pre-empted from their facility space by an event sponsored by the Department of Recreation Service and University Administration. These incidents will be kept to a minimum. When these incidents do occur, Club Sports Management will attempt to provide alternate facility space and notify a club representative, regarding these changes.

Spectators

Spectators are welcome to all club sports related activities. Spectators are restricted to the area serving the competitions and do not have the privilege to use the facility. Each club is responsible for the behavior of its spectators and guests.

If clubs find facilities/equipment being vandalized, destroyed or being treated poorly by spectators club members should immediately report such occurrences to Club Sports Management as soon as possible. Damages and corrections will be assessed once management has reviewed the items.

Competitions

Conference/League Affiliation

All competitive clubs are encouraged to affiliate with a league or conference to maintain a consistent schedule. Before joining a league or conference, affiliation must be approved by Club Sports Management. Management can assist clubs with affiliation. Even though clubs are open to everyone on campus, there may be some restrictions and limitations based on the sport or the conference, in which they participate. It is the responsibility of the club president to be familiar with and follow all conference/league affiliation policies and procedures for their sport.

Club League Affiliations for Fall and Spring Leagues semester are as follows:

- ⇒ Collegiate Golf Alliance (CGA)
- ⇒ Lone Star Sports Club Conference (LSC)
- ⇒ Houston Club Sports Conference (HCSC)
- ⇒ National Collegiate Table Tennis Association (NCTTA)

Scheduling

All scheduling must be done in conjunction with the Club Sports Management. This will prevent scheduling conflicts. Handwritten or confusing schedules will not be accepted by Club Sports Management.

Officials

For all Club Sports contests, games, and matches it is important that qualified and impartial officials be selected. All requests for the payment of officials using University funds must have approval from Club Sports Management. No club member will be paid for officiating services to his/her club.

Sources of Revenue

The three (3) primary sources of all Club Sports at Texas Southern University are: 1) Dues 2) Fundraising 3) Recreational Sports appropriations. Each club that request money from Recreation Services/Club Sports Management must assess semester dues. In addition there **MUST** be group fundraising efforts to help offset the operational costs of the club. These are two key points that Club Sports Management looks for when making Recreational Sports appropriations.

Clubs must present a Financial Report each month showing all monies received through dues, fundraisers and/or donations. The report must also include an itemized listing of all expenditures from the club. This report must be submitted upon request. Each club must generate revenue equaling 50% of their Recreational Sports appropriations, failure to do so will result in lower appropriations from Recreation Services/Club Sports Management the following year. Clubs must demonstrate their commitment to Texas Southern University by making good faith efforts to raise money on their own.

New/Provisional Clubs

Budget appropriations for new/provisional clubs will be discussed with Management. The club will have to meet all the requirements for starting a club and demonstrate active participation in the Club Sports Organization to receive monies. For the first year, the allocation will be minimal. After the first year, the club will be evaluated by the Club Sports Management and re-classified for budget allocations.

Fund Raising and Development

Fundraising and development comes in many ways. Examples of fundraising efforts include candy sales, car washes, raffles, donated monies, corporate sponsorship and camps. Each club should keep a list of all sponsors and submit them to Club Sports Management prior to making any commitment with the sponsor. **Any fundraising efforts must be communicated and approved by Club Sports Management.**

*** All clubs must at least participate in (2) two fundraisers, and (1) community service project a semester.**

Club Sports Fundraising Ideas

Company that has Matching Funds

Pizza Night

Sand/Indoor Volleyball/Basketball Tournaments

Discount Coupon Book Sale

Bake Sale

Auctions

Raffles

Bingo

Car Washes

Booths at University events

Donations

Purchasing

The purchasing office, under the direction of the Chief Fiscal Officer, has sole authority to obligate the University for the purchase of the supplies, equipment and service. **The University will not assume liability for payment of obligations undertaken which have not been made in accordance with University policies and procedures or that have not been approved by the designated purchasing officers for the University.**

All purchases must be made in accordance with the established University Policy and Procedures, which states: No employee and or student is authorized to obligate the University for the payment of goods or services without first obtaining a properly issued Purchase Order or a signed contract that is in compliance with the University's contract administration policy.

