

Sonoma State University
Sport Club Manual
2014-2015

<http://www.sonoma.edu/campuslife/sports/>

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Chapter 1

Important Contact Information

Name	Title	Contact Number
Rob Smith	Campus Life Advisor	664-3949
Kaydee Blickenstaff	Sport Club Student Program Assistants	644-3808
Heather Howard	Director Center for Student Leadership, Involvement & Service	664-4323
Linda Williams	Associated Students Inc., Accountant	664-3998
Adam Rosenkranz	Associated Students Inc., VP Finance	644-4323
CSLIS	Center for Student Leadership, Involvement & Service	664-4323
ASI Front Desk	Associated Students Inc., Front Desk	664-3997
Recreation Center	Recreation Center Front Desk	664-4FUN
Jay Hanley	Recreation Center Reservations	664-3425

Chapter 2

Fall 2014 Meetings and Deadlines

Description	Date	Time/Location
Big Nite	Saturday, August 17 th	8:00-11:00pm Student Center Parking Lot
Involvement & Service Fair	Tuesday, September 9 th	11:30-1:00pm Seawolf Plaza
Safety Officer Mandatory Meetings *Attend one of the following	Tuesday, August 26 th Wednesday, August 27 th Thursday, August 28 th	Tues 6:00-7:00pm Wed 6:00-7:00pm Thur 10:00-11:00am Erin Fisher Room
Treasurer Mandatory Meetings *Attend one of the following	Wednesday, September 3 rd Thursday, September 4 th Friday, September 5 th	Wed 6:00-7:00pm Thur 10:30-11:30am Fri 1:00-2:00pm Erin Fisher Room
Sport Club Monthly Meetings	1 st Thursday of every month: Sept 4 th , Oct 2 nd , Nov 6 th , Dec 4 th	12:00-1:00pm Alexander Valley
CPR/1st Aid Trainings *Each team must have 2 trained members; one being the Safety Officer	Saturday, August 23 rd Wednesday, August 27 th Saturday, September 13 th *More dates upcoming	Sat 10:00-4:00pm Wed 5:00-11:00pm Sat 10:00-4:00pm Rec Center
New Sport Clubs Chartering Meetings All clubs will be considered inactive until Fall when paperwork is completed and approved by CSLIS *Attend one of the following	Tuesday, September 2 nd Wednesday, September 3 rd Thursday, September 4 th Monday, September 8 th Tuesday, September 9 th Wednesday, September 10 th Thursday, September 11 th	Tues 12:00-1:00pm Wed 4:00-5:00pm Thur 12:00-1:00pm Mon 12:00-1:00pm Tues 4:00-5:00pm Wed 12:00-1:00pm Thur 4:00-5:00pm Erin Fisher Room

Dead Line for Coaches to turn in CPR/1st Aid Certification	Friday, October 3 rd	5:00pm CSLIS
End of Semester Individual Sport Club Meeting This will be with your officers and the CLA	To Be Determined by all parties involved	CSLIS

Spring 2015 Meetings and Deadlines

Description	Date	Time/Location
Deadline for Charter Renewal All clubs will be considered inactive until Fall when paperwork is completed and approved by CSLIS	TBD	TBD
End of Semester Individual Sport Club Meeting This will be with all of your officers and the SCPA	To Be Determined by all parties involved	CSLIS
End of Year Report	Turned in at End of Semester Meeting	CSLIS
Sport Club End Of Year BBQ	TBA May	M Section Park

Chapter 3

Sport Club Program Mission

The Sonoma State University Sport Club Program offers the campus community competition, instruction, and recreation in a wide variety of sports and activities. Sport Clubs offer Sonoma State University students an alternative to intramural sports, kinesiology classes, and intercollegiate athletics. The level of competition varies from club to club. Some clubs compete against varsity teams from Division I, II, and III schools, while other clubs offer instructional and recreational opportunities.

The Sport Club programs are student initiated and student-run organizations that rely on the voluntary efforts of their membership in determining the scope of activities as well as the overall effectiveness of the clubs. Under the guidance of the student officers, clubs create their own schedules, organize travel arrangements, budget and monitor finances, establish their own bylaws and participate in organizational meetings held by the CLA. **The students run the club** and work with the CLA to comply with specific rules and regulations of Sonoma State University, Sonoma Student Union Corporation, the Associated Students Incorporated, CSLIS, the Sport Club Program and their sport's national governing bodies (NGBs).

The Sonoma State University Sport Clubs Program is committed to providing opportunities for competitive and recreational sports programming in order to promote student leadership, enrich the university experience, and foster the development of Mind, Body, and Spirit for the university community.

Goals of the Sport Club Program:

1. To provide opportunities that complement and enhance participant's educational experience.
2. To enhance individual leadership, organizational, and facilitation skills among the participants.
3. To promote student involvement and social responsibility.
4. To provide social, cognitive, and physical development opportunities.
5. To provide assistance, guidance, and resources for the clubs to effectively and successfully operate.

Chapter 4

Approval Process

Classification Purpose

The purpose of the classification system is to try to meet the needs of all the Sport Clubs that are recognized as chartered student organization on campus. Numerous Sport Clubs are thoroughly organized, have strong membership, and are competitive in nature, while many other Sport Clubs are organized informally, have fewer members, and gather around the shared experience and enjoyment of sport. Other Sport Clubs tend to have characteristics that fall somewhere in between the first two types of clubs.

Classification Process

1. In the fall, each returning Sport Club is asked to complete a charter renewal packet and new Sport Clubs are asked to complete a new sport club charter packet. In order to charter or renew a Sport Club charter, a member must pick up the forms from the CSLIS office. On the petition (for a new club) and on the renewal (for a returning club) you will indicate your club's desired tier. This paperwork will be turned into the CLA by the designated deadline. After the paperwork has been reviewed, the CLA will decide upon recognition status.
2. Further information may be requested to justify a club's status based on fulfillment of responsibilities outlined in the classification system. The qualifications of a tier must be met for two consecutive years to be eligible for a Tier I standing.
3. The CLA will review and verify all information. Those clubs that indicate a desire to remain in the same category will also be reviewed.
4. Each club will receive documentation with explanation of their tier designation. (An email is considered documentation.)

Eligibility

To be recognized as a Sport Club, each club must have a minimum of five participating members. To be an eligible member, all participants must be full time Sonoma State University Students.

How to Start (Charter) a Sport Club

1. Do you have at least five members?
2. Do you have an advisor? (see page 16 for information on the role of an advisor)
3. If the answer to the first two questions is yes, go to number 4. If the answer to one of the first two questions is no, stop by the Student Center 2nd Floor to talk with the Sport Club Coordinator and the CLA to receive direction in fulfilling the first two requirements.
4. Pick up a New Sport Club Charter packet from the CSLIS Office in the Student Center 2nd Floor.

5. Complete the packet with all additional information outlined in the charter packet and return to the Sport Club Coordinator or CLA in the CSLIS Office on the 2nd floor of the Student Center.
6. Once the Sport Clubs Coordinator and the CLA approve your charter packet, the CLA will review for University recognition. Please note if any of your paperwork is missing or incomplete your club will not be eligible for approval.
7. Before your Sport Club may be officially chartered, your President and/or Treasurer must attend a mandatory charter meeting with a representative from the CSLIS to discuss the privileges and responsibilities of a chartered student organization. Once, you're Sport Club President and/or Treasurer have attended this meeting your Sport Club will be a recognized Sonoma State University Sport Club. Please note that your club will only be recognized as a Sonoma State University Sport Club if your charter packet is complete, up to date, and your club remains in good standing with the CSLIS, Associated Students, Inc. and Sonoma Student Union Corporation. A designated Sport Club officer from your club must attend a monthly meeting (Sport Club Council) to remain an active Sport Club. (Please see mandatory dates in the beginning of this manual and refer to the section on Mandatory Sport Club meetings in this chapter.)

How to Renew a Sport Club Charter

1. Pick up a charter renewal packet from the CSLIS office in the Student Center 2nd Floor.
2. Complete the packet and return to the Sport Club Coordinator or CLA in the CSLIS office in the Student Center 2nd Floor.
3. Once the Sport Club Coordinator and the CLA approve your charter renewal packet, the CLA will review for University recognition. Please note if any of your paperwork is missing or incomplete your club will not be eligible for approval and will be placed in your mailbox.
4. Before your Sport Club may be officially chartered, your President and/or Treasurer must attend a mandatory charter meeting with a representative from the CSLIS to discuss the privileges and responsibilities of a chartered student organization. Once, your Sport Club President and/or Treasurer have attended this meeting, your Sport Club will be a recognized Sonoma State University Sport Club. A designated Sport Club officer from your club must attend a monthly meeting (Sport Club Council) with the Sport Club Coordinator and the Sport Club Director to remain an active Sport Club. (Please see mandatory date in the beginning of this manual and refer to the section on Mandatory Sport Club meetings in this chapter.)

Obligations of a Recognized Sport Club

1. Attend all meetings that are mandatory by the Sports Club Program and the CSLIS.
2. Adhere to the organization's approved constitution and bylaws; review club constitution and bylaws annually and update as necessary.
3. Check the assigned Sport Club mailbox in the CSLIS in the Student Center a minimum of two times a week. This is the primary means of communication between the Sport Club and the Sport Club Program, CSLIS, Associated Students accounting office and other "official" club business.

