



SPORT CLUBS HANDBOOK

Operating Structure & Travel Policies

Campus Recreation
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INTRODUCTION

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

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

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

Sport Clubs serve a dual purpose:

1. To provide leadership experiences/opportunities for its student members.
2. To provide students an outlet for participation in physical activity, recreational sport, and competitive sport while they are enrolled at the university.

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

The Sport Clubs program is governed and operated under the Campus Recreation Department within the Division of Student Affairs & Enrollment Management at San Francisco State University.

The California State University does not discriminate on the basis of age, genetic information, marital status, medical condition, nationality, race or ethnicity (including color and ancestry), religion (or religious creed), and veteran or military status – as these terms are defined in CSU Executive Order 1097– in its programs and activities, including admission and access. Federal and state laws, including Title VI of the Civil Rights Act of 1964 and the California Equity in Higher Education Act, prohibit such discrimination, harassment, or retaliation.

The California State University does not discriminate on the basis of disability (physical and mental) – as this term is defined in CSU Executive Order 1097 – in its programs and activities, including admission and access. Federal and state laws, including sections 504 and 508 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, prohibit such discrimination

IMPORTANT CONTACT NUMBERS

CAMPUS RECREATION DEPARTMENT
Mashouf Wellness Center Offices

Mehrunisa Irfani / Lok yi Ho Sport Clubs Student Manager sprtclub@sfsu.edu
Obioma Onejeme

Demont Oliver Associate Director of Programs dboliver@sfsu.edu

TBD Intramurals, Sport Clubs, Kid's Camp,
Special Events, Coordinator

CAMPUS CONTACTS

Pam Su Associate Dean Of Students pamsu@sfsu.edu

Gabirela Ballesteros Student Activities & Events
Coordinator gdballes@sfsu.edu

Lee Twyman Senior Programming Coordinator: monolito@sfsu.edu

Vernon Piccinotti Information Technology Consultant vjp@sfsu.edu

Michael Beatty Risk Management mbeatty@sfsu.edu

OTHER

SF State Police	415-338-2222
SF State Police (Non-Emergency)	415-338-7200
Student Health Center	415-338-1251
[X] Press Newspaper	415-338-3133

EMERGENCY ACTION PLAN

If an emergency occurs, the Safety Officer is to activate the Emergency Action Plan by calling 911 or University Police Department (UPD) at the emergency number. When immediate care is being rendered, the Safety Officer should then contact a Full-Time staff member. Please call down the list in this order until you actually reach a person.

3) [Demont Oliver] Associate Director of Campus Rec
(W) 415-405-2874 (c) 510 333-6477

2)[Mike Wong]- Director of Campus Rec
(W) 415-405-4072 (c) 000-000-0000 (H) 000-000-0000

3) [Demont Oliver] Associate Director of Campus Rec
(W) 415-405-2874 (c) 510 333-6477

In the event of any emergency/incident or life-threatening accident, call 911 and follow the instructions given by any emergency services professional. The Safety Officer of your club should take a lead role when dealing with an emergency situation.

If the first person on the list does not answer, please leave a voicemail stating your name, Sport Club, the emergency, and a call back number, then proceed to call the next person on the list, until a live person is reached.

If the Safety Officer cannot reach a Full-Time staff member, they should call UPD back and ask for guidance on who to contact next.

After a Full-Time staff member is reached and informed, please inform the Sport Club Student managers sprtclub@mail.sfsu.edu

University Police Department (UPD)

Emergency 415-338-2222, 911 from a campus phone

Non-Emergency 415-338-7200, x8-7200 from a campus phone

Complete the accident/incident report with as much detail as possible. Be sure to include the names of all individuals involved and any witnesses.

DATES TO REMEMBER

Fall 2020- Spring 2021 Tentative Schedule *{some dates can be subject to change}*

Date	Meeting/Events	Time	Place
TBD	Student Org Re- Registration Opens 19-20		
TBD	Rec The Night- Sport Club <i>[Tabling Opportunity]</i>	8:00pm-11:30pm	MWC
TBD	First Day of Classes (Sport Club Practices Resume for Registered Clubs)		
TBD	First SCC Meeting <i>[Budget Report Info Session]</i>	6:00pm-7:00pm	MWC: Classroom
TBD	Budget Proposals and Allocation Requests DUE		
TBD	SCC Meeting (Budget Proposal Presentations)	6:00pm-7:30pm	MWC: Classroom
	Student Org's Fall Registration Deadline		
TBD	SCC Meeting <i>[Travel Procedures]</i>	6:00pm-7:00pm	MWC: Classroom
TBD	SCC Meeting <i>[Safety Summit: ALL Officers Welcome! President and Safety Officer Required]</i>	6:00pm-7:00pm	MWC: Classroom
TBD	SCC Meeting <i>[Audit Info Session]</i>	6:00pm-7:00pm	MWC: Classroom
TBD	SCC Meeting <i>[Fundraising Info Session]</i>	6:00pm-7:00pm	MWC: Classroom
TBD	Fall Break		
TBD	SCC Meeting <i>[Activity]</i>	6:00pm-7:00pm	MWC
TBD	End of Semester Meetings		
TBD	DEAD WEEK/FINALS		
TBD	1 st Day of Spring Semester		
TBD	Spring Registration Opens		
TBD	SCC Meeting	6:00pm-7:00pm	MWC
TBD	Spring Officer Training	TBA	MWC
TBD	SCC Meeting	6:00pm-7:00pm	MWC
	Student Org Spring Registration Deadline		
TBD	SCC Meeting	6:00pm-7:00pm	MWC

TBD	SCC Meeting	6:00pm-7:00pm	MWC
TBD	Spring Break		
TBD	Cesar Chavez- No Classes		
TBD	Sneak Preview <i>[Tabling Opportunity]</i>		
TBD	SCC Meeting	6:00pm-7:00pm	MWC
TBD	SCC Meeting	6:00pm-7:00pm	MWC
	Student Org Re-Registration 2020-2021 OPENS		
TBD	Last SCC Meeting	6:00pm-7:00pm	MWC
TBD	Last Day of Practice		

OPERATING STRUCTURE DEFINITIONS

Sport Clubs are physically active and body movement-based student organizations which are competitive and/or recreational in nature.

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

Sport Clubs Coordinator

The Sports Club Coordinator will serve as the Sport Clubs Administrator for all SF State Sport Clubs. They are responsible for overseeing the daily operations of the Sport Clubs Program including staff oversight, scheduling, conflict resolution, risk management, program development, and fiscal responsibility.

Sport Clubs Student Managers

Two part-time student employees who report to the Sport Clubs Coordinator and assist with oversight of the Sport Clubs Program. The student managers will be assigned specific duties covering all Sport Clubs and will lead the Sport Club Council Meetings. Under general supervision of the Sport Clubs Coordinator, the Sport Clubs Student Managers will assist with administrative duties, scheduling, financial, and accounting duties while serving as the liaison for the Sport Clubs Program and participants.

Sport Clubs Council (SCC)

This board consists of the Presidents from each registered Sport Club at SF State. If the President is not able to attend, they must select one club officer/member to consistently represent the club in their place. However, in the event that a Sport Club has a fund allocation request, either the President or Treasurer must be present to give further details. The SCC is advisory to the Sport Clubs Coordinator and Student Managers and makes recommendations on various aspects of the Sport Clubs Program, its operations, and Sport Clubs financial allocations. The objective of this body is to serve as a proactive group to further meet the needs of SF State Sport Clubs.

Sport Club Executive Board- Officer Positions-

A group of elected student club members also called Sport Club Officers, who oversee the direct management and operations of their particular Sport Club. The Sport Club Executive Board consists of the President, Vice President, Treasurer, and Safety Officer(s). All officers are required to maintain a cumulative SF State GPA of 2.0 or higher, otherwise they will be ineligible to hold a position on the Sport Club Executive Board. Additional Officers may be

assigned to the Executive Board by the club. Sport Club Coaches are not part of the Executive Board.

Sport Club President

The Sport Club President is the main contact between the Sport Club and Sport Club Administrator and Student Manager. The President oversees their specific club to promote growth and program stability to further its club mission. It is the President's responsibility to ensure that all club members and coaches are following the Sport Clubs Program Policies and their Club Constitution.

Sport Club Vice President

The Sport Club Vice President should serve as the head of the Sport Club in absence of the Sport Club President. Along with supporting the President, the Vice President is responsible for ensuring that all participants have completed proper liability waivers and membership forms. The Vice President should also positively promote the club by serving as the lead for publicity and marketing and be responsible for tracking equipment inventory. This position is often seen as a potential candidate to be the next president of the organization.

Sport Club Treasurer

The Sport Club Treasurer should be in charge of the Sport Club's University Bank Account. The treasurer will report account information to the club when requested and will serve as the lead for any club spending. The Treasurer should lead the club in maintaining a proper budget to ensure that the club's bank account is in good standing. The Treasurer shall represent the club in any financial requests and fundraising events.

Sport Club Safety Officer(s)

The Sport Club Safety Officer(s) must attend all club related events, including practices and competitions, to ensure the safety of all participants. In the event of an injury, the Sport Club Officer must complete the necessary documentation and report it to the Sport Clubs Program Office. When the club is traveling, a Safety Officer must serve as the Trip Leader and must complete all travel documents.

