



# Campus Recreation

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## Division of Student Affairs

Sport Clubs Handbook 2023-2024



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## Contact Information

### Administration

|                |  |              |  |
|----------------|--|--------------|--|
| Bryson Hardin  | Coordinator, Rec Sports & Family Programs        | 713-743-7206 | bmhardin@central.uh.edu  |
| Shaneisha Weir | Assistant Director, Rec Sports & Family Programs | 713-743-9519 | <a href="mailto:sweir@central.uh.edu">sweir@central.uh.edu</a> |
| Dan Belcher    | Associate Director Campus Recreation             | 713-743-8468 | dkbelche@Central.UH.EDU  |
| Kim Clark      | Director of Campus Recreation                    | 713-743-5478 | kdclark@uh.edu   |

### Facilities

|                         |  |
|-------------------------|--|
| Administration – Office | Campus Recreation and Wellness Center, Suite 2000                                  |
| Mailing Address         | Department of Campus Recreation<br>4500 University Drive<br>Houston, TX 77204-6056 |
| Phone                   | 713-743-8041   |
| Fax                     | 713-743-9517   |
| Office Hours            | Monday – Friday<br>9:00am– 4:00pm  |
| Rec Sports – Office     | Campus Recreation and Wellness Center, Suite 1007                                  |

## **Mission Statement**

Campus Recreation provides recreational experiences that inspire student success and lifelong well-being.

## **Sport Clubs Overview**

A sport clubs program is an integral part of a campus recreation program. It fills the void between intramural sports activities and intercollegiate athletics. Sport Clubs give the university community an opportunity to participate in highly competitive sport activities, learn new skills, improve skill levels, and enjoy the recreational and social fellowship derived from sports involvement. The Sport Clubs Program is administered by the Department of Campus Recreation. All sport club matters are channeled through the Rec Sports and Family Programs staff.

Clubs are not varsity sports. Membership and participation in a club is free from discrimination based on race, religion, gender, sexual orientation, ethnic group, disability, or national origin. Each club constitution will carry a statement to this effect in the Membership section of their constitution. Sport Clubs serve as a learning experience for the members through their involvement in public relations, organization, administration, budgeting, and scheduling. Involvement in a group and team setting helps enhance the student's overall educational experience.

The success of the Sport Clubs Program depends upon the student leaders of the individual clubs. They should have the initiative and drive to handle club administrative matters and motivate club members to take part in various club activities. Quality student leadership is the most important factor impacting the success of each sport club. Sport Clubs are recognized student organizations run by students.

## **Definition of a Sport Club**

A Sport Club is a recognized student organization that individuals motivated by a common interest and desire to participate in a favorite sport activity have formed. It is an organization recognized through the University of Houston's Center for Student Involvement. It exists to promote and develop interest in that sport. Its members learn new skills, refine existing skills, engage in competition, and enjoy the recreational and social fellowship of sport. Sport Clubs are administered by the University through the Department of Campus Recreation. This administration requires supervision and assumption of responsibility for all Sport Club actions and activities.

## **How to join a Sport Club**

To join a club, please visit our website [uh.edu/recreation/sport\\_clubs](http://uh.edu/recreation/sport_clubs) to see a list of active clubs. Contact the club through Get Involved to find more information about each club. Clubs may hold interest meetings throughout the year and may participate in Cat's Back.

## **New Sport Clubs**

All UH Sport Clubs are official registered student organizations of the university. To become a registered student organization, visit the Center for Student Involvement (CSI) or their website [www.uh.edu/csi](http://www.uh.edu/csi).

- 1) Select the "student organizations" tab at the top of the page then select "Registered Student Organizations - Organization Registration". Follow the New Organization registration process.

Once the organization becomes officially registered with CSI:

- 1) Contact the Sport Clubs Administration to set-up a meeting to discuss the process and plans for joining the Sport Clubs program
- 2) Obtain the signature of 15 currently enrolled UH students who are interested in forming the club.
- 3) Submit the following items to Sport Clubs Administration:

- a. Sport Club Application including list of officers and club members
- b. Written Constitution
- c. A proposed practice and tournament schedule
- d. Budget

Once the completed application packet has been submitted, the Sport Clubs Administration will review the materials to submit to the Sport Clubs Council. Before submitting to the Sport Clubs Council, Sport Clubs Administration may have to consult with, but not limited to, University Legal and University Risk Management. The Sport Clubs Council will either request additional information, approve the club to join the Sport Clubs program or deny their application. New clubs will be approved to start at the beginning of the following semester.

