

UNIVERSITY OF SAN DIEGO

ASSOCIATED STUDENTS COMPETITIVE & RECREATIONAL SPORT CLUBS HANDBOOK

This handbook has been designed to serve as a guide to club members in the conduct of their Sports Club Program. It contains specific policies, procedures and guidelines to be followed by all Sport Clubs in the operation of their organizations.



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Non-Discrimination in Club Membership

In compliance with University of San Diego policy, the university prohibits and does not tolerate unlawful discrimination against or harassment of its employees, students or applicants for employment, admission, or participation on the basis of race, color, religion, national origin, sex, sexual orientation, age, physical disability, mental disability, or other characteristic protected by federal or state law, unless a particular characteristic is a bona fide requirement of the position. Club membership must be in accord with these requirements. Distinctions in individual participation based upon sex shall be in accord with federal regulations.

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SECTION I: PURPOSE AND OUTCOMES

Sports Clubs are student organizations established to promote interest, participation, and competition in a particular sport. Stewardship of a Sports Club is the responsibility of its student participants and their elected leadership. The Sports Club program is administered through the Campus Recreation Department, which serves as an information center, administrative body, and resource for those involved in the Sports Club program. The Associated Students (A.S.) serves as a registering body and a partial funding source for the Sport Clubs as A.S. registered organizations.

Mission of the Competitive and Recreational Sport Clubs Program

To make opportunities available to students, staff, and faculty for the instruction and participation in a wide range of recreational and competitive programs and to assist in the development of sound lifelong leisure values and skills.

- A. To provide an avenue for camaraderie and a feeling of belonging among individuals in the university community through common leisure interests.
- B. To develop leadership by providing opportunities for students to organize, administrate, and problem-solve for individual Sport Clubs and/or through the Sport Club Council.

Learning Outcomes

As a result of participating in competitive recreation programs student participants will be able to:

- A. Skill Development
 1. Demonstrate teamwork while engaging in healthy levels of competition
 2. Develop social skills while building a sense of community
 3. Promote good sporting behavior
 4. Develop increased knowledge of a specific sport/activity
- B. Student leaders of Sports Clubs will:
 1. Act as liaison between participant and supervisor in order to maintain safety and integrity of the game.
 2. Demonstrate outstanding leadership and control over their team.
 3. Perfect organization skills in managing a team's affairs.
 4. Identify their own leadership styles and develop the skills to work with people who have styles different from their own.
 5. Maintain the administrative operations of a collegiate sport club.
 6. Coordinate a group of their peers for the effective operation of a student organization.
 7. Create and follow a budget and funding plan specific to their club.

SECTION II: SPORT CLUB CLASSIFICATIONS

Competitive Sport Clubs

The Competitive Sport Club 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 Competitive Sport 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. Competitive Sport Clubs are those clubs which participate at a high level of competition and are open to full time USD students only. Competitive Sport Clubs require substantial financial support by its members in the areas of fund raising and membership dues. Proof of personal health insurance is mandatory prior to an individual participating in any manner with the Club. Competitive Sport Clubs generally practice two or three times a week, may have volunteer coaches or coaches paid with Sport Club funds, and compete against other college club teams.

There are two tier levels for the Competitive Sport Clubs.

A. Tier 1 Competitive Sport Club requirements:

1. The Club may or may not have a volunteer or paid coach
2. Competes in a sport league or has a competitive schedule
3. Holds organized practices
4. Registers all of its participants
5. Files all required paperwork
6. Regional or local competition is the main focus
7. Has an operating plan including rules and policies
8. Has an advisor
9. Has moved from conditional status
10. May practice up to 6 hours a week

B. Tier 2 Competitive Sport Club requirements:

1. All Tier 1 requirements set forth above must be met.
2. The Club has a coach who signs a University approved agreement which includes at a minimum the stipulations listed in Section XVI, under Coaches Policies, part I.
3. The Club has demonstrated fiscal responsibility through sound financial planning and utilization.
4. The Club has a plan in place which will allow them to move toward a national level of play. This structure may include player policies, practice criteria etc.
5. The Club has been a compliant Sport Club for three consecutive years.
6. The Club has a commitment to winning, shown through dedication to practice, games, attitude toward the sport and goal to compete at the National level.
7. The Club has an advisor who at times attends practices, meetings and contests in addition to advising the Club leadership. See Section XV under Faculty/Staff Advisors Responsibilities.
8. The Club practices no more than 10 hours a week (note: campus facilities may not be available to support 10 hours a week). If up to 10 hours a

week of facility time is not available on campus a club may find off campus practice facilities at their own expense.

9. When the sport is in league season the Club will be given highest priority consideration among Sport Clubs for Sport Club facility scheduling (up to six hours a week).
10. May be considered for additional A.S. allocated funds (if available) for expenses to participate in National championships

Recreation Sport Clubs

Recreation Sport Clubs are special interest recreational oriented activity clubs that are open to USD students carrying a minimum of 3 units, and USD faculty/staff with a minimum of half time status. The Clubs are organized to present social interaction, skill development, and occasionally less competitive activities. One can join a Recreation Sport Club any time during the year and participate in any of its special events, meetings, social gatherings, and competitions. Recreation Sport Clubs are designed to develop and promote interest in a particular sport, or recreational activity. Its members learn and refine skills, while enjoying the recreational and social fellowship of sports.

A. Recreation Sport Club requirements:

1. The Club must have at least 10 registered members
2. The Club must hold monthly meetings or activities
3. The Club must be open to all USD students, staff, faculty, and administrators who meet the eligibility requirements set forth in this Handbook.
4. The Club has an advisor

Club Classification Status

Club Classification status will be reviewed annually by the Sport Club Council and the Campus Recreation administration. The Sport Club Council and the Campus Recreation Director must approve all Club classification changes. Current year Club status is located in Addendum 1.

