### Sport Club Calendar

**2016**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 18/19</td>
<td>SC Officer Orientation – CRWC</td>
</tr>
<tr>
<td>August 25</td>
<td>Cat’s Back – CRWC 4-7pm</td>
</tr>
<tr>
<td>August 29</td>
<td>Fall Practices Begin</td>
</tr>
<tr>
<td>September 16</td>
<td>Submit <strong>ALL</strong> completed paperwork (participant packets)</td>
</tr>
<tr>
<td>September 30</td>
<td>Sport Club Meeting – 11-12pm, Rotunda Classroom</td>
</tr>
<tr>
<td>October 28</td>
<td>Sport Club Meeting – 11-12pm, Rotunda Classroom</td>
</tr>
<tr>
<td>October 28</td>
<td>Spring 2017 Facility Request Due</td>
</tr>
<tr>
<td>November 18</td>
<td>Sport Club Meeting – 11-12pm, Rotunda Classroom</td>
</tr>
<tr>
<td>December 1</td>
<td>Fall Practice End</td>
</tr>
</tbody>
</table>

**2017**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 19</td>
<td>Sport Club Fair – CRWC Rotunda 2-4pm</td>
</tr>
<tr>
<td>January 23</td>
<td>Spring Practices Begin</td>
</tr>
<tr>
<td>January 27</td>
<td>Sport Club Meeting – 11-12pm, Rotunda Classroom</td>
</tr>
<tr>
<td>February 10</td>
<td>Submit <strong>ALL</strong> completed paperwork (participant packets)</td>
</tr>
<tr>
<td>February 17</td>
<td>Sport Club Meeting – 11-12pm, Rotunda Classroom</td>
</tr>
<tr>
<td>March 24</td>
<td>Sport Club Meeting – 11-12pm, Rotunda Classroom</td>
</tr>
<tr>
<td>March 24</td>
<td>Budget Proposals Due</td>
</tr>
<tr>
<td>March 24</td>
<td>Fall 2017 Facility Request Due</td>
</tr>
<tr>
<td>April 14</td>
<td>Sport Club Meeting – 11-12pm, Rotunda Classroom</td>
</tr>
<tr>
<td>April 27</td>
<td>Spring Practices End</td>
</tr>
<tr>
<td>May 2</td>
<td>Sport Club Banquet – 6-8pm Location: TBA</td>
</tr>
<tr>
<td>May 12</td>
<td>Final Day to spend club allocations</td>
</tr>
<tr>
<td>Program Overview</td>
<td>4</td>
</tr>
<tr>
<td>---------------------------------------------------------------------------------</td>
<td>---</td>
</tr>
<tr>
<td>Mission Statement</td>
<td></td>
</tr>
<tr>
<td>Sport Club Vision</td>
<td></td>
</tr>
<tr>
<td>Past Club Award Winners</td>
<td></td>
</tr>
<tr>
<td>Contact Information</td>
<td></td>
</tr>
<tr>
<td>Definition of a Sport Club</td>
<td></td>
</tr>
<tr>
<td>How to Join a Club</td>
<td></td>
</tr>
<tr>
<td>New Sport Clubs</td>
<td></td>
</tr>
<tr>
<td>Returning Inactive Sport Clubs</td>
<td></td>
</tr>
<tr>
<td>Sport Club Classifications</td>
<td></td>
</tr>
<tr>
<td><strong>Roles and Responsibilities</strong></td>
<td>9</td>
</tr>
<tr>
<td>Sport Club Personnel</td>
<td></td>
</tr>
<tr>
<td>Club Responsibilities</td>
<td></td>
</tr>
<tr>
<td>Coaches</td>
<td></td>
</tr>
<tr>
<td><strong>Membership Guidelines and Standards of Conduct</strong></td>
<td>12</td>
</tr>
<tr>
<td>Individual Membership Eligibility</td>
<td></td>
</tr>
<tr>
<td>Intramural Participation</td>
<td></td>
</tr>
<tr>
<td>Code of Conduct</td>
<td></td>
</tr>
<tr>
<td>Constitution</td>
<td></td>
</tr>
<tr>
<td><strong>Documentation</strong></td>
<td>14</td>
</tr>
<tr>
<td>Official Records</td>
<td></td>
</tr>
<tr>
<td>Duplication Services</td>
<td></td>
</tr>
<tr>
<td>Purchasing Procedures</td>
<td></td>
</tr>
<tr>
<td>Purchasing Sport Club Apparel</td>
<td></td>
</tr>
<tr>
<td>UH Branding &amp; Logo Usage Chart</td>
<td></td>
</tr>
<tr>
<td>Basecamp – Marketing Request</td>
<td></td>
</tr>
<tr>
<td>Flyers &amp; Postings</td>
<td></td>
</tr>
<tr>
<td>Web Pages</td>
<td></td>
</tr>
<tr>
<td><strong>Safety &amp; Risk Management</strong></td>
<td>17</td>
</tr>
<tr>
<td>Accident/Injuries</td>
<td></td>
</tr>
<tr>
<td>Incidents</td>
<td></td>
</tr>
<tr>
<td>Outdoor Emergency Procedures</td>
<td></td>
</tr>
<tr>
<td>Off-Campus Emergency Procedures</td>
<td></td>
</tr>
<tr>
<td>Concussions</td>
<td></td>
</tr>
<tr>
<td>Signs &amp; Symptoms of Concussions</td>
<td></td>
</tr>
<tr>
<td>Recovery from Concussions</td>
<td></td>
</tr>
<tr>
<td>Safety Officer</td>
<td></td>
</tr>
<tr>
<td><strong>Facility Usage</strong></td>
<td>25</td>
</tr>
<tr>
<td>Facility Space</td>
<td></td>
</tr>
<tr>
<td>Setup/Take down Responsibilities</td>
<td></td>
</tr>
<tr>
<td>Conflict</td>
<td></td>
</tr>
<tr>
<td>Reservations</td>
<td></td>
</tr>
<tr>
<td><strong>Travel/Transportation Guidelines</strong></td>
<td>26</td>
</tr>
<tr>
<td>Travel Requirements</td>
<td></td>
</tr>
<tr>
<td>Hotel Guidelines</td>
<td></td>
</tr>
<tr>
<td>Transportation Guidelines</td>
<td></td>
</tr>
<tr>
<td>Vehicle Safety Guidelines for Drivers &amp; Occupants</td>
<td></td>
</tr>
<tr>
<td><strong>Finance</strong></td>
<td>29</td>
</tr>
<tr>
<td>Club Funding</td>
<td></td>
</tr>
<tr>
<td>Off-Campus Bank Accounts</td>
<td></td>
</tr>
<tr>
<td>Administrative Compliance Funding Program (ACF)</td>
<td></td>
</tr>
<tr>
<td><strong>Discipline</strong></td>
<td>34</td>
</tr>
<tr>
<td>University of Houston Code of Conduct</td>
<td></td>
</tr>
<tr>
<td>Alcohol Policy</td>
<td></td>
</tr>
<tr>
<td>Hazing Policy</td>
<td></td>
</tr>
<tr>
<td>Discipline</td>
<td></td>
</tr>
<tr>
<td>Appeal Process</td>
<td></td>
</tr>
</tbody>
</table>
Mission Statement

Campus Recreation provides the UH community an inclusive environment that cultivates the development of life skills through engaging and meaningful recreation programs, facilities, and services.

Sport Club Vision

A sport club program is an integral part of a campus recreation program. It fills the void between intramural sports activities and intercollegiate athletics. Sport clubs give the university community an opportunity to participate in highly competitive sport activities, learn new skills, improve skill levels, and enjoy the recreational and social fellowship derived from sports involvement. The Sport Club Program is administered by the Department of Campus Recreation. All sport club matters are channeled through the Coordinator for Sport Clubs. Clubs are not varsity sports. Membership and participation in a club is free from discrimination based on race, religion, gender, sexual orientation, ethnic group, disability or national origin. Each club constitution will carry a statement to this effect in the Membership section of their constitution. Sport Clubs serve as a learning experience for the members through their involvement in public relations, organization, administration, budgeting and scheduling. Involvement in a group and team setting helps enhance the student’s overall educational experience. The success of the Sport Club Program depends upon the student leaders of the individual clubs. They should have the initiative and drive to handle club administrative matters and motivate club members to take part in various club activities. Quality student leadership is the most important factor impacting the success of each sport club. Sport Clubs are recognized student organizations run by students. There is a no cut policy. In certain clubs there may be limitations on how many team members a club can carry to an event. To allow for maximum participation, many clubs offer different levels of competition, such as an “A Team” and a “B Team.” There are no membership dues requirements- although; some clubs do set dues as a source of club funding. The officers/members of each club are responsible for all management decisions related to the club. Event scheduling, practice instruction and budget expenditure issues are decided by the members.

