Important Phone Numbers

The WREC Front Desk: 530-898-4444

Roster/travel questions
Joel Ramirez, Sport Clubs Assistant 530-898-6211

All other Sport Club specific questions
Kendall Ross, Coordinator of Sport Clubs 530-898-5348

Questions about Alcohol EDU
Campus Alcohol and Drug Education Center 530-898-6450

Questions about Defensive Driver Training
Kenny Wahl, Environmental Health and Safety 530-898-5126

EMERGENCY Phone Numbers
(emergency medical, criminal, accident issues only)

Campus Police 530-898-5555

Kendall Ross cell phone 530-520-1592
Joel Ramirez cell phone 530-781-2977

Emergency contact of last resort
Steve Riccomini, Assistant Director of Rec Sports 530-898-4784
Steve’s cell number 530-521-9099
OBJECTIVES

- To learn sports skills
- To develop individual potential in a given sport or activity
- To develop and maintain a measure of physical fitness
- To maintain a feeling of mental fitness
- To, on a limited basis, participate in structured competition with other colleges, universities, and amateur clubs
- To interact socially and share common interests and experiences

APPROVED ACTIVITIES

- Hold club meetings
- Host club social functions (no alcohol allowed)
- Recruiting new members
- Promote club information and activities
- Hold practices
- Invite speakers
- Maintaining organizational mail
- With permission, compete against outside groups

PRIVILEGES

- **Name**: use of the CSU, Chico and Chico State brand name and logos. Non-recognized clubs MAY NOT use the Chico State name in their title.
- **Facility Use**: recognized clubs may reserve facility space as available.
- **Advising**: access to Recreational Sports advising and support.
- **Mailing address**: mailing address for the club is the Rec Sports office and should be addressed in the following manner:
  
  Name of the Sport Club  
  c/o Wildcat Recreation Center  
  150 Cherry Street  
  Chico, California 95929-0767

- **Equipment Check-out**: through the Sport Club Office, or reservation of equipment through FMS via a Reservation Request form.
- **Maintenance of Finances**: through an on-campus Foundation annual account (dues, donations, fund-raised monies).

RESPONSIBILITIES

- **Meetings and Fines**: Clubs must attend all Sport Club meetings scheduled by the Director of Sport Clubs. Missed meetings will result in a $100 fine for the first offense, $200 for a second offense, and loss of funding for the next year on the third offense.
- **Leagues**: Clubs are responsible to fulfill all league obligations.
• **Constitution**: all clubs must have a complete and working club constitution on file with the Sport Club office. Changes may be made to the constitution via a 2/3 majority vote of the membership, and any alterations must be reported to the Sport Club Director.

• **Sport Club Policies and Procedures**: clubs are responsible for knowing and following all Sport Club, Recreational Sports, and University policies and guidelines.

• **Communication**: maintaining good contact and communication with the Director of Sport Clubs.

• **Liability for Debt**: clubs and their members, not the University, are liable for any debts incurred by the club. Club officers are responsible for members and may be held personally accountable for all club debts to the University and/or other campus agencies. Those who are no longer officers of the club must notify the Director of Sport Clubs immediately in order to remove this liability. Coaches may not accrue or assume debt on behalf of the club.

• **Laws**: In all activities, Sport Clubs shall assume full responsibility for abiding by all local, state, and federal laws, in addition to University regulations and policies.

• **Advertising**: All advertisements must include the IRA logo, and all posted materials must be approved and stamped by the Information Center at the Bell Memorial Union.

• **Use of Name and Logo**: All artwork and logos must be approved via submission to the University Creative Design Director. This submission should take place by emailing a clean copy of the artwork and/or logo to the Sport Club Director for forwarding to that office. Approval or changes will be made via return email.

• **Objectives**: Clubs must maintain objectives that are in line with those of the University.

• **University Policies**: Sport Clubs shall abide by all local, state, and federal laws, in addition to University regulations and policies.

• **Use of Facilities**: university facilities shall not be used for any purpose, except with approval from the Director of Sport Clubs.

• **Activities**: shall not interfere with traffic, regularly scheduled campus activities, or the orderly administration of the University.

• **Representation of the University**: Sport Club members must be aware that because they use the University name and logo, members are expected to represent the highest standards of decorum at all times.

