

***UNIVERSITY OF SAN DIEGO
ASSOCIATED STUDENTS***

**SPORTS CLUBS
HANDBOOK**

2009 - 2010

*Policies, procedures, and information
for and about
Sports Clubs at USD*

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SECTION I: ADMINISTRATION

INTRODUCTION

A Sports Club is a student organization established to promote interest, participation, and competition in a particular sport. The Sports Clubs Program is administered through the Campus Recreation Department, which serves as an information center, administrative body, and resource for those involved in Sports Club Programs. The Associated Students serves as a certifying body, and funding source for the sports clubs

The Sports Clubs Program has been developed primarily for the purpose of engaging in extramural-intercollegiate activities above the level of intramural competition, but below the level of Intercollegiate Athletics. The clubs compete with other clubs and universities, and should not be confused with the Intercollegiate Athletics programs administered by the University of San Diego Athletic Department.

Sport Clubs are financially responsible for their expenses. Financial commitments are met primarily through team dues, student sponsored fund raising events, and A.S. funds. Sport Clubs do not offer scholarships. Coaches and support persons are not paid with University or A.S. funds. Coaches may be paid through club dues or fund raising monies.

Students and support personnel are directly responsible for the administration and supervision of their respective clubs. Responsibility, leadership, and direction are a few of the benefits that a club has to offer its members. Club members are also responsible for writing and implementing their constitution, recruiting new members, establishing club dues, developing a financial plan, planning and publicizing the club's upcoming activities, etc.

The Sports Club Handbook has been designed to serve as a guide to club officials in the conduct of their Sports Clubs Program. It contains specific procedures and policies to be followed by all Sports Clubs in the operation of their organization.

INDIVIDUALS PARTICIPATE IN SPORTS CLUBS AT THEIR OWN RISK. ALL SPORTS CLUBS PARTICIPANTS ARE REQUIRED TO HAVE PERSONAL MEDICAL INSURANCE AND CATASTROPHIC INSURANCE.

Non-discrimination Clause: In compliance with California Board of Regents and University of San Diego Policy, club membership shall be available without regard to race, color, religion, national origin, age, sex, non-disqualifying disabling condition or veteran's status. Distinctions in individual participation based upon sex shall be in accord with federal regulation.

SPORTS CLUBS MISSION

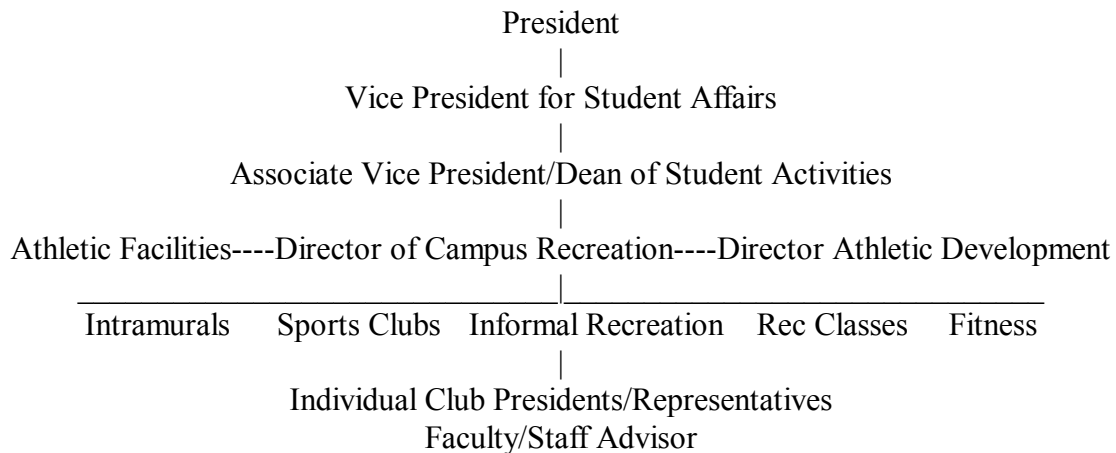
- A. To make available to students, staff, faculty and other members of the USD community, opportunities for the instruction and participation in a wide range of recreational and competitive programs which can develop sound lifelong leisure values and skills.
- B. To provide an avenue for camaraderie and a feeling of belonging among individuals in the university community through common leisure interests.
- C. To develop leadership by providing opportunities for students to organize, administrate, and problem solve for individual clubs and/or Sports Club Council.