2015-2016 Sport Club Award Winners

Club of the Year – Tennis

Club MVP:

- Adaptive Athletics – Ben Lariviere/Tiffany Nguyen
- Aikido – Julia London/Theo Mc Dowell
- Badminton – Anh Vu/Siya Huang
- Baseball – Eduardo Trevino
- Climbing – Jihae Chung/David Kronenberger
- Cougar DanceSport – Omanimides Magana/Sam Staton
- Cricket – Amol Musale
- Cycling – Henry Joaquin
- Fencing – Eduardo Contreras
- Kendo – Collins Adams/Kathryn Wang
- Lacrosse (M) – Nick Hepting & Lacrosse (W) – Lea Mullins
- Powerlifting – Josh Deleon/Jessica Solis
- Rugby (M) – Ryan Becker
- Soccer (M) – George Sanmiguel & Soccer (W) – Alejandra Cruz
- Tennis – Steve Dang/Kristin Hedtke
- Ultimate Frisbee – Eric Carter
- Volleyball (W) – Kellsie Winkler
- Water Polo – Blake Burns/Mary Helen Fouty
- Wushu – Angie Persaud/Justin Agustin
### Contact Information
#### Facility

<table>
<thead>
<tr>
<th>Administration – Office</th>
<th>Campus Recreation and Wellness Center, Suite 2000</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Address</strong></td>
<td>Department of Campus Recreation</td>
</tr>
<tr>
<td></td>
<td>4500 University Drive</td>
</tr>
<tr>
<td></td>
<td>Houston, TX 77204-6056</td>
</tr>
<tr>
<td><strong>Phone</strong></td>
<td>713-743-9947</td>
</tr>
<tr>
<td><strong>Fax</strong></td>
<td>713-743-9517</td>
</tr>
<tr>
<td><strong>Office Hours</strong></td>
<td>Monday – Friday from 9:00am – 4:00pm</td>
</tr>
<tr>
<td><strong>Sport Clubs – Office</strong></td>
<td>Campus Recreation and Wellness Center, Suite 1007</td>
</tr>
</tbody>
</table>

### Contact Information
#### Professional Staff

<table>
<thead>
<tr>
<th>Kristen Drapp LaFleur</th>
<th>Coordinator, Rec Sports &amp; Family Programming</th>
<th>713-743-9947</th>
<th><a href="mailto:kdrapp@uh.edu">kdrapp@uh.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Trenton Graham</td>
<td>Graduate Assistant, Rec Sports</td>
<td>713-743-5576</td>
<td><a href="mailto:tpgraham@uh.edu">tpgraham@uh.edu</a></td>
</tr>
<tr>
<td>Brian Mills</td>
<td>Assistant Director, Rec Sports &amp; Family Programming</td>
<td>713-743-9506</td>
<td><a href="mailto:bnmills@uh.edu">bnmills@uh.edu</a></td>
</tr>
<tr>
<td>Mirum Washington-White</td>
<td>Associate Director of Programming &amp; Assessment</td>
<td>713-743-9177</td>
<td><a href="mailto:Mwashin6@uh.edu">Mwashin6@uh.edu</a></td>
</tr>
<tr>
<td>Kim Clark</td>
<td>Director of Campus Recreation</td>
<td>713-743-5478</td>
<td><a href="mailto:kdclark@uh.edu">kdclark@uh.edu</a></td>
</tr>
</tbody>
</table>
Definition of a Sport Club
A Sport Club is a recognized student organization that individuals motivated by a common interest and desire to participate in a favorite sport activity have formed. It is an organization recognized through the University of Houston’s Center for Student Involvement. It exists to promote and develop interest in that sport. Its members learn new skills, refine existing skills, engage in competition, and enjoy the recreational and social fellowship of sport. Sport Clubs are officially sponsored by The University through the Department of Campus Recreation. Sponsorship requires supervision and assumption of responsibility for all Sport Club actions and activities.

How to join a Sport Club
To join a club team, you only need to have interest. If you are interested in a particular club, you can contact the Sport Club office 713-743-9947 or contact the club president by email (located on website www.uhrecreation.com) and express your interest. Each club will hold organizational meetings at the beginning of each semester as well as represent their clubs at orientations and student organizational fairs. Once you have expressed your interest to the club officers, it is time to play!

New Sport Clubs
All UH Sport Clubs are official registered student organizations of the university. To become a registered student organization, visit the Center for Student Involvement (CSI) or their website www.uh.edu/csi.

1) Select the “student organizations” tab at the top of the page then select “Student Org. Registration.” Fill out the online document in its entirety.
2) AT LEAST two officers must attend an “Org. Reg.” Meeting required of all Student Organizations each semester.
3) Contact CSI to see if there are any additional forms that must be submitted.

Once the organization becomes officially registered with CSI:

1) Contact the Sport Club coordinator to set-up a meeting to discuss the process and plans for joining the sport club program.
2) Obtain the signature of 15 currently enrolled UH students who are interested in forming the club. (NOTE: a minimum of 20 signatures are needed for competitive clubs.)
3) Submit the following items to the Sport Clubs Coordinator:
   a. Sport Club Application
   b. Written Constitution
   c. List of Officers and club members
   d. A proposed practice and tournament schedule
   e. Budget
4) Once the completed application packet has been submitted, within 2 weeks, the Sport Club Administration (Coordinator, Assistant Director, and Associate Director) and student leaders of the organization will meet to discuss their plans for establishing the club. Based on the outcome of the meeting, the Coordinator will either request additional information, or make a decision.

Once the sport club has been approved:
1) All members of the club must sign a waiver form stating they have read, understood and agree to abide by all rules and policies of the student handbook.
2) Clubs may NOT hold practices or games without first submitting to UH Campus Recreation Department a signed waiver for each club member.
3) Provisional clubs are eligible to receive up to $250.00 for club start-up expenses. Clubs may petition for additional funds once the club has been active for one semester.
4) All purchases (including but not limited to equipment, apparel, and entry fees) and promotional...
materials must be approved by the UH Campus Recreation Department prior to printing.
*All clubs must receive approval from the UH campus recreation department before holding practices, games or any activity conducted as an University of Houston sport club either on or off campus.

Returning Inactive Sport Clubs

In order to re-establish club status, each existing club must:

1) Check with Center for Student Involvement (CSI) for organization status
2) Once cleared by CSI as an official student organization, the following items need to be submitted:
   a. Sport Club Application
   b. Revised Written Constitution
   c. Revised List of Officers and club members
   d. Revised proposed practice and tournament schedule
   e. Revised Budget
3) Once the completed application packet has been submitted, within two weeks, the Sport Club Administration and student leaders of the organization will meet to discuss the club. Based on the outcome of the meeting, the Coordinator will either request additional information, or make a decision

Once the sport club has been approved:

1) All members of the club must sign a waiver form stating they have read, understood and agree to abide by all rules and policies of the student handbook
2) Clubs may NOT hold practices or games without first submitting to the UH Campus Recreation Department a signed waiver and insurance form for each club member.
3) Provisional clubs are eligible to receive up to $250.00 for club start-up expenses. Clubs may petition for additional funds once the club has been active for one semester.
4) All purchases (including but not limited to equipment, apparel, and entry fees) and promotional materials must be approved by the UH Campus Recreation Department prior to printing.

Sport Club Classification

All clubs within the Sport Club Program are assigned to tiers. Level placement is based on competitive nature of the club, ability to compete in state, regional, and/or national competitions, longevity of a club, strength of leadership of officers, amount of practice time and club activity in campus events, as well as other factors. The level systems will assist the SC Program in administering the clubs from a financial standpoint also.

Level 1

Level 1 is the highest placement available to clubs. Level 1 clubs have the opportunity to participate in organized leagues, regional, state, and national tournaments or events. They have proven stability in club existence and are in good stand with the Sport Club Program. Level 1 clubs earn money through level requirements, fundraising, donations, and budget presentations.

i) Requirements:
   (1) Member of a National Governing Body (NGB)
   (2) Maintain four officer positions (President, Vice President, Treasurer, and Secretary)
   (3) Maintain a roster minimum of fifteen (15) members
   (4) Travel at least twice per semester, not including national event
   (5) Fundraise at least $750
   (6) Community or campus service project with a minimum of 60 total service hours in at least 3 distinct events; and at least ten members (Appendix L)
Level 2
Level 2 consists of clubs that have limited formalized league opportunities, as well as having limited travel opportunities and are in good standing with the Sport Club Program. Level 2 clubs earn money through level requirements, fundraising, donations, and budget presentations.

i) Requirements:
   (1) Maintain three officer positions (President, Vice President, Treasurer, or Secretary)
   (2) Maintain a roster minimum of six (6) members
   (3) Travel at least once per semester, not including national event
   (4) Fundraise at least $500
   (5) Community or campus service project with a minimum of 40 total service hours in at least two distinct events; at least ten members (Appendix L)

Level 3
Level 3 consists of clubs that are recreational in nature and have limited funding for travel. Level 3 clubs earn money through tier requirements, fundraising, donations, and budget presentations.

i) Requirements:
   (1) Maintain two officer positions (President and Treasurer)
   (2) Maintain a roster minimum of four (4) members
   (3) Fundraise at least $250
   (4) Community or campus service project with a minimum of 20 total service hours in at least 1 distinct event (Appendix L)

Level 4 – Probationary Status
Level 4 consist of clubs that are instructional in nature and have no funding. Level 4 clubs don’t travel or compete in any events; they have access to space, but are lowest on priority for facility reservations

Probationary status clubs are still recognized sport clubs, but will have limited space reservations and could lose space access to any level 1-3 clubs from Campus Recreation. A club will remain at level 4 for no more than two semesters before they are suspended or removed from the club program

While a level 4, clubs will meet at least once per month with sport club administration. These meetings will be required for ALL officers to attend. Details of meetings will be determined depending on nature of probationary status.