### PLAYER ELIGIBILITY

No club may restrict its membership on the basis of race, sex, religion, color, nationality or ethnic origin, age, handicap, or military service as outlined in the students’ rights and responsibilities. In order to participate in practice, competition, or regular meetings, individuals must appear on the official club roster. To be placed on the roster, each individual must complete the Sport Club Individual Membership Application available online.

**Roster Eligibility** - to be eligible for any roster, individual members complete a Sport Club Membership Application and must:

CSU Chico Recreational Sports
1. Be an undergraduate or graduate student officially enrolled at CSU, Chico, with a minimum of 6 units.

2. Have a minimum cumulative GPA of at least 2.0.

3. If a new player, pass the Alcohol Edu online course with a 70% or better. Print your score sheet and submit to the WREC front desk to prove completion.

4. Must have proof of private medical insurance.

5. Individual league or national rules may apply. In addition to the CSU, Chico Recreational Sports membership guidelines for sport clubs, all members must meet their team, league, and respective sport governing body’s eligibility regulations.

**OFFICERS**

All competitive sport clubs are required to elect a president, vice president, treasurer, a trip leader, and a safety officer. The descriptions below include the primary responsibilities of each of these positions, which make up the executive board for each club. Clubs may have additional officer positions as defined by each individual club.

**PRESIDENT**

- Serve as primary liaison to the Director of Sport Clubs, for the club, coaching staff, and sport-governing body
- Must be skilled in delegating tasks to fellow officers and club members
- Responsible for the maintaining and updating of club calendar and schedule and must request approval for schedule and changes from the Director of Sport Clubs
- Must attend scheduling meetings as needed with sport-governing league
- Maintain and update club rosters, submit all player membership packets for inclusion on the roster
- Serve as primary contact for recruiting
- Must submit club-recognition paperwork each semester by assigned due dates
- Oversee club officers and implement and adhere to officer positions as described in the Sport Club Framework and/or club constitution
- Must be familiar with the Sport Club Handbook and make sure it is implemented and adhered to.
- Primary responsibility for submission of club recognition paperwork
- Must attend a President’s Training Workshop

**VICE PRESIDENT**

- Assist the President and preside when the President is absent
- Work closely with the President in coordinating all club activities
- Responsible for maintaining and conducting a yearly inventory of club equipment
- Responsible for arranging storage/maintenance of club equipment
- Other duties as assigned by club
TREASURER

- Must have basic accounting skills and understand budgets
- Responsible for developing club budget plan and monitoring actual budget
- Collect and submit all dues, donations, and fundraising deposits to the Sport Club office
- Correspond with club members and ensure all membership dues have been paid, track dues payments
- Submit all check requests, reimbursements, and trip funds requests
- Must attend a Treasurer’s Training Workshop

TRIP LEADER

- Competitive clubs are encouraged to have more than one Trip Leader
- Must attend the Wednesday 4:30pm pre-trip meeting during any week the club plans to travel
- Must file all travel paperwork at the pre-trip meeting
- Primary responsibility for planning transportation for the club
- Must work closely with the club treasurer to plan travel budget expenditures
- Responsible for ensuring that only eligible participants travel and that all travel policies are adhered to
- Must attend a Trip Leader Workshop

SAFETY OFFICER

- Must attend annual Safety Officer workshops
- Must be First Aid/CPR certified
- Responsible for maintaining and restocking all training kit/first aid supplies; having the training kit checked by the Director of Sport clubs, or designee, the week of all home games; ensuring that training/first aid kit is on site at all practices and games
- Responsible for ensuring facilities are safe for use by club, including facility pre-inspection and monitoring of hazardous weather or facility conditions
- Primary responder for emergency conditions including: injuries at practice, injuries at competition, travel emergencies, missing club members or any other threat or condition requiring attention
- Responsible for completion of all critical incident/accident reports

RESERVING FACILITIES

- **Reservation Requests:** all requests for facilities, fields or classrooms must be made via email.
- **Reservation Confirmations:** the Director of Sport Clubs will return confirmation of reservations via email as soon as it is approved.
- **Preparation of Facilities:** the club is responsible for preparation of facilities, including field lining, setting up and putting away equipment. Facilities must be returned to original condition after use.
• **Changes or Cancellation of Reservations:** must be approved through the Director of Sport Clubs.