YOUR ADDRESS:

Center for Student Leadership, Involvement & Service
(Club Sport Name)
1801 E. Cotati Ave.
Student Center,
Second Floor
Rohnert Park, CA 94928

4. Maintain a copy of the Sport Club manual available as a resource; you are responsible for the information and upholding the standards set in the manual.
5. Adhere to all CSU, local, state and federal laws. (Please review Chapter on Club Conduct.)
6. Adhere to all SSU policies and procedures pertaining to clubs.
7. When representing a Sport Club remember that Sonoma State University, Sonoma Student Union Corporation, and CSLIS are all being represented. When using fliers, websites, and social media, be aware that the Sport Club Program will monitor these and proper representation of the school and program should be used at all times.
8. Provide accurate and truthful information in all club transactions and upon request.
9. Maintain a club account with the Associated Students, Inc. and fulfill all financial obligations, complete the "ASI Club Account Trust Account" and the "Student Union Signature Authorization Form". These two forms will enable you to have access to your funds and charge services against your club account, and are available in your charter/charter renewal packets.
10. Provide the CLA and the SCPA immediately with any changes in contact information, meeting times, etc., and complete a Sport Club Update Form when changing officers. The Sport Club Update Form is available in the CSLIS office or on the CSLIS Sport Club webpage.

Mandatory Meetings

Charter and Re-Charter Meeting

Each year attendance is mandatory at the CSLIS re-chartering meeting. Please see the date for this meeting in Chapter 2. Your club will not be recognized for the new year until your Sport Club President AND Treasurer attend this meeting and hand in a completed charter packet to the CLA.

Sport Club Monthly Meetings

Sport Clubs representatives are required to attend a once-a-month Sport Club Council meeting. Each Sport Club shall have their Sport Club Council representative attend each Sport Club Council meeting and report all the information discussed at these meetings back to their club members. A Sport Club Council representative must be the President, Vice-President, Treasurer or Risk Manager of a particular club, unless otherwise approved by CLA or SCPA. The same individual shall attend all the meetings. If this individual cannot be present, he/she *must* notify the CLA and the SCPA, with advance notice, as to who will attend in their place.

The Sport Club Council meetings serve several purposes. First and foremost, it is a time for all clubs to gather and create a forum where information and ideas can be conveyed and obtained about the Sport Club program as a whole and individual club success and struggles. Council meetings also serve the opportunity for the Sport Club administration to conduct business, convey information about policies and procedures, and remind clubs of upcoming schedules and important deadlines. Sport Club Council representatives will also be asked to hear appeals from those clubs given notification of violations and wishing to petition.

Individual Sport Club Meetings

At the end of the fall semester, an individual Sport Club meeting will be scheduled for all Tiers. Each Sport Club with all officers' present are to meet with the CLA and the SCPA to discuss issues that pertain to the particular Sport Club. These meetings are essential to creating a communication link with the Sport Club Program and assisting with the club's transition from semester to semester.

End of Year Meeting

At the end of the academic year, each Sport Club's current officers and next year's officers are required to attend a meeting with the CLA and the SCPA to discuss the transition into the next academic year, including topics such as new officer responsibilities and contact information, fundraising plans, practice schedules and fall semester deadlines.

End of Year Report

The current officers are required to have completely filled out the end of semester report and submit it to the CLA no later than the scheduled End of Year Meeting with the individual Sport Club. See appendix for the end of semester report.

Chapter 5

Club Conduct

The underlying concept of the university's standards of student conduct is that students, by enrolling in the university, assume an obligation to conduct themselves and their organization in a manner compatible with the university's function as an educational institution. This includes both on and off campus Sport Club events. Discipline, as a result of student misconduct, is covered extensively in the California State University publication, Regulations Implementing System-wide Policies Applying to Campus Activities, Organizations and Students. Violation of University policies or campus regulations may result in revocation of Sport Club charter and/or other disciplinary action to the Sport Club members involved.

California Code of Regulations Title 5, Article 2. Student Discipline

Any students may be expelled, suspended, placed on probation, or given a lesser sanction for one or more of the following causes, which must be campus related:

- (a) Cheating or plagiarism in connection with an academic program at a campus.
- (b) Forgery, alteration or misuse of campus documents, records, or identification or knowingly furnishing false information to a campus.
- (c) Misrepresentation of oneself or of an organization to be an agent of the campus.
- (d) Willful, material, and substantial obstruction or disruption, on or off campus property, of the campus educational process, administrative process, or other campus function.
- (e) Physical abuse on or off campus property of the person or property of any member of the campus community or of members of his or her family or the threat of such physical abuse.
- (f) Theft of, or non-accidental damage to, campus property, or property in the possession of, or owned by, a member of the campus community.
- (g) Unauthorized entry into, unauthorized use of, or misuse of campus property.
- (h) On campus property, the sale or knowing possession of dangerous drugs, restricted dangerous drugs, or narcotics as those terms are used in California statutes, except when lawfully prescribed pursuant to medical or dental care, or when lawfully permitted for the purpose of research, instruction or analysis.
- (i) Knowing possession or use of explosives, dangerous chemicals, or deadly weapons on campus property or at a campus function without the prior authorization of the campus president.

- (j) Engaging in lewd, indecent, or obscene behavior on campus property or at a campus function.
- (k) Abusive behavior directed toward, or hazing of, a member of the campus community.
- (l) Violation of any order of a campus president, notice of which had been given prior to such violation and during the academic term in which the violation occurs, either by publication in the campus newspaper, or by posting on an official bulletin board designated for this purpose, and which order is not inconsistent with any provisions of this section.
- (m) Soliciting or assisting another to do any act which would subject a student to expulsion, suspension, or probation pursuant to this Section.
- (n) Unauthorized recording, dissemination, and publication of academic presentations for commercial purposes. This prohibition applies to a recording made in any medium, including but limited to, handwritten or typewritten class notes.
 - (1) The term “academic presentation” means and lecture, speech, performance, exhibition, or other form of academic or aesthetic presentation, made by an instructor of record as part of an authorized course of instruction that is not fixed in a tangible medium of expression.
 - (2) The term “commercial purpose” means any purpose that has financial or economic gain as an objective.
 - (3) “Instructor of record” means any teacher or staff member employed to teach courses and authorize credit for the successful completion of courses.
- (o) For purposes of this Article, the following terms are defined:
 - (1) The term “member of the campus community” is defined as meaning California State University and Colleges Trustees academic nonacademic and administrative personnel, students, and other persons while such other persons are on campus property or at a campus function.
 - (2) The term “campus property” includes:
 - (A) real or personal property in the possession of, or under the control of, the Board of Trustees of the California State University and Colleges, and
 - (B) all campus feeding, retail, or residence facilities whether operated by a campus or by a campus auxiliary organization.
 - (3) The term “deadly weapon” includes any instrument or weapon of the kind commonly known as blackjack, sling shot, billy, sandclub, sandbag, metal knuckles, any dirk, dagger, switchblade knife, pistol, revolver, or any other firearm, any knife having a blade longer than five inches, any razor with an unguarded blade, and any metal pipe or bar used or intended to be used as a club.
 - (4) The term “behavior” includes conduct and expression.

- (5) The term “hazing” means any method of initiation into a student organization or any pastime or amusement engaged in with regard to such an organization, which causes, or is likely to cause, bodily danger, or physical or emotional harm, to any member of the campus community; but the term “hazing” does not include customary athletic events or other similar contests or competitions.
- (6) The causes for discipline in this section shall, as appropriate, include computer-related crimes as provided in Section 502 of the Penal Code.
- (p) This Section is not adopted pursuant to Education Code Section 89031.
- (q) Notwithstanding any amendment or repeal pursuant to the resolution by which any provision of the Article is amended all acts and omissions occurring prior to that effective date shall be subject to the provisions of the Article as in effect immediately prior to such effective date.

NOTE: Authority cited: Sections 66300, 66452 and 89030, Education Code. Reference: Sections 66300 and 66450 et seq. Education Code; and Section 502, Penal Code. Revised: 7/04

Nondiscrimination and Hazing

Sonoma State University is committed to providing an environment free of discrimination and/or harassment. Discrimination and harassment interferes with educational performance, work, and creates an atmosphere of intimidation, low morale and hostility that the university will not tolerate. If a member of a Sport Club wants to report a case of discrimination, hazing or harassment, please see the Sport Club Coordinator or the Manager of Employee Relations and Diversity, Kathy Anderson, in Salazar 2078A, 664-2281

Sport Clubs are required to sign a *statement of prohibition of hazing and nondiscrimination of members* during the charter and charter renewal process.

Violation System

Sport Clubs are required to comply with university policies, campus regulations, as well as the policies outlined in this Sport Club Manual. Failure to comply with any of these policies will result in fines and/or the loss of Sport Club status or other administrative actions.