How clubs will be placed on Level 4:

1. Failure to attend required meetings or trainings (officer trainings, officer monthly meetings, risk management training, etc.)
2. Failure to attend and participate in club fairs, events, and/or promotional opportunities (sport club fair, cats back, etc)
3. Failure to plan and execute basic club functions on a regular basis (practices, elections, paperwork, fundraising, community service, etc.)
Roles and Responsibilities

Sport Club Personnel

Students - Within all student organizations, the members have unlimited opportunity to become directly involved in the administration and supervision of their club. They collectively have the responsibility for: writing their club constitution and by-laws, determining their membership requirements, establishing their dues schedule, establishing the duties of the officers, and selecting their volunteer coach.

Coach - Club coaches may be undergraduate students, graduate students, University employees, or individuals not affiliated with the University. The Sport Club program staff will work with clubs to identify and select volunteer coaches. The involvement of the coach should be restricted to skill development and game strategy; the coach should not be involved in the management of the club. The members should be allowed to vote on the involvement of the coach and also the removal of the coach. This policy should be outlined in the constitution.

Sport Club Supervisors - Sport Club Supervisors are undergraduate or graduate employees who collectively work with every club within the program. The supervisor serves as the primary Sport Club contact person. Supervisors may be visible at practices, games, and other club events.

The Sport Club Supervisors’ responsibilities include, but are not limited to:

- Fostering quality relationships with the student-athletes, officers and advisor of each club
- Acting as a quality University and Campus Recreation resource
- Serving as Event Management by being present at home contests, seminars, and events
- Serving as first responder and initiating emergency procedures when necessary
- Overseeing the compliance of each team with Sport Club policies and procedures

Coordinator for Rec Sports & Family Programming – serves as the primary department contact for recognized sport clubs and will assist sport club officers in securing practice and game facilities, and will coordinate the registration process for all members. Will coordinate the process for recognized new clubs and reactivate inactive clubs. Lastly, will advise clubs and provide assistance to all club representatives in handling club business

Assistant Director for Rec Sports & Family Programming – serves as an additional professional for the club program. Will supervise and assist the Coordinator at all times and provide guidance and leadership for clubs throughout the year. Will be involved in budget process and any disciplinary issues that arise throughout the year. Will assist in the leadership development of club officers and professional development of sport club student staff.

Club Responsibilities

Student Representatives

At the end of the spring semester each club must elect student representatives to act as President, Vice President, and Treasurer of the club for the following academic year. These representatives will act as the liaisons between their individual club and the Department of Campus Recreation.

The responsibilities of elected officers include, but are not limited to, the following:

- President
  - Inform club members of all University of Houston, Campus Recreation, and Club policies and procedures.
  - Attend all required meetings (SC Officer Training, Risk Mgmt Training, Leadership Development Series, etc)
o Develop schedules and facility requests with the Sport Club Coordinator.
o Ensure that the Campus Recreation policies and procedures are followed in all areas of administration, including budget, organization, and management of the club.
o Schedule the Club meetings with the Sport Club Coordinator.
o Ensure that all officers perform his/her assigned duties correctly and efficiently.
o Ensure that the coach(es) are adhering to policies and procedures outlined in the Handbook and agreed upon on the coach agreement form.
o Ensure that all members abide by all University Risk Management policies.

Vice President

o Inform club members of all University of Houston, Campus Recreation, and Club policies and procedures.
o Attend all required meetings (SC Officer Training, Risk Mgmt Training, Leadership Development Series, etc)
o Ensure that all participants have completed a Sport Club waiver prior to participation.
o Ensure that all members have submitted proof of medical insurance prior to participating in club activities if required.
o Complete and submit accident and/or injury reports to the Sport Club Coordinator within 24 hours of the incident.
o Complete and submit travel itineraries and club/organization participant travel lists to the Sport Club Coordinator at least 10 days prior to the event.
o Ensure that all members of the club are aware of all University Risk Management policies.
o Assume responsibilities of the President in the case of his/her absence.

Treasurer

o Conduct a meeting with the club officers and the Sports Club Coordinator to determine the club’s financial needs for the upcoming academic year.
o Attend all required meetings (SC Officer Training, Risk Mgmt Training, Leadership Development Series, etc)
o Maintain all financial documentation for the club. All dues and monies collected must be documented with a club receipt. Campus Recreation reserves the right to inspect all club financial documentation.
o Oversee external bank account and keep accurate records of club spending. Be prepared to meet with Sport Club Administration if asked regarding external expenditures.
o Submit club fundraising proposals to the Sport Club Coordinator.
o Schedule a meeting with the Sport Club Coordinator to discuss the fundraising proposal and obtain approval for the fundraising project.

Secretary

o Attend all required meetings (SC Officer Training, Risk Mgmt Training, Leadership Development Series, etc)
o Coordinate with SC Administration to secure practice times and facilities, arrange for officials when needed, oversee travel accommodations (travel, food, lodging, etc.)
o Maintain inventory of club equipment
o Maintain club records, including membership roster, alumni lists, competitive records, community service hours, etc.
o Record minutes of club meetings
o Work with SC Administration for marketing and promotional material
**Coaches**

Sport Clubs may obtain a coach/instructor if desired. All coaches must be approved by the Department of Campus Recreation Sport Club Coordinator and Assistant Director prior to any coaching.

**Head Coach**

*The approval process is as follows:*

1. The specific club must request that a coach be considered as a candidate.
2. The candidate(s) must submit to the Sport Club Coordinator a coaches application.
3. After submitting their contact information and resume, the potential coach must schedule an interview with the Sport Club Administration and club officers.
4. After completion of the interview for the coach, the Sport Club Coordinator and Assistant Director of Programs will either approve or deny the request for a coach/instructor.
5. If approved as a coach/instructor the individual must complete a Sport Club Coach Agreement Form prior to participating in any club/organization activities. This Coach Agreement Form may be obtained from the Sport Club Coordinator.

*The following policies/procedures are included on the Coach Agreement Form:*

- I understand that sport clubs are student-run entities, and though I assume responsibility for the coaching of the club, its officers and advisors understand that I am not responsible for the organization and administration of the club.
- I understand that no fees are paid to club coaches with university allocated funds.
- I have/will meet with club officer’s to discuss the club’s philosophy, goals, rules and regulations.
- I have/will read the University of Houston, Department of Campus Recreation Sport Club manual and agree to abide by all policies set forth in the manual.
- I assist your club in developing realistic goals for the academic year that will contribute to the student’s educational and personal development.
- I will be knowledgeable of the club’s constitution and all other governing documents associated with the club.
- I will attend club meetings and events when applicable and available.
- I will encourage the officers of the club to share information with all club members.
- I will assist in the orientation of new members and with the transition process.
- I am familiar with the University’s Student Code of Conduct and other institutional policies and guidelines that establish expectations for student behavior and activities.
- I understand that I am prohibited from engaging or negotiating in any contracts or agreements in the name of the University of Houston.

**Assistant Coach**

An approved head coach may appoint an assistant coach to carry out their duties in case of their absence. However, assistant coaches must meet requirements listed above for coaches, and abide by all rules and regulations of University of Houston and the Campus Recreation Department. The Coordinator of Sport Clubs and Camps must approve of the assistant coach prior to their appointment.
Membership Guidelines and Standards of Conduct

Membership in an UH Sport Club is open to all full-time staff, faculty, and currently enrolled students regardless of race, religion, gender, sexual orientation, ethnicity or national origin. All student members must be currently and continuously enrolled in a minimum of six credit hours. Intercollegiate athletes may NOT compete on a sport club in the same academic year that they are listed as a varsity player. However, they may be members of a sport club.