SECTION III: SPORT CLUB REGISTRATION POLICIES

- A. Returning Clubs (Competitive Tier 1, Tier 2, and Recreation Clubs)
 - 1. Each Club will be eligible to receive financial, promotional, administrative, and/or resource support as deemed appropriate and as approved for each Clubs needs and as designated by the Campus Recreation Director, A.S. funding guidelines and available A.S. funding.
 - 2. Returning clubs have normal priority among Sport Clubs for facility bookings and reservations. Sport Clubs may have facility reservations superseded by university programming, intercollegiate teams, intramurals, recreation classes, and recreational programming. In addition facility usage by Sport Clubs may be superseded by any activity the University of San Diego deems to be in the best interest of the university.
 - 3. Returning Clubs that are placed on probation are reduced to conditional Club status and are not eligible for A.S. funding.
- B. Returning Sport Club Approval: Renewal is based upon the results of the end of year evaluation and transitional meeting with the Sport Club Coordinator or the Campus Recreation Director. The following requirements must be met prior to re-registering.
 - 1. Student interest as demonstrated through team rosters
 - 2. Fulfillment of all paperwork requirements and time requirements
 - 3. Yearly Club conduct reviewed
 - 4. Yearly operating procedures and issues reviewed
 - 5. Risk management requirements reviewed
 - 6. Start up funds and one month reserve operating funds in the Club's account
 - 7. Each Club is required to develop and demonstrate adherence to a four year equipment plan which includes uniform fill in process, projected equipment needs, inventory process, inventory control, and projected equipment costs. This plan must be submitted and reviewed each year at each Sport Club transition meeting.
 - 8. Elected new Club leadership must be in place the semester prior to the leadership assuming responsibility
 - 9. Attendance at a mandatory training for Club leadership
 - 10. All necessary club and member paperwork submitted before funding is dispersed
 - 11. Submission of a scheduling plan based upon facility availability, cost of travel, scheduling deadlines, and league requirements
 - 12. For Clubs that offer class credit, an attendance log must be submitted prior to midterm and final grade submission deadlines.
 - 13. Sport Club Council and Campus Recreation Director approval
- C. Conditional Approval for New Sport Clubs:
 - 1. Financial feasibility for the Club to support itself
 - 2. Availability of facilities
 - 3. Development of a scheduling plan based upon facility availability, cost of travel, scheduling deadlines, and league requirements.

4. Enrollment of a minimum of 10 members
 5. Approved constitution
 6. Registration paperwork
 7. Faculty/staff advisor
 8. Signatures and payment from each student required
 9. Safety and risk assessment performed and approved by University staff and the university's Director of Risk Management
 10. Approval by Sport Club Council and Campus Recreation Director or his designee
 11. Approval of club registration by the AS Student Senate
- D. Additional Requirements and Policies for Conditional Clubs:
1. All approved new (first year) Clubs are granted conditional status without regard to whether the club is a Competitive or Recreation Sport Club
 2. Each Club has one year to demonstrate viability in terms of Club administration, student interest, and support in terms of Club members. During this time the Club is not permitted to participate in an organized league, travel or compete in organized competitive contests. Home scrimmages are permitted if they are instructional in nature, officiated by the coaches, and there is no official score kept.
 3. Conditional Clubs have lowest priority among Sport Clubs in terms of facility bookings and reservations
 4. Allowable Associated Student Body financial assistance (if available) is limited to matching funds up to \$500.00 for the academic year
 5. No voting representation on the Sport Club Council, however a member of the Club must attend all Sport Club Council meetings
 6. Upon successful completion of conditional status, a club will be automatically elevated to returning status after completing the current year's Sport Club Registration form, the previous year Evaluation form and satisfying the other requirements of returning clubs.

REGISTRATION PROCEDURES

- A. Registration information is available in the Sport Club office at the Sport Center. Follow all registration steps listed in the packet. Returning Club registration is only available to those Clubs in good standing (financial and otherwise), that have completed the year end evaluation process, and that are up-to-date with all required paperwork.
- B. Meet with the Campus Recreation Director or Sport Club Coordinator prior to submitting request for club status.
- C. Be familiar with the policies and procedures outlined in the Sport Clubs Handbook, the Students Code of Rights and Responsibilities and all other applicable university policies.
- D. New Clubs must submit an application to become a Sport Club through the Campus Recreation Department. The application will then be submitted to the A.S. Senate for consideration for approval and registration. A Club constitution must include purpose, goals, and objectives. The constitution must conform to

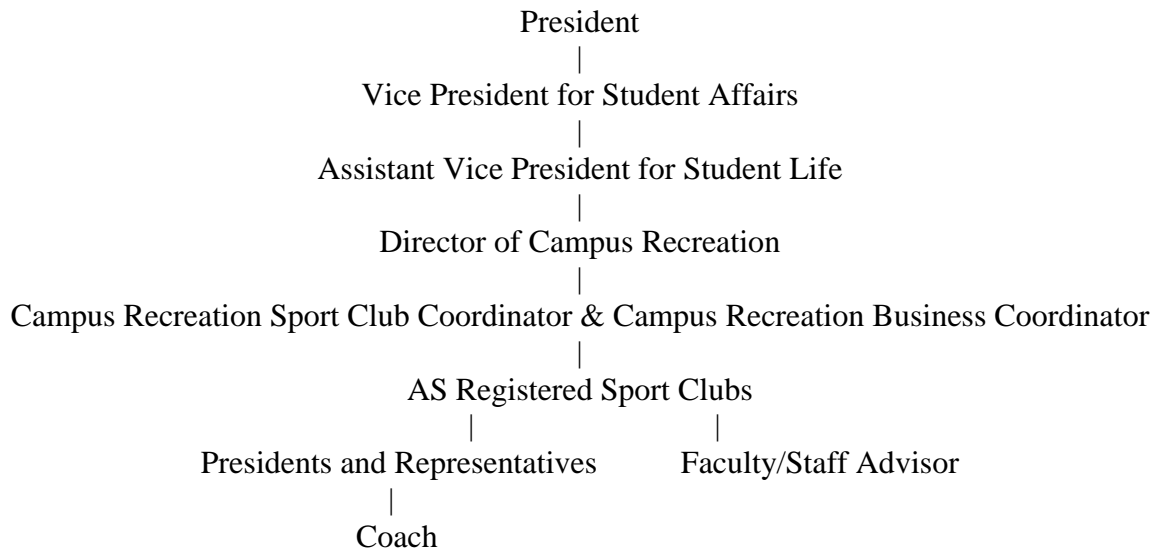
general Student Affairs Division policies covering Club registration. Additionally, all constitutions must contain the USD nondiscrimination clause.