Sport Club Advisor

The Sport Club Advisor will provide leadership and guidance to the club. The primary goal is to advise and see that the Sport Club stays active and successful. The advisor should be readily available to the club when assistance is needed. Sport Club Advisors are not permitted to practice with their club or any other Sport Clubs at SF State.

Further responsibilities of the Sport Club Advisor can be found in the Advisor Orientation Handbook. http://www.sfsu.edu/~sicc/documents/SAE_Advisor_orientation_January17.pdf

Sport Club Coach

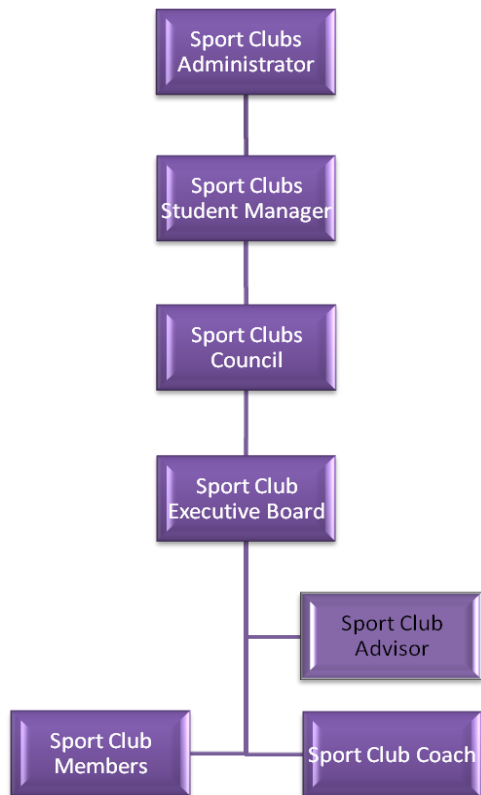
An individual who instructs or coaches the club team and/or club members. Coaches can be volunteer or paid coaches by a specific Sport Club. Coaches may be students or non-students. Coaches paid by their respective Sport Club are not considered employees of the University. Coaches may only be paid through the Sport Club's official bank account. Coaches are expected to coach and not be involved in club management.

National Governing Bodies (NGB)

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

SPORT CLUBS ORGANIZATIONAL CHART

The following diagram shows the communication organizational structure for the Sport Clubs Program at San Francisco State University.



BENEFITS OF BEING A SPORT CLUB

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

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

RESTRICTIONS APPLY

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

1. *"Club Name" at "San Francisco State University"*
2. *"Club Name" at "SF State University"*
3. *"Club Name" at "SFSU"*

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

*In addition to the restriction of use of the San Francisco State University name, Sport Clubs are not permitted usage of the University logo, seal, or other University trademarks.

SPORT CLUB ELIGIBILITY CRITERIA

Sport Club Program Eligibility Criteria

A Sport Club is a group of SF State undergraduate or graduate students who meet regularly to pursue an interest in a competitive collegiate club activity at the state, regional, and national level. Each club team is developed, organized, and managed by students with guidance and program oversight from the Campus Recreation Department. Each club team's success is determined by the collective efforts and organization of the student athletes. Sport clubs enable students to enhance their collegiate experience and serve an excellent setting for the development of athletic skills, student leadership, and social outlets.

In order to be eligible to apply for recognition to be a Sport Club at San Francisco State University, all criteria to become a registered student organization outlined by the Office of Student Activities & Events must be met, plus the following.

1. Athletic or recreational clubs that are physical activity-based organizations.
2. Ability to become affiliated with and maintain an affiliation with a competitive sport National Governing Body (NGB) within 6 months of recognition identified within the CSU Sport Club Guidelines or granted an exemption by the Sport Clubs Administrator on campus.
3. Intends to be competitive at the collegiate club level against other colleges and universities.
4. Requires travel to compete in leagues or tournaments on local, regional, or national levels.
5. Have a minimum of 10 currently enrolled SF State students registered as Sport Club members at all times.
6. Identified appointed club officers including President, Vice-President, Treasurer, & Safety Officer.
7. New Sport Clubs will hold a probationary status for 1 semester and not be eligible to request Sport Club Grant Allocation funding from the Sport Clubs Program during this time. Their probationary period will end at the start of the following school year after one full year.
8. Abide by all Sport Club Program Policies and Compliance requirements as outlined in the Sport Clubs Handbook in addition to all student organization policies on campus.

Activity Based Clubs Eligibility Criteria

1. Recreational clubs that are physical activity-based organizations that don't qualify for Sport Club status.
2. Willingness to undergo a risk management review which could result in additional requirements levied upon the club that may include addition liability waivers to be signed and filed. Insurance costs for which the University is not responsible for paying may be required for the club to pay for it to exist.
3. Abide by all student organization policies on campus.

RECOGNITION PROCESS OF NEW SPORT CLUBS

Students with a common interest in a particular sport and physical activity that is currently not offered by the SF State Sport Clubs program may apply to become a recognized Sport Club. New Sport Clubs may charter during the beginning of both the Spring Semester. Any new Sport Clubs must complete the recognition process in full by the Student Organization Recognition Deadline set by the Student Activities and Events (SAE). Failure to meet this deadline will postpone the recognition process to the following semester given that the new Sport Club reapplies.

Note: The creation of a new Sport Club on campus is not guaranteed and may not be permitted to be formed due to financial or insurance costs or because it has been deemed too high risk of a sport by the University Risk Management Department. Campus Recreation has also set a maximum of **20 active Sport Clubs**, thus creation of a new team may be delayed or denied due to limiting factors.

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

1. The following minimum Eligibility Factors and Criteria will be addressed at the initial interest meeting:
 - a. Duplication considerations: New Clubs cannot be formed if a similar type of Sport Club already exists within the Sport Club Program and restrictions apply if the proposed Sport Club mirrors an existing program offered by the Campus Recreation Department.
 - b. Financial resources available to the prospective Sport Club
 - c. Availability of Facilities (practice and competition)
 - d. Meets competition requirements
 - e. Affiliation with NGB or State governing body
 - f. Accessibility of Sport Club Advisor
 - g. Establishment of an On-Campus Bank Account with U-Corp

- h. Availability of qualified coaching (when applicable)
 - i. **Recognition of at least (5) students to become Sport Club Officers**
2. Following the initial interest meeting, the Sport Club Student Managers will gain approval from the Sport Club Coordinator to allow the new club to go forth with registration. The Student Managers will then assist the club with the Registration Process and will give the Club President a Registration Packet.
 3. New Sport Clubs will be recognized as a Probationary Club within the program. A new Sport Club's Probationary Period will last for one full year. If a club registers in the Spring, they hold Probationary status until the following academic year. Probationary Clubs are not permitted to receive Sport Club Grants provided by Campus Recreation. At the completion of the Probationary Period, provided the new Sport Club is in good standing with the Sport Clubs Program, the University, and their National Governing Body (NGB), the Sport Club will receive all rights and privileges of being a recognized SF State Sport Club.

Requirements and Forms

All members of recognized Sport Clubs **MUST be current SF State students. Members must be taking at least 1.0 unit at SF State.** This means that faculty/staff and alumni at SF State are not permitted to be a member of a sport club at SF State. Furthermore, all participants **MUST** adhere to the policies and procedures set by the Campus Recreation Department, SAE, and San Francisco State University.

Commented [D01]: 6 unit, undergrad. 3 units grad

A minimum of ten SF State Students must be listed on the Sport Club Constitution to be recognized. Each Sport Club must have at least four Executive Officers held by four separate individuals (President, Vice President, Treasurer, and Safety Officer). Each officer must be a student and in good academic standing with the University. The Student Activities and Events Coordinator will conduct a grade check and dismiss any ineligible Club Officer(s) from their position if the following criteria are not being met:

1. Officers must maintain a 2.0 Cumulative SF State GPA.
2. **Undergraduate Student Officers must be enrolled in a minimum of 6 units and Graduate Student officers in a minimum of 3 units.**
3. National Governing Bodies require all competing members to be **enrolled in a minimum of 6 units and Graduate Student officers in a minimum of 3 units.**
4. **(Add form in Appendix)**

The Executive Board must first create a club constitution that includes an outline of the Sport Club structure and the roles and responsibilities of Club Officers (refer to the Appendix for a

Sample Constitution). This constitution must be current at all times. Amendments to the constitution are required when significant changes occur.

SPORT CLUB RENEWAL PROCESS

All Sport Clubs interested in renewing a pre-existing Sport Club from the previous year must complete the renewal process within the time period of **April 15st**-September 30th of any year. Each club must complete all items on the **Student Org Re-Recognition Process** as well as all items on **Sport Club Registration Checklist**.

<https://sfsu.box.com/s/vkiv0fvk9m6b70uu9u5hrit0bnp5dgec>

Each Sport Club will receive a Re-Registration Packet at the last SCC Meeting of the year. This packet will contain the following: (Officers will receive access to forms in Box once identified)

1. Student Org Re-Recognition Process
2. Sport Club Registration Checklist
3. UCorp Bank Form
4. Calendar
5. Anti-Hazing Agreement
6. Concussion Protocol Agreement Form
7. Sport Club Liability Waiver
8. Coaches' Contract
9. University Volunteer Contract
10. Coaches' Code of Conduct



- ☐ End of Semester Report (hard copy brought to meeting)
- ☐ UCorp documents must be signed with original signatures ²
(no copies or scans)
- ☐ All listed, registered members must:
 - ✓ Be present at the face-to-face re-registration meeting
 - ✓ Have a minimum SF State GPA of 2.0³
 - ✓ Undergrad must be enrolled in 6 units; Grad must be enrolled in 3 units⁴
 - ✓ Have not exceeded the allowable completed units ⁵
(Undergrad: 150; Grad: 50)

Before, September 1st of the new academic year...