Cougar I.D. Cards - Individuals desiring membership in a sport club must have a valid UH I.D. card. In addition, the ID card must be in possession of the member during all club activities (practices, games, etc.). At various times during the year sport club staff will conduct random I.D. checks. Individuals who do not have their I.D. card may be prohibited from participating with the club until the card can be produced.

Registration - Individuals are not allowed to participate in sport club related activities until they have completed the participant packet.

Eligibility for Participation in Leagues - Each sport club member is responsible for familiarizing themselves with eligibility rules and regulations, and abiding by these rules when entering league competition. The Coordinator of Sport Clubs should be given a copy of all rules that govern each club’s league involvement.

Individual Membership Eligibility
Sport club membership must be open to all interested University of Houston students. Clubs may place additional membership restrictions based on criteria dictated by their league requirements or governing body.

1) Participants must be registered as a University of Houston student, have a current/valid Cougar I.D. Card, have completed a sport club waiver, and provide all other required information (i.e. proof of insurance if necessary) prior to participation.
2) A member is not permitted to practice or play until a WAIVER OF LIABILITY has been filled out and signed by that member.
3) Club members must abide by all eligibility rules dictated by their respective league, union, or association policies. For example, the Rugby Club must abide by the Texas Rugby Union (TRU) rules.
4) Community members are not permitted to join clubs or play in sanctioned games.
5) Faculty/staff members may participate in club activities based on the club’s association or governing body rules. Once the individual is no longer employed by the University of Houston, the individual may no longer participate in any club activities.
6) All sport club participants must abide by all policies and procedures outlined in the University Of Houston Student code of conduct and the Department of Campus Recreation Sport Club Handbook.
7) Each sport club must obtain the approval of Campus Recreation prior to acting on any items, issues, or ideas that are not covered in this handbook. If a club chooses to act independently of Campus Recreation Policy, the club risks losing club membership status.

Intramural Participation
Sport Club athletes ARE eligible to participate in intramural sports, however participation is limited. Please refer to the excerpt from the Intramural Sport Policies and Procedures for details:

1) Students who are members of sport club teams may only participate in competitive leagues (if available) of the related intramural sport, with no more than two (2) Sport Club team members on
the same team. There are no restrictions on Sport Club players playing on teams outside of their related sport.

Code of Conduct
The Department of Campus Recreation code of conduct was created to inform all club members of their individual responsibilities to their club, the Campus Recreation Sport Club Program, and the University of Houston. The following list provides a detailed outline of the conduct expected by each member:

1) Adhere to all University of Houston, Campus Recreation, and Sport Club Program policies and procedures.
2) Conduct oneself in a responsible and courteous manner at any and all sport club activities.
3) Represent the University of Houston, Campus Recreation, and your club in a positive manner.
4) Understand that your actions may adversely affect your club, the Sport Club Program, Campus Recreation, and the University of Houston.
5) Understand that your actions may adversely affect your ability to participate in any of the aforementioned programs.
6) Show respect to all competition officials, opposing team members, spectators, Campus Recreation employees, and University of Houston employees.
7) Any event or activity serving alcohol must abide by all University of Houston and State of Texas regulations. Any alcohol related violations, malfeasance or inappropriate behavior may be grounds for sanctions, both from the University and the Department.
8) In accordance to the University of Houston hazing policies, recognize that Campus Recreation observes a No Tolerance rule.

Constitution
In order to be successful, any organization must have a set of operational guidelines or rules by which the members govern their selves. Each Sport club should develop a constitution suited to the practical operation of that particular club. General provisions (club name, purpose, dues, meetings, officer elections and duties, advisor duties, and qualifying regulations) should provide for the internal needs of the club. Specific provisions (membership, eligibility and qualifications, officer qualifications, voting, quorum, and amendments) should insure fulfillment of university requirements. The constitution must be easily interpreted, so that the club can operate consistently from year to year.

Every Sports Club must also be a University of Houston student organizations registered with the Office of Campus Activities, and as such, each sport club must submit a constitution. Simple fill-in-the-blank forms are available for this purpose or the club may write its own. Refer to the Student Organization Handbook for additional information.
Documentation

Official Records
Every club is expected to maintain official club records.

Copies of the following documents should be provided upon request to the Sport Club Coordinator:
- Up-to-date roster
- Calendar of events & game schedules
- Advertising flyers
- Club meeting minutes
- Campus Recreation forms (i.e. Facility permits, travel forms, etc.)
- Club financial records

Purchasing Procedures
The Sports Club Coordinator must approve all purchases, in advance for Sport Club purchases. Requests will reflect the best interests of all club members. Items that will be considered for purchase with Department allotment funds include, but may not be limited to: uniforms, equipment, training gear, long-term marketing items such as banners or tents, storage items, etc….

Purchasing Sport Club Apparel
UH Branding guidelines for T-shirts and other wearable item:
- When using logos, use current approved UH logos in appropriate fonts, colors, and formats.
- UH logos should be displayed on a background of one of the official colors of the University; red, black, white, or silver/grey.
- The logo can be obtained from SC Administration
- Please do not use older or unapproved logos associated with the university or its colleges, departments, programs, business units, etc.
- It is not appropriate to combine approved UH logos with any other image or text. This includes combining the UH word mark with older logos, the interlocking UH, the image of the cougar, or any other image.
- The “You Are the Pride” tagline may OR may not be used with the UH logotype. You may choose whether to include the tagline.
- Alternate taglines may NOT be substituted
- When expressing the name of the university – “University of Houston” on a t-shirt, please use the UH logotype
UH Branding & Logo Usage

IS THIS A STUDENT EVENT OR ORGANIZATION?

**YES**
- Who is it funded by?
  - Students
    - Does not need to follow the UH Brand Style
  - College/Unit
    - Needs to follow the UH Brand Style

**NO**
- Who is it run by?
  - Students
    - Does not have to follow the UH Brand Style but should display the following statement:
      *This event is brought to you by (College, business unit etc.)*
  - College/Unit
    - Needs to follow the UH Brand Style

*If a UH logo is used in a communication it must adhere to the logo guidelines.*
**Basecamp- Marketing Request**
All club marketing request must be submitted online via www.basecamp.com at least 6 weeks prior to the event.
- Login – uhsportclubs1@gmail.com
- Password – sportclubs1

**Flyers and Postings**
Clubs are permitted to create flyers in order to advertise their individual club. Prior to displaying a flyer, the club must submit the flyer to the Sport Club Coordinator for approval.

*The Sport Club Coordinator will check the flyer for the following:*
- Appropriate content
- Clarity
- Overall design
- Proper use of UH logos.

Copies of flyers can be made in the Campus Recreation Administration Office with the permission of the Sport Club Coordinator. Flyers in the amount of 200+ copies may be sent out to duplicating services for printing. Please allow 3-4 days for printing. Any item sent out for printing may be charged against the club allocation.

*Please do not post flyers in the CRWC without approval from SC Admin or the Rec Marketing department*
Safety & Risk Management

To provide a safe and positive recreational experience for all participants, it is necessary to prevent accidents and injuries before they happen.

It is strongly recommended that every Sport Club develops, implements, and practices the following safety precautions:

- Sport Club officers, club members, and volunteer coaches/instructors should emphasize safety during all club activities.
- Review Campus Recreation emergency procedures with all club members.
- Inspect fields and facilities, as well as club equipment, prior to every practice session, game, or special event. Immediately report unsafe conditions to the Sport Club Coordinator or game official.
- Do not use facilities or equipment if they appear unsafe.

Roster Checks

Sport Club Supervisors will be conducting random roster checks throughout the semester. The supervisors will be checking to insure all participants have completed participant packets and that information is on file with the sport club office. If an individual is at practice and has not completed the packet, they will be asked to complete one right or asked to leave until they do complete it.

Accident/Injuries

- If an accident/injury occurs during participation in any club activity, a club officer must complete an Accident/Injury report form and submit it to the Sport Club Coordinator within 24 hours (Appendix E)

Tips for completing the Accident/Injury report forms:

- Fill out the form completely with ALL information.
- Be specific about how the injury occurred:
  - What events led up to the injury?
  - How was the person hurt exactly?
  - Did it happen during the game, warm-ups, etc?
  - Did it happen during the normal course of the game?
- Include the part of body injured. Do not draw pictures, please use descriptive terms.
- Give complete information on what aid was given, if any:
  - Who applied ice?
  - Was biohazardous waste created?
  - Was the biohazardous waste disposed of properly?
- It is required that a witness sign the form. Indicate what connection the witness has to the activity.
- Do not editorialize or indicate what you suspect the diagnosis to be.
- Please write neatly!
- Accident Report Forms are legal documents which may be required in a court of law.
- An injured participant is responsible for all financial obligations and for any medical treatment required as a result of the injury.
- First Aid Kits are available for all individual clubs for practices and events.