The Sport Club Council may approve entirely, approval with additional documentation, or deny the club approval into the Sport Clubs program. Justification will be provided for any denial into the program.

Once the Sport Club has been approved:

- 1) All members of the club must complete a participant packet stating they have read, understood and agree to abide by all rules and policies of the Sport Clubs and Student Handbook
- 2) Clubs may NOT hold practices or games without first submitting a signed copy of the Campus Recreation liability waiver for each club member
- 3) All purchases (including but not limited to equipment, apparel, and entry fees) and promotional materials must be approved by Sport Clubs Administration prior to printing

*\*All clubs must receive approval from the UH campus recreation department before holding practices, games or any activity conducted as an University of Houston Sport Club either on or off campus.*

### **Returning Inactive Sport Clubs**

All student interest clubs that have previously had affiliation with the Sport Clubs program must reapply to be a part of the program. This process is outlined in the "New Sport Clubs" section of this document. Any further questions can be sent via email or over the phone to any members of the Sport Clubs Administration.

# Roles and Responsibilities

## **Sport Clubs Personnel**

### Rec Sports Supervisors

Rec Sports Supervisors are undergraduate or graduate employees who collectively work with every club within the program. The supervisor serves as a liaison between clubs and the Sport Clubs Administration. Supervisors may be visible at practices, games, and other club events.

The Rec Sports Supervisors' responsibilities include, but are not limited to:

- Fostering quality relationships with the student-athletes, officers and advisor of each club
- Acting as a quality University and Campus Recreation resource
- Serving as Event Management by being present at home contests, seminars, and events
- Serving as first responder and initiating emergency procedures when necessary
- Overseeing the compliance of each team with Sport Club policies and procedures

### Program Assistant for Rec Sports & Family Programming

Assists the Coordinator & Assistant Director for Rec Sports & Family Programs in overseeing administration of the Sport Clubs program including, but not limited to, event planning, ACF funding tracking, and advising the Sport Clubs Council.

### Coordinator for Rec Sports & Family Programs

Assists in overseeing all of the Sport Clubs program administration including, but not limited to, facility reservations, event planning, budgeting, travel management, officer development, and enforcement of all program, departmental, and university policies and procedures.

### Assistant Director for Rec Sports & Family Programs

Oversees all of the Sport Clubs program administration including, but not limited to, facility reservations, event planning, budgeting, travel management, officer development, and enforcement of all program, departmental, and university policies and procedures.

## **The Sport Club Council (SCC)**

This umbrella organization works directly with the Graduate Assistant for Rec Sports and Family Programs to provide funding, training, facilities, and other administrative services to all eligible Sport Clubs that are current members of the Sport Club Program. The Assistant Director for Rec Sports and Family Programs will serve as the program advisor to the SCC. The Sport Club Council's budget is requested directly from the Department of Campus Recreation.

### Purpose and Responsibilities of the Sport Club Council:

- To help plan the Sport Clubs Banquet
- To act as a liaison between each club and the university
- To understand all Sport Clubs policies and procedures
- To be aware of all dates, deadlines, and meetings
- To be a sounding board for all Sport Clubs policies and procedures
- Assist in reviewing new Sport Clubs applications
- Assist in reviewing club budget requests
- Any additional responsibilities assigned by Sport Clubs Administration

### Membership

Membership is limited to 10 sport club officers who are continuously enrolled in at least 3 credit hours

with the University of Houston and are members of a registered Sport Club. No discrimination shall be made on the basis of gender, race, age, creed, religion, disability, sexual preference, national origin, marital status, parental status or veteran's status. No hazing or discrimination will be used as a condition of membership in this organization.

#### Selection of the Sport Club Council

##### *Nomination & Elections*

The nominations for the Sport Club Council members shall begin each year at the last officer training meeting held in March and will continue until the actual voting at the Spring Sport Clubs Banquet. An online application process will be reviewed by Sport Clubs Administration and outgoing Sport Club Council members.

##### *Term of Office*

The length of office shall be no longer than one calendar year. Newly elected council members shall take office July 1st of the year of election through June 30th of the following year. The newly elected council members shall work in conjunction with the current council to streamline transition. Council members may be eligible to be re-elected.