- E. Clubs must have a minimum of 10 members. Exceptions will be made on an individual basis by appealing to the Campus Recreation Director. Membership requirements vary depending upon Club division status. Specific requirements are enumerated in the Sport Clubs Classification section of this Handbook. If the 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 with the Sports Club Coordinator as membership changes.
- F. Upon review and approval by the A.S. Senate, Campus Recreation Director, and the Sport Club Council, the Club may participate as a university registered Sport Club with full benefits such as the ability to reserve facilities, use of the university's name, (with appropriate advanced approval), and participate in campus marketing opportunities.
- G. Once a Club is an officially A.S. registered organization, the Club may apply for supporting A.S. funds through the Campus Recreation office. The Club may also request meeting room space via the events registration process at www.sandiego.edu/slic. The use of athletic facilities and equipment requests must be submitted through the Sport Club Coordinator.

SECTION IV: REPORTING

- A. Sport and Recreation Clubs report to the Campus Recreation Director and Sport Club Coordinator.
- B. Sport Clubs must be advised by a representative with full time employment status from the University’s faculty, staff, or administration.
- C. Club leaders, advisors are directly responsible for the administration and supervision of their respective Clubs.
- D. Coaches report directly to the club leadership.

Relationship of Sport Clubs to the University



SECTION V: SPORTS CLUB OPERATION POLICIES

- A. Sport Clubs must belong to a recognized competitive league or have a competitive contest schedule.
- B. Sport Clubs do not offer university tuition scholarships; however they may waive Club dues for need based members as reflected and approved in their yearly operating budget.
- C. Competitive Sport Club teams may participate in NCAA sanctioned events, and will be allowed to participate against both Division I and non-Division I schools.
- D. Each Club is required to have an elected student leadership team that consists of a president, secretary, Sports Club Council designee, and safety officer. Other positions may include the team captain or a travel coordinator.
- E. No Sport Club participant or coach may enter into contractual agreements of any form. Such agreements must be approved and signed by the appropriate University administrators. The Campus Recreation Director will have oversight in such matters.
- F. All coaches, advisors, and participants must read and sign a code of responsibility based upon their role on a Sport Club.
- G. Individuals may not participate in any Sport Club function until all required forms have been completed and approved
- H. The organization and its members must uphold and comply with all applicable laws and university policies, including but not limited to, the Student Code of Rights and Responsibilities and the Sport Club Handbook.
- I. All Sport clubs must be open to both sexes. No one may be excluded on basis of his or her sex. Exclusion of one sex will only be permitted in the case of specified league rules.

PROCEDURES

- A. Prior to working with Sport Clubs, coaches and volunteers must complete all paperwork required by the Campus Recreation Department
- B. All Sport Club participants must register through the Campus Recreation Department

SECTION VI: FINANCIAL POLICIES

Sport Clubs are entirely responsible and accountable for their revenue and expenses. Financial commitments are met primarily through team dues; student-sponsored fund raising events, and A.S. funds. Sport Clubs do not offer university funded scholarships. Sport Clubs are entirely responsible for raising all monies necessary to fund paid coaches (or other Club-supported individuals). A.S. funds may not be used for this purpose.

- A. Members of Sport Clubs are expected to make every reasonable effort to support programs through their own resources which may include dues, fund raising projects, and special events. Requests for A.S. funds should be submitted at the transition meeting in April for the next academic school year. All such requests should be submitted to the Campus Recreation Director or his designee.
- B. A.S. Expenditure Guidelines: The following (in order) are the areas that A.S. will consider for approval for funding and expenditure. A.S. may fund up to 30% of a Club's 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
- C. Club Expenditure Guidelines: The following are the items that Clubs are responsible for self funding.
 1. Travel expenses
 2. Coaches' stipends
 3. Disposable equipment
 4. Uniforms, travel bags, etc.
- D. Requests to increase Club dues must be approved by two-thirds of that Club's members and include signatures of the Sport Club membership. Any request to increase club dues must be accompanied by a written justification and submitted to the Campus Recreation Director for final approval.
 1. Fall dues increase request must be submitted by April 1.
 2. Spring dues increase request must be submitted by October 1.
- E. All requests for fund distribution must be submitted and approved through the Campus Recreation Business Coordinator and Campus Recreation Director.
 1. All funding requests must be submitted by the Sport Club student treasurer and must be previously budgeted on the approved operating budget form. Changes to this form must be approved by the Campus Recreation Business Coordinator prior to commitment of funds.
 2. All equipment orders must be submitted through the Recreation Business Coordinator and approved by the Campus Recreation Director. Failure to obtain approval prior to ordering (or not following Campus Recreation ordering procedures) will result in disciplinary action against the Club and individual(s) involved in not adhering to University policies and procedures.
 - a. All orders must be placed through the Campus Recreation

- b. All items requiring lettering/logos must follow university and Campus Recreation branding requirements. (see Addendum 3)
 - c. All potential orders require a quote from the vendor.
 - 3. Clubs and/or their leadership **MAY NOT** enter into any agreement or contract on behalf of either the Club or the university. Any proposed agreement or contract must be submitted to the Campus Recreation Director or his designee for review and approval in a manner consistent with the university's contracting procedures. Note: This includes contracts for equipment, travel expenses, buses, hotels, facilitations etc.
 - 4. A.S. funds 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.
 - 5. Receipts or invoices are required in order to receive funds. All receipts or invoices are due within two weeks of the date of approved purchase. After this date funds will not be reimbursed.
 - a. Reimbursement for travel driven is based upon the federal government cost per mile.
 - b. For team meal reimbursements a list of players must accompany the team meal receipt.
 - 6. Clubs must make all efforts to pre pay travel and competition expenses (lodging, entry fees, transportation).
 - 7. University policy does not allow for cash advances to students. In cases where clubs desire to reimburse members for meal expenses, driving expenses or unexpected expenses during travel or competition; receipts must be obtained and turned in by the club treasure to the Campus Recreation Business coordinator for approval and reimbursement.
- F. Club restricted accounts 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.**
- G. **Operating budget transition line:** Each Club is required to fund a transition line in its operating budget. This line will enhance consistency and support the fall start up of the Club. If funds are required from the transition line to complete a year, a two thirds vote by Club members and approval by the Campus Recreation Director is required to access this line. This transition line should maintain enough funds to operate the club for the first two months of the new academic year.
- H. **Dues Scholarship line:** Each Club must establish a dues scholarship line that will fund students of need who have the skills to participate within the Club. The amount of the scholarship line is based upon an agreed upon percentage of membership revenue as discussed with the Campus Recreation Director.