• **Liability for Damage:** club is financially liable for damage resulting from use of campus facilities whether caused by club members or visitors.

• **Reservation of Tables on the Quad:** must be arranged through the Student Life & Leadership Office located in the SSC 190.

• **Practice requests:** Each club must submit requests for practice at the end of the semester for the following semester. Facilities are limited, and will be scheduled using a priority system based on the tiered club system.

• **Competition requests:** Requests for facilities to host competitions must be made through the Director of Sport Clubs a minimum of 2 weeks in advance of the event, via email. Any changes in the schedule must be made at least one week in advance. Clubs must advise the Director of Sport Clubs of any changes in the schedule.

**PRACTICES AND GAMES**

• **Practice season:** Practice facilities will be scheduled based on the start and end of the competitive season. Reservations begin when requested and at the conclusion of the last contest of the season, the facility reservation automatically expires.

• **Approved contests:** Only contests on an approved schedule may be played. “Scrimmages” or “pick up” games may not be scheduled without inclusion on the approved competitive schedule.

• **Club active period:** A sport club’s charter expires at the end of the spring semester. Clubs may re-activate after the start of the fall semester by submitting rosters and schedules for the coming year. Sport clubs are chartered for fall and spring semesters only. Sport club seasons must begin and end within the regular academic year unless there is post-season competition related to its regular season schedule. The Director of Sport Clubs must approve any post-season competition, beyond the regular academic year.

• **Summer activities:** Services are limited during the summer months to camp and clinic activities only. Regular club business should conclude by May 15th annually, and will begin at the start of the fall semester after classes begin.

• **Inclement weather:** A club representative is required to check in with the Recreational Sports Office prior to a scheduled campus event to confirm the availability of facilities. This includes practices, games, and meetings. This is especially important during times of inclement weather when field conditions can alter rapidly. Rainouts may be called at any time prior to the scheduled contest, and clubs should have backup plans made in advance of rainouts.

• **Admission fees:** Sports Club contests will be conducted on University property without charge to the public except when written approval as a fundraising project has been obtained.

• **Special events:** the Director of Sport Clubs must approve any proposed activity outside the normal practice time typical to a particular sport club in advance.
RESTRICTED PLAY DATES

• Sat. Aug 30  Sport Club “no-play date”: Labor Day
• Sun. Sept. 1 Sport Club “no-play date”: Labor Day
• Mon. Sept. 2 Sport Club “no-play date”: Labor Day
• Fri. Nov. 1  Sport Club “no-play date”: Halloween
• Sat. Nov. 2  Sport Club “no-play date”: Halloween
• Sun. Nov. 3  Sport Club “no-play date”: Halloween
• Fri. Mar. 14 Sport Club “no-play date”: St. Patrick’s Day
• Sat. Mar. 15 Sport Club “no-play date”: St. Patrick’s Day
• Sun. Mar. 16 Sport Club “no-play date”: St. Patrick’s Day
• Mon. Mar. 31 Sport Club “no-play date”: Caesar Chavez Holiday

OFF-CAMPUS EVENTS

• **Approval:** competitive sport clubs may only participate in off-campus activities scheduled, sponsored and supervised, or otherwise approved by the University and the Director of Sport Clubs. Approval is sought either by submitting a schedule for approval, or a description of a specific individual event.

• **Permits and Contracts:** sport club members may not sign permits and contracts on behalf of the University for off-campus events.

• **Accidents:** each sport club is responsible for promptly submitting a written report of any accident or illness treated during an off-campus trip. Accident reports are available in the Recreational Sports Office or in the Trip Leader Manual. *The report shall include all of the following:*
  
  o Student’s full name, address, age, and location of accident/sickness.
  o Date and time of accident/sickness.
  o Where and how accident/sickness occurred.
  o Extent and nature of accident/sickness.
  o Extent and nature of medical treatment, name and address of treating physician and facility, witness name and phone number.
  o Description of the sponsored off-campus activity.