Incidents

Sport Club officers are required to submit an Incident Report Form for incidents that occur during any club event on or off campus. These reports must be submitted to the Sport Club Coordinator within 24 hours of the occurrence.
An incident is considered to be any of the following:

- Verbal or physical altercations
- Problems securing permitted facility space
- Lack of cooperation with sport club supervisors at practice, games, or events
- Violations of Sport Club or University of Houston Policy
- Problems with lights and/or any other facility maintenance issues.
- Negative interactions with people not associated with University of Houston.
- Any issue that involves the police, UH-PD or Houston PD.
- If necessary at the time of the incident, contact Campus Security at 713-743-0600 (3-0600)

Outdoor Emergency Procedures

CRWC Field - When calling for Emergency Assistance:

“This is (insert your name) from the Campus Recreation and Wellness Center at the University of Houston located at 4500 University Drive, Houston, Texas 77204. I am on the CRWC Field located directly behind the Rec Center and we need medical/police assistant immediately. We have (insert information from providing care list) here and need immediate assistance. Our phone number is (give your phone number). We will have a staff member waiting at the loading dock entrance off of University Drive to show the ambulance where to park to access the field.”

CRWC Field Emergency Action Plan

1. Leave injured individual in location found (until in harm’s way)
2. Crowd Control – ask all other individuals to back away from the injured person
3. Send a teammate into Rec Center to get Building Supervisor/staff
4. Let building supervisor/staff assess the scene and take control of the situation
5. Clean the scene as necessary.
8. Notify Kristen LaFleur 713-743-9947
9. Complete Incident Report and/or Accident Report and submit original to Kristen LaFleur

Gertner Field – When calling for Emergency Assistance:

“This is (insert your name) from the Department of Campus Recreation located at 2900 Cullen, Houston, Texas 77204. I am on Gertner Fields located at the corner of Cullen and Elgin on campus and we need medical/police assistant immediately. We have (insert information from providing care list) here and need immediate assistance. Our phone number is (give your phone number). We will have a staff member waiting at the loading dock entrance off of University Drive to show the ambulance where to park to access the field.”

Gertner Field Emergency Action Plan

1. Leave injured individual in location found (until in harm’s way)
2. Crowd Control – ask all other individuals to back away from the injured person
3. Ask a teammate to call UH PD 713-743-3333
4. Give the as much detail as possible
5. Designate someone to meet emergency personnel at designated location
6. Meet EMS in parking lot or closest entrance to the injured participant.
7. WALK ambulance across the fields to the injured participant. Avoid driving over irrigation system/sprinkler heads.
8. GERTNER FIELD NOTE: Emergency vehicle access is at north end of dirt parking lot near Field 5. A land bridge is also located between Fields 4 and 5 to access Fields 1-4 if needed.
9. Clean the scene as necessary.
10. Make Building Supervisor aware of situation by radio or cell phone.
   · Welcome Desk phone: 713-743-7529
11. Notify Kristen LaFleur 713-743-9947
12. Complete Incident Report and/or Accident Report and submit original to Kristen LaFleur

**Active Shooter in Outdoor Space**

1. Remain calm
2. Call **Active Shooter** over the radio
3. Run
   - If there is an accessible escape path, attempt to evacuate the premises.
   - Be sure to have an escape route and plan in mind.
   - Evacuate regardless of whether others agree to follow.
   - Leave your belongings behind.
   - Help others escape, if possible.
   - Prevent individuals from entering an area where the active shooter may be.
   - Keep your hands visible.
   - Follow the instructions of any police officers.
   - Do not attempt to move wounded people.
   - Call 3-3333 or 911 when you are safe or email police@uh.edu if you do not feel safe making a phone call.

4. Hide
   - If evacuation is not possible, find a place to hide where the active shooter is less likely to find you.
   - Be out of the active shooter’s view.
   - Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door).
   - Pick a spot that will not trap you or restrict your options for movement.
   - Lock the door.
   - Blockade the door with heavy furniture.
   - Inspect the space for any items that may be used as a weapon against the shooter(s).
   - Silence your cell phone and staff radio.
   - Turn off any source of noise (i.e., radios, televisions).
   - Direct patrons to silence cell phones and headphones.
   - Hide behind large items (i.e., cabinets, desks).
   - Call 3-3333 or 911 when you are safe or email police@uh.edu if you do not feel safe making a phone call. If you cannot speak, leave the line open and allow the dispatcher to listen.

5. Fight
   - **As a last resort, and only when your life is in imminent danger**, attempt to disrupt and/or incapacitate the active shooter.
   - Act as aggressively as possible against him/her/Them.
   - Throw items and use improvised weapons.
   - Yell.
• Commit to your actions.

**Inclement Weather**

**Thunder and Lightning**
If lightning is observed or thunder is heard, all outdoor facilities will close for 30 minutes from the last occurrence.

**CRWC & Gertner Fields**
- Intramural or Sport Club Supervisor responsibilities:
  - Clear the fields immediately. Participants and staff should seek shelter in a nearby facility or in their car.
  - Communicate to the CRWC Building Supervisor when the field closes and re-opens.
- If thunder or lightning persists for more than one hour, all events may be cancelled.

**Flooding in the Facility**
When a flood is recognized, the Building Supervisor should be notified and should report to the scene immediately. Occupants should be evacuated from an area as soon as flooding becomes evident and move to a higher area within the facility. Occupants should remain well away from the flooded area until they have been instructed it is safe to return.

1. Staff at the scene should immediately contact the Building Supervisor
2. Building Supervisor will evaluate the situation and decide the level of impact
   - If water is pooling on the surface and is less than two feet in diameter the immediate area should be closed until the hazard is removed.
   - If water is standing more than a half an inch over an area larger than two feet the area should be shut down and Plant Operations should be contacted at 3-4948.
   - If the situation is mechanical in nature, identify the source and if possible limit the exposure to new water.
3. Custodial Services should be contacted to remove the water hazard.
4. Once the water hazard has been removed, open the area for use.
5. Complete an Incident form.
   - Legibly complete, scan and email to the program Assistant Director or Coordinator for the area involved and submit to the Building Supervisor.

**Hurricane**
In the event a Tropical Storm/Hurricane Watch and/or Warning is declared:
1. Monitor National Weather Service (NWS) and University updates as regularly as possible.
2. Communicate with entire staff the need to be aware of possible weather impact.
3. Confirm that professional staff has a copy of the EAP, business continuity plan, phone tree and any other pertinent information.
4. Wait for the office of VPSA to inform Director on further preventative measures.
5. Be prepared to complete all tasks related to Suspension of Normal Operations once prompted by official University communication posted to [www.uh.edu/emergency](http://www.uh.edu/emergency).
Off-Campus Emergencies

If an emergency occurs at an off-campus location where emergency procedures are not in place by the host school, you should use the following procedures:

1. Call 911 and inform the Police dispatcher of the area from which you are calling
2. Rely upon the recommendation of the attending physician as to whether the injured University of Houston club member should be transported back to campus, and what accommodations for travel should be used.
3. NOTE: All expenses incurred for treatment, transportation to the hospital, etc. are the responsibility of the injured participant
4. The Sport Club Coordinator must be notified of all emergencies immediately. A completed “Accident Report Form” must be submitted to the Coordinator on the next business day upon the clubs return to campus. A business day is Monday-Friday, except for University holidays.

Concussion Management

Concussions and other brain injuries can be serious and potentially life threatening injuries. Research indicates that these injuries can also have serious consequences later in life if not managed properly at the time of the initial incident. A concussion occurs when there is a direct or indirect impact to the brain. As a result, impairment of mental functions such as memory, balance/equilibrium and vision may occur. It is important to recognize that many sport-related concussions do not result in a loss of consciousness. As a result, all suspected head injuries must be taken seriously.

Signs and Symptoms of a Concussion

A concussion is an injury to the brain caused by a bump, blow, or jolt to the head or body that can change the way your brain normally works. Concussions can also occur from a fall or a blow to the body that causes the head and brain to move quickly back and forth.

You cannot see a concussion. Signs and symptoms may appear immediately following the injury or may not be noticed until days or longer after the injury.