SPORTS CLUBS & RECREATION CLUBS DEFINED

Sports Clubs are those clubs which participate at a high level of competition. These clubs require substantial member support in the areas of fund raising, dues, and personal insurance. Sports clubs generally practice two or three times a week, have volunteer coaches, and compete against other college club teams. Many Sports Clubs have tryouts in the fall. All interested students are invited to tryout.

Recreational Sports Clubs are special interest activity clubs that are open to the entire campus (students and employees). The clubs are organized to present social interaction, skill development, and occasionally less competitive activities. You can join a Recreation Club any time during the year and participate in any of their special events, meetings, social gatherings, and competitions. Recreation clubs are designed to develop and promote interest in a particular sport, or recreational activity. Its members learn and refine skills, enjoy the recreational and social fellowship of sports.

RELATIONSHIP OF SPORTS CLUBS TO THE UNIVERSITY



SPORTS CLUB REGISTRATION APPROVAL CRITERIA

The number of AS sponsored sports clubs and recreation clubs are limited and are based

upon available funding, department staffing and facilities.

A. Allotted number of clubs:

1. Competitive clubs maximum of 16
2. Recreation clubs unlimited

B. Approval for new sports clubs is based upon:

1. Amount of student interest
2. Safety and risk issues
3. Financial feasibility for club to support itself
4. Availability of facilities
5. Legitimate contest or activity schedule
6. Approval of Sports Club council

C. Approval for returning sports clubs is based upon:

1. Student interest as demonstrated through team rosters
2. Fulfillment of all paperwork requirements and time requirements
3. Yearly behavior reviewed
4. Yearly operating procedures and issues reviewed
5. Risk management requirements reviewed
6. Solid administration in place for next season
7. Start up funds and one month reserve operating funds
8. Sports Club Council and Campus Recreation Director approval

SPORTS CLUB REGISTRATION PROCEDURES

A. Pick up appropriate registration information in the Sports Club office at the Sports Center. Follow all registration steps listed in the packet.

(Returning club registration is only available to those clubs in good financial standing, who have completed the year end evaluation process and are up-to-date with all prerequisite paperwork.)

B. Meet with the Campus Recreation Director/Sports Club Coordinator prior to submitting request for club status.

C. Become familiar with the procedures outlined in the Sports Clubs Handbook and Student Agreement Handbook.

D. Submit application to become a Sports Club through the Associated Students' ICS on-line registration system.

E. Design a club constitution to include purpose, goals, and objectives. The constitution must conform to general Student Affairs Division policies covering club registration. Additionally, all constitutions must contain a nondiscrimination clause (see page 2 for an example).

F. Clubs must have enough members to field two teams, or a minimum of 10 members. Exceptions will be made on an individual basis. Membership requirements vary depending upon club division status. Specific requirements are enumerated in the Sports Clubs Classification section. If your club is competing in a league, its members must also be aware of and comply with the established league rules. Rosters must be current and updated as membership changes.

A.S. SPONSORSHIP

Once a club is an officially A.S. registered organization, the club may apply for supporting A.S. funds from the Secretary of Athletics. The club may also request meeting room space from the Campus Scheduling Office. The use of athletic facilities and equipment requests must be submitted through the Sports Club Coordinator/Campus Recreation Director.

SPORTS CLUBS TIER CLASSIFICATION SYSTEM

Club classification status will be reviewed each semester to assess their classification, or status may be reviewed at the request of the Sports Club. All SPORTS CLUBS MUST BE OPEN TO BOTH SEXES. No one may be excluded on basis of their sex (see p.1). Exclusion of one sex will only be permitted in the case of specific league rules.

A. Conditional: (No representation on Sports Club Council)

1. Are all first year (new) clubs regardless of Sports/Recreation Club type.
2. Each club has one year to demonstrate viability in terms of club administration, student interest, and support in terms of club members.
3. Conditional clubs have lowest priority in terms of facilities bookings and reservations.
4. Allowable Associated Student Body financial assistance (if available) limited to no more than \$500.00 for start up purposes.
5. Upon successful completion of Conditional status, a club will be automatically elevated to Returning status after completing the current years Sports Club Registration form and previous year Evaluation form.