ALCOHOL

Club members may not consume or be in possession of alcohol or illegal drugs while serving as a representative of the club and the institution. This includes, but is not limited to:

• both on and off campus club activities
• during official travel from the time the club leaves to the time the club returns
• any activity, gathering, or social function that could be considered a club function due to the overwhelming makeup of the participants

Failure to adhere to this policy will result in the loss of eligibility, funds and/or campus recognition. This includes attendance by members of one club to an activity sponsored by another club. Furthermore, violation of this policy may result in criminal charges as well as notification of Student Judicial Affairs.

In addition, all club members must have completed the online Alcohol Edu course before they are eligible to practice or compete.

CONDUCT

All clubs are responsible for their members’ conduct during practice, games, travel, and any place or time that the club has congregated or is visible to the public. Clubs have a responsibility for the conduct of their fans. Failure to adhere to this policy may result in the loss of eligibility, funds and/or campus recognition. Student-athletes found in violation of the student conduct code are subject to disciplinary action through Student Judicial Affairs, which may result in formal sanction(s). Disciplinary sanctions may affect a student's ability to represent the university including participation in club sports. Participation of student-athletes on a disciplinary sanction is at the discretion of the Director of Club Sports.

Individual club members are responsible for their actions unrelated to their club participation. Individual actions, however, can still affect their participation in Sport Clubs. Actions that may result in the loss of club eligibility include, but are not limited to:
• any behavioral infraction which results in placement on disciplinary probation by the Office of Student Judicial Affairs
• academic performance which results in placement on academic probation
• vulgar, obscene comments or gestures at practice or games
• unsportsmanlike conduct of any kind at practice or games

HAZING

No individual student or student organization may engage in or plan any activity that may be defined as “hazing.” The California Education Code defines hazing as “any activity which causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace.” In addition, no individual nor organization may, by physical or mental stress or by subtle or covert technique, impair, make captive, or destroy an individual’s freedom of thought or choice.

Examples of hazing include, but are not limited to:
• forcing new members to serve or follow orders of older members outside of the practice or game activity
• physical exercise limited to new members
• activities involving depriving sleep, food, water, or personal hygiene for new
members
• swearing at or insulting new members
• forcing new members to wear embarrassing attire or perform humiliating acts in public
• forced consumption of alcohol, water, food or other substances
• forced nudity or partial nudity for new members
• physical beatings or smearing the skin with unpleasant substances
• forced branding, piercing, tattooing, or head shaving
• sexual simulation or sexual assault
• kidnapping or forcible transport and/or abandonment of new members

SPORT CLUB COUNCIL

• Purpose: the purpose of the Sport Club Advisory Council is to address common needs and concerns of all Sport Club teams. Council as directed each semester by the Sport Club Director.

• Makeup: the Sport Club Advisory Council is made up of the president of each club. The council will elect members to several standing committees, including Re-recognition Funding Committee, Exemplary Performance Committee, and other committees as directed by the Director of Sport Clubs.

• Attendance: attendance to Sport Club Council meetings is mandatory. The first missed meeting of the year will result in a $100 fine, second missed meeting will assess a $200 fine, and the third missed meeting will eliminate all funding for the club for the following academic year.

COACHES

• Required: all competitive Sport Clubs are required to have a paid coach/coordinator. The level of qualification necessary to hold this position is at the discretion of the Director of Sport Clubs. All decisions regarding this requirement will be made on a case-by-case basis, and will take safety, liability, nature of the activity, and club history into consideration.

• Selection: the selection process for all paid coaches/coordinators will include advertisement of the position annually, submission of letter of application and resume by all interested candidates, and interview and selection by the Director of Sport Clubs and any committee members chosen by the Director, and completion of the Coach Responsibility Agreement as well as appropriate payroll paperwork.

• Status: all paid coaches/coordinators are employees of CSU, Chico Foundation and volunteer employees of the State of California. Coaches will report directly to the Director of Sport Clubs. Although they may take on other responsibilities with the club, all paid coach/coordinators shall fulfill the following minimum responsibilities:
  o Ensure safety of the participants.
  o Adhere to all University, Recreational Sports, and league rules.

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o Ensure only qualified members participate with the club.
o Oversee and advise on all club activities.
o Advise proper expenditure of club funds.
o Maintain good communication with Director of Sport Clubs.