PROCEDURES

- A. The Campus Recreation Director or his designee will meet with a representative from each Sport Club newly elected leadership to confirm and approve a fiscally sound operating budget in April/May for the start of the next operating year.
- B. The Campus Recreation Department will work in conjunction with A.S. to request operating funds for Sport Clubs on a yearly basis. Once funds have been allocated by the A.S. Finance Board those funds will be transferred to the Campus Recreation Department for distribution into each Sport Club account. The Campus Recreation Director will have signatory approval over said funds.
 1. If additional A.S. funding is allocated, Clubs will have an opportunity in the fall to request an increase in their A.S. allocated funds. Clubs have the opportunity to increase their allocated funds based upon an incentive plan managed by the Sport Club Coordinator.
 2. A portion of A.S. funds may be allocated to a fall Sport Club recruitment fair and spring end of season recognition event. Additional funds may be allocated to the administrative operation of the Sport Club program.
 3. A.S. Allocation of Funds Criteria: The following are the guidelines that should be used to help determine the amount of A.S. funds to be allocated to each Sport Club:
 - a. Membership dues
 - b. Number of members
 - c. Number of home contests
 - d. Equipment needs
 - e. Stability of club
- C. **Mid-Semester Report:** A required mid-semester meeting with the Recreation Business Coordinator and club treasurer will be scheduled to review the Club's expenses, membership revenues, fundraising, and other aspects pertaining to the Club's finances and operations. This meeting will compare the expenditures to-date to the operating budget plan and address other issues as necessary that relate to the Club's operations.

SECTION VII: FUND RAISING POLICIES

Development revenue, such as fund raising income, sponsorships, and donations will be deposited for Sport 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 in advance by the Athletic Development Office. Potential guest/invitee lists must be pre approved by the Athletic Development office.
- 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

- A. All off campus solicitation must be approved by the Director for Athletic Development. Prior to solicitation, Club representatives must meet with the Director for Athletic Development and present a list of prospective sponsors for approval.

PROCEDURES

- A. 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.

SECTION VIII: SCHEDULING POLICIES

Each Sport 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 approval prior to the beginning of each semester. An approved up-to-date schedule must be on file on or before the first Sport Club Council meeting of the semester. Because facility space is limited, being a recognized Sport Club does not guarantee availability of university facilities.

- A. Sport 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. Fundraising

PROCEDURES

- A. The nature of the event determines where a Club must request facilities. The Facility Request Form available at the Campus Recreation Sport Club office only pertains to fields, gym use, storage of equipment, etc. This form 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.
- B. Requests for semester practice times or changes to practice times must be submitted one semester in advance to the Campus Recreation Director. Determination and assignment of available time is the administrative responsibility of the Campus Recreation Director. Specific club priority time is given first to teams in their competitive league seasons.
- C. All requests to reserve rooms 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 disciplinary action against the Club or individual members and may result in the Club or representative assuming financial responsibility for use or damages.

SECTION IX: CONTEST AND TRAVEL POLICIES

- A. All home contests and travel must be approved by the Campus Recreation Director.
 - 1. Home contest approval is based upon available facilities, staffing and risk management issues.
 - 2. Team travel approval is based upon available funding, distance to event and mode of transportation.
 - 3. Changes or additions to home or away contest schedules must be approved by the Sports Club Coordinator. For changes or additions to home contests a club must submit a request at least two weeks in advance. No new contests (with the exception of league or national championships) will be approved for the last month of each semester.
- B. Clubs and team members 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). Travel outside of this region must have approval of the Sport Club Coordinator.
 - 1. All bus contracts must be signed off by the Campus Recreation Director
 - 2. All payments must be made by the Campus Recreation Business Coordinator
- C. No Club may rent ten or larger passenger vans without a class B certified driver and the approval of the Sport Club Coordinator/Campus Recreation Director. When a team flies to competition smaller vans may be rented to transport team members to the competition venues and team hotels.
- D. Clubs traveling out of the Southern California region must have a University approved chaperone (coach or advisor). This advisor/coach must travel with the team and assume a role of responsibility for the supervision of Club member actions, resolving issues, and supporting Club members in case of emergency.
- E. Individuals driving personal cars must show proof of insurance and sign the Driver form prior to traveling.

PROCEDURES

- A. Teams must submit team travel waivers and itineraries three days prior to traveling.
- B. If for unseen reasons a contest must be rescheduled it is the clubs responsibility to notify the Sports Club Athletic trainer, game officials and the Sports Club Coordinator immediately when it has been determined that the contest must be rescheduled or cancelled
- C. Contest results must be reported to the Sports Club Coordinator within 24 hours of completion of the contest.
- D. Clubs must travel and have at home contests the risk management binder supplied by the Campus Recreation Coordinator. This binder will include copies of all participants' medical insurance cards, release of liability forms, emergency contact information, injury report forms and possible emergency room locations.
- E. Clubs are required to have or check out a first aid kit from the Athletic trainer for all home and away contests.

SECTION X: RISK AND EMERGENCY POLICIES

Participation in any Sport Club is entirely voluntary, and individuals participate in Sport Clubs at their own risk. All Sport Club participants are required to sign an assumption of risk/release of liability in the form required by the university. This form must be on file with the Campus Recreation office prior to practicing or participating in any Club sponsored event.