B. Returning Status:

1. The normal operating mode for previously recognized clubs.
2. Be primary instructional, competitive or recreational with limited travel to competitions.
3. Each club will be allocated the financial, promotional, administrative, and resource support deemed appropriate for each clubs needs as designated by the Campus Recreation Director, AS funding guidelines and available AS funding.
4. Returning clubs have normal priority for facilities bookings and reservations. Sports clubs may have facility reservations superseded by University programming, Intercollegiate teams, Intramurals, Recreation classes, and Recreational programming. In addition facility usage may be superseded by any activity the University of San Diego deems to be in the best interest of the University
5. Returning clubs who are placed on probation are reduced to conditional club status and are not eligible for Associated Student Body funding.

SECTION II: POLICIES AND PROCEDURES

GENERAL SPORTS & RECREATION CLUB POLICIES

- A. All members of Sports Clubs must be currently enrolled University of San Diego undergraduate students carrying a minimum of 12 credit hours. Recreational Club members must be USD students carrying a minimum of three credit hours, or members of the USD Faculty/Staff with at least one-half time status.
- B. Sports Clubs must belong to a recognized competitive league and pay league dues if required.
- C. Coaches receive no stipend or expenses from university sources; however they may be paid from club sources. The head coach or an actively involved faculty/staff member must have expertise in the sport.
- D. Each member of a Sports Club and at risk Recreation Club must sign and file with the Campus Recreation Office Assumption of Risk, Release of Liability, Medical, and Auto Insurance forms before he/she is eligible to participate in any practice, competition or club sponsored event. In addition they must pay their club dues at time of signing up for the club. Participation on Sports Clubs and Recreation Clubs is at the risk of the participant. It is recommended that all Sports Club participants have a medical examination. All Sports Club participants must have medical insurance, and be covered by catastrophic insurance. The Sports and Recreation Clubs may wish to carry medical insurance for all members who do not have said insurance and is HIGHLY recommended to do so.
- E. Sports Club teams may participate in NCAA sanctioned events, and will be allowed to participate against both Division I and non-Division I schools.
- F. Upon completion of the preceding steps, the club president will meet with the Campus Recreation Director to insure all necessary steps have been completed.
- G. The organization and its members must uphold University policies as published in Archways and the Student Code of Rights and Responsibilities.
- H. Upon review and approval by the A.S. Senate, Campus Recreation Director, and the Sports Club Council the club may participate as a University registered club with full benefits.
- I. Sports and Recreation Club teams report to the Campus Recreation Director/Sports Club Coordinator.
- J. Sports and Recreation Clubs must be advised by a representative from the University's faculty, staff, or administration.
- K. Each club is required to have an elected President, Captain, Secretary, and Treasurer

FUNDING GUIDELINES

Financial Responsibility

A. The Campus Recreation Director will meet in conjunction with a representative from each sports club to confirm and approve a fiscally sound operating budget in April for the start of the next operating year.

B. The Campus Recreation Department will work in conjunction with the AS to request operating funds for sports clubs on a yearly basis. Once funds have been allocated by the Finance Board the Campus Recreation Director and A.S. Vice President for Finance will have co-signatory approval over said funds.

C. It is recognized as a general principle that the members of Sports Clubs make every effort to support programs through their own resources which may include dues, fund raising projects, and special events. Request for AS funds should be submitted at the beginning of the school year for the entire year. They should be submitted to the Recreation Director.

D. Associated Student Body Funding Guidelines: Following in order are the areas that the A.S. will approve for funding. The A.S. may fund up to 30% of a clubs yearly operating budget based on available funds.

1. Association/League dues
2. Contest operations (officials etc.)
3. Permanent equipment
4. Club promotion
5. Development
6. Travel expenses

Following are the areas that clubs are responsible for self funding.

1. Travel expenses
2. Coaches' stipends
3. Disposable equipment
4. Uniforms, travel bags, etc.

E. A.S. Allocation of Funds Criteria: Following are the guidelines to help determine the amount of A.S. funds to be allocated to each Sports Club*.

1. Cost to be a club member
2. Number of members
3. Number of Home contests
4. Needed equipment
5. Stability of club

* All conditional clubs may be funded up to a maximum of \$500.00

F. All requests for fund distribution must be submitted and approved through the Sports Club Coordinator/Campus Recreation Director.