Purchases of goods and services made without a purchase order or an approved contract will be, solely and totally, the responsibility of the employee, student, or club for payment of any debt incurred. Employees and or students who do not adhere to the established policies and procedures may be subjected to progressive disciplinary action.

Exceptions:

Goods and services may be purchased with the State of Texas Purchasing Procurement Card if purchases are in compliance with applicable state and University rules and regulations.

Travel expenses related to valid University business may be incurred pursuant an approved Authorization to Travel Form.

If you have any questions regarding this matter, please contact Club Sports Management.

Student Travel

Travel Request

A limited amount of funds may be available for those clubs that qualify for competition or participation in regional and national tournaments or events past their regular scheduled season. Request for additional funding for this travel must be submitted on the *Travel Request Form* at least two weeks before the trip takes place.

Travel

Texas Southern University POLICY REGULATING STUDENT TRAVEL

1.0 Purpose

In accordance with Texas Higher Education Code Section, 51.949, Student Travel, Texas Southern University has adopted policies and procedures to govern travel by student and student groups. These policies and procedures apply to students and student groups traveling to an event or activity both more and less than twenty-five (25) miles from the University campus.

1.1 It is the policy of Texas Southern University (TSU) to assure that all student groups who travel on its behalf do so under conditions that assure their safety and that they are effective representatives of the university.

1.2 The University will inform students and student groups and their sponsors of these procedures in writing and will provide ongoing training for faculty and staff on the expectations, regulations, and procedures that govern student travel at Texas Southern University.

2.0 Definitions

2.1 Authorization to Travel Form:

2.3 Certification: A signed statement by the Responsible Party indicating that a student or participant in a student

travel group is properly enrolled in the university at the time the student travel occurs.

2.4 Driver Certification:

Certification received by a University employee after completing the driver certification program. Employees receive a driver certification card upon successful completion of the certification program.

2.5 Enrolled Student: Any person who is identified as enrolled at the University during the current semester. Enrollment can be confirmed through inquiry of the university's registration system.

2.6 Representing the University: Each student and/or member of a student group, faculty and staff member will be considered to be representing the University when attending University-organized or sponsored activities or events.

When traveling with a student group, each member of the group is considered to be representing the University by virtue of inclusion on a list relating to the specific student travel.

2.7 Responsible Party: The faculty or staff member who certifies that the student group is official and that each group member's enrollment status is current. The Responsible Party is also responsible for ensuring that the travel is being funded from the proper funding sources and for verifying that the intended travel is in the interest of the university. The Responsible Party must be from the administrative level of Dean of the College/School or Department Head or higher.

2.8 Student Group or Organization:

2.9 Student Travel: Trips by students or student groups to University-organized or sponsored activities or events; activities or events that require students to be away from the Texas Southern University campus as representatives of the university.

2.10 Travel Sponsor: The person who is directly responsible for all the individuals participating in the travel. The Travel Sponsor's responsibilities include proper preparation of the participants on appropriate behavior and guidelines for travel. This party is also responsible for ensuring that the travel has been properly approved. The Travel Sponsor will accompany the students at all times during the student travel.

3.0 Objectives

The objectives of this policy are as follows:

3.1 To ensure that all students or members of student groups who travel as representatives of the University are clearly identified as such.

3.2 To ensure that students who travel are properly enrolled at the university.

3.3 To ensure that the responsibility for student travel is affixed to the responsible person.

3.4 To ensure that the university has complete and clearly written documentation on all travel by student groups.

4.0 Student Travel Guidelines

4.1 Students are not permitted to drive University-owned or leased vehicles. Faculty or staff members who have been certified to drive University vehicles must drive on any University-organized or sponsored trip involving the transport of students

4.2 Alcohol and drug use is prohibited during any University-organized or sponsored travel.

4.3 Students are governed by the Student Code of Conduct as outlined in the Student Handbook and Student Code of Conduct while on University-organized or sponsored travel. This includes attendance at conferences, workshops, programs, events, and activities.