- A. All Sport Clubs are responsible for management and minimizing of risks that may take place during participation and travel. Environmental decisions (inclement weather, wet playing surfaces, etc.) must be considered prior to participation. When traveling all Club members are expected to exercise safe and prudent behavior. Each Club must have at least one member who is certified in CPR/First aid at any organized activity.
- B. It is mandatory that the coach and two members of the team are CPR/1st Aid certified and the Campus Recreation Department have a copy of their cards on file in the Sport Club office
- C. Sport Club Safety Officer: Each Club must have a safety officer. This officer will certify that the Club has the appropriate number of teams members CPR/1st Aid certified. In addition the safety officer shall:
 1. Ensure that one of the certified members is present at all activities
 2. Be responsible for keeping stocked first aid kits, and ensuring that kits are at all practices and games
 3. Serve as a liaison between the Sport Club team and the Recreation Staff in communicating issues of safety and risk

PROCEDURES

- A. Contest and Practice Risk Management: Team officers are responsible for checking the venue for safety concerns (adverse weather conditions, floor conditions field conditions, etc). Team officers should inspect facilities and equipment prior to any participation and determine if the activity should proceed.
 1. If an injury occurs during a practice or contest a team officer must submit an injury report by noon of the next working day. Copies of the report should be submitted to the Campus Recreation Department. In cases of severe injury either away or at home a report should be made immediately to Public Safety at 619 260-2222.
 2. During or prior to home contests Club officers are responsible for reporting to Public Safety or to the Campus Recreation Department any incident or potential incident that raises safety-related or crowd control concerns. If the report is made to Campus Recreation, Campus Recreation shall communicate the issues to Public Safety and other appropriate campus departments.
 3. If a practice or contests is held off campus and an emergency occurs, Club representatives are expected to call 911 immediately. Additionally both University Public Safety and the Sport Club Coordinator should be contacted immediately with details including the nature of the emergency, where the individual was taken, and individual emergency contact

information.

4. Each team should travel with copies of each player's health insurance card, minor release to treat, and procedures to follow in case of an emergency.

SECTION XI: INSURANCE POLICIES

It is required that all Sport Club participants, including coaches, who participate in regularly scheduled practices and contests, have health and hospitalization insurance prior to being allowed to participate in Sports Club activities. Clubs are also required to participate in the purchasing of group catastrophic insurance for its members through the Campus Recreation Department. The following must be completed by each athlete and on file with the Campus Recreation Department.

- A. Proof of Health Insurance Form: This form must be on file with the Campus Recreation office prior to practicing or participating in any Club sponsored event.
- B. 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.
- C. Proof of Medical Insurance/Emergency Contact Form: This form needs to be filled out and returned to the Club sport athletic trainer along with a front and back copy of the health insurance card prior to participating in any Club sponsored event.

SECTION XII: EQUIPMENT POLICIES

Teams are responsible for following national standards regarding equipment. Club leadership is required to monitor, educate and enforce club equipment use by its members. Club leadership must include in their annual report to the Campus Recreation Coordinator proof that they have followed appropriate policies regarding equipment safety.

- A. Clubs are required to maintain inventory records
- B. Clubs must have a four year equipment purchase plan
- C. Clubs must have an inventory control and storage plan

SECTION XIII: GRADES PASS/FAIL POLICIES

- A. Sport Clubs may offer .5 recreation credits to their members of which no more than 2 credits will count towards graduation.
- B. Pass/Fail grading is based upon participation at practices and attendance at games.
- C. Sport Clubs that offer class credit are required to keep attendance logs and submit to the Sport Club Coordinator by the mid term and final grade report deadlines.
- D. The Sport Club Coordinator in consultation with the Club leadership will submit all grade reports.

SECTION XIV: SPORT CLUB LEADERSHIP

Responsibility, leadership, and direction are a few of the benefits that a Sport Club can offer its members. Sport Club members are responsible for writing and implementing the Sport Club's constitution, recruiting new members, establishing club dues, developing a financial plan, planning and publicizing the club's upcoming activities, and overseeing the Club's activities in a manner consistent with university requirements. The activity of each registered Sport Club is monitored by the leadership from each of the Sport Clubs, the Sport Club Coordinator and the Campus Recreation Director. These individuals should collaborate and communicate regularly to ensure the overall success of each club.

POLICIES

Club Administration and Leadership

- A. All elections must be completed by May 1st.
- B. Mandatory leadership positions for all Sport Clubs.
 1. President
 2. Treasurer
 3. Safety Officer (see page 14 Risk and Emergency policies section C)
 4. Sport Club Council Designee (may hold other position)
- C. Additional leaders recommended for Tier 2 Competitive Clubs.
 1. Travel Coordinator
 2. Social Chair
 3. Fundraising Chair
 4. Recruitment/Marketing Chair
 5. Captain
- D. Club officers are responsible for:
 1. Writing, obtaining approval for, and implementing the Club's constitution
 2. Recruiting new members
 3. Establishing Club dues and collecting dues from members
 4. Developing a financial plan
 5. Ensuring all Club and individual Club member paperwork is completed and submitted
 6. Planning and publicizing the Club's upcoming activities
 7. Initiating substantial member support in the area of fund raising
 8. All Presidents and selected Club leaders are required to attend a Leadership Retreat at the beginning of the fall Semester.
 9. Ensuring policies are followed by participants and coaches.
 10. Ensuring risk management policies are followed.

PROCEDURES

Sport Club leaders play an important role not only in the organization of each Club, but by communicating directly with the Clubs members. These leaders are responsible for dispersing information regarding University policies and procedures, Club rules, and basic Club information to their Club membership. The Campus Recreation Director (or his designee) will only communicate with student Club representatives concerning Club business to insure a proper channel of communication. The Club leadership should be prepared to devote time and energy in the development of their organizations to achieve a

successful program.

- A. Have each Club member listed on the roster register for your Club online or at the Campus Recreation office. Ensure all members do not participate in any Club activity until they are cleared by the Campus Recreation Department.
- B. Update the membership roster as membership changes and submit it to the Campus Recreation office.
- C. Submit a Semester Report Form summarizing the activities and participation of the semester at the transition meeting and the last day of the fall semester classes. Forms are available at the Campus Recreation Office. Failure to submit a completed Semester Report will cause the Club to be reclassified to conditional status for the next semester.
- D. Submit an Inventory control summarizing the equipment the Club owns by the transition meeting. This control should include method of securing equipment, accounting of equipment and four year equipment purchasing plan.
- E. Inform the Campus Recreation Office of all address and phone number changes of any officers during the school year within one week of changes.
- F. Obtain approval for on-campus competition and practice schedules for each semester and coordinate facility requests and usage with the Campus Recreation Director.
- G. Ensure the following forms have been submitted by required deadlines:
 - 1. Registration Form and copy of Club's approved constitution at the start of each year
 - 2. Current roster and changes to roster weekly
 - 3. General Facility Reservation
 - 4. Budget Operations form and Funding form
 - 5. Contest Schedule
 - 6. Travel Waiver and itinerary when Club travels off campus
 - 7. Semester Report.