1. All funding requests must be submitted by sports club student leadership, i.e. president or treasurer.
2. All equipment orders must be placed through the Sports Club Coordinator/Campus Recreation Director.
 - a. Clubs and/or their leadership MAY NOT enter into any agreement or contract on behalf of either the club or University without PRIOR approval from the Sports Club Coordinator/Campus Recreation Director.
3. **A.S. funds** (Monies in this account do not carry over to the next school year) All monies budgeted and awarded by the A.S. are accessed through the Campus Recreation Director who in turn processes the paperwork and submits a copy to the A.S. Vice President of Finance. Clubs wishing to utilize these funds must fill out request forms in the Campus Recreation office located in the Sports Center. Receipts or invoices are required in order to receive funds. Very rarely are cash advances approved.
4. **Club restricted accounts** (Monies in this account carry over to the next school year) Club restricted accounts are administered by the Campus Recreation Director. All dues and fund raising monies must be deposited through the Campus Recreation department. Club leadership must request funds from their account through the campus recreation department. **OFF CAMPUS CLUB CHECKING ACCOUNTS ARE NOT PERMITTED.**

FUND RAISING

Development revenue, such as fund raising income, sponsorships, and donations will be deposited for sports clubs by the Campus Recreation Department. These funds are channeled through the Athletic Development Department for proper donor acknowledgment.

A. A fund raising event is one by which an on-campus organization receives monies (directly or indirectly) in exchange for merchandise, entertainment, possible prize awards, or services.

B. The raising of funds may be permitted if the project is consistent with the purposes of the organization and University policy. Any direct solicitation at open events on campus must be previously approved.

C. The net proceeds of the fund raising event must be used for the stated purpose of the organization, for purposes related to the goal of the particular Sport Club, or for donation to a charitable organization.

D. Under no circumstances may any payment or profit accrue to the benefit of any individual member(s) of the organization.

Sponsorship and Solicitation

All off campus solicitation must be approved by the Director for Athletic Development.

Prior to solicitation club representatives must meet with him and present a list of prospective sponsors for approval. Prior to solicitation clubs must fill out the intent to solicit forms. These forms must be turned into the Director of Athletic Development for approval to solicit funds or materials.

SCHEDULING

Each Sports Club is responsible for scheduling practices, competitions, and various special events for the year. A copy of each club's schedule of activities must be filed with the Campus Recreation Director (for his approval) prior to the beginning of each semester. An up-to-date schedule must be on file by or on the first SCC meeting of the semester. Because of the limited facilities, being a recognized sports club does not guarantee availability of university facilities. Sports Clubs may submit requests for facility use or support for the following Club-related activities:

1. Competition
2. Practice
3. Instruction
4. Transaction of club business
5. Storage of equipment
6. Fund raising

The nature of the event determines where you must request facilities. The attached Facilities Request Form only pertains to fields, gym use, storage of equipment, etc. This must be completed for the reservation of all of these facilities. Requests for facilities must be submitted as soon as possible or at least two weeks prior to the anticipated event on the appropriate request form in order to be processed. Facilities Request Forms are available at the Campus Recreation office.

All arrangements for the use of facilities for practices, competitions, and special events may be submitted at SCC meetings, but time requirements are still in effect. Any cancellation of a scheduled contest or practice resulting in the non-use of a requested facility must be reported to the Campus Recreation Director.

All room reservations or other facilities must be made through the Campus Scheduling Office located in the University Center. All on-campus meetings or special events should be authorized through this office. Unauthorized use of University facilities and/or equipment may result in substantial penalties.

CONTESTS AND TRAVEL

All home contests and travel must be approved by the Campus Recreation Director.

A. Home contest approval is based upon available facilities, staffing and risk management issues.

B. Team travel approval is based upon available funding, distance to event and mode of transportation.

C. Clubs traveling out of the Southern California region (defined as south of Cal Poly San Luis Obispo to all existing borders) must arrange for professional means of transportation (bus, train or airplane).

D. No club may rent vans without a class B certified driver and the approval of the Sports Club Coordinator/Campus Recreation Director.

E. Clubs traveling out of the Southern California region must have a University approved chaperone (coach or advisor).

F. Teams must submit team travel waivers and itineraries one week prior to traveling.

G. Individuals driving personal cars must show proof of insurance and sign the driver form prior to traveling.

BEHAVIOR

All club members must adhere to the University Student Code of Rights and Responsibilities when representing the University at home or away.

