ANGELO STATE CLUB SPORTS HANDBOOK 2012 – 2013

Center *for* Student Involvement

CLUB SPORTS

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DEFINITION

Club Sports are designed to serve individual interests in different sports and recreational activities. These interests need to be competitive so the club can represent the University in intercollegiate competition or conduct intraclub activities such as practice and tournament play.

A Club Sport is a group of students voluntarily organized for the purpose of furthering their common interests in an activity through competition. Participation in club sports is strictly voluntary.

Club Sports are meant to be a learning experience for the members through their involvement in foundation, public relations, organization, administration, budgeting, and scheduling, as well as the development of skills in their particular sport. Involvement in a group and/or team situation helps enhance the student's overall education in the university setting.

Club Sports may vary in focus and programming since the members are active participants in the leadership, responsibility, and decision-making process of club activities.

Philosophy of Club Sports

Club Sports have been established to promote and develop common sports related interest. They provide opportunities for skill development and extramural competition. Club Sports are founded, organized, administered, and maintained by student leaders on a voluntary basis. Each club will develop an individual constitution.

The Club Sports Council will provide encouragement to and guidance for the various affiliated Club Sports. The emphasis in Club Sports as a whole is on student interest and leadership to initiate, organize, and conduct their respective involvement and participation.

Membership into a Club Sport in determined by each Club's constitution but may not deny and fee-paying student from joining. Each Club Sport can determine whether it wishes to have faculty and staff participate, but may not limit student participation.

Competitive Clubs are organized for the primary purpose of engaging in competition. Their competitive experiences are with representative teams from other clubs, schools, city recreation departments, colleges or universities. Some clubs may be limited in membership by rules and policies of given sport leagues.

Registration Process

Any student group wishing to become a Club Sport must follow the current Student Organization Registration Process to do so. At the time of creation, the student group must identify on the Student Organization Registration Form that they wish to be a club sport. There may not be any duplication of a current recognized Club Sport. A student organization requesting to be a Club Sport

will be eligible for Club Sports funding after two long semesters. In the meantime, these groups will be considered a probationary Club Sport.

Returning Clubs

Club Sports status is granted on a yearly basis. Club officers are responsible for attending the required Risk Management Training, at the start of Fall semester and completing the proper paperwork by the designated deadline before club sports status is granted for the year. Failure to comply will result in the club being denied club sports benefits until meeting with the Coordinator for Student Organizations.

Constitution

In order to be successful, each club within the Club Sports Program must have a set of operational guidelines by which members govern themselves. All clubs are required to have a constitution on file with the Center for Student Involvement. The purpose of the constitution is to serve as a guide for administering club business. General provisions (club name, meetings, dues, purpose, etc.) should provide for the internal needs of the club. Specific provisions (membership, eligibility, voting, etc.) should ensure fulfilment of the University, Club Sports Program, and national governing body requirements. The constitution must be easily interpreted, so that the club can consistently operate from year to year.

Recognized Club Sports

A complete list including descriptions of all current Angelo State Club Sports can be found at www.angelo.edu/organizations

Student Handbook

All Club Sports must comply with the Angelo State Student Handbook.

Club Sports Council

These positions offer experienced student leaders the opportunity to take on another leadership role that is outside of their membership in a Registered Student Organization (RSO). Students in these roles will strive to further develop effective and essential leadership skills while assisting with the allocation and monitoring of student service fees for use by RSOs. The Club Sports Council shall ensure that all student service fee dollars are spent in a fiscally responsible manner while promoting the competitive recreation student organizations that uphold the mission statement of Angelo State University.

Club Sports, registered student organizations whose primary purpose is to represent Angelo State University at various competitive events, fall into a special category of organizations. The University may place additional requirements and stipulations on organizations classified as a club sports. The

Club Sports Council will oversee the operation of club sports at ASU, and the Council will establish policies that club sports must follow in order to maintain their status as a club sports. Separate funding, outside of the SOLF program, will be provided for club sports activities. A proposed student organization must declare at the time their Student Organization Registration Form is submitted whether it wishes to be classified as a Club Sport and be subject to all policies and procedures pertaining to club sports, or be classified as a regular student organization and be eligible for SOLF funding in the same manner as other registered student organizations.