Defining Violations

Violations	1st Occurrence	2nd Occurrence	3rd Occurrence & there on.
Failure to submit <i>Release of Liability</i> prior to his/her participation	\$50 - #1	\$100 - #2, #4, #5	\$200 - #3, #4, #5 & Frozen AS Account
Failure to submit <i>Travel Itinerary Form</i> two business days in advance of travel departure	\$25 - #1	\$100 - #2	\$200 - # 3, #4, #5 & Frozen AS Account

Failure to submit/update <i>Personal Vehicle Release Form</i> and insurance, and all the driver's license(s) two business days in advance of travel departure	\$25 - #1	\$50 - #2	\$100 - # 3, #4, #5 & Frozen AS Account
Failure to submit required forms by indicated deadlines (examples include but are not limited to Charter Renewal Packet & End of Year Report)	\$25	\$50 - #1	\$100 & Frozen AS Account
Failure to attend mandatory meetings	\$25	\$50 - #1	\$100 & Frozen AS Account
Failure to turn in Coaches Contract or CPR/1st Aid Cert	\$25 (after 30 days of coaching) #1	\$100 (after 31-60 days of coaching)	\$200 (after 61+ days of coaching) #2, #3, #4
Failure to turn in pay vouchers for fines within the ten days	\$25	\$50 - #1	\$100 & Frozen AS Account
Failure to represent SSU in a positive manner that results in disciplinary action from the University	\$100 #1, #2, or #3 & Frozen AS Account	#2, #3, #4 & Frozen ASI Account	#2, #3, #4, #5 & Frozen ASI Account
Misuse of University facilities or club property (When reported SCC will look into each situation)	\$100 #1, #2, or #3	#2, #3, #4 & Frozen ASI Account	#2, #3, #4, #5 & Frozen ASI Account

1. Must meet with the Sport Club Coordinator.
2. Loss of funding for next match.
3. Lose eligibility to participate in next match.
4. May result in loss of club status.
5. May result in no funding or facilities for the following year.

Notification Process

A Sport Club in violation will receive an explanation of the violation and fine to the club president's email address. A Sport Club will have **10 days** from the date of the letter in which to appeal the fine. Sport Clubs guilty of committing a major and/or multiple infractions will be required to meet with the CLA and SCPA to discuss the seriousness of the offense and any disciplinary actions that may be warranted. The Sport Club may exercise the right to appeal.

After the second violation within one academic year, the club president may have to attend regular meetings with the CLA and SCPA for the remainder of the academic year.

Appeal Process

A Sport Club may appeal any disciplinary action within **10 days** from the date of the letter of notification of the fine in the following manner:

1. The club representative must notify the CLA and SCPA they wish to appeal the violation.
2. The club representative submits a written appeal to the Sport Club Council.
3. The club representative must present the appeal at the next Sport Club Council Meeting.
4. The attendees of the Sport Club Council will present recommendations to the CLA and the SCPA.
5. The Campus Life Advisor will make the final decisions.

Please note: Once the appeal has been heard and a decision has been made by the CLA and the SCPA, a letter of notification sent to the club president’s email address stating the decision. If the Sport Club is found in violation, the Sport Club will have 10 days from the date of the letter in which to appeal the fine.

Sanction System

Repeated violations of the Sport Clubs policies will result in sanctions given to the Sport Club. The sanction given and the punishments for each sanction will be determined by the severity of the violations.

Probation	Suspension	Expulsion
Earlier deadlines for paperwork	Compromised recruitment/tryouts	Loss of the ability to apply for grants
Additional meetings	Cancelation of practices/competitions	Loss of the ability to practice and compete as a Sonoma State Sports Club
	Additional Audits	Must apply to be reinstated as a Sonoma State Sports club

Title IX

Sonoma State University is committed to maintaining a campus environment for all members of the University community that is free from violence and to provide an environment free of discrimination and/or sexual harassment, including sexual assault. As an organization representing Sonoma State you are expected to adhere to all policies and regulations.

<http://www.sonoma.edu/crvd/>

Chapter 6

Administration and Leadership

Sport Club Administration

The CLA and the SCPA are the supervisors of the Sport Club Program. These two positions provide administrative support, assistance and advising in the areas of risk management, fundraising, organizational management, facility/field reservation and financial management.

Advisor

Each recognized Sport Club must have an active advisor selected from the full-time staff or faculty of Sonoma State University. Behind most successful student organizations is an effective advisor. An advisor provides the organization continuity from year to year by sharing club history and assisting new officers during the transition process. The advisor selected should be an individual who has a high interest level in the activity of the club and preferably some experience or expertise in the area of the activity. The advisor is a vital link between the club and the university, providing guidance and offering mature judgment and experience in program development.

**Please note that an advisor cannot be a coach as well. This is a separate position.

As a student organization at Sonoma State University, it is the club's responsibility to utilize the advisor and always maintain open communication lines. The following list is a guideline for working with your advisor:

- Have your advisor meet the members of your Sport Club.
- Make use of the advisor's knowledge of the University.
- Notify your advisor of your practice, meeting and competition schedules as soon as they are designated.
- Keep your advisor informed when they are unable to attend an event.
- When reserving facility and field space, your advisor is required to sign off on all Use of Facilities Forms.
- Keep your advisor informed when situations arise that may cause problems for the Sport Club. (i.e. injuries, financial difficulties, scheduling conflicts)
- Remember to show appreciation for your advisor. They are volunteering their time.
- The Sport Club should be willing to discuss any dissatisfaction it may have with its advisor and in turn, the advisor should be free to discuss his/her concerns. Open communication is the key to a successful relationship. If problems cannot be resolved, please see the CLA and the SCPA for mediation.

Advising a student organization can be both rewarding and time consuming. When selecting an advisor, keep in mind their previous commitments and attempt to find an advisor who is not already overworked and who is reasonably accessible. It can be frustrating to need an authorized signature and not be able to reach your advisor.

Coach

It is the club's responsibility to secure the services of a coach for its team. Sport Club members must select a coach who meets the specified requirements and will abide by the rules outlined below and stated in the Coach/Instructor contract. **The selection of the coach is subject to the approval of the Campus Life Advisor.** The Campus Life Advisor is to be included in the discussion for any hiring or firing of a coach before the team makes a final decision. The coach will be under the supervision of the individual Sport Club and will be required to complete a Coach/Instructor Contract. The coach should be an experienced individual who possesses technical knowledge of the sport and understands safe conditioning and training methods. Please note, a coach is required by a Sport Club to qualify as a Tier I.

**Please note that a coach cannot also be an official advisor to a club. This is a separate position.

Responsibilities of the coach:

- Be a positive role model for all participants.
- Develop, educate and improve individual and team sport skill.
- Assist club officers in scheduling games.
- Coordinate practices.
- Maintain current CPR and First Aid Certifications.
- Complete the University's Sexual Harassment Training.
- Uphold the Sport Club Programs Emergency Action Plan and Bloodborne Pathogen Standards.
- Attend and supervise games and practices.
- Encourage the Officers to complete all incident reports and turn them in to the SCC.
- Promote good sportsmanship on and off the field.
- Abide by all Sonoma State University and Sport Club Program policies and procedures.
- Submit coaching contract.
- Attend mandatory coaches meetings.
- Communicate with the Campus Life Advisor or Sport Club Program Assistant when necessary.
- Encourage club participants to engage in responsible and safe conduct in all club activities.

It is recommended that all Sport Club coaches purchase travel, medical and liability insurance. In addition, all coaches must exercise reasonable care in the execution of all coaching duties to reduce the risk of injury.

Tier I and Tier II Sport Club Coaches and Instructors who are non-students will receive a complimentary Recreation Center Membership. This is limited to a maximum of two Coaches/Instructors per Sport Club. Gratis memberships are extended for semester periods coinciding with the terms of the academic year. **Prior to each semester**, club coaches must submit a Recreation Center membership form to the Campus Life Advisor and the Sport Club Program Assistant who will present this to the Membership Coordinators after confirmation that a signed Coach/Instructor Contract is on file. The membership form yellow copy will be available for a Sport Club member to pick up in the Sport Club mailbox once it is approved. Once the club coach has their yellow sheet they can approach the front desk for a picture and their membership card will be ready in a week or two for pick up. Please do not expect the Recreation Center Front Desk Staff to allow

the Sport Club Coach/Instructor to be admitted because there is a practice scheduled. It is the Sport Club's responsibility to be proactive and obtain a Coach/Instructor membership in advance of when the Sport Club is planning to use the facility.

Coaches Contracts and Coaches CPR/1st Aid Certification needs to be turned in by Oct 3rd, 2014. If a coach is hired after that date, CPR/1st Aid Certification needs to be turned in within 30 days after the contract is signed.

Sport Club Officers Responsibilities

The Sport Club Officers collectively are responsible for:

1. Being thoroughly familiar with the Sport Club Manual
2. Completing an end of year report (due no later than your End of Year Meeting)
3. Providing the most up to date information to the CLA and the SCPA (i.e. changes in constitution, club roster & officer contacts from time of charter/re-charter)
4. Handing in proper forms by the deadlines given (i.e. Travel Forms)
5. Checking mailbox in the Student Center 2nd Floor at least two times per week
6. Acting as the communication link between advisors, coaches, sport club members, the CLA and the SCPA
7. Developing outreach for recruitment
8. Creating marketing and advertising events
9. Providing the CLA and the SCPA information for the Sport Club website and monthly newsletter
10. Identifying one officer as the Sport Club Council Representative (this individual is responsible for attending all mandatory Sport Club Council meetings)

President

This person is the primary student contact for the Sport Club. The responsibilities for this position tend to include but are not limited to:

1. Supervise all club meetings
2. Oversee development of club travel
3. Oversee Sport Club risk management practices (Turning in copies of participant CPR & First Aid Certifications and Completing the Incident Report Forms)
4. Lead the club through the Charter/Charter Renewal process
5. Work with Coach and Advisor
6. Provide leadership to club and its members
7. Attend monthly Sport Club meetings or find a designee to attend these meetings

Safety Officer

This person is the primary student contact for the Sport Club in regards to safety and travel. Many of these responsibilities include working hand in hand with the President.