LEADERSHIP GUIDELINES

- A. Follow the requirements as stipulated in this Handbook, as well as the regulations in the Student Organizations Handbook when applicable.
- B. Attend or send a student representative to all scheduled meetings called by the Campus Recreation Director or the Sport Clubs Council.
- C. Take responsibility in keeping the Club aware of crucial deadlines and Sport Club Council deadlines.
- D. Act as liaison between the Club and the Campus Recreation Department concerning Club activities such as:
 - 1. Scheduling and rescheduling of contests and practices
 - 2. Reporting fund raising activities and social events
- E. Check the Club e mail and mailbox every 48 hours (located in the Campus Recreation Office at the Sport Center)
- F. Insure that the Club budget is kept current and that money is spent properly within operating budget limitations.

- G. Inform new Club leadership of all Club operating procedures. This includes transferring this manual to the successor and making sure he/she becomes familiar with it.
- H. Train all Club members in regards to alcohol, hazing and code of conduct.
- I. Facilitate the role of coach as an employee of the club. Recruit, and recommend coaches etc.

SECTION XV: FACULTY STAFF ADVISORS

The advisor serves a valuable role in the success and continuity of a Sport Club. The ability to mentor and at the same time empower student leadership is a very important aspect of being an advisor. Supporting students in their endeavors to organize, administrate, initiate, and adhere to university policy is just one area the advisor may be involved. Students may seek advice dealing with internal Club issues, navigating university protocols, developing operating budgets, or support in recruiting a coach for the program. The following are some of the basic responsibilities of an advisor:

GUIDELINES

- A. Be informed of the purpose and programs of the Club.
- B. Be aware of the policies and procedures for Sport Clubs as contained in Archways, the Student Organizations Handbook and Sport Club Handbook and ensure that the student leaders of the organization are informed of these policies.
- C. Encourage organization members to meet their obligations.
- D. Attend workshops on leadership and other organizational problems that are available through the Student Leadership and Involvement Center, x4802, SLP 3rd Floor.
- E. Assist in organizing the Club at the beginning of the fall and spring semesters, thus contributing to the consistency of the Club.
- F. Assist with Club elections at the end of the school year to ensure continuity of the Club.
- G. The following are the minimum expectations of a Sport Club advisor. If these expectations are not met the Club or the Campus Recreation Department reserves the right to remove the individual from the advisor role. The Sport Club then has one semester to replace the advisor.
- H. The Campus Recreation Department will have final right of approval for all advisors
 1. An advisor must be a full time University of San Diego faculty/ staff member outside of the Campus Recreation department.
 2. Attend the advisor and student training sessions
 3. Attend at least one home contest each semester
 4. Attend at least one Club organization/policy meeting each semester
 5. Meet with the Campus Recreation Sports Club Coordinator at the beginning of each semester.
- I. Oversight Role:
 1. To serve as a resource, as issues arise.
 2. Help bring clarity to the students in the form of process and policy
 3. Encourage organization members to meet their obligations:
 - a. Oversee that members are paying their dues in a timely manner
 - b. Oversee Club budgets while helping ensure spending stays within a reasonable budget and within guidelines of the policy and Mission of the University.
 4. Promote student accountability within the Sport Club
 5. Ensure that university policies are being followed and enforced by the Club

6. Provide historical perspective and continuity to the Club
7. Ensures that Club events and philosophy are within the mission and values of the University of San Diego
8. Serve as a link between the students and the university

J. Training & Resources:

1. The Campus Recreation Staff serves as a source of information and support for Sport Club advisors.
2. At the start of the academic year an annual advisor training workshop is offered. Coaches are encouraged to attend this workshop to allow advisors and coaches to get to know each other and create a working relationship.
 - a. Review handbook, including advisor responsibilities
 - b. Review procedures for budgeting and marketing/ branding rules within the university
 - c. Educate on resources on campus to consult when different issues/problems arise (CHWP, SLIC, Assistant Dean's Office, etc)

SECTION XVI: COACH

The coach serves a unique role in the Sport Club Program. Unlike intercollegiate athletics, the coach does not have administrative or philosophical authority within the Sport Club or the program. The coaching role is confined to conditioning, skill development, game tactics, and the psychology of the sport. The University also expects the coach to serve as a chaperone who has the obligation to take appropriate steps to respond to improper behavior and to minimize risk to Club members and the University. Coaches are expected to refrain from active involvement in Club management, goal setting, and internal policy development. A Sport Club is first and foremost a student organization and, as such, the student representative must serve as the liaison between the Club and the university administration, not the coach. The philosophy and key to the success of the Sport Club Program has been the continued emphasis placed on student leadership, educational development, and participation. Sport Clubs are entirely responsible for raising all monies necessary to fund paid coaches or to pay expenses for any coach. A.S. funds may not be used for this purpose. Coaches may be paid only through Sport Club dues or fund raising monies.

POLICIES

- A. Coaches report directly to the club leadership.
- B. Prior to working with a Sport Club, coaches must complete all paperwork required by the Campus Recreation Department.
- C. Coaches may not enter into contractual agreements of any form. All agreements must be approved and signed by the appropriate University administrators.
- D. All coaches must read and sign a code of responsibility based upon their role on the Sport Club they are coaching.
- E. The head coach must have expertise in the sport that is demonstrated through documented past experience.
- F. Coaches must have current First Aid and CPR certification.
- G. Tier 2 coaches must possess certifications or equivalencies
- H. Coaches must meet with the Campus Recreation Director and Coordinator before being offered a position. The Campus Recreation Director has final approval of hire for all Sport Club coaches and must approve in advance any offer to be made.
 1. Clubs are required to review resumes, contact references, and conduct interviews during the selection process for hiring coaches and/or assistant coaches.
 2. Once a consensus has been reached a background check must be done and paid for by the club leadership.
 3. The club leadership will then meet with the Campus Recreation Director to discuss and present all hiring documentation; including a resume, 3 letters of reference and the proposed coaches Letter of Agreement form.
 4. The Campus Recreation Director will then meet with the candidate and make the final approval decision.
- I. Coaches must sign a Letter of Agreement prior to coaching a Sport Club. The letter will be in the form required by the university which will include at a minimum the following terms:
 1. Agreement to follow all applicable university policies and to follow all

Sport Club policies

2. Understanding that the coach is an independent contractor engaged to perform services for the Sport Club and is not a University employee.
 3. Certification that the coach has the expertise to coach the specific sport
 4. Agreement that either party may terminate the letter agreement at any time and for any reason with 10 day's advance written notice. Where the circumstances warrant, the letter of agreement may be terminated effective immediately upon written notice by either party.
 5. Length of coaching responsibilities (semester, year)
 6. Amount to be paid and dates when payments will be dispersed.
 7. Attached addendum of coaching expectations
 8. Agree to background check
- J. A coach's yearly review will be conducted by the Campus Recreation Department at the end of a clubs competitive season. The results of this performance evaluation meeting will be used for; recommendations of continued service, areas of improvement, clarification of responsibilities etc.
- K. The University reserves the right to dismiss a club coach for cause at any time. A coach may be released from their duties by either the Sports Club leadership or the Director of Campus Recreation with 10 days notice.