• **Volunteers:** any and all volunteer coaches/coordinators that are not currently enrolled at Chico State must complete a University Volunteer Form. Forms are available through the Sport Club Office or online in the downloads section of the Sport Club page. Volunteers should be well informed on:
o Expected duties related to practice, matches, travel, paperwork, and team meetings.
o Start and end dates of responsibilities, and estimated hours per week expected of volunteer.

• **Nepotism:** while the University recognizes that employment of close relatives or significant others within an organization creates a potential for favoritism or undue hardship, the University is also aware that a rule excluding close relatives or significant others of current employees from employment may deprive the University of qualified, capable employees and potentially violate equal opportunity laws. As such, any coach/coordinator who has a personal relationship with a club member must inform the Director of Sport Clubs of that relationship prior to employment, or immediately upon the development of that relationship.

**INSURANCE**

• **Responsibility:** the State of California, California State University, Chico, and the University Recreational Sports Program are not responsible for the injury of participants in the Sport Club program.

• **Special risk activities:** may be required to buy additional insurance for club, club equipment, or individual club members. Consult with the Director of Sport Clubs for your specific club requirements.

• **Primary Medical Insurance:** By order of the CSU Chancellor’s office, beginning in Fall 2006, officially recognized student club sports at all CSU campuses must carry adequate liability & secondary medical insurance for all participants and coaches, including non-students and volunteers. The insurance shall cover travel, practices, and competition. As such, all members of all competitive clubs must be prepared to show proof of insurance in order to participate. No student, non-student, or volunteer may participate in a club sport without approved insurance, and no club may be recognized or organized to participate in practices, competition, or travel without approved insurance.

• **Secondary medical liability:** Beginning in 2009-2010, each rostered member of a competitive Sport Club will pay a $25 roster charge toward additional secondary medical insurance for approved club members. This insurance will serve as a secondary or tertiary coverage with primary individual medical coverage being the
first applied to any case. This coverage will only go into effect after primary coverage is exhausted and may only be applied toward injuries received during documented Sport Club practice, competition, or travel.

FUNDING

- **Eligibility:** only eligible Competitive Sport Clubs receive funding from the Recreational Sports Program. The activities of all clubs will be reviewed annually to assess the adequacy of programs and to determine the extent to which stated objectives have been met. See the Sport Club Application for Recognition for more details.

- **Budget**
  - The budget process is subject to change on an annual basis based on numerous factors including, but not limited to, an increase or decrease in the overall Sport Club budget, an increase or decrease in the number of sport clubs, Sport Club program purchases (e.g., stereo equipment, portable scoreboards), etc.
  - Each team’s budget will be accessible immediately after submission of a preliminary budget plan, development of an initial clear roster and coaching paperwork is complete in the fall.

- **Financial Responsibility:** the financial operation of each sport club is the responsibility of its members, with approval from the Director of Sport Clubs.

- **Equipment inventory:** any equipment purchased by sport clubs shall be listed on the Sport Club inventory. Title to all the equipment rests with the University.

- **Records and receipts:** all sport clubs are required to provide accurate records and receipts for all expenditures made with club sport funds.

- **Printing:** all printing, either on paper or clothing, must be pre-approved by the University Creative Design Director before payment or reimbursement can be made using team funds.
  - If clothing includes lettering, it must bear the “CHICO STATE” OR “CSU, CHICO” name. This name must appear larger than any sponsor name.
  - If using Wildcat likeness, clubs must use approved University Wildcat logos only.

- **Foundation Accounts:** all competitive sport clubs are required to have a Foundation account. All funds used for club expenditures, excluding allocated funds, must be deposited into a Foundation account. This includes member dues, donations, fundraisers, and sponsorship dollars.

- **Absolutely no off campus accounts will be allowed.** Violation of Sport Club accounting practices as outlined here will result in immediate freezing of all funds and suspension of Sport Club to Conditional status for the following year.

- **Accruing debt:** Clubs are NEVER allowed to accrue debt. All purchases must have funding available for immediate payment. If a club accrues debt that cannot be settled
in a timely manner, the club may be sanctioned or lose recognition for the following year.

- **Late payments:** Clubs are responsible for timely submission of invoice for payment. If payment requests are complete and on time, no late charges should accrue. If submissions are late or are held up for missing information, clubs MAY NOT use club funds to pay late or finance charges on debts.