A. Sportsmanship is of prime importance and all clubs and their members must handle themselves in an appropriate manner.

B. Alcohol Policy: The use of alcohol or controlled substances by sports a club participant while representing the University of San Diego during team travel, at home contests, or at practices is not permitted. Any involvement in such conduct will result in suspension or dismissal from the sports club program. In addition alcohol is not permitted at any of the Universities athletic venues. It becomes the sports club responsibility to police its spectators at home contests. In addition club representatives should consult the Student Code of Rights and Responsibilities as they pertain to the University of San Diego Alcohol policies.

C. Sports clubs may not sponsor parties where alcohol is served.

D. Hazing: University of San Diego does not permit hazing. Clubs and their members are required to adhere to this policy.

INSURANCE

It is required that all members of a Sports Club, including coaches, who participate in regularly scheduled practices and meets have medical and hospitalization insurance. They are also required to have catastrophic insurance. The Sports Clubs may wish to provide medical insurance for its members who do not have insurance. It is highly recommended that they do so.

Completed by Each Athlete

1. Assumption of Risk Form- This form must be on file with the Campus Recreation

- office prior to practicing or participating in any club sponsored event.
2. Release of Liability Form- This form must be on file with the Campus Recreation office prior to practicing or participating in any club sponsored event.
 3. Proof of Medical Insurance Form- This form must be on file with the Campus Recreation office prior to practicing or participating in any club sponsored event.
 4. Driver Insurance Form- This form must be on file with the Campus Recreation office prior to a club member driving to any away from campus club sponsored event.

RISK AND EMERGENCIES

All sports clubs are responsible for management and minimizing of risks that may take place during participation and travel. Club representatives should inspect facilities and equipment prior to any participation. Environmental decisions (inclement weather, wet playing surfaces, etc.) must also be considered prior to participation. When traveling all club members should exercise safe and prudent behavior. Each club must have at least one member who is certified in CPR/First aid at any organized activity.

All club members must be aware of emergency procedures in case of life threatening situations. In the case of an off campus emergency public safety should be notified immediately. An injury report or situation report should be filled out and submitted to public safety along with a copy to the Campus Recreation Director. Any on campus emergency public safety should be called first and allowed to direct all emergency procedures.

POLICY ENFORCEMENT

Procedures:

All policies and regulations pertaining to sports clubs are administered by the Campus Recreation Director. Enforcement of policies may range from probation of a participant or club to suspension based upon the direction of the policy and/or the seriousness of the infraction. Since Sports Clubs represent the University of San Diego it is expected that all club participants' behavior will be in line with University policies whether at the University, traveling to and from an away site, or at any Sports Club sponsored activity. Unacceptable behavior will be dealt with in accordance with University policies.

Minor Infractions:

A. Examples of minor infractions include but are not limited to the following situations:

1. Failure to submit required forms and documentation.
2. Use of facilities without permission or reservation.
3. Club practicing prior to approval to practice.
4. Allowing individuals to practice without signed forms.

B. If the violation is the club's first during the academic year and the club is not under probation from violations committed the preceding year, the following steps are taken.

1. The sports club is placed on probation for a designated period of time or until the club corrects the problem.

2. The Sports Club Administrator will notify the club representative in letter form stating:
 - a. The reason for the probation.
 - b. The length of the probation period.
 - c. The possible consequences the club will face if additional infractions occur.
3. If additional infractions occur:
 - a. The clubs funds are frozen and a part of the clubs A.S. allocation may be forfeited.
 - b. The Sports Club Administrator take any action deemed appropriate.
 - c. The club is notified in writing of the action(s) taken.

Major Infractions:

- A. Examples of major infractions include, but are not limited to the following situations:
 1. Displaying conduct that is incompatible with the University's function as an educational institution, its policies and the purpose of the sports club program.
 2. Misusing club funds
 3. Allowing ineligible individuals to participate in club activities.
- B. For all major infractions
 1. A meeting with the Sports Club administrator is required
 2. Input from the Dean of Students is required
 3. Disciplinary action is determined
 4. The club is notified of action taken
- C. Disciplinary Action that may be taken, but are not limited to:
 1. Probation
 2. Funds are frozen
 3. Loss of facility reservations
 4. Loss of funding
 5. Loss of Sports Club status and sponsorship from the A.S.