4.4 All student groups traveling for the purpose of attending conferences, workshops, programs and events representing either their student organizations or the university must follow the procedures as prescribed herein. Students shall:

4.4.1 Conduct them in a manner that positively reflects upon themselves and Texas Southern University.

4.4.2 Participate fully in the conference or workshop by attending all programs and events as outlined by the conference, workshop, programs, activities, and events as outlined by the hosts or sponsors. If participating as a group, the group will seek to attend as many different sessions as possible in order to obtain the greatest amount of information and/or resources.

4.4.3 Dress appropriately for the conference or event based on the guidelines provided by the conference or event organizers. Any questions regarding dress should be directed to the advisor's or the conference organizers prior to leaving.

5.0 Procedures

These procedures shall govern all student travel to an event or activity that is organized and sponsored by the university shall adhere to the following procedures:

5.1 The travel sponsor will obtain a student travel information package from the Associate Provost for Student Services. The package will contain the necessary forms and guidelines for travel by student groups.

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Services. The package will contain the necessary forms and guidelines for travel by student groups.

5.2 All requests for approval of travel involving student groups must be submitted to the office of the Associate Provost for Student Services at least two (2) weeks in advance of the travel date.

5.3 The Associate Provost for Student Services may approve the request for travel when all required documents have been received.

5.4 The Dean of Students' approval must be obtained before submitting the completed authorization to travel form to the Purchasing Department

5.5 The authorization to travel form will be used to document student group travel. The form must state:

5.5.1 The intended destination;

5.5.2 The purpose of the trip;

5.5.3 The nature of activities during the trip;

5.5.4 The length of stay, and name of lodging if the trip is an overnight stay;

5.5.5 The name of the faculty/staff person accompanying the student's;

5.5.6 The mode of transportation;

5.5.7 The list of students who will participate in this trip, and;

5.5.8 The appropriate funding sources, whether or not paid for by the University.

5.5 The Associate Provost for Student Services must approve the authorization to travel form.

5.6 The Fiscal Office will not process the authorization to travel form for student travel unless the form is signed by the Department Head, Vice President or Dean of the College/School and the Dean of Students.

5.7 The University considers failure of employees to comply with these procedures a direct violation of established policy. Violation of some provisions by a University faculty or staff member may be of such seriousness that it will result in disciplinary action ranging from reprimand to termination. Any such disciplinary action will be taken through normal established procedures.

5.8 Exceptions to the procedures will require written approval from the Vice President or Dean of the college/school.

6.0 Faculty or staff operation of motor vehicles to transport students

6.1 Any faculty or staff driver who transports students must comply with the University's policy relating to operation of motor vehicles. He or she must have a valid Texas Driver's License to operate the vehicle being driven and be certified to drive under the University's driver certification plan. He or she shall have a driver's license and certification card in his or her possession at all times while transporting students. All drivers shall notify the University's Safety Officer of any changes in license status.

6.2 Any driver operating a University-owned or leased vehicle to transport students, or operating his or her personal vehicle to transport students, must comply with the following:

6.2.1 Each vehicle shall be loaded in accordance with vehicle manufacturers' recommendations. Vehicles may not be loaded with more passengers than manufacturers' recommended passenger load. The number of occupants in a vehicle shall not exceed the number of working seat belts in the vehicle.

6.2.2 All passengers must be seated and required to wear seat belts while the vehicle is in motion.

6.2.3 Drivers shall not transport passengers such as hitchhikers, family members or friends for unauthorized use.

6.2.4 Drivers shall turn the vehicle ignition off, remove the keys, and lock the vehicle when it is left unattended.

6.2.5 Drivers should never drive the vehicle at speeds that are inappropriate for the road, weather or traffic conditions.

6.2.6 Drivers should not smoke.

6.2.7 Drivers should not eat, drink, use a cellular telephone or operate any equipment that may distract or interfere with the safe operation of the vehicle.