## Individual Club Responsibilities

### Student Representatives

By the end of the spring semester each club must elect student representatives to act as President, Vice President, and/or Treasurer of the club for the following academic year. These representatives will act as the liaisons between their individual club and the Department of Campus Recreation.

*The responsibilities of elected officers should include, but are not limited to, the following:*

- President
  - Inform club members of all University of Houston, Campus Recreation, and Sport Clubs policies and procedures
  - **Attend all required meetings mandated by CSI and Sport Clubs.**
  - Develop schedules and submit facility requests
  - Ensure that the Campus Recreation policies and procedures are followed in all areas of administration, including budget, organization, and management of the club
  - Schedule the Club meetings with the Coordinator for Rec Sports and Family Programs
  - Ensure that all officers perform his/her assigned duties correctly and efficiently.
  - Ensure that the coach(es) are adhering to policies and procedures outlined in the Handbook and agreed upon on the coach agreement form
  - Ensure that all members abide by all University Risk Management policies
- Vice President
  - Inform club members of all University of Houston, Campus Recreation, and Sports Clubs policies and procedures
  - **Attend all required meetings mandated by CSI and Sport Clubs.**
  - Ensure that all participants have completed a Sport Clubs waiver prior to participation
  - Complete and submit accident and/or injury reports to Sport Clubs Administration within 24 hours of the incident
  - Complete and submit travel requests and club/organization participant travel rosters to Sport Clubs Administration least 10 business days prior to the event
  - Ensure that all members of the club are aware of all University Risk Management policies
  - Assume responsibilities of the President in the case of his/her absence
- Treasurer
  - **Attend all required meetings mandated by CSI and Sport Clubs**
  - Maintain all financial documentation for the club. All dues and monies collected must be documented with a club receipt. Campus Recreation reserves the right to inspect all club financial documentation
  - Oversee external bank account and keep accurate records of club spending. Be prepared to meet with Sport Clubs Administration if asked regarding external expenditures
  - Create and maintain club budget. Responsible for submitting annual Budget Requests.
  - Submit and ensure approval of club fundraising proposals

## Coaches

May be undergraduate students, graduate students, University employees, or individuals not affiliated with the University. The members should be allowed to vote on the involvement of the coach and also the removal of the coach. The clubs are recognized student organizations of UH and are officially managed by elected sport club members. Coaches do not have the authority to remove players from a club. That authority is with the club officers and Sport Clubs administration.

The involvement of the coach should be restricted to skill development and game strategy. The coach should not be involved in the management of the club including but not limited to: club budgets, club expenditures, removal of players, securing of practice or competition space. Coaches are not authorized to enter into discussions or agreements with outside entities about contracts, sponsorships, donations, purchasing, etc. without expressed written consent from the Department of Campus Recreation or Sport Club Administration and must be done with club officer leadership. Any discussions with outside entities related to a sport club must be done with approval from the Department of Campus Recreation. This is to protect all parties.

While coaches are free to contact the Sport Clubs administration, it should not become normal operating procedure for a coach to schedule meetings with or contact the administration to discuss the management of clubs. If coaches have concerns or need to report potential policy violations or questionable ethical decisions, then please contact the administration immediately.

Coaches can be removed at any time for any reason by club officers or the Campus Recreation Department.

Sport Clubs may obtain a coach/instructor if desired. All coaches must be approved by the Sport Clubs Administration prior to any coaching.

*The approval process is as follows:*

1. The specific club must request that a coach be considered as a candidate.
2. The candidate(s) must submit a coach's agreement, liability waiver, and any additional documents deemed necessary by Sport Clubs Administration. Sport Clubs Administration will review and approve coaches.

If approved as a coach/instructor the individual must attend a Sport Club Coaches Orientation.