- ☐ Sport Club Registration Forms (see checklist on following page)
 - ✓ Must be submitted as hard copies to Mashouf Wellness Center

² Only if you have a UCorp account already established do you need to submit a signed UCorp document as part of your reregistration process.

³ Only applies to Officers

⁴ Only applies to Officers

Commented [D02]: locate form in BOX



San Francisco State University Sport Clubs

Sports Club Registration Checklist

Sport Club Name: _____ President's Name: _____

STEP 1: Establish UCorp Account

<u>Timeline</u>	<u>Task</u>	<u>Details</u>	<u>How to Complete</u>
May 1- Sept. 30	Establish a current UCorp bank account	Complete <i>Student Organizations UCorp Form</i> *before completion of STEP 3	https://sfsu.account.box.com Banking and Finances folder in Sport Clubs [Share With Officers] folder

STEP 2: Complete Student Leadership Orientation

<u>Timeline</u>	<u>Task</u>	<u>Details</u>	<u>How to Complete</u>
May 1- Sept. 30	Student Leadership Orientation	ALL officers must complete the ONLINE Student Leadership Orientation *before completion of STEP 3	Link to SLO can be found here:

STEP 3: Set Up Pre-Registration Meeting with Larry Birello

<u>Timeline</u>	<u>Task</u>	<u>Details</u>	<u>How to Complete</u>
May 1- Sept. 30	Pre-Registration Meeting with Larry Birello	A meeting must be scheduled with Larry Birello that includes all new officers and completion of STEPS 1 & 2 **make sure all requirements are met before setting up this meeting**	See: <i>Student Org Re-Registration Process</i> for directions and requirements

STEP 4: ALL Registration Paperwork to Student Managers (HARD COPY)

Turn in to Mashouf Wellness Center

<u>Due:</u>	<u>Task</u>	<u>Details</u>	<u>How to Complete</u>
SCC Meeting	Budget Report	Include: -all expenses (new equipment, registration fees, etc.) -all profits (club dues, fundraisers, etc.) (funds will be transferred into your UCorp account)	https://sfsu.account.box.com Banking and Finances folder in Sport Clubs [Share With Officers] folder

Commented [D03]: modify form



May 1- Sept. 30	First Aid/CPR/AED Certification	President and Safety Officer must be CPR Certified and show proof -if certification is up-to-date and on file with us, there is no need to present this	A copy of the certification can be printed on 8.5x11 paper
	Download PAR Concussion Recognition & Response	President and Safety Officer must download the PAR CRR app on their phones to ensure they are prepared if a player has a suspected concussion	Search "PAR CRR" in your iPhone App Store. It has a teal icon with the letters <u>PAR</u>
	Anti-Hazing Agreement	ALL four officers and coach (if applicable) must read and sign	https://sfsu.account.box.com Registration Documents folder in <i>Sport Clubs [Share With Officers]</i> folder
	Calendar of Events	A schedule of your club's season, which should include practices, games, competitions, fundraising, volunteer hours, etc.	Almost any form of calendar will suffice
	National Governing Body	NGB is a sports organization that has a regulatory or sanctioning function (varies between clubs)	Show proof of registration with a National Governing body
	Liability Waivers		
	Campus Recreation Liability Waiver	All members need to sign and keep extra copies at practices.	https://sfsu.account.box.com Registration Documents folder in <i>Sport Clubs [Share With Officers]</i> folder
	Sport Club Liability Waiver		
	Concussion Protocol Agreement Form		
Coach (if applicable)		Details	How to Complete
May 1- Sept. 30	Coach's Contract	All coaches review and sign.	https://sfsu.account.box.com Registration Documents folder in <i>Sport Clubs [Share With Officers]</i> folder
	University Volunteer Contract		
	Coach's Code of Conduct		
	Student Coach Contact Information and Certifications	All student coaches' names on file as well as proof of certification (as needed)	

****PLEASE TURN IN ALL HARD COPIES AT ONCE, INDIVIDUAL ITEMS WILL NOT BE ACCEPTED****

SPORT CLUB ADMINISTRATION

Club Paperwork and Forms

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

1. Club Membership Information Forms (Forms Section of Gator X)
2. Sport Clubs Program Liability Waivers
3. Campus Recreation Department Liability Waivers
4. Practice schedules/game schedules
5. Copy of Coaches' Code of Conduct, Volunteer Contract, and Coaches' Contract
6. Team Constitution
7. Anti-Hazing Agreement
8. Incident, Accident, and Travel Forms
9. Travel Safety Tips / Best Practices
10. Current team roster including student ID number and contact info
11. Copy of completed UCorp Forms

Individual Sport Club Meetings

Sport Club Officers and members are always encouraged to meet as needed throughout the year with the Sport Clubs Administrator and Student Manager to discuss issues pertaining to their club. These meetings are designed to foster communication and provide assistance with the club's needs.

End of Fall Semester President Meetings

The Sport Club President will be required to meet with the Student Manager at the end of the Fall semester to discuss various topics including but not limited to membership, past and future club events, and budget. The purpose of these meetings is to allow the executive officer an opportunity to communicate [any ideas, questions, and concerns] with the Student Manager on a regular basis.

End of Year Meetings

The End of the Year meeting will be held at the same time the sport club meets with Larry Birello for re-registration of their club. At this meeting, the contents on the End of the Year Report will be discussed, dates and deadlines for the following year, as well as any other pertaining topics the Student Managers feel are necessary. Each Sport Club's current Officers and next year's Officers are required to attend this meeting to discuss the transition to the next academic year.

Formal Practices, Club Meetings, and Games

Clubs are responsible for planning and implementing at least one event or activity a month. This is the minimum requirement in order to maintain “active” status. Each club is responsible for planning all of its meetings, practices, and games and then communicating their schedule to the Student Managers to be reserve all on-campus facilities. A copy of the seasons schedule should be submitted to the Campus Recreation Office for approval. All formal meetings, practices, and individual games must be discussed with the Sport Clubs Coordinator before being acted upon.

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

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

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

Important: All Sport Clubs participants must have their SF State OneCard Gator Pass with them at all club practices, activities, and competitions.

Special Events and Activities

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

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

If a Sport Club is planning to host an event, the club officers must first schedule an initial planning meeting with the Sport Club Coordinator and Student Managers to discuss event details. Approval from the Sport Clubs Coordinator will be required to proceed. Following the initial planning meeting, a meeting may be required between the Sport Club Executive Officers, and other SF State University personnel. All additionally required meetings **MUST** take place before any final planning can occur. During this meeting, the logistics, funding, and the liability issues for the event will be discussed. An Executive Club officer is required to meet with the Sport Club Managers and/or Sport Club Coordinator, 2 weeks prior to the projected event date to

discuss the details of any small events and at least 4 weeks in advanced for large events. Failure to do so may result in the delay or cancellation of the event.

If a club conducts a major event without consulting the Sport Clubs Administrator first, the organization may have disciplinary sanctions taken against the club.

Procedures for Planning Events in the Mashouf Wellness Center

1. Set up meeting with Sport Club Student Managers and Sport Club Coordinator at least 4-5 weeks prior to event (time in advance may vary depending on scale of event)

- Be able to answer these questions at this meeting:
 - How many participants?
 - How many estimated spectators?
 - What spaces do you need reserved?
 - Will you be making a profit off of this event?
 - What time will the event start/end?
 - When will participants arrive?
 - What will this event cost your club (referees, special event insurance, equipment, etc.)
 - What equipment do you need provided? (chairs, tables, etc.)

2. The Student Managers and Coordinator will discuss the event to grant approval. The Sport Club Student Managers and Coordinator will also set up a meeting with the CRD Full Time staff to discuss logistics (Risk Management, Facility Operations, Memberships, Events, etc.).

3. Once approved by Full Time staff, the Student Managers will make reservations, check if the event needs Special Event Insurance, make Special Event Liability Waivers, and coordinate staffing for the event.

4. The Sport Club planning the event should expect to be in contact with the Student Managers throughout the planning process to make sure it goes smoothly.