Observable signs of a concussion
- Appears to be dazed or stunned
- Is confused about assignments or position
- Forgets instructions
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Cannot recall events PRIOR to the hit or fall (retrograde amnesia)
- Cannot recall event AFTER the hit or fall (anterograde amnesia)

Symptoms reported by the athlete
- Headache or pressure in head
- Nausea or vomiting
- Dizziness or balance problems
- Double or blurred vision
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy, groggy, or slowed down
• Concentration or memory problems
• Confusion
• Generally does “not feel right” or is “feeling down”

When to seek immediate medical attention (activate EAP, call EMS, or transport to emergency room)
If a concussion has occurred, be observant for the following signs. If any of the signs with an asterisk (*) are observed, seek advanced medical assistance immediately.
• Headache that increases in intensity *
• Nausea or vomiting *
• Difference in pupil size from left eye to right eye or dilated pupils *
• Blurred or double vision *
• Slurred speech *
• Noticeable changes in level of consciousness (difficulty awakening or sudden loss of consciousness) *
• Seizures *
• Decreased or irregular pulse or breathing *
• Mental confusion or behavior changes
• Dizziness
• Memory loss
• Ringing in the ears
• Changes in gait or balance

Recovery from Concussion
Rest is very important after a concussion because it helps the brain heal. You may need to limit activities while you are recovering from a concussion. Physical activities or activities that involve a lot of concentration, such as studying, working on the computer, or playing video games may cause concussion symptoms (such as headache or tiredness) to come back or get worse. After a concussion, physical and cognitive activities—such as concentration and learning—should be carefully watched by a medical provider. As the days go by, you can expect to slowly feel better.

Recovery Tips
• Rest is Key to Help the Brain Heal
  o Get plenty of rest. Keep a regular sleep routine, including no late nights.
  o Make sure you avoid high-risk/high-speed activities that could result in another bump, blow, or jolt to the head or body, such as riding a bicycle or playing sports. You should not return to these types of activities until your medical provider says you are well enough.
  o Share information about concussion with family, teachers, coaches, and others who spend time with you. This can help them understand what has happened and how to help.
• Return Slowly to Activities
  o When your medical provider says you are well enough, make sure you return to your normal activities slowly, not all at once.
  o Talk with your medical provider about when you should return to school and other activities and how you can deal with any challenges during your recovery. For example, you may need to spend less time at school, rest often, or be given more time to take tests.
  o Ask your medical provider when you can safely drive a car or ride a bike.
• Talk to a Medical Provider about Concerns
  o Take only medications that are approved by your medical provider.
If you already had a medical condition at the time of their concussion (such as ADHD or chronic headaches), it may take longer to recover from a concussion. Anxiety and depression may also make it harder to adjust to the symptoms of a concussion.

**Post-Concussive Syndrome**

- While most people with a concussion feel better within a couple of weeks, some will have symptoms for months or longer. Talk with your health care provider if your concussion symptoms do not go away or if they get worse after you return to their regular activities.
- If your concussion symptoms last weeks to months after the injury, your medical provider may talk to you about post-concussive syndrome. While rare after only one concussion, post-concussive syndrome is believed to occur most commonly in patients with a history of multiple concussions.
- There are many people who can help you and your family as you recover. You do not have to do it alone. Keep talking with your medical provider, family members, and loved ones about how you are feeling. If you do not think you are getting better, tell your medical provider.

**Safety Officer**

All clubs are REQUIRED to have two safety officers per club. A safety officer is required to be at all practices (on or off campus) and all events (home or away). Safety officers are required to complete accident forms within 48 hours of an accident and return to Coordinator via email. When accidents do occur, the safety officer is required to contact the coordinator immediately via text or email updating them of the situation and actions to be taken.
Facility Usage

Facility Space
Reserved facility space is limited to no more than three times per week for a total of six hours, for each sport club during in season play, provided the space is available.

Sport Clubs must submit requests through the Sports Club Coordinator for facility use to support the following club related activities:

a. Practice
b. Competition
c. Display of promotional materials
d. Meetings

When a Club reserves a facility, it is expected it will be used. If the club cancels practice, game or reservation, the Club representative is asked to contact the Sport Club Coordinator and give 12 hours’ notice. Misuse of equipment and facilities, including: not using reserved space, neglect in following facility-use procedures, leaving debris or equipment in a facility, and inappropriate conduct/actions while participating in any Sport Club-related activity may result in an infraction and could jeopardize the club’s standing.

Set-up/Take down Responsibilities
Each club is responsible for the set-up and break-down of equipment for all practices and events with the help of the operation staff and sport club supervisor. Please do not expect to show up and have everything done for you. We expect clubs to help in this process and assist where needed.

Conflict
In the event of a conflict, the Sport Club Coordinator will determine a mutual working agreement. The Sport Club office reserves the right to cancel or postpone an event due to facility conflicts, weather and field conditions.

Reservations
All sport club reservations for CRWC & HASP facility usage must go through the SC Administration office. A reservation form is located on the campus recreation website for CRWC request. Please fill out one month prior to requested date. As for HASP, please make sure to email me date, time, and number of fields at least one month prior to requested date. All reservation confirmations will be in email format from SC Administration.
Travel/Transportation Guidelines

Travel Requirements
Travel will not automatically be approved. Allocation funds may not always be available for travel. Do not make any assumptions when it comes to travel. Start the Travel Request process as early as possible and stay in contact with the Sport Club Coordinator!

It is the responsibility of all individuals traveling as part of a University of Houston Sport Club to behave in a manner that in no way detracts from the surrounding environmental safety, to act to avoid and prevent safety hazards associated with their travel, and to act in such a manner as to comply with all University of Houston standards, policies, and procedures insofar as they may be considered applicable to the circumstances.

To register a trip you must submit the following item **15 days prior to the date of departure**:
- Event Agreement Form

All travel must be submitted to the Coordinator of Sport Clubs at least **10 days prior to the date of departure**.
- Travel request (filled out by SC Admin)
- Student Travel Roster
- Wavier Form
  - Should already be on file, SC Admin will make copies
- Vehicle Consent Form
  - Should already be on file for all potential drivers
- Hotel Request (only for Allocated funds)
  - Initial reservation should already be made by Club
  - Forward email with reservation info to use allocated funds
- Notify SC Admin if plan to be reimbursed
  - Gas, hotels, registration fees
  - If not notified ahead of time, clubs will NOT be reimbursed

The Sport Club Coordinator will work with each club prior to travel to help with the logistics involved and make financial arrangements as outlined in the manual. It is the responsibility of the clubs traveling to ensure that all paperwork and information is submitted as necessary.

Know what can and cannot be reimbursed as well as the documentation needed. Itemized receipts are required for ALL reimbursements from the University of Houston, no exceptions. Receipts must clearly state the purchase, the vendor, the date and time, and the cost. This information needs to be turned in within three business days of returning in order to start the reimbursement process.

Unless otherwise noted, documentation requirements for a group travel voucher are the same as those stated in MAPP 04.02.04A (state-appropriated funds) or MAPP 04.02.04B (local funds), depending on the source of funds used.

Hotel Guidelines
Hotel reservations will not automatically be approved. The SC Administration has the discretion to make changes or deny any request. Hotels room assignments require 4 to a room and only same gender in rooms. All hotel reservations must be made by clubs, with the reservation forwarded to the SC Coordinator.
Transportation Guidelines

Vehicle Usage
Organized student travel may require use of various modes of transportation. Each form of transportation requires students to follow common and mode-specific safety precautions. In addition to applicable international, federal and/or state laws and using sound judgment when traveling, students must follow the safety provisions applicable to the specific mode of travel involved and travel conditions.

Use of personal vehicles by students - Students driving privately owned vehicles for organized student travel (as defined in the Purpose) within the U. S. must have a valid Texas or other state driver license and possess personal automobile insurance coverage as mandated by the State of Texas, and their vehicles must have a current state inspection and registration. **Students must also complete the vehicle consent form with a copy of driver's license, and automobile insurance and Motor Vehicle Request Form**

Rental Vehicles
Vehicles may be rented from outside agencies for off-campus travel; however, the club will assume full responsibility for any and all damages to rented vehicles. **Students must also complete the Private vehicle consent form with a copy of driver’s license, and automobile insurance and Motor Vehicle Request Form**

Use of university owned or leased vehicles - When using vehicles owned or leased by the component university or their employees for student travel, such travel must be in compliance with SAM 03.E.06. This SAM articulates the System policy for the use of vehicles owned, leased or rented by component universities by establishing standards for granting driving privileges, insurance coverage and reporting requirements when there are accidents and/or losses. **Students must also complete the Private vehicle consent form with a copy of driver's license, and automobile insurance and Motor Vehicle Request Form**

Commercial travel – Students traveling by commercial transportation, whether domestic or international, must comply with all laws regulating travel and the rules of the specific carrier.

Vehicle Safety guidelines for drivers and occupants

Drivers and occupants engaged in student travel must act responsibly and use sound judgment when traveling.