*The following statements must be read, agreed upon, and initialed as part of assuming coaching responsibilities on the Coaching Application Agreement:*

- *I understand that, if approved, I will be coaching on a volunteer basis and that I am not in any way an employee of the University of Houston and will receive no payment, insurance coverage, benefits, etc. from the University.*
- *I understand that I can be dismissed or removed as a coach by the club officers or sport club or departmental administration at any time for any reason.*
- *It is highly encouraged that Coach(s) are recommended to have personal medical and liability insurance since no coverage will be provided by University of Houston.*
- *I understand that as a coach, I am not part of the management of the club and am responsible for practices and competition strategy.*
- *I understand that the Department of Campus Recreation does not carry liability or medical insurance, or insurance for travel or accidental injury. I will not hold the Campus Recreation Department or University of Houston liable for any injury.*
- *I understand that any money spent by the coach is subject to being denied for reimbursement by the club, the program, the department, or the university.*
- *I understand the agreed upon terms listed below are NOT a legal binding document.*
- *I understand that if removed as a coach for a sport club, the club does not have to fulfill any*

*previously agreed upon payments, reimbursements, expenditures, etc. if they remove me for just cause.*

- *I understand that coaches must restrict their participation in club activities to coaching and thus refrain from engaging in any activities affecting club management.*
- *Coach(s) have no authority to engage the club or the University in any contracts or agreements without the express written consent of the Assistant Director for Campus Recreation. Coach(s) do not possess the right to approach any university official without concurrence and support of the club's president or student representative*
- *Coach(s) will follow risk management incentives for the safety of the club members, opponents and spectators.*
- *Coach(s) are expected to ensure proper sportsmanship at all times and are encouraged to notify the Sport Club Administration for assistance in dealing with those club members who pose problems.*
- *Coach(es) have an obligation to report any suspected or actual incidents related to hazing, physical abuse, sexual abuse, unethical decisions, misuse of finances, or any other questionable incidents. Reports can be made through the Sport Club Administration or through the UH CART <http://www.uh.edu/cart/>*
- *Coach(es) may not offer monetary or scholarship awards to any individual as incentives to participate in the club program*

## Membership Guidelines and Standards of Conduct

Membership in an UH Sport Club is open to currently enrolled students and full-time faculty, staff who have a current Campus Recreation membership regardless of race, religion, gender, sexual orientation, ethnicity or national origin. All student members must be currently and continuously be enrolled and paying the Campus Recreation student fee.

There is a **no cut policy**. In certain clubs there may be limitations on how many team members a club can carry to an event. To allow for maximum participation, many clubs offer different levels of competition, such as an "A Team" and a "B Team."

### Cougar I.D. Cards

Individuals desiring membership in a sport club must have a valid UH I.D. card. In addition, the ID card should be in possession of the member during all club activities (practices, games, etc.). At various times during the year Sport Clubs staff will conduct random I.D. checks. Individuals who do not have their Cougar Card or a government issued photo I.D and be registered with the CRWC biometric system will be prohibited from participating with the club until the card can be produced.

### Registration

Individuals are not allowed to participate in sport club related activities until they have completed the participant packet which includes the Participant Info Sheet, Liability Waiver, Vehicle Consent Form, and Photography Release Waiver.

### Eligibility for Participation in Leagues

Each sport club member is responsible for familiarizing themselves with eligibility rules and regulations, and abiding by these rules when entering league competition. The Sport Clubs Administration should be given a copy of all rules that govern each club's league involvement.

### **Individual Membership Eligibility**

Sport Club membership must be open to all currently enrolled students and full-time faculty, staff who have a current Campus Recreation membership. Clubs may place additional membership restrictions based on criteria dictated by their league requirements or governing body.

- 1) A member is not permitted to practice or play until a **PARTICIPANT PACKET INCLUDING WAIVER OF LIABILITY** has been filled out and signed by that member
- 2) Club members must abide by all eligibility rules dictated by their respective league, union, or association policies.
- 3) Community members are not permitted to join clubs or play in sanctioned games
- 4) Faculty/staff members may participate in club activities based on the club's association or governing body rules. Once the individual is no longer employed by the University of Houston, the individual may no longer participate in any club activities
- 5) All sport club participants must abide by all policies and procedures outlined in the University Of Houston Student code of conduct and the Department of Campus Recreation Sport Clubs Handbook

### **Intramural Participation**

Sport Club athletes are eligible to participate in intramural sports, however participation is limited. Please refer to the excerpt from the Intramural Sport Policies and Procedures for details:

Students who are members of a sport club may only participate with no more than two (2) Sport Club members on the same team of a related sport. There are no restrictions on Sport Club members playing on teams outside of their related sport.