Sport Club Event – San Francisco State University
Mashouf Wellness Center
[Event Name]
[Event Date]
[Event Start/End Time]

TIMELINE

1. [0:00] Staff arrives to open building before the event starts
2. [0:00] SF State Sport Club arrives to set up
3. [0:00] Doors open 1 hour before the tournament starts to EVERYONE
4. [0:00] Event starts when lights turn on

STAFFING

- Shift Hierarchy:
 - Event Supervisors
 - Building Supervisors
 - Front Desk
 - Sport Club Student Manager
- Staffing Ratio:
 - 1 Event Sup per every 2 teams (tentatively, adjust as needed or as we see fit)

STAFF SET UP

- Check In table
 - Table to be located inside our building to the right of the turnstiles that is closest to the staircase, so that if a line forms, it is away from the turnstiles
 - Waivers
 - Wristbands or stamp
- Any other equipment that needs to be set up
 - Two Chairs
 - Scoreboard
 - Table

LIABILITY WAIVERS

- For participants (players, coaches, referees, spectators): required to sign a liability waiver and receive a wrist band or stamp

THROUGHOUT THE EVENT

- Staff will monitor crowds, make sure they are not blocking any walkways and adhering to fire codes.
 - When doing so, make sure to offer other spaces that they can congregate (outside, second floor spectator space, etc.)
- Communicate with the teams in case they need anything
- Participants should be aware of all building policies

MISCELLANEOUS NOTES

- The MWC lights don't come on until 10am, the team should know this. Unless stated otherwise by Camree, this will be the situation unless other arrangements can be made.
- Approximately 60 people

Summer Club Activities

Campus Recreation purchases Sport Club Insurance, which is active for 1 full year or until the Sport Club renews their registration. With that being said, all Sport Clubs are covered by insurance over the summer months. Sport Clubs who normally practice in the Mashouf Wellness Center during the school year, will not have access to their practice space over the summer, unless each member purchases a Summer Membership or are enrolled in the SF State Summer Session. However, Student Organizations may host regular meetings to their discretion. Hosting of competitions and large special events are permitted upon request and approval.

Reserving Facilities

Sport Clubs may use on-campus facilities for club related activities depending on the availability of space.

Requests for facility usage located in the Mashouf Wellness Center, West Campus Green, Rec Field must be reserved in advance through the Sport Clubs Coordinator and Student Managers on a first-come, first-served basis. Deadlines for reserving these spaces will be provided by the Sport Clubs Managers.

For all other campus facility requests, contact the Sport Clubs Coordinator or Student Managers for assistance.

Equipment Maintenance

All Sport Clubs are responsible for maintaining and using club equipment appropriately and safely. Equipment purchased using Allocation Grant Funding is property of the Campus Recreation Department. An inventory of club equipment purchased by Campus Recreation should be documented at all times and reported to the Sport Clubs Coordinator upon request.

Additional equipment owned by the Campus Recreation Department may be checked out to a club by the Sport Clubs Coordinator or Mashouf Wellness Center staff and must be returned in good condition.

SPORT CLUB MEMBER REGISTRATION

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

Sport Club Member Registration information will be required and collected by the Sport Clubs Administrator and Student Manager for all Sport Club participants.

Sport Club participants will be required to complete a Sport Clubs Program Liability Waiver Form, Campus Recreation Department Liability Waiver Form, and an online Gator X Sport Club Member Information Form. The data provided by each member will be reviewed by the Sport Clubs Administrator and Student Manager and only shared with Sport Club Officers and University Personnel if necessary.

All the sport club member registration information is essential in the case of an emergency; therefore, filling out this information in the Gator X document is critical. Anyone participating in a club's activities without having registered on Gator X or signing all liability waivers and forms is not considered a member of the Sport Club and cannot partake in that given club's activity until they have completed all registration materials.

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

1. The following required information will be collected from all Sport Club members and will not be distributed to anyone unless required:
 - a. Name (Last Name, First Name)
 - b. Date of Birth
 - c. Gender
 - d. University ID
 - e. Local Campus Address (Street; City; State; Zip)
 - f. Primary Phone Number
 - g. Secondary Phone Number
 - h. SF State Email address
 - i. Academic Year
 - j. Medical Insurance Information:
 - i. Name of and relationship to Insurance Policy Holder
 - ii. Health Insurance Company and Policy Number
 - iii. Allergies/medical conditions
 - k. Emergency Contact(s): Name and Phone Number

LIABILITY WAIVERS

Every SF State Student that chooses to participate in Sport Club related activity is required to sign **two** University Liability Waivers before participating/competing in any club activity. The waivers must be signed once every academic school year. Signing the liability waivers do not grant them club member status. Waivers can be obtained online on <https://sfsu.account.box.com>. Both liability waivers will be kept on file with Campus Recreation Department.

1. Campus Recreation Department Liability Waiver

- a. This waiver can be provided at the Campus Recreation Department Office or at any Campus Recreation Program location.

2. Sport Clubs Program Participant Liability Waiver

- a. This waiver can be found on <https://sfsu.account.box.com> under “Registration Documents”
- b. A Sport Clubs Program Participant Liability Waiver Form must be signed by each club participant/member before the individual can participate in any club activity.
- c. Sport Clubs Program Participant Liability Waivers can be collected by the Vice President or his/her designee at any Sport Club practice/activity.
- d. New signed waivers must be turned in weekly to the Sport Clubs Administrator and Student Manager.

INSURANCE AND MEDICAL REQUIREMENTS

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

CSU Club Sports Insurance Program

The CSU Club Sports Insurance Program (CSIP) was launched on August 1, 2012. The program is designed to cover students for accidental injuries while participating in the University's or Auxiliary Organization's club sports programs, including competitive and recreational Sport Clubs that are *officially recognized* by the University as a student organization.

The Club Sports Insurance Program maintains a risk pool for primary accidental medical expense up to a \$30,000 limit per accident, subject to a \$100 deductible. Excess accident medical expense coverage is provided by commercial insurance up to \$5,000,000. Additionally, the program purchases primary General Liability insurance with a \$1,000,000 limit; no deductible. The CSU Club Sports Program protects both the Campus and CSU system from liability associated with the CSU sponsored program.

Eligible Persons: All enrolled students who are participants in Policyholder (CSU) supervised and sponsored club sports activities. Eligible persons include all students associated with the approved club sports per campus of the California State University System. Each club provides a list of all participants annually for coverage to be in effect.

Covered Activities: A covered activity means a Policyholder (CSU) supervised and sponsored club sports activity approved by the designated California State University, for which the Covered and Eligible Person is enrolled.

Personal Health Care Coverage

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

SFSU Student Health Services
http://www.sfsu.edu/~shs/Health_Insurance/Health_Insurance.html

CSU Health Link
<https://wfs.wellsfargo.com/CSU/>

Medical Clearance (Physicals)

In addition to medical insurance, it is recommended that students pass a physical before active participation in the Sport Club Program. Furthermore, after any documented injury, it is also required that individuals receive medical clearance from a physician before returning to play.

Athletic Injury Prevention

Elements of a Sport Club's Athlete Injury Prevention Program include but are not limited to the following components:

1. Coaches and Safety Officer(s) must be first-aid certified.
2. Regularly review and update practices, policies, and procedures.
3. Inspect all practice and competition facilities for potential hazards prior to any scheduled activities.
4. Appropriate bracing and taping when needed.
5. Use of Athletic Trainers when required by your league or NGB
6. Proper training, warm-up, and nutrition prior to physical activity
7. Have a policy and practice in place to address concussions.
8. Document injuries/incidents to monitor and track data regarding athletic injuries.

Components should include the following elements:

- Type of Injury/diagnosis
- Bodily location of Injury (knee, shoulder, foot, etc.)
- Activity at time of injury (training/conditioning, practice or competition)
- Period of "disability"
- General course of care

Concussion Resources

Regardless of the sport and whether or not an incident occurs in training or competition, it is required that all SF State Sport Clubs have participated in concussion training.

Note: *All* members must complete the Concussion Protocol Agreement form.

The following are requirements to sound concussion protocols:

♦ The President and the Safety Officer must download the PAR CRR (Psychological Assessment Resource Concussion Recognition and Response) in the Apple app store. This application allows the officers/coaches to recognize whether an individual is exhibiting/reporting the signs and symptoms of a suspected concussion. In less than 5 minutes, officers/coaches can go through a checklist of possible signs/symptoms to determine whether the participant needs to be removed from play or need further medical attention. The app sends alerts to the Student Managers once a report is submitted to keep them aware of potential injuries on each club's team.

s If a concussion is suspected, the student is not allowed to continue with the current activity until properly evaluated by a physician or athletic trainer.

- ♦ Students suspected of having sustained a concussion should be referred to a medical facility for further assessment.

- ♦ A return to play should be contingent upon clearance from a physician.

- ♦ Return to play should be gradual.

“Step-wise” return to play

- No activity - rest until asymptomatic
- Light aerobic exercise
- Sport-specific training
- Non-contact drills
- Full-contact drills
- Game play

- ♦ Incidents of concussions (suspected and confirmed) must be documented using an incident report.

- ♦ Resources related to concussion management, practices, diagnosis et.al can be found at the following sites:

CDC (IMPACT Program): <http://impacttest.com/concussion/overview>

CDC: <http://www.cdc.gov/concussion/>

- ♦ The President and Safety Officer will also have to attend the Safety Summit, a liability and safety training orientation, in the beginning of the Fall Semester.

SPORT CLUBS OFFICERS EXPECTATIONS

Sport Club President

1. Keep in good communication with Sport Clubs Coordinator and Student Manager.
2. Responsible for renewing the Club's registration on Gator X.
3. Must review Club's Constitution.
4. Must attend the Safety Summit in the Fall semester.
5. Must be in attendance at Sport Clubs Council Meetings or appoint a delegate to attend these meetings in their place.
6. Facilitate all club meetings and activities.
7. Meet with Sport Club Advisor at least once a semester to be updated on club activities and progress.
8. Ensure that all club members and coaches are following Sport Clubs Program Policies, Code of Conduct, and policies set forth by their National Governing Body.
9. Submit End of Year Report.
10. Attend End of Semester and End of Year Meeting with Sport Clubs Coordinator and Student Manager.
11. **Must download the PAR CRR app.**

Sport Club Vice President

1. Track Club's Equipment Inventory.
2. Ensure that all participants have signed liability waivers.
3. Ensure that club members have completed membership forms.
4. Facilitate publicity and marketing needs.
5. Meet with Sport Club Advisor at least once a semester to be updated on club activities and progress.
6. Attend End of Semester and End of Year Meeting with Sport Clubs Coordinator and Student Manager.