*The following safety tips are recommended:*

- Obey all traffic laws and regulations, including posted speed limits
- Not drive under the influence of alcohol or illegal drugs or transport or possess alcoholic beverages, illegal drugs, unauthorized firearms or other types of weapons; and
- Ensure that the vehicle in which the group or individual is traveling has appropriate insurance as mandated by the State of Texas, as well as a current state inspection and registration

*Drivers and occupants are highly encouraged to comply with the following:*

- Wear seat belts at all times; the number of occupants in the vehicle must not exceed the number of seat belts;
- Ensure the vehicle manufacturer’s recommended load capacity is not exceeded; and
- Avoid horseplay, racing or other distracting or aggressive behavior.
Drivers engaged in student travel are encouraged to follow safe driving and traveling practices, including the following:

- Begin the trip well rested;
- Notify Sport Club Coordinator upon departure and arrival;
- Avoid driving when conditions are hazardous (this includes but is not limited to fog, heavy rain, snow or ice conditions). Be prepared to stop the trip and check into a motel when fatigue or travel conditions warrant;
- Plan routes in advance, and carpool and caravan when possible;
- Divide the trip into segments, stopping for rest as necessary;
- Carry at least one cellular telephone or other two-way communication device in each vehicle for emergency purposes;
- Establish a reasonable departure and arrival time to and from the activity or event;
- Avoid driving between midnight and six a.m.;
- Have at least one other approved component university driver in the vehicle. It is recommended that drivers rotate every two hours. A passenger or second driver should ride in the front passenger seat and remain awake at all times to help the driver maintain alertness;
- Carry a flashlight and approved fire extinguisher; and
- Avoid taking medication prior to driving that may impede your ability to operate a motor vehicle. Consult with your physician concerning the administration of medication and related restrictions.
FINANCE

UH Sport Clubs are funded several ways: departmental allotment, member dues, sponsorships, donations, and club initiated fundraising. Self-support is an essential principle of any sport club program. Requiring clubs to earn a percentage of their budget assures members take an active and serious interest in the continued existence of the club. In support of a quality program, the Department of Campus Recreation may provide supplementary financial assistance to each club when funds are available.

Club Funding
Sport Club funds must be used for the benefit of the entire group according to University rules and regulations.

Funds for Sport Club activities will normally come from the following sources:
- University Allocated Funds
- Level Funding
- Administrative Compliance Funding (ACF)
- Membership dues
- Fundraising activities
- Donations from individuals and corporations.

University Allocated Funds
Although sport clubs are encouraged to support their programs through resources within the club, University allocated funds are available through the Department of Campus Recreation via the budget allocation process.

1. Budget requests (Appendix D) must be submitted to the Coordinator by the designated deadline. Clubs, who fail to submit the budget request by the designated deadline, may not receive funds for the academic year.
2. A budget hearing will be held in the spring semester for the upcoming academic year. During this hearing club presidents’ will defend their budget request to SC Administration.
3. Clubs may request funding for the following items:
   a. Equipment that will be utilized by the entire club
   b. Uniforms
   c. Athletic trainers for home games
   d. Event/trip registrations
   e. Conference, league or association fees
   f. Official fees
   g. Dues for state, regional, or national organizational membership
   h. League insurance coverage costs
   i. First Aid Supplies
   j. Other costs as approved by the Department
4. Clubs must receive approval from the Coordinator before University Allocated Funds and off-campus funds may be expended.

Allocated Fund Disbursement Procedures:
1. Requests involving University Allocated Funds must be submitted to the Coordinator no less than 30-days prior to the needed date.
2. All Requests, regardless of fund source, must be approved by the Coordinator before they can be processed.
3. Club members may not personally purchase items that were purchased for the club with University Allocated Funds.

NOTE: Any item purchased with University allocated funds is university property
Level Funding

Level funding is the money a club is awarded based on their tier placement. Clubs will be placed in Level 1-3. The clubs placement in a tier depends on how long they have been established, and if the club is in good standing with the SC Office. Levels affect how much money a club can receive through Sport Clubs, and placement will be based on the decision of the Coordinator, AD, and SC administration. Please see the section, Sport Club Classification for more information.

- Level 1 - $750
- Level 2 - $500
- Level 3 - $250
- Level 4 - $0/Suspended access to Campus Rec Funds

Administrative Compliance Funding (ACF)

ACF is the remaining monies that teams can earn by following policies and procedures, completing all forms and documents on time, attending all scheduled meetings and representing the University with pride and honor at all times. This amount will be based on a point system and will be awarded the following year.

Membership Dues

It is highly recommended that clubs set dues for membership. Each member is responsible for paying their share of the dues for the club in a timely manner. Clubs may set their own dues amount. The Treasurer will keep an account book regarding dues and deposits of dues.

Fundraising

Fundraising activities are essential for any organization to survive. Complete solicitation policies for student organizations are listed in the University of Houston Handbook and the Student Organizations Handbook.

Food and beverage may be sold or distributed on campus only through registered student organizations and university departments. The sponsoring group must secure a Temporary Food Dealer's Permit from the Environmental Health and Physical Safety Office, General Services Building, Room 17, 713-743-5858. This approved permit must then be submitted to the Reservations Office, University Center prior to receiving confirmation for an event. An organization may conduct a food or beverage sale no more than twice a month.

Suggestions for Successful Fundraising

- Determine why fundraising is essential.
- Develop a fundraising officer position.
- Recruit and motivate team members to become involved.
- Keep all receipts and record transactions as necessary
- Record all information regarding the fund-raising event to help future team members in planning similar events

Considerations When Fundraising

- How much money does your club want to raise?
- What is the cause of your club’s fundraiser?
- Who is the target market for your fundraiser?
- What special events can best serve the target market?
- How much money will the club have to put up front for the fundraiser?
- When is the most opportune time to begin the fundraiser?
• Where would be the best location for the fundraiser to take place?
• What must be done for the fundraiser before, during and after the event?

**Donations**

Any donations to a club must be processed through the Campus Recreation Office and University Development Office in order for the donor to receive any tax benefits. Clubs anticipating donations (money or materials) should consult the Sport Club Coordinator.

**Off-Campus Bank Accounts**

Each club is encouraged to open an on-campus bank account with Woodforest National Bank. Writing checks should require two signatures. One of these signatures should be the President or Vice-President and the second signature should be the Treasurer of the club.

**How should you handle the money collected?**

• Fill out a Woodforest deposit slip
• Make sure you indicate where the money came from (merchandise, donation, club dues)
• Make a copy of the deposit slip for the club records
• Place the original deposit slip and all money (checks and cash) in an envelope and take it to the CRWC to be reviewed by the Sport Club Coordinator.
• After being counted in the presence of the Sport Club Coordinator and a club officer, take the money and deposit by the next business day.
• Have club treasurer keep copies of all deposit receipts.

**When should you do this?**

• Every time money is collected or at least once a week

**Administrative Compliance Funding Program (ACF)**

Sport Club funding is distributed to the clubs according to each individual clubs fulfillment of the Administrative Compliance Funding Program (ACF) requirements. Points will be awarded to teams as outlined in the ACF. The total dollars available for allocation will be divided by the cumulative number of points earned by all clubs throughout the previous academic year. This method will determine a dollar value to be assigned to each point. Each club’s earned points will then be multiplied by this value to determine the funding to be allocated to each. This will be calculated as a percentage of the total budget for all clubs based on their projected “need” for the current year. Any club who fails to meet with Sport Club Administration by the announced deadline to create their budget will forfeit their opportunity to receive funding from this method.

**COMPLIANCE CATEGORY #1: MEETING ATTENDANCE**

There will be an officers training and monthly meetings during the academic year. The monthly meetings will be 30-60 minutes in length and located in the CRWC. Points will be awarded according to how many monthly meetings are attended by the club.

**Point Breakdown:**

- Attendance at 8 meetings: 8 points
- Attendance at 7 meetings: 7 points
- Attendance at 6 meetings: 6 points
- Attendance at 5 meetings: 5 points
- Attendance at 4 meetings: 4 points
- Attendance at 3 or less meetings: 2 points
COMPLIANCE CATEGORY #2: DOCUMENTATION
Throughout the year, the Sport Club Program requires that all clubs complete and turn in a number of forms and reports. The deadlines for these forms are outlined on the annual calendar handed out at the SC Officer Orientation. These forms are extremely important for both record keeping and risk management/liability purposes. All forms are available at the SC Office as well as online through CR home page.

Points will be awarded for completing the following documentation by the deadline:

1. Practice Schedules
   a. A practice schedule is required for fall and spring semesters. If your club does not have a practice scheduled for a semester you are still required to document that on the form. Please fill out the Facility Request Form located online or in the SC Office.
   b. If the club fails to turn in the form by the deadline, no points will be awarded to the club and your club will not have priority for space.

Point Breakdown:
   FS - 2 points
   SS - 2 points

2. Event Schedules
   a. An event schedule is required for fall and spring semesters. If your club does not have an event schedule for a semester you are still required to document that on the form.
   b. To be turned in at the SC Office as soon as possible depending on your league scheduling or tournament scheduling. Please try and have game schedules in by September 15 for fall, and February 7 for spring.
   c. If the club fails to turn in the form in a timely manner, no points will be awarded to the club and your club will not have space for competitions.