1. Oversee that every participant has signed and turned in all waivers to the Student Activities desk
2. Oversight of the club including travel, waivers, game contracts, and lodging

3. Assist the President with other duties

Treasurer

This person's primary role is to oversee the financial standing of the Sport Club. The responsibilities for this position tend to include but are not limited to:

1. Keep the officers and members informed of the Sport Club's financial activities and standing
2. Prepare annual budget request
3. Monitor the Sport Club's budget
4. Collect all Sport Club dues and deposit into club account
5. Pay bills in a timely manner
6. Keep records of all transactions (i.e. deposits and payments)
7. Ensure that the policies listed in the ASI Handbook are adhered to. Please Note: Off campus bank accounts or holding funds in an individual's personal bank account is **strictly prohibited!**

Chapter 7

Executive Order 969

THE CALIFORNIA STATE UNIVERSITY
Office of the Chancellor
401 Golden Shore
Long Beach, California 90802-4210
(562) 951-4560
Executive Order: 969

Title:
Student Activities

Effective Date:
January 30, 2006

Supersedes:
No Prior Executive Order

This executive order develops and communicates systemwide policies, procedures, and/or guidelines for student organizations and activities.

Overall Program Evaluations

Campuses shall assess student organizations and activities programs biennially. The review shall include the assessment of such factors as risk management, program quality, student satisfaction, student participation growth, and how the student organizations and activities support the goals of the university. Campuses may develop an individual assessment instrument or select an existing assessment instrument, e.g., The Council for the Advancement of Standards in Higher Education (CAS) or CSU Quality Improvement (QI). The first report for the period of 2005-06 shall be submitted to the Office of the Chancellor, Student Academic Support, by August 15, 2006. Thereafter, biennial reports shall be submitted to the Office of the Chancellor by August 15 every even-numbered year.

Student Organizations

Campuses shall establish and publish procedures for formal chartering and recognition of student organizations in compliance with the following policies:

Formal chartering and recognition policies

Campuses shall comply with all student organization filing requirements described in California Code of Regulations, Title 5, Article 4 *Nondiscrimination in Student Organizations*, Sections 41500 (*Withholding of Recognition*), 41501 (*Definition of Recognition*), 41503 (*Filing Requisites*), and 41504 (*Penalties*). These sections require each student organization to deposit with the vice president of student affairs or his/her designee copies of all constitutions, charters, or other documents relating to its policies. Documents shall be refiled within 90 days after any substantive change or amendment.

No campus shall recognize any fraternity, sorority, living group, honor society, or other student organization that discriminates on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability. The prohibition on membership policies that discriminate on the basis of gender does not apply to social fraternities or sororities, or to other university living groups. Student organizations shall deliver to the vice president for student affairs or his/her designee a statement signed by the president or similar officer of the local student organization attesting that the organization has no rules or policies that discriminate on the basis of race, religion, national origin, ethnicity, color, age, sex, marital status, citizenship, sexual orientation, or disability. This statement shall be renewed annually.

The CSU Alcohol Policies and Prevention Program adopted by the CSU Board of Trustees at its July 2001 meeting (REP 07-0103) requires campuses to provide orientation programs for student organization advisers and for student officers that outline policies, expectations, and information on alcohol use/abuse. This orientation may be provided to officers of student organizations in writing or electronically, and an acknowledgement of completion of this orientation that includes the name of the student organization and student officer(s) shall be retained by the vice president of student affairs or designee. In addition, campuses shall advise student organizations and student officers about the California State University Student Conduct Code as revised in Title 5, California Code of Regulations by the CSU Board of Trustees at its November 2005 meeting (REP 11-05-07).

In recognizing student organizations, campuses are encouraged to consider such factors as the mix of students who reside on campus, students who commute, part-time and full-time students, students who are working while attending college, and other factors that will provide opportunities that meet the diverse needs of students seeking to affiliate with student organizations.

Withholding and withdrawing official recognition

Official recognition of any fraternity, sorority, living group, honor society, religious, political, special interest, professional/academic related, or other student organization that discriminates on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability shall be withdrawn. The prohibition on membership policies that discriminate on the basis of gender does not apply to athletic groups/clubs, social fraternities or sororities, or to other university living groups.

In addition, official recognition of a student organization may be withdrawn for hazing as defined in Education Code Sections 32050 and 32051. A description of hazing may be found in California Code of Regulations, Title 5, Article 2, *Student Discipline*, Section 41301(b)(8). Individual students may be disciplined for hazing under Section 41301(b)(8).

Campuses may establish codes of conduct for student organizations and procedures for sanctions against the organizations. Sanctions may include actions such as withdrawal of recognition, suspension of recognition for a specified period of time, probation (warning that might lead to a more severe sanction), restriction of privileges, reprimand, and restitution for losses caused.

Minimum number of students

Official recognition of a student organization requires a minimum of five (5) CSU students who are currently enrolled in at least one class. Up to a maximum of 20 percent of the members of a student organization may be individuals who are not CSU students, e.g., community members, students at other colleges. Only students enrolled at the CSU campus may vote on issues that come before the student organization. The vice president of student affairs or designee may waive the 20 percent and voting provisions for fraternities and sororities to accommodate such organizations as the National Panhellenic Council that includes representatives from non-CSU campuses. Documentation for this waiver shall include copies of national charters or other appropriate documentation, and these documents shall be submitted to the vice president of student affairs or designee. These are minimum requirements, and campuses retain authority to include additional requirements for recognition and/or to make the requirements listed here more limiting.

The president and treasurer of the student organization are required to meet the minimum requirements established for Minor Student Representative Student Officers.

Minimum Academic Qualifications

Students must be matriculated and enrolled at a CSU campus and maintain a minimum overall 2.0 grade point average each term. The student must be in good standing and must not be on probation of any kind.

Incumbent Unit Load

This requires undergraduate students to earn six semester (nine quarter) units per term while holding office. Graduate and credential students must earn three semester (four quarter) units per term while holding office. Students enrolled at quarter campuses must attend a minimum of two quarters during the academic year to maintain eligibility.

Incumbent Maximum Allowable Units

Undergraduate students are allowed to earn a maximum of 150 semester (225 quarter) units or 125 percent of the units required for a specific baccalaureate degree objective, whichever is greater. Graduate and credential students are allowed to earn a maximum of 50 semester (75 quarter) units or 167 percent of the units required for the graduate or credential objective, whichever is greater. Students holding more than this number of units will no longer be eligible for minor student government office.

Club advisors

Each officially recognized student organization must have a university advisor who is either a faculty member or professional member. Campuses may permit part-time faculty and professional staff as advisors, in addition to full-time. The California Code of Regulations, Title 5, Article 2, *Functions of Auxiliary Organizations and Requirement for Written Agreements*, Section 42500 does not list club advisement as an appropriate function for auxiliary organizations. Therefore, advisors should not be selected from such organizations. Campuses should develop a training and orientation program for university advisors to student organizations.

The CSU Alcohol Policies and Prevention Program adopted by the CSU Board of Trustees at its July 2001 meeting requires campuses to provide orientation programs for student organization advisers and for student officers that outline policies, expectations, and information on alcohol use/abuse.

Role of auxiliary organizations in recognizing student organizations

Campuses may not delegate the process of approving or managing student organizations or their activities. California Code of Regulations, Title 5, Article 2, *Functions of Auxiliary Organizations and Requirement for Written Agreements*, Section 42500 lists the functions that have been determined appropriate for auxiliary organizations to perform. This section does not specifically state that auxiliary organizations may engage in managing student organizations and approving student activities.

Auxiliary organizations may not provide auxiliary funds or facilities to student organizations that are not currently recognized by the campus. Funding and use of facilities are available only to student organizations that are currently recognized by the campus.

Minor Representative Student Officers

CSU's Minimum Academic Qualifications for Student Office Holders permits campuses to define minor student representative officers. As a result of the University Auditor Recommendation that the Chancellor's Office update and clarify existing systemwide policy for minor representative officers, CSU student presidents and treasurers of campus-approved student organizations and clubs shall be defined as minor representative student officers. Campuses retain the authority to define additional minor representative officers as appropriate.

Off-Campus Student Activities

Campuses shall comply with Section 41301, *Student Conduct*, of Title 5 of the California Code of Regulations adopted by the CSU Board of Trustees at its November 8-9, 2005 meeting. This section clarifies the university's authority for off-campus behavior that includes students who are members of clubs and organizations. The Student Conduct Code sets the standard of expected behavior and describes conduct that is unacceptable and subject to discipline through the university's disciplinary process.

Club Sports Insurance

Officially recognized student club sports at all CSU campuses must carry adequate liability and secondary medical insurance as determined in collaboration with the campus risk managers or the Office of Risk Management in the Chancellor's Office for all participants and coaches, including non-students and volunteers. The insurance shall cover travel, practices, and competition. The insurance coverage will depend upon the level of risk. Each campus may develop its own method for insurance coverage requiring participants to pay or other fiscally sound approaches as authorized by the campus vice president for student affairs or his/her designee. In no case may a campus use General Funds to pay for club sports insurance. No student, non-student, or volunteer may participate in a club sport without approved insurance, and no club may be recognized or organized to participate in practices, competition, or travel without approved insurance.

Insurance documents should include, but not be limited to, appropriate hold harmless provisions as follows: "Insured shall hold harmless, indemnify, and defend the State of California, the Trustees of the California State University, the (campus) and the officers, employees, volunteers and agents of each of them from and against any and all liability, loss, damage, expense, costs of every nature, and causes of actions arising out of or in connection with the use by the insured of said property or participation in said activity."