Sport Club Treasurer

1. Monitor Club's University Bank Account.
2. Maintain documentation of expenditures and receipts.
3. Report bank account status to club at least once a month.
4. Submit Budget Proposal to Sport Club Coordinator at the beginning of the year.
5. **Lead Allocation Request presentation at the beginning of registration period.**
6. Facilitate all funding and purchase requests.
7. Coordinate fundraising efforts on behalf of the club.
8. Meet with Sport Club Advisor at least once a semester to be updated on club activities and progress.
9. Attend End of Semester and End of Year Meeting with Sport Clubs Coordinator and Student Manager.

Sport Club Safety Officer

1. Must attend the Safety Summit in the Fall semester.
2. Must be CPR and First Aid certified.
3. There must be one Safety officer for every 10 members.

4. Ensure at least one Safety Officer is present at all Sport Club activities.
5. Ensure health and safety of all club participants.
6. Ensure a First Aid Kit is available at all practices and competitions.
7. Ensure that no individuals participate in practice unless they are approved members of the club and/or have signed a liability waiver.
8. Report any injuries and/or incidents to the Sport Club Student Managers and/or Sport Club Coordinator.
9. Submit all travel forms and documents and follow the trip approval process if required.
10. Meet with Sport Club Advisor at least once a semester to be updated on club activities and progress.
11. Attend End of Semester and End of Year Meeting with Sport Clubs Administrator and Student Manager.
12. Must download the PAR CRR app.

SPORT CLUB ADVISOR EXPECTATIONS

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

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

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

Club Advisors, upon their selection, must acknowledge their role as a Sport Club Advisor by completing the agreement on Gator X. A new Advisor Agreement on Gator X must be submitted at the beginning of each academic year as part of the club renewal process.

Resignation or Absence of Advisor

A Sport Club advisor may resign at any time, but whenever possible and appropriate, the retiring advisor should give assistance to the Sport Club in locating a new advisor. During the time that the club is without an advisor, the Sport Club Coordinator will serve as a temporary advisor or assign another temporary advisor. A new advisor must be found within 1 month of resignation of the previous advisor or the club will become suspended and lose the benefits of being a Sport Club. If there are any changes concerning the advisor and the Sport Club they represent, the Campus Recreation Department must be notified immediately, and all appropriate paperwork must be completed and submitted.

SPORT CLUB COACH EXPECTATIONS

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

Prior to being offered any coaching responsibilities all non-player coaches (paid or volunteer) must submit all necessary paperwork to the Sport Club Student Managers. This includes a University Volunteer form that needs to be approved by Human Resources. Upon request, all coaches (non-player or student) must validate their credentials and professional experience within the field/sport club they wish to coach. In addition, all non-player coaches (paid or volunteer) will be asked to complete a criminal background check to be covered by the Sport Club prior to working with the team.

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

i) Hiring and Qualifications

1. Sport Club Executive Board Members must meet with Sport Club Coordinator to discuss the coaching qualifications and/or certifications required of their potential coach.
2. Upon request, potential coaches must validate their coaching credentials to the Sport Club Student Managers and Sport Clubs Coordinator.
3. Coaches must be First Aid/CPR certified.
4. Coaches must have the ability to assess potential concussion injury.

ii) Requirements

1. Either be employed by the University, identified as a University Volunteer, or sign a University contract to provide coaching services as an independent contractor.
2. Complete and pass a Criminal Background Check.
3. Follow all University Policies and Procedures
4. Sign a Coach's Contract with the Sport Club to be kept on file with the Campus Recreation Department
5. Sign a Coach's 'Code of Conduct' to be kept on file with the Campus Recreation Department
6. Report any alcohol, drug, hazing, sexual harassment incidents to the Sport Clubs Coordinator
7. Restrict activities to coaching and not be involved in the management function of the Sport Club
8. Establish a formal working relationship with the Sport Clubs Coordinator and Sport Club's Executive Board
9. Coaches must download the PAR CRR app

Paid vs. Volunteer Coaches

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

It is recommended that all Sport Clubs hiring non-player coaches create a Coaches Agreement specifically outlining all duties, responsibilities, expectations, and specified payment amounts for serving in the capacity of a coach. This agreement should be signed by the current club Executive Board Officers and the coach upon his/her hiring by the club. A copy must be submitted to the Sport Clubs Coordinator.

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

Coach's Code of Conduct

Coaches (paid or volunteer) must register with the Sport Club Program by reviewing the Sport Club Coach Code of Conduct listed below, and sign the Sport Club Coach Contract. Coaches will be required to re-sign these forms at the beginning of each academic year.

1. Understand that Clubs incorporated into the Sport Clubs Program are student run organizations.
2. Student leadership positions are in charge of the club's agenda and budget.
3. Ensure that all financial responsibility is properly maintained by the student leaders within the club. Report any forms of financial fraud or embezzlement immediately to the Assistant Director.
4. Coaches will not attempt to manipulate or influence the club's agenda in opposition to the desires of the club's membership or executive board.
5. Respect the rights, dignity and worth of every participant.
6. Within the context of the activity, treat everyone equally regardless of gender identity, sexual orientation, disability, ethnicity, race, or religion.
7. Ensure the athlete's time spent with you is a positive experience.
8. All athletes are deserving of equal attention and opportunities.
9. Treat each athlete as an individual.
10. Respect the talent, developmental stage and goals of each athlete.
11. Help each athlete reach their full potential.
12. Be fair, considerate and honest with athletes.
13. Be professional and accept responsibility for your actions.
14. Display high standards in your language, manner, punctuality, preparation and presentation.

15. Display control, respect, dignity and professionalism to all involved with the sport – this includes opponents, coaches, officials, administrators, the media, parents and spectators.
16. Encourage your athletes to demonstrate the same qualities.
17. Make a commitment to providing a quality service to your athletes.
18. Seek continual improvement through performance, appraisal and education.
19. Provide a training program which is planned and sequential.
20. Maintain appropriate records.
21. Operate within the rules and spirit of your sport.
22. The guidelines of national and international bodies governing your sport should be followed. Please contact your sport's governing body for a copy of its rule book(s), constitution, by-laws, relevant policies (e.g. Anti-doping policy, selection procedures, etc.).
23. Coaches should educate their athletes on drugs in sport issues.
24. Any physical contact with athletes should be:
 - a. appropriate to the situation
 - b. necessary for the athlete's skill development
25. Refrain from any form of personal abuse towards your athletes.
 - a. This includes verbal, physical and emotional abuse
26. Be alert to any forms of abuse directed toward your athletes from other sources while they are under your supervision.
27. Refrain from any form of harassment towards your athletes.
 - a. This includes sexual and racial harassment, racial vilification and harassment on the grounds of disability.
 - b. You should not only refrain from initiating a relationship with an athlete, but should also discourage any attempt by an athlete to initiate a sexual relationship with you: explaining the ethical basis of your refusal
28. Provide a safe environment for training and competition.
29. Ensure equipment and facilities meet safety standards.
30. Ensure equipment, rules, training, and the environment is appropriate for the ability of the athletes.
31. Show concern and caution toward sick and injured athletes.
32. Provide a modified training program where appropriate.
33. Allow further participation in training and competition only when appropriate.
34. Encourage athletes to seek medical advice when required.
35. Maintain the same interest and support toward sick and injured athletes.
36. Contact the Coordinator of Sport Clubs immediately following any major injuries.
37. Be a positive role model for your sport and athletes.

MARKETING & PUBLICITY

The success of any Sport Club depends on the marketing strategies used to publicize the club and its events and competitions.

The SF State Identity

It is important the Sport Clubs at SF State present a coherent, distinctive, and memorable image of the University through both its printed and electronic materials. Sport Clubs should refer to the SF State Identity System Guidelines when creating marketing and publicity materials at all times. The Identity System Guidelines features include:

- SF State Logo
- SF State Seal
- Typography Guidelines
- Color Guidelines
- Editorial Style Guidelines

Use of the SF State Logo and Seal are not to be used on any Sport Club materials.

Use of the approved SF State Gator may be allowed on a case by case basis. It cannot be used on Sport Club team uniforms or apparel. The Gator mascot mark is reserved for SF State Athletics team apparel only.

Permission to use the official SF State Gator mascot mark for special activities, campus-wide spirit events, or other forms of publicity will require approval in advance by University Communications. If approved, the Gator image may not be altered in any way. The creation of other gator images will not be accepted to use.

For more information, please refer to the SF State Identity System Guidelines website at <http://logo.sfsu.edu>.

Banners: Cesar Chavez Student Center

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

1. Only recognized student organizations, University departments, and programs may post banners.
2. The banner must be for a specific event (e.g., meeting, reception, and speaker). (One banner per event.)
3. The date, time, and place of the event must be clearly marked on the banner.