Point Breakdown:
   FS - 1 point
   SS - 1 point

COMPLIANCE CATEGORY #3: TRAVEL FORMS
Clubs travel frequently for competitions. It is extremely important for risk management, liability, and record keeping purposes that the SC Office is aware of every instance that a club team or a member of a club team travels for a club related function.

a. An Event Agreement Form must be turned in to the SC Office no later than 20 business days prior to the date of departure.
b. A Travel Roster Form and notification of REIMBURSEMENT must be turned in to the SC Office no later than 15 business days prior to the date of departure.

c. Post Game Report must be submitted within 5 business days of event

d. Only travel rosters that are turned in on time, and have results recorded with be considered complete as its relates to the points system

Point Breakdown:
   • Each travel roster completed and in on time, with recorded results: 5 points

COMPLIANCE CATEGORY #4: DISCIPLINE
As students of the University of Houston, club members have an obligation to conduct themselves and their organization in a manner compatible with the University’s philosophy and function as an educational institution. Members of Sport Clubs are expected to act in a mature and responsible manner both on and off campus and especially while participating in club activities. Inappropriate conduct or actions while participating in any Sport Club related activity, including misuse of equipment or facilities will jeopardize the club’s continued status as a recognized
Sport Club. Furthermore, club members who participate in inappropriate activities that violate University policies, campus regulations, or state or federal laws will be subject to disciplinary action by the Campus Recreation Department, University of Houston, and/or appropriate legal authorities. A more detailed description of disciplinary actions and consequences are listed in the Sport Clubs Handbook. Please refer to the manual for further information. Points will be awarded to those clubs that have no disciplinary violations.

Point Breakdown:
- No disciplinary violations: 5 points/semester
- One or more disciplinary violations: 0 points/violation

COMPLIANCE CATEGORY #5: COMMUNITY SERVICE
The Sport Club Program encourages clubs to become involved in hosting Special Events and to participate in Community Service projects. Involvement in these unique opportunities can provide an excellent learning experience for a club and its members. Special events such as hosting a city or regional tournament will provide the club members with experience in organizing events, sponsorship, marketing, leadership, time management and many more skills. Involvement in Community Service projects helps to create a positive image of your club and the Sport Club Program. If your club has an interest in participating in Community Service or hosting an event, please come to the SC office and meet with the AD and GA-SC.

In order for the club to receive points for the activity:

1. Register the Community Service activity at the SC office ten (10) days prior to the start of the event.
2. Results of the event must be reported to the Sport clubs office within three (3) days of the conclusion of the event. As a guideline for Community Service activities, at least one-quarter of the team members must participate in order to receive points.

A COMMUNITY SERVICE EVENT will be defined as an activity in which at least one-quarter of the team members on the official roster participate. The main goal of participating in the event will be to serve a community or philanthropic group. The Club itself shall not receive any personal benefits for its involvement in the activity.

Point Breakdown:
- Community Service: 5 point for every event committed to (up to a MAX of 40 points per year)
  o These points will be awarded after the club has met their minimum community service hours requirement based on tier
DISCIPLINE

University of Houston Code of Student Conduct
Any Sport Club violating a regulation of the University or a policy of the Department of Campus Recreation as outlined in the University of Houston Handbook or Sport Club Handbook is subject to disciplinary action as outlined in this handbook and the Code of Student Conduct (University of Houston Handbook). The Dean of Students office will evaluate, investigate and process any major violations of University or Departmental policies and regulations. If necessary the Dean of Students office will work with and through the Campus Recreation Department to administer any punishments or consequences.

Minor violations will be handled within the Department of Campus Recreation. The Dean of Students Office may be made aware of any violations and/or punishments. The Assistant Director and Sport Clubs Coordinator will be the administrators in charge with appellate jurisdiction resting with the Associate Director and/or Director of Campus Recreation.

Alcohol Policy
The transportation and/or consumption of alcoholic beverages is strictly prohibited while traveling on University-sponsored Sport Club events. Any deviation from this policy will result in immediate dismissal from the sport club program and referral to Judicial Affairs.

Hazing Policy
The Department of Campus Recreation and the Student Code of Conduct prohibits any form of hazing in University of Houston student organizations. Hazing is referred to as “any act that endangers the mental or physical health or safety of a person, embarrasses, frightens, or degrades a person or that destroys or removes public or private property, for the purpose of initiation, admission into, or affiliation with, or as a condition for continued membership, in a group, organization or team.”

Discipline
The disciplinary process has been developed to assist club representatives to identify transgressions that may have negatively affected the club. Disciplinary violations will be defined as either minor or major violations of University of Houston, Department of Campus Recreation and/or Sport Club policy. The following information pertains to the disciplinary procedures that will follow violations of the University of Houston, Campus Recreation, and/or Sport Club policy.

Minor violations may include, but are not limited to, failure to:
- Attend a mandatory sport club/organization meeting without notification
- Submit required paperwork by deadline date.
- Abide by equipment policies and procedures.
- Inform Campus Recreation that the club will not be using its allotted facility space.
- Obtain authorization to use a facility.
- Timely communication with the Sport Club Coordinator when requested.
- Obtain publicity approval for postings.

1) First Violation

A club’s first violation of University of Houston, Campus Recreation, and/or sport club policy during the academic year may result in a formal written reprimand from the Department of Campus Recreation which documents the club’s transgression of a specific policy.
• The purpose of the written reprimand is to ensure that all the club officers are clearly informed of the violation and the disciplinary action that will be taken if the club commits another violation. This information will enable the club officers to educate the entire club membership and ensure the club does not commit any further transgressions of Campus Recreation and/or University of Houston policy.
• The reprimand will require the signatures of the Sport Club Coordinator and the Club’s President.
• The Club President must notify the entire club/organization that the club has received a disciplinary action.
• The Sport Club Coordinator will notify all club officers via email providing a copy of the discipline form. This notification will ensure that all officers are informed of all club activities and enable them to take an active role in the leadership of their club.

2) Second Violation

Once a club has violated University of Houston, Department of Campus Recreation, and/or sport club policy for a second time the club may receive a more severe disciplinary action.

Possible actions may include but are not limited to the following:
• Meeting will take place with SC Administration
• All sport club activity may be suspended
• Facility use and priority scheduling may be denied
• The Club President must sign the discipline form verifying that he/she understands the club violation of policy and the disciplinary action taken. The purpose of this discipline form is to educate the club of their second violation, the disciplinary action taken, and the ramifications of any further violations of Campus Recreation or University of Houston policy.
• The Associate Director of Campus Recreation is notified in writing of the club’s transgression of policy.
• All club officers must schedule a meeting with the Sport Club Coordinator and Assistant Director to discuss a plan of action to ensure that the club does not commit any further violations.
• Funds from the allotment can be removed as part of the sanction
• Funds can be suspended or frozen
• Clubs may only be suspended with approval of the Associate Director.
• If the club is suspended, final determination will be made after the meeting as to when the club will be able to continue activity.
• At this point in the disciplinary process, the entire club will be notified via email of the violation and subsequent consequences.

3) Three or More Minor Violations

Once a club is disciplined for a third time within an academic year, the disciplinary action taken will be severe and the club may risk losing all rights and privileges as a sport club within Campus Recreation and University of Houston.

• A meeting will take place with SC Administration
• The Associate Director of Campus Recreation are immediately notified in writing of the club’s transgression of policy.
• The club is placed on administrative suspension during which all activities are stopped and an evaluation of the future operations of the club will be determined.
• Funds are frozen and/or rescinded.
• Facility use and priority scheduling will be suspended immediately.
• SC Administration staff will meet to evaluate club operations and determine if the club will be reinstated with administrative stipulations, moved to a probationary status or disbanded.
• Once the final decision is made by Campus Recreation, the Sport Club Coordinator will notify all club members via email providing a copy of the final decision.

It is vital that club members understand that their actions directly impact the existence of their club. If a club continues to encounter problems, those actions will directly impact future decisions concerning the club’s reinstatement.

Please be advised that the above system for instituting penalties is the normal discipline procedure for a club to reach demotion in membership status, suspension, and/or expulsion from the Sport Club Program. The Department of Campus Recreation reserves the right to reprimand clubs more severely for gross transgression of Sport Club Policies and Procedures.

**Appeal Process**

It is the right of the club, its officers and members to appeal any decisions that are made regarding sanctions that are handed down by the Sport Club Coordinator. All appeals on any disciplinary decisions can/should be made to the Assistant Director of IM, SC, and Camps for Campus Recreation within 48 hours of notification. The Assistant Director may ask to meet with the club and/or individual members to gather more information. The Department of Campus Recreation and its staff, may use professional discretion when necessary, to make adjustments and exceptions to any departmental or Sport Club policy, procedure and/or rule in the best interest of the entire program.