Qualifications:

- Full-time student at Angelo State University
- Must maintain a 2.25 cumulative GPA
- Must be available to serve on Club Sports Council for one academic year
- Attend bi-monthly Club Sports Council Meetings (or as otherwise determined needed)
- Serve as a positive and professional student leader representative for the Center for Student Involvement
- Serve as a resource to Club Sports regarding funding
- Prior experience with leadership development, program planning, and student organizations
- Ability to strive in a high-paced, dynamic, office atmosphere
- Applicant must be in good standing with the university.

Club Sports Council Operating Procedures

I. Membership
   1. The Club Sports Council shall consist of five students representing club sports
      a. No more than one representative from a club sport will be able to serve on the Council.
   2. Vacancy
      a. If a vacancy occurs on Club Sports Council, Coordinator for Student Organizations shall appoint the appropriate representatives.
   3. Advisors
      a. The Coordinator for Student Organizations with the assistance of the Assistant Director, Intramural Sports, Club Sports, and Camps will advise Club Sports Council.

II. Selection Process
   A. Representative Positions
      1. Selection of Club Sport Council representatives will be based on the recommendation of the current Club Sport Council.
      2. Any Angelo State University student in good standing may apply for a representative position on the Club Sport Council.
      3. Applicants for membership on Club Sports council will be reviewed by the current council and Coordinator for Student Organizations.
      4. After an interview, the recommendations of Club Sports Council shall go to the Coordinator for Student Organizations for approval or disapproval.

5. A newly approved representative on Club Sports Council shall serve a term of two consecutive academic years.

B. Dismissal

1. Should a student member fail to remain in good status with the University, he/she shall be dismissed from Club Sports Council.
2. Should a student representative miss more than two scheduled Club Sports Council meetings in a semester, he/she may be removed from Club Sports Council at the discretion of the Coordinator for Student Organizations.

III. Voting

A. A quorum must be present in order to conduct official business.

1. A quorum will consist of three voting members.

B. All decisions of Club Sports Council require a majority vote of the voting members present.

C. Should a member of Club Sports Council be affiliated with a student organization whose Club Sport Budget Request is being deliberated, his/her vote shall be counted as an abstention.

IV. Responsibilities

1. Attend weekly Club Sports Council meetings, held on Thursdays at 4 p.m.
2. Serve as a positive and professional student leader representative for the Center for Student Involvement
3. Serve as a resource to Club Sports regarding funding
4. To review all Club Sport Budget Requests. This is to assure that all SOLF Guidelines are observed in the requests.

i. All Club Sports Council representatives shall make decisions on a viewpoint neutral basis. A viewpoint neutral basis is defined as one not considering the viewpoints being expressed by those requesting funding, and based solely upon: Established SOLF guidelines and procedures, which should include but not be limited to the facts presented in the application, presentations from representative of the organization, and verifiable factual information.

1. Any representative of Club Sports Council who is a member of the organization requesting funding from SOLF shall abstain from voting.

b. To interview and discuss, with a representative of the organization, the submitted budget request.

c. To recommend to the Coordinator for Student Organizations an amount to be approved and allocated to student organizations for events and/or travel

d. To attend a mandatory training session at the beginning of the Fall semester.

i. The training session should specifically include instructions on the definition and importance of viewpoint neutrality, conflict of interest, SOLF guidelines and procedures, and other topics as needed.

Funding of Club Sports

The Student Organization Leadership Fund (SOLF) provides Angelo State University registered student organizations access to financial resources so that they can provide programs and activities for the campus community. SOLF is primarily intended for those organizations that do not have access to funding from other campus departments or programs. SOLF provides funding for activities that are over and above the routine needs of student organizations as it is reasonable to expect organizations to pay for their basic expenses through dues, donations, fund-raisers, and other methods of self-support.

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The Club Sports funding program is designed to assist club sports in the following areas:

1. Sponsoring programs that enhance the social, and/or recreational aspects of campus life, and

2. Assisting with basic club sport needs of equipment and

3. Participating in endeavors that contribute to the leadership or professional development of organization members.

Primary responsibility for the administration of the SOLF program resides with the Coordinator for Student Organizations (CSO) in the Center for Student Involvement under the general direction of the Executive Director for Student Life. This office establishes procedural guidelines and requirements for the proper use of these funds to assure compliance with University policies and procedures and to assure that the funds are being used prudently in accordance with the intent of the SOLF program and the policies and procedures of Angelo State University. The Coordinator for Student Organizations provides on-going training to all club sports on how to properly apply for and utilize funding.