### IRA FUNDING ALLOCATION

**Tiered System:** the funding allocation system is based on the tiered system as described in previous portions of the handbook. Each spring, all eligible sport clubs will complete a re-recognition packet to apply for funds for the coming school year. All applications will be reviewed by the Sport Club Council Recognition Committee for final approval and a member of the applying team will testify before the committee in support of this application.

**Sources of additional/lost funding**

1. **Activating Accounts:** team funds are not available until a minimum roster (10 cleared players) is in place for each team, a preliminary budget plan has been approved and coaching paperwork is filed.

2. **Exemplary Performance:** if available, teams will be encouraged to apply for post-season travel awards for exemplary performance. Amount of funds available will change annually, and totals available will be announced at each application period. Awards for exemplary performance will be by review and approval of the Sport Club Exemplary Performance Funding Committee.

3. **Fines and Funding Freezes:** can be applied to funding at any time by the Director of Sport Clubs for procedural failings by the club. These include unauthorized competition or practice, late paperwork, meeting absences, or improper use of club funds.

4. **Council Attendance:** teams that do not have a minimum of 80 percent attendance to Sport Club Council will not be eligible for funds the following year.

### FUNDRAISING

Sport Clubs must keep accurate records of all fundraising activities. These records must show how funds were raised, the amounts raised, and the uses of the funds. These records must be made available for inspection and/or audit by the Recreational Sports Office. The following guidelines must be followed for all fundraising efforts:

- Clubs must be clearly identified as sponsors of fundraising events or activities.

- Co-sponsorship of fundraising activities between Sport Clubs and commercial businesses are prohibited without prior written approval from the Recreational Sports Coordinator.
• Commercial business recognition can never take top billing, or appear bigger, than the team’s information.

• Sport Clubs planning to use off-campus assistance (i.e., a promoter) to help sponsor an event must contact the Recreational Sports Coordinator and the Director of Sport Clubs for written approval before making any arrangements.

• Sport Clubs are responsible for following these and all other University fundraising policies germane to fundraising. Violation of any fundraising policy by Sport Clubs may result in the loss of campus recognition and funds.

• Any proceeds from parent/alumni mail solicitation for funds must be deposited into the clubs campus Foundation account. All such donors will automatically receive tax documentation from the University.

• Any proceeds from a fundraising event must also be deposited into the clubs Foundation campus account.

CRITERIA FOR STATUS

All levels of Sport Club - must meet the following minimum requirements for recognition by the Department of Intramural and Recreational Sports:
• Recognition as a campus club by the Student Life & Leadership Office
• Availability of facilities to meet club needs
• Recognized national organization
• Positive complementary impact on total campus recreational program
• Interest and participation appropriate for the sport club status

In addition, the criteria for the four distinct levels of Sport Club recognition are as follows. These are general guidelines, but the Re-recognition Committee will determine final award level, in the spring of each year:

Conditional Sport Club
1. Status: this status is reserved for newly formed clubs in their first year of participation, clubs which may have previously held other club status or clubs that applied for but were not awarded a higher classification.
2. Funding: no University financial support (IRA allocated funds). All funding is through member dues, donations, and sponsorships deposited into a University Foundation account.
3. Coaching: must have paid coach (can be player/coach).
4. Travel: all travel must be approved in advance with the Director of Sport Clubs by filing the travel paperwork and attending the weekly pre-trip meeting.
5. Meetings: required to have a representative at each Sport Club Council meeting.
6. Criteria for recognition:
   a. A minimum 8 active members is required to receive recognition.
b. Clubs must participate in intercollegiate competitive sport, with the ability to schedule and play a minimum of four single events or three tournament events.

**Sport Club I**

1. **Status:** clubs with at least one year of previous participation, strong club leadership; positive history regarding adherence to department, University, and governing body guidelines; appropriate level of competition available from other colleges and universities.

2. **Funding:** clubs at this level receive financial support commensurate with budgetary needs, membership dues, and fund-raising efforts. Funding levels also take into account club participation in Sport Club Advisory Council, timeliness of paperwork completion, and overall organization of the club as demonstrated during the re-recognition meeting.