Sport Club Coach Guidelines

- A. Keep up-to-date on the Club's activities, competitions, meetings, etc.
- B. Attend team functions (i.e., tournaments or games).
- C. Assist the Club leadership with arranging the schedule of competition when a coach is required at a league scheduling meeting
- D. Control team discipline, and enforce Club and university policies among club members.

SECTION XVII: ATHLETIC TRAINER

The Athletic trainer is responsible for the well being of all Sports Club participants. Injuries to participants are required to be reported to the Athletic Trainer. The Athletic trainer has final authority in regards to clearing an athlete to return to practice or contests after an athlete has been injured or ill.

POLICIES

- A. If an athlete goes to a doctor, urgent care or emergency room the athlete must bring back to the Athletic Trainer a note from the attending MD allowing the athlete to return to practice. The Athletic Trainer will then release the participant to practice or compete.
- B. Athletes may not make their own return to play decisions.
- C. Sports Club Risk managers are required to turn in injury reports within twenty four hours and notify the Athletic trainer immediately by e mail or phone of all serious injuries.
- D. All Sports Club participants are required to fill out the Sport Club participant Health History prior to participating in club activities. Additionally the insurance form and proof of insurance must be submitted to the Athletic trainer prior to practicing or competing. The Athletic Trainer will review these documents and when approved release the participant to practice and compete.
- E. The Athletic trainer has the authority to cancel competitions or practice due to inclement weather or unsafe conditions.
- F. Failure to follow these policies will result in suspension from further participation until reviewed by the Campus Recreation Director.

PROCEDURES

- A. The Athletic Trainer will keep records of all injuries and rehab procedures.
- B. For injuries requiring further evaluation or follow up the Athletic Trainer will refer participants to the Student Health Center for evaluation. In some instances the Athletic Trainer may refer to outside doctors or rehabilitation centers. In all cases the USD Student health Center will be forwarded a report in regards to the student.
- C. The Athletic Trainer will file information reports regarding injured participants to the Campus Recreation Director monthly and notify him immediately of serious or life threatening incidents

Physicals

Prior to participation on a Sport Club it is recommended that individuals have a personal health physical. Physicals may be required by the Campus Recreation Department for certain Sport Clubs (see Addendum 2). For the Clubs identified on Addendum 2, a physical is mandatory and must be completed prior to an individual's first year of participation within the Club.

SECTION XVIII: PARTICIPANTS

Participation in any Sport Club is entirely voluntary, and individuals participate in Sport Clubs at their own risk. All Sport Club participants are required to sign an assumption of risk/release of liability in the form required by the university.

POLICIES

- A. All members of Competitive Sport Clubs must be currently enrolled University of San Diego undergraduate students (graduate students if permitted by league rules) 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. Enrolled seniors who need to take less than 12 units for graduation are eligible for club participation.
- B. To participate on a competitive Sport Club, members must maintain a minimum cumulative 2.0 GPA and/or not be on academic probation. The Sports Club Coordinator will submit a list of participant to the registrar each semester to determine those who do not meet the cumulative 2.0 GPA requirement. The Sports Club Coordinator will then notify club leadership and those individuals who are not eligible to participate.
- C. All members must sign and file with the Campus Recreation Office the following forms prior to participating in any club sponsored event, practice or competition:
 1. University of San Diego Assumption of Risk and Release of Liability form.
 2. Proof of Medical insurance
 3. Proof of Auto Insurance if designated as a Club driver
 4. Sign driver form if designated as a Club driver
 5. Athletic trainer health history form
 6. Must pay their Club dues at time of signing up to participate in the Club.
- D. Sport Club participation is entirely voluntary and is at the risk of the participant. It is recommended that all Sport Club participants have an annual physical examination. Members of Sport Clubs listed in Addendum 2 will be required to have a one time physical exam prior to participating in the Club.
- E. All Sport Club participants must have health insurance, and be covered by catastrophic insurance.
- F. The Campus Recreation Department will have final right of approval for all Club participants.

SECTION XIX: CONDUCT

All Club members must adhere to all applicable university policies, including but not limited to the Student Code of Rights and Responsibilities and the Sports Club Handbook when representing the university at home or away and when participating in any other Club activities. Sportsmanship is of prime importance and all Clubs and their members must conduct themselves in an appropriate manner.

POLICIES

- A. Alcohol Policy: The use of alcohol or controlled substances by a Sport Club participant during team travel, at home contests, or at practices is not permitted. A Club member's involvement in such conduct may result in suspension or dismissal from the Sport Club Program, and the Club member's conduct could result in disciplinary action against the Club. In addition, alcohol is not permitted at any of the University's athletic venues. The Sport Club is responsible for taking appropriate steps to ensure that its spectators at home contests act appropriately.
 - 1. USD code of conduct regarding alcohol use must be followed, go to <http://www.sandiego.edu/administration/studentaffairs/USDAlcoholandSubstanceAbusePolicies.php> for this policy.
 - 2. Wearing USD Sport Club apparel while drinking is prohibited
 - 3. Clubs may not sponsor events where alcohol is served or consumed without the advance approval of the Campus Recreation Director. This approval may be considered only for fund raising events. Refer to new campus alcohol policy.
- B. Hazing: University of San Diego does not permit hazing. Clubs and their members are required to adhere to this policy. See <http://www.sandiego.edu/discipline/hazing.php> regarding this policy.
 - 1. All Club leadership will be required to attend a training session on hazing.
 - 2. Hazing violations will be submitted to the Student Organization Discipline Board.
 - 3. Individual Club members who engage in hazing will be subject to discipline in a manner consistent with the Student Code of Rights and Responsibilities.
- C. Behavior Conduct
- D. Procedural Conduct
- E. Risk Conduct