The Club Sports Council (CSC) reviews and makes recommendations to the Coordinator for Student Organizations concerning requests for funding received from club sports. In addition, CSC may make recommendations for changes to Club Sports Council operating procedures and the CSC budget. CSC is comprised of representatives from club sports, advisors to student organizations, and is chaired by the Coordinator for Student Organizations.

Specific Guidelines for Applying for CS Funding

1. Club Sports wishing to apply for SOLF funding may do so by submitting a yearly budget. Yearly budgets must be submitted in accordance with the requirements established through the Coordinator of Student Organizations. Typically, the procedures are established to assure compliance with university policies and procedures, and to assure that there is reasonable time to process the application prior to the event. Items which involve the execution of a contract may require a longer lead time.

2. Yearly budgets must include the date of the program, the location, the intended audience, an itemized listing of costs (with as much specificity as possible), and a full explanation of how the proposed activity meets one or more of the criteria listed above. Yearly budgets will be reviewed by the CSC at their regular meetings and CSC may (1) approve the proposal as presented, (2) reduce the funding or approve partial funding, (3) reject funding for the proposal, or (4) send the proposal back for further information.

3. In evaluating a yearly budget, the CSC will consider such factors as: (1) appropriateness of club sports funding to be used, (3) enhancement of campus life or service, (4) educational aspects to the planners and/or participants, and (5) likely positive benefit to ASU.

4. Approved expenditures which have a fixed and known price will be processed through a University purchase requisition.

5. Expenditures for items to be purchased locally where there is variability in the prices, where there is some uncertainty about the exact quantity of items needs, and/or where items will be purchased from multiple local vendors will be processed through a check made payable to the student organization. The organization will be responsible for making these local purchases and for fully accounting for the money spent. The Coordinator for Student Organizations will establish a tracking system to aid the organization in documenting their purchases. Any unused funds from the check must be returned to the SOLF account in accordance with a timeline established by the Coordinator for Student Organizations. Any organization which fails to fully account for the purchases will be restricted from further SOLF funding until the reconciliation is complete.

6. Club Sports may request funding to purchase equipment. Equipment eligible for purchase through club sports funding must fall under the individual price of $150.

7. Funding proposals will not be considered for the following types of expenditures:

    a. To pay for damages or other liabilities incurred as a result of the organization's activity.

b. To purchase alcoholic beverages, and may not be used to fund any activity where alcohol is to be made available to any of the attendees.
c. To pay for individual membership dues or other fees for individual members or for registration for tournaments, matches, etc.
d. To pay for club sports banquets, formals, induction ceremonies, etc.

8. Funding for Travel Mileage will not exceed .25 per mile.

9. Funding for equipment will not exceed $150.00 per individual item.

10. Probationary Club Sports will not receive funding exceeding $150 for the academic year.

11. An organization that has not acted in good faith with regard to their SOLF request or if an organization has been fraudulent in the use of SOLF money may be required to make restitution and will be barred from further SOLF funding for a period of time and the organization and/or the organization's officers may be subject to University disciplinary action as provided in the Angelo State University Student Handbook. The length of time an organization will be barred from funding will be determined on a case-by-case basis based on the nature of the situation.

Funding Forms

The Club Sports Budget Request is available at www.angelo.edu/organizations . The due date of this form will be announced at Club Sports Training each Fall.

Travel

Angelo State University recognizes the positive learning experience that can come from student travel and wants to support those opportunities. However, the opportunity for student organization members to use SOLF money to travel to conferences or special activities is a privilege that comes with certain conditions and limitations.

Club Sports may apply funding for travel. In reviewing the application for travel, CSC will consider such factors as benefit to the campus and/or persons attending, the number of people traveling, the mode of transportation, the location of the event, registration costs, and other factors deemed appropriate and relevant by CSC.

Any travel using Club Sports funding must be done in accordance with all University policies and procedures regarding student travel and all monies must be properly and promptly reconciled following the trip.