Probation is generally one year. Sports clubs placed on probation are not eligible for A.S. funds during that time. Participants or clubs who have a second incident during probation are immediately placed on suspension from any further participation

Suspensions may be for a period of one year up to lifetime, based upon the seriousness of the infraction. A club or individual placed on suspension may not participate or use USD facilities. Furthermore a club may not represent the university in any manner nor use the university's name.

SPORTSMANSHIP AND ENFORCEMENT

Good sportsmanship is a top priority of the Sports Club program. However at times a few poor sports can spoil the fun for the majority. It is because of those few that there is a sportsmanship policy. This policy is based on the concept that Sports Clubs represent the University in name and therefore must uphold the standards of the University.

Misconduct

- A. Defined: Verbal abuse towards players, officials, supervisors, or verbal abuse in

general.

1. Taunting of opponents.
2. Overly aggressive play that could lead to injury or fighting.

B. Enforcement: First instance will be issuance of a warning from the Campus Recreation Director. Second act will result in player being suspended from the next contest. A player who demonstrates a consistent tendency for misconduct will be placed on probation. Further misconduct will result in suspension from all Sports Club participation for a period of no less than one year.

Flagrant Unsportsmanlike Conduct:

A. Defined: Violent or overly aggressive tactics that leads to injury or team intervention. Throwing a punch as the aggressor or in retaliation is considered fighting.

B. Enforcement

1. Overly aggressive tactics or fighting will result in ejection from play and suspension for the remainder of the season (including playoffs). If the incident occurs at the end of league or playoffs the individual will be suspended from all Sports Club participation for a period of one full year. A second incident by the same player will result in removal from further Sports club participation.

2. Situations where a Sports Club team leaves its area (i.e. bench clearing) during play will result in suspension from future play for a period not less than one full season.

3. Striking an official will result in suspension from all Sport Club activity for life.

Probationary Rule: If in the judgment of the Campus Recreation Director an individual exhibits excessive poor sportsmanship, that individual will be suspended from the next playing game and will be placed on probation. Upon a second act of poor sportsmanship, said individual will be suspended from all Sports Club participation for a period of one year.

SECTION III: SPORTS CLUB LEADERSHIP

The activity of each registered Sports Club is monitored by the president or representative from each of the Sports Clubs, and the Campus Recreation Director. These individuals should coordinate regularly with one another to ensure the overall success of each individual group.

PARTICIPANTS, COACHES AND ADVISORS

The Campus Recreation Department will have final right of approval for all coaches, advisors and club participants.

- A. Prior to working with sports clubs, coaches and volunteers must complete all paperwork required by the Campus Recreation Department.
- B. No sports club participant or coach may enter into contractual agreements for the University.
- C. All coaches, advisors, and participants must read and sign a code of responsibility based on their role in a sports club.
- D. All sports club participants must register through the Campus Recreation Department.
- E. Individuals may not participate in any sports club function until all required forms have been completed and approved.

RESPONSIBILITY OF SPORTS CLUB PRESIDENT

Sports Clubs Presidents play an important role not only in the organization of each club, but by communicating directly with the Sports Clubs Coordinator/Campus Recreation Director and communicating information and policy to club members. The Campus Recreation Director (or Assistant) will only communicate with student club representatives concerning club business to insure a proper channel of communication. The club Presidents should be prepared to devote time and energy in the development of their organizations to achieve a successful program.

The Sports Club President Responsibilities:

- A. Follow the regulations as stipulated in this Handbook, as well as the regulations in the Student Organizations Handbook when necessary.
- B. Attend or send a student representative to all scheduled meetings called by the Campus Recreation Director, or the Sports Clubs Council.
- C. Take responsibility in keeping the club aware of crucial deadlines and Sports Clubs Council deadlines.
- D. Act as liaison between the club and the Campus Recreation Director concerning Club

activities.

E. Have each club member listed on the membership roster register for your club at the Campus Recreation office. Make sure new members do not participate in any club activity until they are cleared by the Campus Recreation Department.

F. Update the membership roster as membership changes and submit it to the Campus Recreation office.

G. Check the club mailbox every 48 hours in the Campus Recreation Office at the Sports Center.

H. Insure that the club budget is kept up to date and that money is spent properly within budget limitations.

I. Inform the next club president of all operating procedures of the club. This includes transferring this manual to the successor and making sure he/she becomes familiar with it.