4. Banners may be hung for 5 days before the event. Each organization is responsible for removing its banner after 5 days or the student center staff will remove and recycle the banner.
5. All banners must be approved and date-stamped by the Information Desk staff. Banners without the date stamp will be removed.
6. Banners may be no longer than 10 feet and no wider than three 3 feet and should be neatly lettered and legible from the ground level.
7. All sponsoring organizations must be listed on the banner.
8. The sponsoring group is responsible for hanging the banner in an available mezzanine railing space and for removing the banner and tape from the railing when the stamped date has expired.
9. Railing space is available on a first-come, first-served basis.

Campus Memo

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

Cesar Chavez Student Center (CCSC) Information Desk

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

Chalking

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

Email Account

Sport Clubs are required to obtain a SF State email/web account. The student organization email will be added to the SICC student organization list serve for important information and updates. The organization web address will also be linked to the SICC and Campus Recreation website to

publicize the organization. Student organizations are not allowed to use personal SF State accounts for the organization (i.e. personal sfsu, yahoo, gmail, hotmail, etc).

Golden Gate [X]press

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

KSFS Internet Radio

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

Mail Box Services

All recognized Sport Clubs receive a mailbox with a SF State mailing address. Please keep the mailbox area clean and accessible for all. It is the responsibility of each club to pick up and discard excess mail. Mailboxes are located outside of the Campus Recreation Office. Sport Clubs should check their mailbox at least once a week. All mailboxes are cleared out in the summer. Mailing address for Sport Clubs:

Name of Organization
Campus Recreation Department-Sport Clubs
San Francisco State University
Mashouf Wellness Center
755 Font Blvd.
San Francisco CA, 94132

Literature Distribution

Sport Clubs and student organizations are allowed to distribute literature under Executive Order #89-13. Prior approval must be obtained through the Sport Clubs Administrator. Sport Clubs are to adhere to the following:

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

Postings

Student organizations must adhere to the following:

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

Signs

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

Campus Recreation Marketing Team

The Sport Clubs at SF State are able to utilize the SF State Campus Recreation Marketing Team for little to no cost. If a club would like to use any of the services offered, they must email the Sport Club Student Managers to set up a meeting in order to discuss logistics and requirements of their desired content. The Marketing Team requires at least a two weeks' notice for any marketing request. The Sport Club Student Managers are responsible for submitting marketing requests.

Content Offered:

- Photo
- Video
- Digital Signage (i.e., 7-screen digital wall, MWC TV screen)
- Print Signage (i.e., poster, flyer, postcard, handouts, etc.)
- Tabling/Street Team
- Campus Recreation Instagram post (@sfsu_campusrec)

Mashouf Wellness Center Trophy Case

All Sport Club's are able to submit a trophy, plaque, medal, etc. to be placed in the trophy case located in the MWC. This trophy case is reserved for all sport club awards to be displayed to SFSU students and recognize the success of the Sport Clubs at SF State. If your club has an award they would like to showcase, turn it in to the Sport Club Coordinator at any time.

AUDITS

In order to assure Sport Clubs are following San Francisco State University Sport Clubs Program Policies and Procedures, the following will be strictly enforced:

Audits

Routine audits will be made by the Sport Clubs Student Managers to ensure that proper Risk Management, Sport Club, and University procedures are being followed. Club members may or may not be notified in advanced of when an audit will take place.

The details as to how the audit will be scored is attached on the following page.

SFSU SPORT CLUB AUDIT CHECKLIST	CLUB:
	DATE:
	AUDITOR:

San Francisco State University: Sport Club Audit Checklist
 These checklists are provided for general guidance in verifying sport clubs meeting required expectations.

1. Membership / _ / Yes / _ / No

Yes	No	Topic: Membership
		Does the Sport Club have all Sport Club liability waivers signed?
		Does the Sport Club have all concussion forms signed?
		Does the Sport Club have all CRD general liability waivers signed (Fusion)?

2. Blank Forms On-Site / _ / Yes / _ / No

Yes	No	Topic: Blank Forms
		Does the Sport Club have blank liability waivers on-site?
		Does the Sport Club have blank concussion forms on-site?
		Does the Sport Club have injury report forms on-site?

3. SAFETY PROCEDURES / _ / Yes / _ / No

Yes	No	Topic: Safety
		Does the Sport Club have the appropriate amount of Safety Officers on-site? (1 S.O/10 members)
		Does the Sport Club have a stocked First Aid Kit on-site?
		Does the President and Safety Officer both have "PAR CRR" downloaded?

Audit Conclusions:

Comments:	
-----------	--

Auditor Signature

Date

FINANCES & FUNDING

POLICY STATEMENT: In accordance to ICSUAM Section 3141.01, per Executive Order 1068, all recognized student organizations that fundraise and manage monies, with the exception of recognized 501(c)(3) organizations, are required to bank with the University or its designated campus auxiliary organization by June 30th, 2017. The University Corporation has been identified as the designated campus auxiliary by San Francisco State University.

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

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

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

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

Banking

The University Corporation, SF State (UCorp) will facilitate all financial transactions for Student Organization accounts and along with Student Activities & Events (SAE) will also work with student leaders, campus administrators, and business vendors to expedite the approval of payments, refunds, advances or withdrawals from Student Organization accounts.

UCorp has two locations in the Administration Building-

WINDOW C Student Org Consultation (for all banking related questions)

See UCorp website for hours of operation [<https://ucorp.sfsu.edu/studentorgs>] -or- email any questions directly to ucorpstudorg@sfsu.edu

WINDOW D Bursar Hours (for Deposits and Withdrawals)

See Bursar website for hours of operation [<https://bursar.sfsu.edu/contact>]

Fundraising

Sport Clubs are strongly encouraged to do at least one fundraising activity during the academic year. All fundraising activities must be approved by the Sport Clubs Administrator and Student Manager before any funds are received. The most popular club fundraising ideas include:

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

Sport Club Program Allocation Fund

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

Sport Clubs that are recognized and are in good standing will be eligible to request funds that are allocated by the Campus Recreation Department. Each club will be required to submit a Budget Report Proposal, that describes their expected revenues and expenses for the following academic year. The club's Treasurer will present to the Sport Club Council on all prepare a presentation to be given to the Sport Clubs Council, explaining the need for the funds being requested and how it will benefit the club. The club will also be required to submit an Allocation Request Form with the total amount they are requesting and a description of each individual expense. Each club can request to cover all of their expenses for the academic year, but with the strict approval process, the club should not expect to get everything covered. Each Sport Club at SF State varies in expenses, where some clubs are more expensive than others, so the amount allocated to one club might differ than the next because of this.

The Allocation Request Proposal presentation should include:

- Description of each expense
 - How each expense covered will benefit the club
 - Total amount requested with subdivisions explaining how the club got to that total
 - Any other information the club needs to state to support their case in the approval process

The club will not be permitted to request any more funds throughout the year until the new Registration Period starts for the following academic year.

Financial Allocation Request Process

1. Sport Clubs that are desiring funds for the following academic year will submit a Budget Report Proposal, outlining projected revenue and expenses.
2. After the Budget Report Proposal is submitted, the Sport Club Treasurer and President will prepare a presentation to be given to the Sport Clubs Council explaining the need for the funds being requested and how it will benefit the club.
 - Example: We are requesting \$240 of funds for referees. Each referee is \$80, and we will need one for 3 separate tournaments. The dates of the tournaments are...
3. Along with the Budget Report Proposal and presentation, the Sport Club must submit an Allocation Request Form with the total amount they are requesting and a description of each individual expense.
4. During the scheduled SCC meeting, time will be allowed for each club Treasurer requesting funds through the SCC to make a brief 5-minute oral presentation and to respond to the council's questions about the request.
5. Within the following two weeks before the next SCC meeting, the Sport Club Student Managers, Coordinator, and Associate Director will discuss the information presented and go over each individual club's Budget Report Proposals and Allocation Request Forms.
6. At the next SCC meeting, the Sport Club Student Managers will present the approved amounts for each club. The council members will then vote on whether or not to grant the Sport Club's Financial Allocation Request based on what has been approved. Only clubs in good standing are permitted to vote. One vote per Sport Club will be counted.

Student Organization Banking Guide (PDF)

For all other questions on the UCorp banking system or financial business, please see the Student Organization Banking Guide here: <https://ucorp.sfsu.edu/studentorgs>

This guide should provide you with instructions on how to conduct financial business for your student organization including setting up the account, making deposits and a variety of ways to access your Org's funds, based on UCorp's required accounting procedures and the type of activity, event, or financial transaction necessary to complete the request.

Example UCorp Account Form:



The University Corporation, San Francisco State
1600 Holloway Ave, Admin. Building #961
San Francisco, CA 94132

Student Organization Account Application and Agreement
Please bring this completed form to the Student Activities and Events Dept. (Student Services Building, Room #206)

Student Organization Name:
Candy Land Club

Academic Year:
2018

Please check one:
☒ Student Organization ☐ Sports Club

Please check one:
☒ New Account ☐ Update Existing Account Account #:

Please Generally Describe the Student Org Source of Funding:
Fundraising through food sales, membership dues, asking for donations, and ticket sales.

Please Generally Describe the Student Org Use of Funding:
Supplies for events such as organization graduation and Welcome Week, org merchandise, and food and drinks for meetings.

"By signing below, I have read and I agree to the terms and conditions of establishing and managing a bank account on behalf of my student organization. I enter into this agreement with full knowledge of its effect."