Student Judiciary

Academic dishonesty cases that occur in the classroom shall be handled by faculty members. However, after action has been taken by the faculty member, the faculty member shall complete a form that identifies the student who was found responsible, the general nature of the offense, the action taken, and a recommendation as to whether or not additional action should be considered by the campus judicial affairs office. The completed form should be sent by the faculty member either to the provost or to the vice president for student affairs whenever academic dishonesty cases are handled by the faculty member.

This process provides an opportunity to hold students accountable for multiple academic dishonesty situations that may occur with several departments but never be known because there is no central location to gather the information. By having a central location for all academic dishonesty cases, there is a better understanding of the trends in academic dishonesty and the opportunity for academic affairs and student affairs to address any problem trends in a formal way, e.g., Honor Code, more academic dishonesty education/information.

Consistent with California State University student conduct procedures, campuses shall record probation on the student's academic record during the term of the probation. Suspension is entered on the student's transcript with its beginning and end date, for the period of time that the suspension is in effect, but remains on the transcript permanently if the suspension is for longer than one academic year. This requirement cannot be waived in a written agreement with a student or by any other means.

CHAPTER 8

Advertisement and Marketing

Informing the public and campus community of Sport Club events is a crucial piece of the puzzle in gaining respect and interest around the campus in your organization, obtaining new members and building morale among the members.

Banners and Fliers

Banners and fliers can be posted in “authorized” locations only. These are a sure and direct form of communication. Students can make their own banners for posting or can have them made by the on-campus banner service in the Student Union for a small fee.

Banner Policy

It is the policy of Sonoma State University to make available to approved campus organizations and departments specifically designed spaces for displaying banners. A Banner Request/Reservation Form is available at the Front Desk of the Student Union. It must be completely filled out with an account number to be billed, unless paying cash.

To help ensure your reservation, make your request as soon as you are aware of the event. Requests area accepted no later than the Thursday before the week you wish to have your banner posted.

University Posting Policy

The Sonoma Student Union Corporation is responsible for posting all materials on the University bulletin boards. Items to be posted should be dropped off at the Front Desk in the Student Union. The Posting Crew will accept 30 flyers from oncampus groups. Approved flyers are stamped and dated. Any flyer not stamped and dated will be removed and disposed of. For maximum exposure, drop off your flyers at least two weeks in advance of your event.

Each individual academic department maintains their own bulletin boards. Permission for posting at these locations must be obtained individually from each department secretary. The Resident Halls and the Recreation Center maintain their own posting policies (see below).

Residential Community Posting Policy

Up to 10 flyers may be submitted to the Residential Life Office for approval. Posting approval stamps from other departments DO NOT warrant posting in the Residential Hall areas. Posting on walls, poles, benches, fences, balconies, doors and windows are forbidden, with the exception of individuals’ inside windows in their private residence.

No “dorm storming” is allowed. Clubs may not solicit door to door within the residential community (i.e. knocking on doors and door hangers).

Recreation Center Posting Policy

All Sport Club postings for the Recreation Center must be turned into the Sport Club Program Assistant.

Tabling

The Student Center has in its possession sun canopies, tables, chairs and sandwich board signs for marketing and promotion of events. See the Student Activities Front Desk in advance to fill out a reservation form. Clubs loaned this equipment are responsible for returning the equipment by designated time and are responsible for any damage sustained while the equipment was in their possession.

Center for Student Leadership, Involvement & Service Webpage

Sport Clubs have the opportunity to have all of their events, results and information advertised through the CSLIS webpage. There is a link for each sport club to have a page or to connect to an already existing web page. To keep the most current information available on the Sport Club web page, please submit all information to the Sport Club Program Assistant in a timely manner.

Campus Newspaper – The Star

Having a story printed in the Star is a great opportunity to have your Sport Club recognized. Call and ask how you can have your Sport Club appear in the Star at 664-2776. You can also look up the current sport page contact and drop him/her an email. <http://www.sonoma.edu/star/contact.html>

Off-Campus Publicity

In attempting to market upcoming events, Sport Clubs often forget to make use of off-campus news sources. Several local radio stations have a tremendous number of student listeners. By using the community service bulletins offered by those stations, student organizations can effectively reach a large student audience and enhance their appearance by making local air-waves. Further opportunities lie in contacting local newspapers and enticing them to cover unique student events.

For further contacts and useful tips visit the University Affairs Office located in Stevenson 1064.

Chapter 9

Fundraising

There are many ways to raise funds for your Sport Club. Keep in mind that many fundraising activities require prior university approval. Some fundraising is restricted or prohibited by State or university policies. Learn the policies, procedures and limitations first by reading "On Campus Sales and Solicitation" at www.sonoma.edu/uaffairs/policies/sales.htm and "Food Service and Sales" at www.sonoma.edu/uaffairs/policies/food.htm and then by consulting with the Office of Campus Life and/or the Sport Club Program.

For many Sport Clubs it is essential to raise money for their yearly operating budgets. In determining your fundraising plan, first consider the various reasons for making money in relation to your group and its members. They may be:

- To meet the group's basic operating expenses
- To build a sense of group identity and pride
- To attract new members
- To gain recognition
- To have fun

You don't want to disrupt the organization's regular programs by putting all your energy into raising money. On the other hand, trying to rely totally on dues from members can unduly restrict club activities. If you stay positive, realistically assess the feasibility of your goals in light of resources, spread responsibilities for planning and implementation among your members, and assure enough time for preparation, fundraising can be fun and easy!

Dues

Your club members should decide whether to charge membership dues. Annual dues provide a small cash flow for the organization. Being "dues-paying members" may also provide a sense of ownership and encourage people to remain active and involved in your organization.

Sales

Consider what would appeal to your target audience. You can increase revenue at an event by having items for sale or auction. Remember to reference Sonoma State University's "On Campus Sales and Solicitation" policy and Food Services and Sales on the web to learn about the limitations on what can be sold on campus.

Ideas

- Fundraising letters to family and friends
- Host a tournament and collect an entry fee
- Host another fun sporting event with an entry fee (obstacle course or fun run)

- Sell your Sport Club t-shirts
- Plants and flowers
- Books or other publications not available in the campus bookstore
- Singing telegrams (you can't go into classes that are in session)
- Silent or live auction (items and services donated)
- Car wash
- Holiday items (candy canes, mistletoe, heart-shaped candy)

Check out the Center for Student Leadership, Involvement & Service website for more ideas

Drawings

Student groups on campus frequently hold fund-raisers or donation drives for various causes. These events are not to be referred to as a raffle or chance, as it would be considered gambling, which is governed by the CA state law and is illegal. Money can be accepted in exchange for a ticket, but it is to be considered a donation. Prizes don't have to be limited to material objects, but they could be services provided by your organization. The key is that prizes must be awarded to participants whether or not they gave a donation.

Solicitation of Donations

When a Sport Club fundraising involves the solicitation of outside agencies for donations, the club MUST consult first with the Sport Club Office. Please refer to the "Gifts to the University" policy at www.sonoma.edu/uaffairs/policies/gifts.htm

Tax ID Number

Please go to the Student Center 2nd Floor if an outside entity is requiring a Tax ID number. In order to receive the Tax ID number, you will need to provide a description of the event and a thank you letter.

THANK YOU! THANK YOU! THANK YOU!

You can never thank others enough for their assistance and support, especially when fundraising. People help or donate to a fundraiser because it feels good to be generous and fulfills their desire to help others. Certificates or letters of appreciation, small thank-you gifts or inexpensive "victory" parties for your volunteers, donors and resource people on and off campus will accomplish that and encourage them to be part of your next fundraiser.

Chapter 10

Facilities and Services

Field Space

Currently there are six field spaces that are available to reserve on Redwood Circle (next to the tennis courts and baseball field), Field D, Field E, Field F, Field G, Field H, and Field I. Please see field map in the appendix for a visual. In order to reserve these spaces for practice and games, a Use of Facilities Form (RUFS) from the office of Conferences, Events and Catering Services, needs to be completed and turned into the Student Activities Desk. It is helpful to discuss plans with other Sport Clubs to find out what practice and game times will be the most competitive. Please submit request early, as our field space is limited.

Reserving Meeting Rooms, Event Space, Equipment or Services

Chartered clubs are entitled to use available classrooms, conference rooms and meeting spaces in most buildings on campus. Most rooms are free of charge (food service facilities usually involve a fee). Because reservations are first-come, first-served, it is wise to reserve a room for all your meetings early. Paperwork is usually required to ensure that the room is reserved and the form is dependent on which campus entity you are reserving from.

Student Center Meeting Rooms

Here is what is available:

Alexander Valley, Bennett Valley, Dry Creek Valley, Knights Valley, Russian River Valley, Sonoma Valley

Ball A, Ball B, Ball C, Ball D

To reserve, stop by the Student Activities Front Desk and request to reserve a space. The staff member can look to see if there is availability and provide you with the proper procedure and paperwork.

Recreation Center

As a chartered sport club, your club has priority scheduling in the Recreation Center. Each semester the Recreation Center Reservations Program Assistants will provide a deadline for your facility reservation forms to be turned in for the following semester. The completed in-house reservations forms are to be picked up and turned in completed to the Recreation Center Front Desk or the SCPA

and will be delivered to our Reservations Coordinators. If the forms are not entirely complete they will be placed back into your mailbox.