## **Code of Conduct (University of Houston)**

The University of Houston, as an educational institution, has a special set of interests and purposes essential to its effective functioning. These include:

- (a) The opportunity for students to attain their educational objectives,
- (b) The creation and maintenance of an intellectual and educational atmosphere throughout the University, and
- (c) The protection of the health, safety, welfare, property, and human rights of all members of the University, and the property of the university itself.

In the area of student conduct, the University has a clear responsibility to protect and promote the pursuit of its goals. The Student Code of Conduct emphasizes the University's commitment to promote the freedom, intellectual development, and personal responsibility of its students. The Student Code of Conduct sets forth those acts that constitute unacceptable conduct for students of the University. All alleged violations of the Student Code of Conduct may result in referral to the Dean of Students Office for disciplinary action.

The University of Houston supports the concept of educational discipline - educating the student through appropriate sanctioning when circumstances permit; but should the student demonstrate an unwillingness to obey the rules governing conduct, the student will be treated in the same manner as one who has failed academically. Students are expected to adhere to, and will be held accountable for adhering to, all federal, state, and local laws in addition to all University policies and regulations not mentioned herein.

A student admitted to the University of Houston accepts the responsibility to conform to all University of Houston rules and regulations. Proven failure to meet this obligation will justify appropriate disciplinary action including, but not limited to, expulsion, suspension, disciplinary probation, reprimand or warning. Although the University will make every reasonable effort to make the rules and regulations available, students are responsible for becoming familiar with them.

The University of Houston student conduct process is the responsibility of the Dean of Students Office. The Associate Dean of Students, under the direction of the Dean of Students, will supervise the implementation of the student conduct process and procedures.

University of Houston Sports Clubs Program complies with the code of conduct and refers to it when needed.

## **Code of Conduct (Sport Clubs Participation)**

The Department of Campus Recreation code of conduct was created to inform all club members of their individual responsibilities to their club, the Campus Recreation Sport Club Program, and the University of Houston. The following list provides a detailed outline of the conduct expected by each member:

- 1) Adhere to all University of Houston, Campus Recreation, and Sport Clubs Program policies and procedures
- 2) Conduct oneself in a responsible and courteous manner at any and all sport club activities
- 3) Represent the University of Houston, Campus Recreation, and your club in a positive manner
- 4) Understand that your actions may adversely affect your club, the Sport Clubs Program, Campus Recreation, and the University of Houston
- 5) Understand that your actions may adversely affect your ability to participate in any of the aforementioned programs
- 6) Show respect to all competition officials, opposing team members, spectators, Campus Recreation employees, and University of Houston employees
- 7) Although the University of Houston allows for alcohol to be legal served at certain functions across campus, Campus Recreation and the Sport Clubs Program observes a

- No Tolerance rule.
- 8) In accordance to the University of Houston hazing policies, recognize that Campus Recreation observes a No Tolerance rule
  - 9) Members have an obligation to report any suspected or actual incidents related to hazing, physical abuse, sexual abuse, unethical decisions, misuse of finances, or any other questionable incidents. Reports can be made through the Sport Clubs Administration or through the UH CART <http://www.uh.edu/cart/>

## **Constitution**

In order to be successful, any organization must have a set of operational guidelines or rules by which the members govern their selves. Each sport club should develop a constitution suited to the practical operation of that particular club. General provisions (club name, purpose, dues, meetings, officer elections and duties, advisor duties, and qualifying regulations) should provide for the internal needs of the club. Specific provisions (membership, eligibility and qualifications, officer qualifications, voting, quorum, and amendments) should insure fulfillment of university requirements. The constitution must be easily interpreted, so that the club can operate consistently from year to year.

Every Sport club must also be a University of Houston student organizations registered with the Center for Student Involvement, and as such, each sport club must submit a constitution. Simple fill-in-the-blank forms are available for this purpose or the club may write its own. Refer to the RSO Resource Guide for additional information.

## **Documentation**

### **Official Records**

Every club is expected to maintain official club records.

*Copies of the following should always be on file in the Rec Sports Office:*

- Up-to-date Constitution
- Up-to-date roster
- Calendar of events & game schedules
- Advertising flyers
- Campus Recreation forms (i.e. Facility permits, travel forms, etc.)
- Club financial records

### **Purchasing Procedures**

The Sport Clubs Administration must approve all purchases, in advance for Sport Club purchases when utilizing allocated funds. Requests will reflect the best interests of all club members. Items that will be considered for purchase with allocated funds can be found under the Finance section.