SECTION XX: ENFORCEMENT POLICIES

- A. Peer Review Discipline Committee: Sport 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 Sport Club sponsored activity. The Peer Review Discipline Committee will be charged with reviewing participant and Club conduct. In regards to violations that are violations of the student code i.e. Alcohol and Hazing issues, referral will be made automatically to the Student Conduct Office for review and discipline. In matters relating to Sports Club policies the Peer Review Committee will review and forward a recommended action to the Campus Recreation Department. The Campus Recreation Director reserves the right to make the final determination regarding the matter. Disciplinary action will be imposed based upon the particular circumstances of the situation including any prior incidents and will be determined at the discretion of the Peer Review Discipline Committee, Campus Recreation Director and the Student Affairs administration.
- B. Each Sport Club is required to have two members trained and serve on the Peer Discipline Committee.
- C. Minor Infractions: 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
- D. Major Infractions: Examples of major infractions include but are not limited to the following situations:
 - 1. Verbal abuse or inappropriate verbal statements or threats towards players, officials, supervisors or anyone
 - 2. Taunting of opponents
 - 3. Overly aggressive play that could lead to injury or fighting
 - 4. Fighting
 - 5. Bench clearing
 - 6. Striking an official, another player, or another individual at a Club game or event
 - 7. Otherwise engaging in actions that demonstrate poor sportsmanship
 - 8. Hazing
 - 9. Discrimination
 - 10. Harassment
 - 11. Misuse of funds, signing contracts on behalf of the University
- E. Process
 - 1. Campus Recreation Department notified
 - 2. Debrief Sport Club Council President, then Discipline Committee or Dean of Students
 - 3. Club hearing with Discipline Committee or Student Conduct Office
 - 4. Committee recommends course of action

5. Recommendation forwarded to Campus Recreation Director for final review and approval
6. Club is informed of outcome and sanction if applicable
7. Club has the right to one appeal to the AVP of Student Life
8. Sport Club Council is informed/debriefed

PROCEDURES

Set forth below are examples of the progressive discipline that may be imposed for infractions. However, these are guidelines only. Depending on the facts and circumstances surrounding a particular incident, more serious and immediate action may be taken at the discretion of the Campus Recreation Director and the Student Affairs Administration.

A. Minor Infractions:

1. 1st offense: warning/discussion with staff and club leadership
2. 2nd offense: probation
3. 3rd offense: suspension (time up to discretion of staff)
4. 4th offense: Club member prohibited from future participation in the Sport Club program and/or Club's approval is revoked

B. Major Infraction:

1. 1st offense: probation
2. 2nd offense: suspension (time up to discretion of staff)
3. 3rd offense: Club member prohibited from future participation in the Sport Club program and/or Club's approval is revoked

C. Probation is generally one year. Sport Clubs placed on probation are not eligible for A.S. funds during that time. Participants or Clubs that have a second incident during probation are immediately placed on suspension.

D. 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 for club functions. Furthermore a suspended Club may not represent the University in any manner nor use the University's name.

SECTION XXI: SPORT CLUB COUNCIL

The Sport Club Council consists of both returning Clubs and conditional Clubs. Returning Clubs are considered voting members, while conditional Clubs are non-voting members. Sport Club Council meetings are considered mandatory for all registered Sport Clubs. The purpose of the Sport Club Council is to guide the Director of Sport Organizations in areas of promoting Sport Clubs on campus, assisting with general Sport Club fund raising projects, and dealing with issues facing Sport Clubs.

POLICIES

- A. Each registered Sport Club is required to send a representative to all Sport 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 within the same academic year a fine of 35% of the Club's allocated A.S. funds will be assessed. If a Club misses a third meeting during the same academic year the Clubs remaining A.S. funds will be subject to being withheld upon discretion of the Sport Club Council.
- B. The Sport Club Council will have voting rights for readmitting and admitting Clubs into the Sport Club program. The council will vote on changing a Clubs status from conditional to returning.
- C. The Sport Club Council will have a right to censure any Sport Club that does not follow established Sport Club policies and to present penalty recommendations to the Campus Recreation Director.
- D. The Sport Club Council will make recommendations to the Director of Sport Organizations for presentation to the A.S. Senate for consideration.
- E. The Sport Club Council meets monthly.
- F. Responsibilities of the Council include:
 1. Special Event Planning
 2. Discipline recommendations
 3. Community Building
 4. Fundraising
 5. Policy/Procedure Development
- G. Executive Board of the council includes:
 1. President
 2. Executive Vice President
 3. Treasurer
 4. Secretary
- H. One to two designees from each Club (based on size) and additional positions held by designees.
 1. Marketing Chair
 2. Fundraising Chair
 3. Special Events/Social Chair
 4. Community Service Chair
 5. Discipline Chair (plus 4-5 Discipline Committee members)

**SECTION XXII: CAMPUS RECREATION DIRECTOR OR DESIGNEE
RESPONSIBILITIES**

- A. Assist in the coordination of all business affairs of the Sport Clubs Council and individual teams, and coordinate communication between the Campus Recreation Department and the Clubs.
- 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 Sport Clubs at the University of San Diego.
- E. Enforce and comply with university policies and procedures including this Handbook.
- F. Approve all coach hires and dismissals.

ADDENDUM 1

Classification of Sport Clubs for 2010/2011

Tier 2 (in alphabetical order):

Equestrian
Lacrosse (Men)
Lacrosse (Women)
Rugby (Men)
Soccer (Men)
Surf
Volleyball (Men)
Waterski
Waterpolo (Men)

Tier 1 (in alphabetical order):

Baseball
Dance Sport
Roller Hockey
Rugby (Women)
Soccer (Women)
Ultimate Frisbee
Volleyball (Women)
Waterpolo (Women)

ADDENDUM 2

Sport Clubs required having physicals

Men's and Women's Rugby
Men's and Women's Lacrosse
Men's and Women's Soccer

ADDENDUM 3

Branding Requirements (Coming soon)