3. **Staff support:** available for advice and recommendations; will assist with facility reservation and administrative paperwork.

4. **Coaching:** paid coach required, but may have player/coach.

5. **Travel:** all travel must be approved in advance with the Director of Sport Clubs by filing the travel paperwork and attending the weekly pre-trip meeting. Travel may be in or out of state within constraints of club budget.

6. **Meetings:** required to meet with Director of Sport Clubs at least once per month.

7. **Criteria for recognition:**
   a. Adequate interest or participation in the proposed activity. Minimum of 8 participants or a “full” roster within the constraints of each particular activity, whichever is greater.
   b. Clubs must participate in intercollegiate competitive sport, with the ability to schedule and play a minimum of six single events or four tournament events, including at least one home event.

**Sport Club II**

1. **Status:** clubs with at least three years of previous participation; strong club leadership; positive history regarding adherence to department, university, and governing body guidelines; appropriate level of competition available from other colleges and universities; competitively successful on the regional/national level.

2. **Funding:** clubs at this level receive financial support commensurate with budgetary needs, membership dues, and fund-raising efforts. Funding levels also take into account club participation in Sport Club Advisory Council, timeliness of paperwork completion, and overall organization of the club, and possibility of participation in post-season play.

3. **Staff support:** available for advice and recommendations; will assist with facility reservation and administrative paperwork.

4. **Coaching:** must have contracted, paid non-player coach. Coach must be available as a point of contact with Director of Sport Clubs and Recreational Sports Office.

5. **Travel:** all travel must be approved in advance with the Director of Sport Clubs by filing the travel paperwork and attending the weekly pre-trip meeting. Travel may be in or out of state within constraints of club budget.
6. **Meetings**: required to attend monthly Sport Club Council meetings, weekly pre-trip meetings, and meetings as needed with the Director of Sport Clubs.

7. **Criteria for recognition**:
   a. Adequate interest or participation in the proposed activity. Minimum of 10 participants or a “full” roster within the constraints of each particular activity, whichever is greater.
   b. Clubs must participate in intercollegiate competitive sport, with the ability to schedule and play a minimum of six single events or four tournament events, including at least one home event. Must have stable competitive playing schedule and the ability to compete at the regional and/or national level.

### Sport Club III

1. **Status**: clubs with at least five years of successful previous participation; competitive at the regional and/or national level; strong club leadership; positive history regarding adherence to department, University, and governing body guidelines.

2. **Funding**: clubs at this level receive financial support commensurate with budgetary needs, membership dues, fund-raising efforts, and likelihood of qualification for post-season play. Funding levels also take into account club participation in Sport Club Advisory Council, timeliness of paperwork completion, and overall organization and success of the club at post-season competition.

3. **Facilities**: clubs at this level receive priority scheduling within the Recreational Sports Office for facilities and equipment.

4. **Staff support**: available for advice and recommendations; will assist with facility reservation and administrative paperwork.

5. **Coaching**: must have contracted, non-player, non-student coach. Coach must serve as an additional point of contact with Director of Sport Clubs and Recreational Sports Office.

6. **Travel**: all travel must be approved in advance with the Director of Sport Clubs by filing the travel paperwork and attending the weekly pre-trip meeting. Travel may be in or out of state within constraints of club budget.

7. **Meetings**: required to attend monthly Sport Club Council meeting, weekly pre-trip meeting, and additional meetings as needed with the Director of Sport Clubs.

8. **Criteria for recognition**:
   a. Contracted, non-player, non-student coach with credentials appropriate for the sport and the level of competition. Applications to be reviewed with Director of Sport Clubs prior to contracting.
   b. Demonstrated ability of club to generate funds adequate to cover 100 percent of total operating costs (including coaching salaries, travel, room and board, equipment, officiating fees and league dues) using a combination of player dues, fundraising and donations, corporate sponsorship, and University allocation.
   c. Adequate interest or participation in the proposed activity. Minimum number of participants to allow “full” rosters plus 10 percent (or A and B team rosters).
   d. Clubs must participate in intercollegiate competitive sport, with the ability to schedule and play a minimum of eight single events or five tournament events, including at least one home event and one regional or national level competition. Demonstrated competitive success at the regional/national level.