J. Submit a Semester Report Form summarizing the activities and participation of the semester by the last day of scheduled classes. Forms are available at the Campus Recreation Office. Failure to submit a completed Semester Report will cause club to be reclassified to conditional status for the next semester.

K. Submit an Inventory Account form summarizing the equipment the club is responsible for each semester by the last day of scheduled classes. Failure to submit a completed Inventory Account will cause the club to be reclassified to conditional status for the next semester.

L. Inform the Campus Recreation Office of all address and phone number changes of any officers during the school year within 1 week of changes.

M. Obtain approval for on-campus competition and practice schedules for each semester and coordinated facility requests and usage with the Campus Recreation Director.

N. Insure the following forms have been submitted by required deadlines

1. Registration Form and copy of club's constitution at the start of each year.
2. Current roster and changes to roster weekly
3. General Facility Reservation.
4. Budget Operations form and Request for Funds Form.
5. Contest Schedule
6. Travel Itinerary
7. Travel Waiver and itinerary when club travels off campus.
8. Semester Report.

RESPONSIBILITY OF FACULTY/STAFF ADVISOR

A. Be informed of the purpose and programs of the club.

B. Be aware of the policies and procedures for Sports Clubs as contained in Archways, the Student Organizations Handbook and Sports Club Handbook and insure that the student leaders of the organization are also informed of these policies.

C. Encourage organization members to meet their obligations. Workshops on leadership and other organizational problems are available through the Student Affairs Office (UC 232).

D. Attend a minimum of one club event per semester.

E. Assist in organizing the club at the beginning of the fall and spring semesters, thus lending some consistency to the on-going program.

F. Assist with club elections at the end of the school year to insure continuity of the club.

RESPONSIBILITY OF THE SPORTS CLUBS COACH

A. The coach should restrict his/her contributions to coaching and should minimize active involvement in club management. A Sports Club is first and foremost a student organization and, as such, the student representative must serve as the liaison between the club and the administration, not the coach. The philosophy and key to the success of the Sports Clubs Program has been the continued emphasis placed on student leadership and participation.

B. Keep up-to-date on the club's activities, competitions, meetings, etc.

C. Advise team/club with regard to budget, fund raising, etc.

D. Attend team functions (i.e., tournaments or games).

E. Assist the Club President with arranging the schedule of competition.

F. Control team discipline; enforce club policies as well as University policies.

RESPONSIBILITY OF THE CAMPUS RECREATION DIRECTOR (or Designated Assistant)

A. Assist in the coordination of all business affairs of the Sports Clubs Council and individual teams, and coordinate communication between the Campus Recreation Department and the teams.

B. Communicate regularly with designated representatives of all clubs and teams. Advise on matters of liability, budgets, scheduling, field reservations, and field maintenance.

C. Assist teams with marketing and promotion; coordinate joint activities.

D. Assist with the continuing development of policies and procedures for the

administration of registered Sports Clubs at the University of San Diego.

E. Enforce University policies and procedures.

SPORTS CLUB COUNCIL

The Sports Club Council consists of both returning clubs and conditional clubs. Returning clubs are considered voting members, while conditional clubs are non-voting members. Sports Club Council meetings are considered mandatory for all registered sports clubs. The purpose of the Sports Club Council is to guide the Secretary of Athletics in areas of policy decisions as they pertain to the Sports Club Handbook, to promote Sports Clubs on campus, assist with general Sports Club fund raising projects, and deal with issues facing Sports Clubs.

A. Each registered Sports Club is required to send a representative to all Sports Club Council meetings. Should a club not be represented at a meeting a fine of 15% of the clubs allocated A.S. funds will be assessed. If a club misses a second meeting a fine of 35% will be assessed. If a club misses a third meeting the clubs remaining funds will be subject to being withheld upon discretion of the Sports Club Council.

B. The Sports Club Council will have voting rights for readmitting and admitting clubs into the Sports Club program. The council will vote on changing a clubs status from conditional to returning.

C. The Sports Club Council will have a right of censure for any sports club not following established Sports Club policies and to present penalty recommendations to the Recreation Director.

D. The Sports Club Council will make recommendations to the A.S. Secretary of Athletics for presentation to the A.S. Senate for consideration.