Please Note:

To enter the Recreation Center all members are required to sign a Recreation Center Waiver and those under the age of 18 require a parent/guardian signature.

As a Sport Club member, it is imperative that you show your student ID when entering the facility. We require this of all our members. The Front Desk Staff are instructed to enforce our policies, and cannot admit members who do not have their membership cards.

As all members of our facility, the Sport Clubs are required to uphold the Recreation Center Policies and Procedures. Please see Recreation Center General Policies and Procedures in the Appendix.

For the Sport Clubs that practice outside and need space on rainy days, contact the Recreation Center and ask for the Mike Dominguez. This is a first come, first serve basis and do not expect an automatic reservation.

Mailboxes

Each Sport Club has a mailbox. The mailbox is the primary means of communication between the Sport Club and the Office of Campus Life, Associated Students Incorporated, the CLA and the SCPA. It is an expectation that the mailbox is checked two times per week and no materials are stored in the mailboxes. (By leaving items in your mailbox, the CLA and the SCPA will assume you are not checking your mailbox.)

For All Other Spaces (other than the Student Center & Recreation Center)

This includes the Residential Community, Food Service Facilities and Orders, Person Theatre, Warren Auditorium, Main quad, University Lakes and so on. For a **Request for Use of Facilities and Services** form refer to www.sonoma.edu/cec and click on campus group request form. To check availability and hand in the **Request for Use of Facilities and Services** contact the Special Events Office.

Please Note: If a club has officially reserved a university space and does not show up for scheduled time, they will be held financially responsible. This includes showing up an hour late.

VCRs, Overheads and Other Media Equipment Loans

For classroom use, please contact Media Services. For use in the Student Center or Quad please contact the Technical Services Coordinator.

Chapter 11

Travel and Transportation

Travel and Itinerary Form

A Sport Club wishing to travel for a Sport Club event must submit a complete Travel Itinerary Form to the Campus Life Advisor at least **one week** in advance of departure for in-state and out-of-state travel. Forms must be turned in by 12:00pm on Tuesdays for any weekend travel. This form is designed to provide contact information in case of an emergency situation and documentation of who was present at a particular Sport Club event.

Transportation

Travel in all vehicles is limited to current club members, coaches and advisors who must abide by all SSU rules and regulations, Sport Club Program policies and State and Federal Laws.

Personal Vehicle Travel

A Private Vehicle Release Form must be on file for all personal vehicles used for a Sport Club event. The owner of the vehicle must maintain and provide a copy of liability insurance with a minimum of public liability coverage of \$15,000 for one person. \$30,000 for one accident, and a minimum property damage limit of \$5,000. A copy of the individual's driver's license and insurance must be on file with the Campus Life Advisor for each driver to, from and during the Sport Club event and guarantee it is current no later than one week in advance of travel departure.

Van and Car Rental Policy

In the event that a Sport Club is renting a car(s) and/or van(s) for travel to, from and during a Sport Club event, the Sport Club will ensure the Campus Life Advisor has a copy of each driver's license and insurance on file or will provide them with this information and guarantee it is current no later than one week in advance of travel departure. When renting a van, no more than 12 passengers may be in one van at a given time, including driver. Sport Clubs are responsible for all rental fees. As with the Personal Vehicle Travel, the same individual insurance standards need to be met.

Enterprise

Currently, all Sport Clubs receive a discount when renting a car(s) and 12-passenger van(s) from Enterprise. With this promotion, Enterprise allows drivers to be 21 years of age. Enterprise is located off of Rohnert Park Expressway and can be contacted at 707-586-5600. Please call for up-to-date prices and insurance coverage. If a club wants to charge the rental to either their club account or to an ASI grant fund, a Purchase Order must be obtained from the ASI business office.

Bus and Airline Travel

When a Sport Club is renting from a bus company or airline for travel to and from a Sport Club event, it is encouraged to research early for the most competitive prices and must go through a commercial company. Travel Itinerary Forms need to be submitted no later than **two business days** in advance of travel departure.

Travel Expectations

1 week before Travel Date:

- A **Travel Itinerary Form** must be submitted to SCPA
- A **Private Vehicle Release Form** from each driver must be submitted to SCPA
- A copy of **driver's licenses** from each driver must be submitted to SCPA
- A copy of **personal driver's insurance** from each driver must be submitted to SCPA

During Travel:

- An **Emergency Contact List** must be carried in each vehicle, inclusive of CLA, visiting team, and participant emergency contacts
- All Sport Club members must carry their **person health insurance cards**.
- Drivers **MUST** carry **driver's license**
- All passengers and the driver are required to wear **seat belts** at all times.
- If traveling in more than one vehicle, be sure to **caravan** so that the trailing vehicle can provide assistance in the event of an accident.
- Follow all **State and Federal laws**.
- It is recommended that drivers **take a break** every 3 hours.
- Absolutely **no driving under the influence** of drugs or alcohol will be tolerated.

Chapter 12

Sport Club Finances

Funding for Sport Clubs is available through the Associated Students Incorporated. The following is the Associated Students Incorporated Handbook policies and procedures.

<http://www.sonoma.edu/as/business/club-grants/index.html>

I. Disbursing Money from Your Grant Allocation

All disbursements from grant allocations will be through the ASI accounting office with the exception of ICC affiliations. ICC affiliations will need to contact the ICC for grant expenditure information. If you are not an ICC affiliation, please complete the following for disbursements:

1. Obtain a BLUE Club Grant Expenditure voucher from the Student Activities Desk (see the sample, Exhibit A in the Appendix).
2. Fill out the form completely and thoroughly with original receipts/invoice and a 204 form (see sample, Exhibit C in the Appendix) attached to ASI. Please remember, all grant expenditures require a 204 form from every check payee.
3. Please remember that if you are turning in a voucher to reimburse the check payee, the backup attached to the voucher needs to prove that the check payee actually expended the funds.
4. If you went to a conference or event, please provide proof of that conference or event that took place by attaching a registration form, schedule, invitation, or flyer.
5. If the voucher is turned in by Wednesday at 5 PM, the check will be available to be picked up or mailed the following Friday after 1 PM providing that the voucher was complete.
6. If a voucher is incomplete, ASI will return the voucher along with the backup and a Club Communication Form (see sample, Exhibit D in the Appendix) to your club mailbox. The form will state the reasons that ASI could not process the request. Please remember to be checking your club mailbox regularly.

7. If the grant money is not spent by the specified date in your grant letter, the funds will no longer be available for your club to spend. If there is no date specified, the funds are only available within the school year that they were granted. The Finance Committee can amend expiration dates at any time with notification to the clubs.

II. Stipulations for All External Allocations:

If you have received a grant allocation, there are a few mandatory stipulations that are to be noted:

1. The ASI requires the prominent display of the ASI Logo, and written acknowledgements on all newsletters, press releases, newspaper ads, flyers, schedules, banners, sweatshirts, t-shirts, and any other promotional materials. If your club received funding for one or more of these, you must bring a sample in to the ASI Business Office for the stipulation to be verified by the VP of Finance.
2. Stipulations that clubs are to match funds granted by the ASI can be placed on some ASI allocations. It is the club or organizations responsibility to have a notation made on the receipt at the time of deposit.
3. There may be other stipulations on your club's funding. If there is, it will be listed under the allocation in your grant letter.

III. ACCESS TO YOUR CLUB ACCOUNT

Sonoma State University requires that all Chartered Student Organizations, "Clubs", maintain accounts on campus. Clubs do not have to keep their money in an ASI account. The SSU Academic Foundation provides the same service on campus for a fee. No off campus accounts are to be established by Clubs.

A. Opening an account at Associated Students, Inc.:

To open an account at ASI, Clubs must be chartered through the Center for Student Leadership, Involvement & Service. Once the Club is officially chartered, the officers must complete a Club Account Trust Form and return it to the Center for Student Leadership, Involvement & Service. The ASI will receive the Trust Form and the club will be assigned a three-digit account number, which will be used to identify the club. This is referred to as your "club number".

B. Depositing Money Into Your Club Account:

To deposit money into your account, bring your cash and/or checks (made payable in the club's name or to Associated Students, Inc.) to the Student Activities front desk during normal business hours (M-Th 8-8pm / F 8-5pm). Large quantities of coins *must* be rolled. You will be asked for the club name and club number and for a brief description of the source of the funds. You will be given a receipt for the money that includes all pertinent information. This receipt is your proof of deposit. Funds deposited are immediately credited to your account.

Special note:

The club account will be reduced when a deposited check is returned from the bank for insufficient funds (NSF). The NSF check will be returned to the club mailbox, at which time the club may make other attempts to collect money from the individual.

C. Disbursing Money From Your Club Account:

1. Obtain a *WHITE* Club Account Expenditure voucher from the Student Activities Desk (see sample, Exhibit B in the Appendix).
2. Turn in the form, along with original receipts/invoice, authorized club signatures, a complete description of expenditure and appropriate backup to the ASI office.
3. If the voucher is turned in by Monday at 5 PM, the check will be available to be mailed or picked up at the ASI office Friday after 1 PM providing that the voucher was complete, and funds are available in the account. Please remember that if a voucher is turned in after Monday at 5 PM the check will be ready the following Friday.
4. If expenditures are for services and not goods, the check payee must fill out a 204 form. Some examples of services may include a performer, a guest speaker, or an award to a club member in appreciation of their hard work. When in doubt, it is better to fill one out. If a voucher is incomplete and ASI needs further information, ASI will return the voucher along with the backup that was turned in with a Club Communication Form to the club mailbox. The form will state the reasons that ASI could not process it.