6.2.8 Use, possession or transporting of weapons, illegal substances and/or alcohol is forbidden on University-organized or sponsored trips.
organized or sponsored trips.

6.2.9 Drivers should not use radar/laser detection devices or wear headphones/earphones while operating University-owned or leased vehicles.

6.2.10 Drivers should observe state and municipal traffic laws at all times.

6.2.11 Drivers should drive courteously and defensively.

6.3 A driver shall assume responsibility for any and all fines or traffic violations associated with his or her use of a University-owned or leased vehicle.

6.4 Operators should recognize that driving a vehicle for long hours is challenging and should practice certain safety precautions for staying safe and alert. Student trips should be planned in accordance with the following restrictions:

6.4.1 The maximum number of hours that a driver may drive in any calendar day is eight (8) hours.

Safety/Risk Management

The safety of participants is of the utmost importance. There are inherent risks involved in all recreational and competitive sports programs. The participants in the Club Sports Organization should be aware that involvement is totally voluntary at Texas Southern University. It is the responsibility of each to club minimize the risk of injury at all club functions.

Forms

All club members that are listed on the official Membership Roster must have a *Club Sport Affirmation, Waiver and Liability Release Form* and a *Medical Insurance Form* on file with Club Sports Management before any practices or games. It is the responsibility of the club officers to insure that this policy is strictly enforced.

Insurance

Texas Southern University offers a good insurance policy for the protection of currently enrolled students at TSU. The Insurance covers accidents resulting from Club Sports injuries. All students who plan to participate in any club sports must have formal sick/accident insurance.

Any student who is currently staying in a residence hall is already covered. Students living off campus including Greystone, University Courtyard, and Tierwester Oaks who do not have or are not sure of current membership should see the student health center or Club Sports Management to obtain information and receive the correct forms to enroll in this insurance policy.

Alcohol and Drug Use

Consumption of alcohol or illegal drugs is strictly forbidden during Club Sports Organizations games, matches tournaments or during travel. Alcoholic beverages and illegal drugs are prohibited from all University facilities, indoor or outdoor. Infractions of this policy will not be tolerated. It is the responsibility of the club to enforce these guidelines.

Facility Inspections

Clubs are responsible for inspecting fields and facilities prior to every practice session, game or special event. Report any unsafe conditions to the Club Sports Management immediately. If at an off-campus site, report the conditions to the proper managing authority. Do not use facilities or equipment if it appears unsafe.

Incidents Reports

Clubs are required to turn in a report any time something out of the ordinary occurs during a practice session, game, or special event. Situations that warrant an incident report are, but not limited to: University or local police being called to the scene for any reason, physical confrontations between club members and other members, visitors, or spectators, someone being ejected from the game or facility by officials. Club Sports Management should be notified within 24 hours of the incident.

Personal Identification & Social Security Numbers

Club sports managers, directors, advisors, and coaches cannot release the personal identification number or social security numbers of any members of the club to anyone. Requests for this information must be made through the club sports director and/or managers. All clubs should take necessary precautions when developing membership rosters to protect this personal information of their membership's rosters to protect this personal information of their members.

Conduct

Club Sports participants are responsible to the club and to the University for individual's conduct. Irresponsible behavior can be reprimanded with individuals' sanctions, as well as effect the club's privileges. Irresponsible behavior may also lead to the denial of facility use requests. It is important for all members to consider the intent of the club sports organization, its policies and procedures as well as those of Texas Southern University when participating in any student organization and or activity.

Sport Clubs Discipline

Each club within the TSU club sports organization is student operated under the administration and guidance of the Department of Recreation Services and Club Sports Management. Each club member is responsible for the knowledge and adherence to the policies set forth by this manual, Recreational Services and Club Sports Organization, and the Student Organization Handbook.

Failure to return registration forms, attend meetings, violating conduct codes, misuse of funds, fail to complete roster information, fail to sign the Risk of Participation, show proof of insurance, and unapproved travel are a few serious violations. The Club Sports Management will set disciplinary action.