Franco Bravo
Student Organization President Name
Signature
(415)123-4567@sfu.edu (EMAIL ONLY)

Sam Fran
Student Organization Treasurer Name
Signature
(415)123-4567@sfu.edu (EMAIL ONLY)

Gate Ors
Student Organization Advisor Name
Signature
(415)123-4567@sfu.edu (EMAIL ONLY)

APPROVALS

Student Activities & Events Signature	Date
Campus Rec Signature (Sports Clubs Only)	Date
UCorp Signature	Date

Student Activities and Events Use ONLY:

Date Received:	Additional Information:
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UCorp Use ONLY:

Date Received:	Assigned Student Org Fund #:	Additional Information:
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Associated Students Incorporated (ASI) Funding

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

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

TRAVEL RULES & GUIDELINES

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

For all Sport Club activities involving travel, a Travel Request/Approval Form must be submitted to the Sport Club Coordinator/Student Managers a week prior to departure date for one-day trips. If a trip is to be longer than a day, the Travel Request/Approval Form should be submitted two weeks prior to departure date.

Definitions

1. Trip Administrator: The Trip Administrator for San Francisco State University Sport Clubs is the Sport Clubs Coordinator. He/she will approve all travel for Sport Clubs.
2. Trip Leader: The Trip Leader is responsible for implementing trip safety procedures and completing all travel forms and reports. It is recommended that the current Safety Officer take the role of the Trip Leader because it is required that the Trip Leader is CPR certified. In situations where the Safety Officer may not be traveling with the club on a trip, he/she may designate another club member to serve as the Trip Leader.
3. University Activity: Any activity approved by the University or by any organization recognized by the University, be it on or off-campus.

Types of Travel

There are two types of travel that Sport Clubs follow.

1. University Non-Approved Travel: Trip begins and ends at the competition site. The trip approval process does not have to be followed.
2. University Approved Travel: Trip begins at departure and ends upon return. The trip approval process must be followed.

University Non-Approved Travel

Important: All travel by Sport Clubs deemed Non-University approved means the trip will begin and end at the Event Venue and the university's General liability policy comes into play only for the duration of the competition or event. The travel portion of the trip will not be covered by the university.

Travel

1. Travel is not directed (and hence not reimbursable) by University.
2. Student Travel Accident provides 1st party medical coverage (only during direct travel to and from the CSU-sponsored event, excess of other coverage from personal auto or medical insurance – does not cover injury at the practice or game – that is under the CSIP coverage).
3. Vehicle liability insurance is not provided – the driver's personal vehicle insurance is the main coverage.

Activity

1. Since this is a 'University Activity' (competition or practice) - University provides general liability coverage for claims related to employees' and official volunteers' actions and the overall activity. Coverage for the student participants is through the CSIP. Students must be enrolled in the program.
2. University Workers' Compensation covers employees and University volunteers.
3. The CSIP medical and liability programs meet the requirement for the activity coverage, as required by CSU Executive Order 1068.
4. 'Trip Approval Process' is not followed.

University Approved Travel:

In order for trips to be University Approved Travel, one of the following situations must occur:

1. Trips are out-of-state
2. Trips require vehicle travel of 150 miles one-way.
3. Trips require an overnight stay.

Travel

1. Directed travel - using university vehicles, university rented vehicles, university authorized personal vehicles.
2. 'Trip Approval Process' must be followed.
3. Vehicle liability insurance coverage provided:
 - i. Vehicle Liability Self Insurance Program (VELSIP) is primary liability coverage for university owned vehicles; (This is a State of California program in which CSU participates as a State Agency – but does not include collision coverage for owned, rented or personal vehicles).
 - ii. VELSIP is secondary for University leased/rented vehicles (Rental Agency Contract [RAC] provides primary coverage).
 - iii. VELSIP is secondary for University authorized personal vehicles (owner provides primary coverage).
4. Student Travel Accident provides 1st party medical coverage (only during direct travel to and from the CSU-sponsored event, excess of other coverage from personal auto or medical insurance – does not cover injury at the practice or game – that is under the CSIP coverage).
5. University Authorized Drivers (employees or official volunteers) covered under University Workers' Compensation.
6. Vehicles leave and return as directed.
7. 'Personal Deviations' during trip not covered. A 'Personal Deviation' is defined as an activity which:
 - a. is neither reasonably related to or incidental to the purpose of travel for which coverage is provided by this Policy; and
 - b. the Covered Person performs before, during or after covered travel.

*Note that students are free to deviate from the approved trip – but must understand that the deviation is not considered part of the trip.

Activity

1. Since this is a 'University Activity' (competition or practice) - University provides general liability coverage for claims related to employees' and official volunteers' actions and the overall activity. Coverage for the student participants is through the CSIP. Students must be enrolled in the program.
2. University Workers' Compensation covers employees and official volunteers.
3. The CSIP medical and liability programs meet the requirement for the activity coverage, as required by CSU Executive Order 1068.
4. 'Trip Approval Process' is followed.

Trip Administrator Responsibilities

The Trip Administrator should:

1. Administer the trip request/approval and documentation process.
2. Approve the activity (i.e. confirming it is a University Activity)
3. Approve all Trip Leaders
4. Supervise and assist all Trip Leaders.
5. Ensure there is appropriate pre-trip communication with all Trip Leaders prior to departure.
6. In some situations (e.g. international travel, air travel), the Sport Clubs Administrator may be required to accompany the club, at the groups expense. The University Risk Manager (or designate) may be consulted to make this determination.

Note: If trip is not approved by Trip Administrator, Sport Clubs should not travel and will be subject to the campus' disciplinary measures if travel is undertaken without proper consent.

Trip Leader Responsibilities

The Trip Leader is responsible for implementing trip safety procedures and completing all travel forms and reports. It is recommended that the current Safety Officer take the role of the Trip Leader because it is required that the Trip Leader is CPR certified. In situations where the Safety Officer may not be traveling with the club on a trip, he/she may designate another club member to serve as the Trip Leader. Trip Leaders are required to work closely with the Trip Administrator.

The Trip Leader is

Specifically, the Trip Leader is required to:

1. Pre-Trip

- a. Agree to enforce travel guidelines.
- b. Sign the Trip Leader Agreement form
- c. Ensure the Travel Request/Approval Form has been submitted to the Sport Club Administrator and Student Manager at least a week before trip departure.
- d. Have current First Aid and CPR Certification.
- e. Inform Trip Administrator of any changes in trip details.
- f. In situations where multiple vehicles are traveling communicate safety responsibilities to all vehicle drivers.
- g. Ensure there is a cell phone in each vehicle (if possible) and that cell phone numbers have been exchanged.
- h. Submit Transportation Manifest to Trip Administrator before leaving.
- i. Obtain Travel Binder and First Aid Kit prior to leaving. The binder will include the following forms:
 - Copy of Travel Guidelines
 - Copy of Trip Manifest
 - Membership Information Forms
 - Travel Request/Approval Form
 - Emergency Action Plan
 - Emergency Call Down List
 - Incident Forms
 - Post Trip and Competition Form

2. Post Trip

- a. Contact Trip Administrator and Sport Club Manager upon arrival back to campus.
 - Trip leader must send an email with trip report results and verify that everyone has returned safely.
- b. Complete Post Trip and Competition Form and any Incident Report Forms (when applicable).
 - Due Mondays by 5:00pm.

Trip Leader Agreement

I have read, understood and agree to abide by the CSU Sport Clubs Travel Policies. As a Trip Leader for my Sport Club, I understand that I am responsible for implementing the safety procedures as outlined in the SF State Sport Club Travel Policies. I agree to abide by the Trip Leader duties as outlined in the 'Trip Leader Responsibilities'.

Specifically, I agree to:

- f* Follow the 'Trip Approval Process'
- f* Communicate with the Trip Administrator prior to each trip
- f* Follow the 'Emergency Procedures' as documented
- f* Contact the Trip Administrator immediately after the trip
- f* Return Trip Kit and any required documents (e.g. accident report form) within 24 hours of return from trip.

I AM SIGNING THIS AGREEMENT OF MY OWN FREEWILL AND CAN READ & UNDERSTAND THE PRINTED MATERIALS WITH EASE.

Trip Leader Name (Print): _____
Trip Leader Signature: _____
Sport Club: _____
Date: _____

Transportation Manifest Example

Team: _____ Trip Leader: _____
 Trip Dates: __/__/__ to __/__/__ Destination: _____

- All drivers must possess a valid California Drivers License.
- All vehicles must be insured.
- All Drivers must have taken the Defensive Driver Training Course
- Must have Safety Kit and Travel Binder during trip
- No 15-passenger vans may be used for club travel

Driver/Passenger Lists:

<u>Vehicle 1</u> Type: <input type="checkbox"/> personal <input type="checkbox"/> rental Drivers: _____ Passengers: _____ _____ _____ _____ _____ _____ _____ _____	<u>Vehicle 2</u> Type: <input type="checkbox"/> personal <input type="checkbox"/> rental Drivers: _____ Passengers: _____ _____ _____ _____ _____ _____ _____ _____
<u>Vehicle 3</u> Type: <input type="checkbox"/> personal <input type="checkbox"/> rental Drivers: _____ Passengers: _____ _____ _____ _____ _____ _____ _____ _____	<u>Vehicle 4</u> Type: <input type="checkbox"/> personal <input type="checkbox"/> rental Drivers: _____ Passengers: _____ _____ _____ _____ _____ _____ _____ _____

TRAVEL GUIDELINES AND EMERGENCY PROCEDURES

General

1. University activities held off campus shall be planned, documented, and conducted in a manner to minimize risk to university students, employees, as well as to members of the public.
2. Passengers should behave in a manner that does not distract the driver.
3. By law alcohol and/or illegal drugs are not permitted in the vehicle during travel to and from Sport Clubs practice, events, and competitions.
4. Travel in 15 passenger vans may not be used for club travel.