D. Charging Services at On-Campus Entities:

ASI has established a relationship with the Student Center, Sonoma State University and Sonoma State Enterprises, which was designed to enable clubs easier access to their services. Authorized club members will be able to charge for services from these entities on behalf of the club with their club account number and proof of funding source. Proof of funding can be a current club statement or a copy of the grant allocation letter. All of these charges will be deducted from your ASI club account directly. If the funds are part of a grant that you have received, you *must* specify and provide proof with a copy of your grant letter at the time of purchase or reservation. If your Club has a negative balance with ASI, you will not be allowed to charge for services at the Student Center or any other on campus entity.

Special note:

Clubs may not charge at off campus businesses.

E. Reconciling your account:

It is the responsibility of the club's treasurer, or other appointed official, to maintain accurate records of the club's financial transactions. ASI will deliver monthly statements showing a summary of the club's account transactions to the club boxes. Detailed printouts are available upon request. These printouts and other records pertaining to a club's account should be kept in the designated spaces.

F. Club Accounting Instructions:

Use a reconciliation sheet to track and record your club's expenses and deposits. The reconciliation sheet works just like the register in an average checkbook. To use the form, begin with your club's closing balance from last year (which becomes the opening balance for the current year), then enter checks as you request them and deposits as you make them. If your club received an ASI Budget Allocation, this amount should not be included on the same reconciliation sheet. Use a separate reconciliation sheet titled "Grant Money". *Your club money and your grant money are two different accounts.* When you receive a detailed statement, use this report to check off the transactions recorded onto your reconciliation sheet that have been processed. You may also use the pink copy of the club voucher once it is returned to your club box. To check off grant expenditures that have been processed, use the pink copy of the grant voucher once it is returned to your club box. This will ensure that all transactions have been recorded properly in both places. Detailed reports of grant funds are not available.

It's very important that any charges made at the Student Center or other on-campus entities be recorded on these sheets at the time of the charge. Be sure to distinguish if it was grant money or your own club money. Once you charge for a service, consider the money spent out of your account to prevent overspending.

Special note:

All overdrawn accounts will be reported to the Center for Student Leadership, Involvement & Service (CSLIS); this may affect your ability to recharter in September. Your club will be suspended from further activity until the overdraft is paid.

IV. SPORTS CLUB INSURANCE

ASI sponsors "P-5" catastrophic event health insurance for all members of Sonoma State University Sports Clubs. ASI pays the full insurance amount for all Tier Sport Club Members.

All Sport Club members must have their own Primary Insurance. This information needs to be turned into the Center for Student Leadership, Involvement & Service before practicing or competing with a Sport Club.

V. OTHER ASI PROGRAMS AND SERVICES

ASI offers students the opportunity to participate in student government as executive officers, senate members, appointed officers and committee representatives. Student leaders develop leadership, decision-making, budget management, and policy-making skills. ASI also offers the following programs:

Transitional Housing: This program provides transitional housing to students for a maximum of two weeks per academic year, based on need.

Short Term Loans: ASI provides 30-day \$150.00 interest free loans during the academic year.

Student Health Insurance: The ASI provides access to the CSU's supplemental health insurance for students and their dependents at minimal cost.

Enterprise Car Rental: Enterprise Car Rental offers discounted rental services to all members.

ASP sponsors programming events such as concerts, lectures, dances, noontime and Pub shows as well as producing many off-campus entertainment events for Sonoma State University students.

JUMP is our community service program offering students the opportunity for personal growth and experiential education through campus and community involvement.

The Children's School provides an early childhood educational program for pre-school age children of students, faculty and staff. On-site training and education is offered to Sonoma State University students seeking careers working with children.

Chapter 13

Risk Management and Club Responsibility

Assumption of Risk and Release of Liability Agreement

Each Sport Club member must complete an **Assumption of Risk and Release of Liability Agreement** to be eligible for participation. Please note these forms must be turned into the CLA and the SCPA **PRIOR TO PARTICIPATION**. This form must be filled out completely and in pen, as it is a legal document. These forms can be picked up at the Student Activities Desk in the Student Center. Please use an original carbon copy and not a copy of an **Assumption of Risk and Release of Liability Agreement**.

Game Management

Sport Clubs that participate in home matches will have an athletic trainer available to them through the CLA. The Sport Club department will provide the clubs this service for no charge as long as their schedule is turned in at least 2 weeks ahead of time; a trainer and funding are available.

Travel Binder and 1st Aid Kit

Each time a club travels, they must turn in their travel itinerary and will pick up a travel binder and 1st Aid Kit from the CLA. The package must be picked up before the trip and will be returned to the CSLIS office by Monday (If it was a weekend trip), or two days following the competition.

Insurance

All Sport Club participants will receive basic injury and "P-5" catastrophic health insurance through the Associated Students, Incorporated. The ASI will pay for each participant who has handed in a completed waiver, is registered on ICS, and is listed on the official club roster.

The insurance coverage includes Accidental Death and Dismemberment and Expanded Accident Medical Expense-Full Excess. For an in depth look at the policy/coverage, please see the CLA.

First Aid and CPR Certifications

The Sport Club is responsible for having the Head Coach and two participating members CPR and First Aid certified (One of them being the Safety Officer). The Sport Club Program will provide a class at the Recreation Center at the beginning of each semester and will cover the cost of one participating members if their reservation is made in advance. If you are unable to make this date, you are responsible for covering the cost of your certification and are required to obtain certification within one month of the Recreation Center class.

The Safety Officer for each club **MUST** be First Aid/CPR Certified. Every Sport Club is responsible for having a First Aid and CPR certified member present at all sport club practices, instruction and competitions. This person will be the **initial responder** in an emergency.

Emergency Action Plan

An emergency action plan is a written outline detailing how Sport Club members are to respond in an emergency.

Our goal is to BE PROACTIVE, NOT REACTIVE! The Sport Club members and coaches/instructors need to take every precaution to prevent accidents and injuries, however accidents do happen. In the event of an Emergency at a Sport Club event, the Sport Club will take the following steps:

Action Plan Roles

1. **Initial Responder** renders immediate first aid and controls situation, this is the individual on the team who has the highest level of medical training.
 - a. Emergencies are often charged with emotion and confusion. Someone needs to take charge. This person needs to be competent and have a sound knowledge of CPR & First Aid. The "Person in Charge" should display confidence to keep others calm and collected.

2. **Call Person** is the individual appointed by the initial responder to call Police Services or 911. (dependant on location of the Sport Club event)
3. **Sport Club Officer or designee in absence** will aid in crowd control and provide a completed incident report to the Campus Life Advisor within 24 hours of returning to campus or within 24 hours of the incident if on campus.

During a Sport Club Event

Life Threatening Medical Emergency

1. In the event of a medical emergency or injury, the **Initial Responder** will give immediate first aid while assigning a **Call Person**. Do not move a seriously injured person unless there is a life threatening situation. (For on-campus emergencies our police services response time is minimal. For off campus events the response time may be a little longer but remember, it is in your best interest to wait for a higher standard of care so the patient is only moved one time.)
2. When instructed by the **Initial Responder**, if on-campus the **Call Person** will contact Police Services by dialing 911 from any University phone or 664-2143 from a cell phone. Please note there is a university blue intercom phone on the southwest corner of the tennis courts on Redwood Circle. If the incident occurs off-campus please call 911 for dispatch. While on the phone, give your name, location, telephone number and as much information as possible regarding the nature of the illness or injury, whether the victim is conscious, etc. Police Services will automatically have an ambulance respond along with their response, to ensure timeliness. Do not hang up the phone until all information is rendered.
3. The **Call Person** is also responsible for meeting Police Services to direct them to the emergency.
4. **Sport Club Officers or Designee** is to aid the **Initial Responder** in what is needed. (i.e. patient care and crowd control)
5. A **Sport Club Officer** will call the Campus Life Advisor at 707-644-3949 as soon as possible. If a voice message is received please leave a detailed message including: the name(s) of injured participant(s) and a number, description of the incident, what hospital the participant will be located in and a phone number where you can be reached.
6. A **Sport Club Officer** is to complete an Incident Report Form and submit it to the Campus Life Advisor within 24 hours of returning to campus or within 24 hours of the incident if on campus.

Non Life-Threatening Moderately Serious Injuries

1. If the injury is not life threatening but the injured party cannot walk (i.e. an ankle or knee injury, suspected broken bones), the **Initial Responder** will give immediate first aid while assigning a **Call Person**.
2. If on-campus, the call person will dial 644-2143, allowing Police Services to determine whether Emergency Medical Services (EMS) should be activated or not. The **Initial Responder** should continue first aid until Police Services arrives. Police Services will help arrange transportation to hospital if necessary.
3. If off-campus, be sure to recommend the injured party seek further medical attention, and coordinate transportation.

4. A **Sport Club Officer** is to complete an Incident Report Form and submit it to the Campus Life Advisor within 24 hours of returning to campus or within 24 hours of the incident if on campus.

Non Life-Threatening Less Serious Injuries

1. If the injury is not life threatening and the injured party can walk on their own, the **Initial Responder** will give immediate first aid.
2. If, in the opinion of the **Initial Responder**, the injured person should seek further medical attention (even though the injured person may not), an Incident Form must be completed and submitted to the Campus Life Advisor.
3. If the **Initial Responder** determines that the injury is not serious enough to warrant further medical attention, it must be logged on the Minor Injury Log.