The Discipline procedures are on what is called a 7 point system. The point system consists of:

- ⇒ **Failure to call if you are going to be late to a meeting. (1-7pts)**
- ⇒ **Late for a scheduled meeting or not attending a meeting. (1-7pts)**
- ⇒ **Failure to submit requested paperwork. (2-7pts)**
- ⇒ **Failure to turn paperwork in on time. (1-7pts)**
- ⇒ **Violating policy and procedures of the Club Sports Handbook. (1-7pts)**
- ⇒ **Ejection from an activity or inappropriate behavior while participating in an activity. (4-7pts)**
- ⇒ **Failure to get Club Sports Management approval for marketing and advertisement. (1-4pts)**
- ⇒ **Failure to follow the rules of affiliated leagues and conferences. (3-7pts)**

1. The seven (7) points system is based upon 10 months from August 1st to June 1st. If at the end of

each semester, your club has more than four points, you will be placed on probation for the following semester (summer not included). If your club acquires 7 points at any time, the club will be placed on suspension for a minimum of one semester (summer not included).

2. Different offenses have a range of points that can be given and this is up to the Club Sports Manager.
3. All offenses are documented in each clubs file.
4. Any time you cannot make a scheduled meeting, you need to make sure someone is there to represent your club.
5. Any clubs with the accumulation of five (5) points will have to meet the Club Sports Manager.
6. An accumulation of seven (7) points or more will result in suspension]
7. **Any time a club commits the same offense more than once the points may double.**
8. **Each case will be judged on an independent basis and depending o the severity of the offense, corrective action will be taken.**
9. During suspension, the suspended club will have no affiliation with Club Sports or Recreation Services.
10. The club can first appeal to Club Sports Coordinator and then to the Club Sports Manager.

Constitution and Bylaws

Sample Constitution

The format below has been developed to be used as a guide in the development of a Constitution for your organization. It is not necessary to follow this form exactly, but it is important to include all areas that apply.

CONSTITUTION OF _____

(Club Name)

ADOPTED _____

(Date)

ARTICLE I - Name

State the official name of the Sport Club organization

ARTICLE II - Purpose

State the reasons for the formation of the club and the club's objectives.

ARTICLE III - Membership

State which people are qualified for membership (assuring that no discrimination shall take place).

State what a member must do to be recognized as a full member.

State what rights and privileges a full member has.

ARTICLE IV - Meetings

State how many meetings of the membership are to be held during the school year.

State procedures for calling regular and/or special meetings

ARTICLE V - Executive Board

State what officers will make up the club and what each officer's duties will be and when they are to be held.

State procedures for handling vacancies within the Executive Board.

ARTICLE VI - Name

State which officers will be selected by the membership, how long the terms of these officers will last,

and how many times a person may hold the same office.
State the nominating procedures and when they will

ARTICLE VII - Funds

State procedures for the allocation of club funds (revenue and expenses)

ARTICLE VIII - Committees/Divisions

State what standing and/or ad-hoc committees or what divisions will exist in the club and the function and composition of each.

ARTICLE IX - Affiliations

State any affiliations with local, state, regional, or national organizations.
State adherence of any rules by a sports governing body.

ARTICLE X - Advisor

State procedures for the qualifications and selection of a club Advisor and the function and duties of said person.

ARTICLE XI - Coach/Manager

State procedures for the qualifications and selection of a Coach/Manager and the function(s) and duties of said person(s).

State how nominees will present their qualifications and how and when elections will be held.
State procedures in case a runoff is necessary.

ARTICLE XII - Ratification

State how the Constitution will be approved by the membership.

ARTICLE XIII - Amendments

State how an amendment will be presented, to whom it will be presented, and how it will be ratified.

ARTICLE XIV - Bylaws

State procedures for the inclusion of any rules or regulations specific to the club.

Club Sports Staff

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Club Sports Website

<http://www.tsu.edu/campusrec>