Driver

1. By state law vehicle drivers must have a valid Driver's License.
2. It is recommended that drivers driving personal vehicles have the minimum automobile liability insurance coverage required by the state.
3. Drivers should not operate a vehicle while using alcohol and/or drugs, or while taking prescription medications which impair one's ability to drive.
4. Drivers are expected to obey all traffic laws including driving at or below the posted speed limit, or at a safe speed based on the conditions.
5. Drivers must refrain from distracting behaviors while driving: eating, drinking, using cell phones, adjusting radio channels, etc.
6. All travelers should wear seat belts.

Travel Emergency Procedures

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

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

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

1. Incident Report
2. Vehicle Accident Report

All forms can be retrieved from the *Travel Forms* folder on <https://sfsu.account.box.com>

TRAVEL REQUEST/APPROVAL PROCESS

University Non-Approved and Approved Travel Request/Approval Process
[All forms can be retrieved from the *Travel Forms* folder on <https://sfsu.account.box.com>]

Submit Travel Request/Approval, Trip Leader Agreement Form, and Trip Manifest
(if required)



Receive Confirmation Email of Travel Approval



Obtain Travel Binder & First Aid Kit prior to trip (week days only)



Email Sport Clubs Administrator & Student Managers upon arrival back
to campus



Submit Post Trip and Competition Form & Incident Report



Return Travel Binder

***University Approved Travel must include the above, as well as:**

[a description of each is listed on the following pages]

Submit Copy of Driver License of Driver(s)

Complete *Driver Application* Form

Complete *Online Defensive Driver Course*

If applicable, Complete *Authorization of Privately-Owned Vehicle on State Business* Form

Submit Copy of Personal Vehicle Insurance or Rental Car Receipt

University Approved Travel Request/Approval Process

University Approved Travel Requests must complete all tasks under the Non-University Approved Travel as well as:

- Drivers
 - ✓ **Complete Defensive Driver Course**
 - The Department of General Services (DGS), Office of Risk and Insurance Management, has developed an Online Defensive Driver Training course with no charge to state agencies. Please visit the [DGS Training Website](#) for more information or email: DDT@dgs.ca.gov.
 - ✓ **Complete Driver Application/Declaration Form**
- Vehicles
 - ✓ **Authorization of Privately-Owned Vehicles on State Business'**
 - ✓ **Proof of Vehicle Insurance Card**
 - ✓ If members are traveling on their own to the event and not with the club, they will not have auto liability coverage by the University.
- Renting Vehicles
 - ✓ Must rent from approved CSU carriers: Enterprise and/or Alamo.
 - ✓ If none of these agencies have vehicles, then the Trip Administrator can approve a rental from another agency and require that all available liability coverage be purchased.
 - ✓ Bus Rentals Contracting and Purchasing on University business.
 - ✓ Sport Clubs may not rent or travel in caravans.

Travel First Aid Kit

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

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

A Travel First Aid Kit will be provided at the beginning of the school year and picked up as soon as possible. The First Aid Kit must be signed out from the Campus Recreation Office before the Sport Club can travel.

A list of included materials will be provided in the Travel First Aid Kit. If any items are used, the Trip Leader must circle the item on the list provided.

First Aid materials include:

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

GENERAL DISCIPLINARY POLICIES

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

Time, Place & Manner Policy

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

Non-Discrimination

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 other university living groups.

Open Membership

No campus shall recognize any fraternity, sorority, living group, honor society, or other student organization unless its membership and leadership are open to all currently enrolled students at that campus, except that a social fraternity or sorority or other university living group may impose a gender limitation as permitted by Title 5, California Code of Regulations, Section 41500. Student organizations may require applicants for leadership positions to have been members for a specified period of time, and may require officers to compete for those positions in elections of the membership.

Rights, Responsibilities, Privileges, Conduct, & Discipline

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

41301. Expulsion, Suspension, and Probation of Students.

Following procedures consonant with due process established pursuant to Section 41304, any student of a campus may be expelled, suspended, placed on probation, or given a lesser sanction for one or more of the following causes, which must be campus related:

1. Cheating or plagiarism in connection with an academic program at a campus.

2. Forgery, alteration, or misuse of campus documents, records, or identification or knowingly furnishing false information to a campus.
3. Misrepresentation of oneself or of an organization to be an agent of a campus.
4. Obstruction or disruption, on or off campus property, of the campus educational process, administrative process, or other campus function.
5. Physical abuse on or off campus property of the person or property of any member of the 32 campus community or of members of his/her family or the threat of such physical abuse.
6. Theft of or non-accidental damage to, campus property, or property in the possession of, or owned by, a member of the campus community.
7. Unauthorized entry into, unauthorized use of, or misuse of campus property.
8. On campus property, the sale or knowing possession of dangerous drugs, restricted dangerous drugs, or narcotics as those terms are used in California statutes, except when lawfully prescribed pursuant to medical or dental care, or when lawfully permitted for the purpose of research, instruction, or analysis.
9. Knowing possession or use of explosives, dangerous chemicals, or deadly weapons on campus property or at a campus function, without prior authorization of the campus president.
10. Engaging in lewd, indecent, or obscene behavior on campus property or at a campus function.
11. Abusive behavior directed toward, or hazing of, a member of the campus community.
12. Soliciting or assisting another to do any act which would subject a student to expulsion, suspension, or probation pursuant to this Section.
13. Violation of any order of a campus president, notice of which had been given prior to such violation and during the academic term in which the violation occurs, either by publication in the campus newspaper, or by posting on an official bulletin board designated for this purpose, and which order is not inconsistent with any of the other provisions of this Section.
14. For the purposes of this Article, the following terms are defined:
 - a. The term "member of the campus community" is defined as meaning California State University Trustees, academic, non-academic and administrative personnel, students and other persons while such other persons are on campus property or at a campus function.
 - b. The term "campus property" includes: (a) real or personal property in the possession of, or under the control of, the Board of Trustees of The California State University, and (b) all campus feeding, retail, or residence facilities whether operated by a campus or by a campus auxiliary organization.
 - c. The term "deadly weapons" includes any instrument or weapon of the kind commonly known as a blackjack, sling shot, billy, sand-club, sandbag, metal knuckles, any dirk, dagger, switchblade knife, pistol, revolver, or any other firearm, any knife having a blade longer than five inches, any razor with an unguarded blade, and any metal pipe or bar used or intended to be used as a club.
 - d. The term "behavior" includes conduct and expression.
 - e. The term "hazing" means any method of initiation into a student organization or any pastime or amusement engaged in with regard to such an organization which causes, or is likely to cause, bodily danger, or physical or emotional harm, to any

member of the campus community; but the term “hazing” does not include customary athletic events or other similar contests or competitions.

15. This section is not adopted pursuant to Education Code Section 89031.

16. Notwithstanding any amendment or repeal pursuant to the resolution by which any provision of this Article is amended, all acts and omissions occurring prior to that effective date shall be subject to the provisions of this Article as in effect immediately prior to such effective date.

Procedures for Alleged Violations of University Policies

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

Disciplinary Sanctions

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

1. **Letter of Warning** - A Letter of Warning is a written notice to the student organization or individual(s) from the Coordinator of Club Sports that violations of the SF State Sport Clubs Program and/or university policies have occurred. This letter will be a warning that further violations could result in more severe disciplinary action. It will be a part of the organizations’ or individual(s) file for a period of one year from the date of the letter.
2. **Censure** - Censure is a written reprimand for violations of university policies and is considered more severe than a letter of warning. It also includes notice to the organization or individual(s) that certain privileges have been revoked and continued or repeated violations will result in more severe disciplinary action. It will be a part of the organizations/ individual(s) file for a period of one year from the date of the letter.
3. **Probation/Suspension** – Probation or Suspension is the loss of all rights and privileges of a student organization/ individual(s) during the specified suspension period.
4. **Revocation of recognition** - Revocation of recognition involves the expulsion of the student organization/individual(s) from the university community along with all the rights and privileges as a SF State student.

Alcohol & Drug Policy #89-12

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

Written documentation will be placed in the student organizations file. Notification will be forwarded to the Judicial Affairs.

Hazing Law/Educational Code

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

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

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

1. The following actions are expressly forbidden:
 - a. physical abuse (on or off campus), commonly known as hazing, is defined so as to include paddling, slapping, kicking, choking, scratching, and exposure to extreme water temperatures, (i.e. cold or hot showers);
 - b. excessive mental stress-placing of prospective members of a group or organization in ambiguous situations which lead to confusion and emotional stress; and
 - c. Verbal abuse (e.g., shouting; screaming; or use of derogatory, profane, or obscene language).
2. Should the university become aware of such abuses on the part of the student organization or group or any of its members, the university will immediately suspend the group or organization indefinitely pending the results of the universities internal investigation. In the event the charges are substantiated, the university will invoke appropriate disciplinary sanctions against the individuals as well as the individual group or organization involved.

Education Code 'Hazing' 32050

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

Education Code 32051

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

Education Code 32052

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