Note: If the injured party refuses assistance or transportation to medical help, be sure to note this on the Incident Report Form. The injured person must sign the form indicating their release of liability.

During Travel to and from Sport Club Event

Life Threatening Medical Emergency

1. In the event of a medical emergency or injury during travel, the **Initial Responder** will give immediate first aid while assigning a **Call Person**. Do not move a seriously injured person unless there is a life-threatening situation.
2. When instructed by the **Initial Responder**, the **Call Person** will contact Emergency Medical Services (EMS) 911. While on the phone, give your name, location, telephone number and as much information as possible regarding the nature of the illness or injury, whether the victim is conscious, etc. Do not hang up the phone until all information is rendered.
3. The **Call Person** is also responsible for watching for EMS to arrive and direct them to the emergency.
4. **Sport Club Officers or Designee** is to aid the **Initial Responder** in what is needed. (i.e. patient care and crowd control).
5. A **Sport Club Officer** will call the CLA at 707-664-3949 as soon as possible. If a voice message is received please leave a detailed message including: description of the incident, the name(s) of injured participant(s) and a number, what hospital they will be located and a phone number where you can be reached.
6. A **Sport Club Officer** is to complete an Incident Report Form and submit it to the Campus Life Advisor within 24 hours of returning to campus or within 24 hours of the incident if on campus.

Non Life-Threatening Injuries

1. If an injury that is not life threatening occurs during travel, the **initial responder** will give immediate first aid while assigning a **call person** if further medical attention is needed.

2. When instructed by the **initial responder**, the **call person** will contact EMS 911. The initial responder should continue first aid until EMS arrives.
3. Recommend the injured party seek further medical attention, and coordinate transportation.
4. A **Sport Club Officer** is to complete an Incident Report Form and submit it to the Campus Life Advisor within 24 hours of returning to campus or within 24 hours of the incident if on campus

First Aid Kit Protocol

Each Sport Club is responsible for securing and maintaining a first aid kit and be present during all Sport Club events. All Sport Club events taking place in the Recreation Center do not need first aid kits. The Recreation Center provides on-site emergency supplies at the Front Desk. Please be aware that the Recreation Center will not provide tape, bandages, etc. if it is not an emergency. The Sport Club will provide items that are used on a regular basis.

Each year Sport Clubs are required to submit an inventory of what is included in their First Aid Kits. The required items are outlined in the Charter and Charter Renewal packets.

First Aid Procedures

1. Gloves must be worn when dealing with any injury where blood and or body fluids are present.
2. If you experience direct contact with another person's body fluids, wash immediately and report the incident to the Campus Life Advisor as soon as possible.
3. Report all injuries and incidents on the Incident Report Form and hand in to the Campus Life Advisor within 24 hours of returning to campus or within 24 hours of the incident if on campus.
4. When completing an Injury Report, always fill out completely and in pen, as these are legal documents.
5. For insect bites and stings, inquire if the victim is allergic. For first time victims, keep them under observation for a minimum of 10 minutes and observe for any allergic reactions. If they do show signs of being allergic, call 911 immediately.

BLOODBORNE PATHOGENS

As a member of a Sport Club, it is possible that you may be exposed to blood borne pathogens while participating in a Sport Club event. Examples of some life threatening pathogens are HIV and hepatitis. Blood borne pathogens can be transmitted in a variety of ways through body fluids: blood, urine, vomit and feces.

"Universal Precautions" are procedures for infection control that TREATS body fluids as if they are capable of transmitting blood borne diseases. You need to be aware of the situations in which you can be infected by blood borne pathogens while treating a fellow member for first aid or just cleaning up after an injury or illness. Be sure to use a barrier before coming in contact with any body fluids. The use of latex gloves and pocket masks are essential items to protect yourself when providing care. Also, be aware of body fluid spills on floors, decks, cement and even grass areas. Be sure to use a biohazard kit when dealing with spilled fluids. After performing first aid with the presence of biohazards, be sure to place all infected material (including gloves, towels, ect.) in a biohazard bag and turn in to the biology department biohazard waste container located in Darwin soon as possible.

Immediately wash hands and exposed areas thoroughly with soap and water, even if you used gloves.

All injuries resulting in blood exposure during a practice, instruction or competition must be treated immediately to minimize exposure to others.

Biohazards

In the event of a fecal, blood, or vomit contamination, the following procedures must be followed:

- Clear and close the effected immediate area.
- Notify a Sport Club officer.
- With gloves, remove the feces, blood, fluid or vomit and place in a sealed (tied off) biohazard bag. Dispose of bag in designated area (located in Darwin) as soon as possible, not in to a regular trashcan.
- Clean up the infected area with bleach and water solution or a designated power or spray solidifier mix found in a biohazard clean up kits (found in the Recreation Center).
- Any persons exposed to a biohazard should remove any contaminated clothing and wash thoroughly as soon as possible.

Incident Documentation

A minimum of four Incident Report Forms and two Minor Incident Logs must be available at all Sport Club activities. Incident Report Forms and Minor Incident Logs are available in the Center for Student Leadership, Involvement & Service. It is recommended to keep these forms in your first aid kit for easy accessibility at all events. These forms will be filled out for any incident that involves a Sport Club member, coach, advisor or visiting team involved in a Sport Clubs event. Please note, if you open your first aid kit, you should provide documentation as to what happened, the exceptions, regular athletic tapings (i.e. daily ankle wrap) and blister treatment. For a band-aid, a minor log should be completed.

Minor Incident log

This log should be used for any injury that occurs in a Sport Club activity that is determined not serious enough to warrant further medical attention. If the injury "could" have been serious but the participant "got lucky", please fill out an Incident Report Form and check the near miss box. Once a minor incident log is completely full, please submit to the Campus Life Advisor mailbox. The remainder of minor incident logs will be handed to the CLA at the end of each semester.

Incident Report Form

This form is to be used for any injury that occurs in a Sport Club event that you determine is serious enough that the injured person should seek further medical attention (even though injured person may not). This form must be submitted to the Campus Life Advisor's mailbox within 24 hours of returning to campus or within 24 hours of the incident if on campus.

CHAPTER 14

Equipment

The Sport Club Program does not provide equipment or equipment storage to any club; each individual Sport Club is responsible for their necessary equipment. Equipment of \$2,000 or more will become the property of ASI upon purchase, no matter the source of when, where and by whom the equipment was purchased. When a Sport Club no longer has student desire to continue as a Club, all equipment will be presented to the Campus Life Advisor. If a Sport Club does not renew their charter within one year, the equipment may be donated or sold.

Purchases

Prior to purchasing a substantial piece of equipment costing over \$2,000, please see the Campus Life Advisor for the proper approval and tagging procedure.

Maintenance

Equipment maintenance is the responsibility of the individual Sport Club.

Storage

It is the Sport Club's responsibility to securely store their equipment properly.

Safety

It is the responsibility of the Sport Club to take precautions to ensure that their equipment meets the safety standards and regulations set forth by their national governing body and or league.

Obligations of a Recognized Sport Club

Club Name: _____

Date: _____

To maintain recognition as a Chartered Sport Club, ALL clubs must fulfill the following requirements:

1. To have the required representative attend all mandatory meetings by the Sport Club Program and the Center for Student Leadership, Involvement and Service.
2. Adhere to the organization's approved constitution and bylaws and review club constitution and bylaws annually and update as necessary.
3. Check the assigned Sport Club mailbox in Student Activities, Student Center 2nd Floor, a minimum of two times a week. This is the primary means of communication between the Sport Club and the Sport Club Program, Center for Student Leadership, Involvement and Service, Associated Students accounting office and other "official" club business.
4. Club Presidents and Treasurers must be enrolled at SSU and earn a minimum of 6 semester units as undergraduate students or 3 semester units for graduate/credential students per term while holding office and must maintain a minimum overall 2.0 grade point average per term.
5. All Sport Club members must be currently enrolled SSU students.
6. Maintain a copy of the Sport Club manual available as a resource. You are responsible for the information and upholding the standards set in the manual.
7. Each club is required to have an advisor. Advisors must be SSU employees and may not be auxiliary (Sonoma Student Union Corporation/ Associated Students, Inc.) employees.
8. For each Sport Club, the Advisor may **not** also serve as the coach.
9. Sport Clubs that hire a coach must complete a Sport Club Coach/Instructor contract and 204 Form. Coaches may **not** be paid in cash under any circumstance, but must be paid through approved University processes.
10. Each Sport Club member must complete an Assumption of Risk and Release of Liability Agreement Form (available in the CSLIS Office).
11. Adhere to all CSU, local, state and federal laws.
12. Adhere to all University policies and procedures pertaining to clubs.
13. Provide accurate and truthful information in all club transactions.
14. Maintain a club account with the Associated Students, Inc. and fulfill all financial obligations.
15. Provide the Sport Club Program (Campus Life Advisor and the Sport Club Program Assistant) **immediately** with any changes in officers, contact information, meeting times, etc. Please complete a Sport Club Update Form for officer and advisor changes, available in the Sport Club office.
16. For those Sport Clubs that are holding practices/instruction outside of the SSU Recreation Center a fully stocked first aid kit is mandatory at all Sport Club events, this includes all practices. This means when an item is used it is replaced prior to the next Sport Club event.