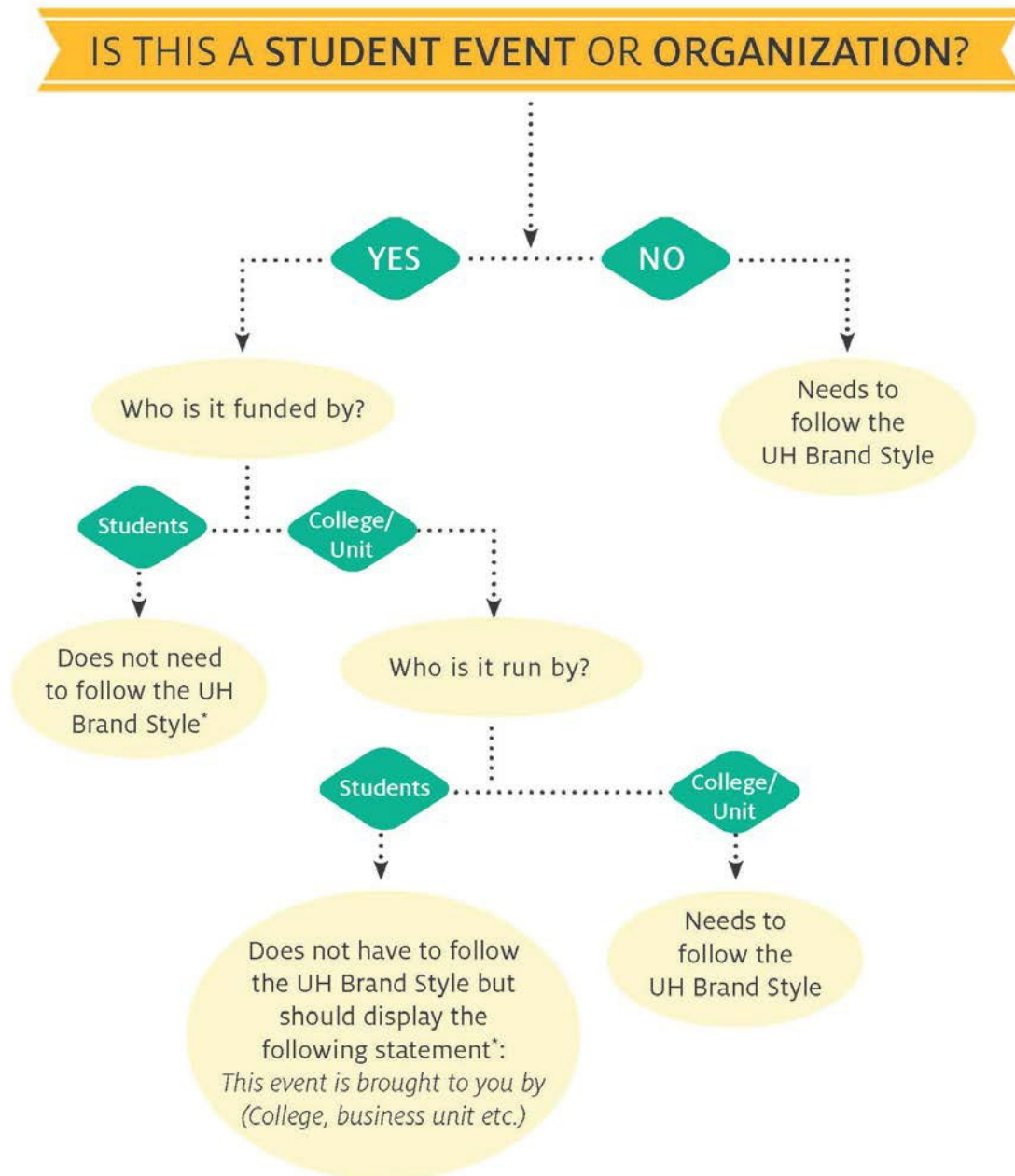
### **Purchasing Sport Club Apparel**

UH Branding guidelines for T-shirts and other wearable item:

- When using logos, use current approved UH logos in appropriate fonts, colors, and formats
- UH logos should be displayed on a background of one of the official colors of the University; red, black, white, or silver/grey
- The logo can be obtained from Sport Clubs Administration
- Please do not use older or unapproved logos associated with the university or its colleges, departments, programs, business units, etc.
- It is not appropriate to combine approved UH logos with any other image or text. This includes combining the UH word mark with older logos, the interlocking UH, the image of the cougar, or any other image

- When expressing the name of the university – “University of Houston” on a t-shirt, please use the UH logotype
- When using a UH logo or wordage, an approved vendor must be utilized.
- UH branding guidelines must be adhered when using either club funds or allocated funds
  - The full branding guidelines can be found at <https://uh.edu/marcom/resources/uh-brand-student-organizations/>

## UH Branding and Logo Usage Chart



\* If a UH logo is used in a communication it must adhere to the logo guidelines.

## Basecamp - Marketing Request

All club marketing requests must be submitted online via [www.basecamp.com](http://www.basecamp.com) at least 6 weeks prior to the event. Please refer to the Base Camp Guide for specific "how to" instructions.

Login – [uhsportclubs1@gmail.com](mailto:uhsportclubs1@gmail.com)

Password – sportclubs1

## Flyers and Postings

Clubs are permitted to create flyers in order to advertise their individual club. Prior to displaying a flyer, the club must submit the flyer to the Sport Clubs Administration for approval.

*The Sport Clubs Administration will check the flyer for the following:*

- Appropriate content
- Clarity
- Overall design
- Proper use of UH logos

Copies of flyers can be made in the Campus Recreation Administration Office with the permission of the Sport Clubs Administration. Flyers in the amount of 50 flyers and 200 handbills. Please allow 3-4 days for printing. Club is responsible for additional duplication services for printing. Any item sent out for printing may be charged against the club allocation.

**\*Please do not post fliers in the CRWC without approval from Sport Clubs Administration and the Campus Recreation Marketing. When posting around campus, please make sure you are posting them in the appropriate designated locations\***

## Safety & Risk Management

To provide a safe and positive recreational experience for all participants, it is necessary to prevent accidents and injuries before they happen.

It is strongly recommended that every Sport Clubs develops, implements, and practices the following safety precautions:

- Sport Club officers, club members, and volunteer coaches/instructors should emphasize safety during all club activities
- Review Campus Recreation emergency procedures with all club members
- Inspect fields and facilities, as well as club equipment, prior to every practice session, game, or special event. Immediately report unsafe conditions to the Sport Clubs Administration or game official
- Do not use facilities or equipment if they appear unsafe

## Roster Checks

Sport Club Supervisors will be conducting random roster checks throughout the semester. The supervisors will be checking to insure all participants have completed participant packets and that information is on file with the Sport Clubs office. If an individual is at practice and has not completed the packet, they will be asked to complete one or asked to leave until they do complete it.

## Safety Officer

All clubs are **REQUIRED** to have TWO safety officers per club. A safety officer is required to be at all practices (on or off campus) and all events (home or away). Safety Officers are required to have an American Red Cross Adult and Pediatric CPR/AED/First Aid Certification.



## Accident/Injuries

If an accident/injury occurs during participation in any club activity, a club officer must complete an Accident/Injury report form and submit it to Sport Clubs Administration within 24 hours. When accident/injuries occur that result in EMS being called, the safety officer is required to contact Sport Clubs Administration immediately via text, phone call, or email updating them of the situation and actions to be taken.

### *Tips for completing the Accident/ Injury report forms:*

- Fill out the form completely with ALL information
- Be specific about how the injury occurred
  - What events led up to the injury?
  - How was the person hurt exactly?
  - Did it happen during the game, warm-ups, etc?
  - Did it happen during the normal course of the game?
- Include the part of body injured. Do not draw pictures, please use descriptive terms
- Give complete information on what aid was given, if any
  - Who applied ice?
  - Was biohazardous waste created?
  - Was the biohazardous waste disposed of properly?
- It is required that a witness sign the form. Indicate what connection the witness has to the activity
- Do not editorialize or indicate what you suspect the diagnosis to be
- Please write neatly!
- Accident/Injury Report Forms are legal documents which may be required in a court of law
- An injured participant is responsible for all financial obligations and for any medical treatment required as a result of the injury

## Incidents

Sport Club officers are required to submit an Incident Report Form for incidents that occur during any club event on or off campus. These reports must be submitted to Sport Clubs Administration within 24 hours of the occurrence.

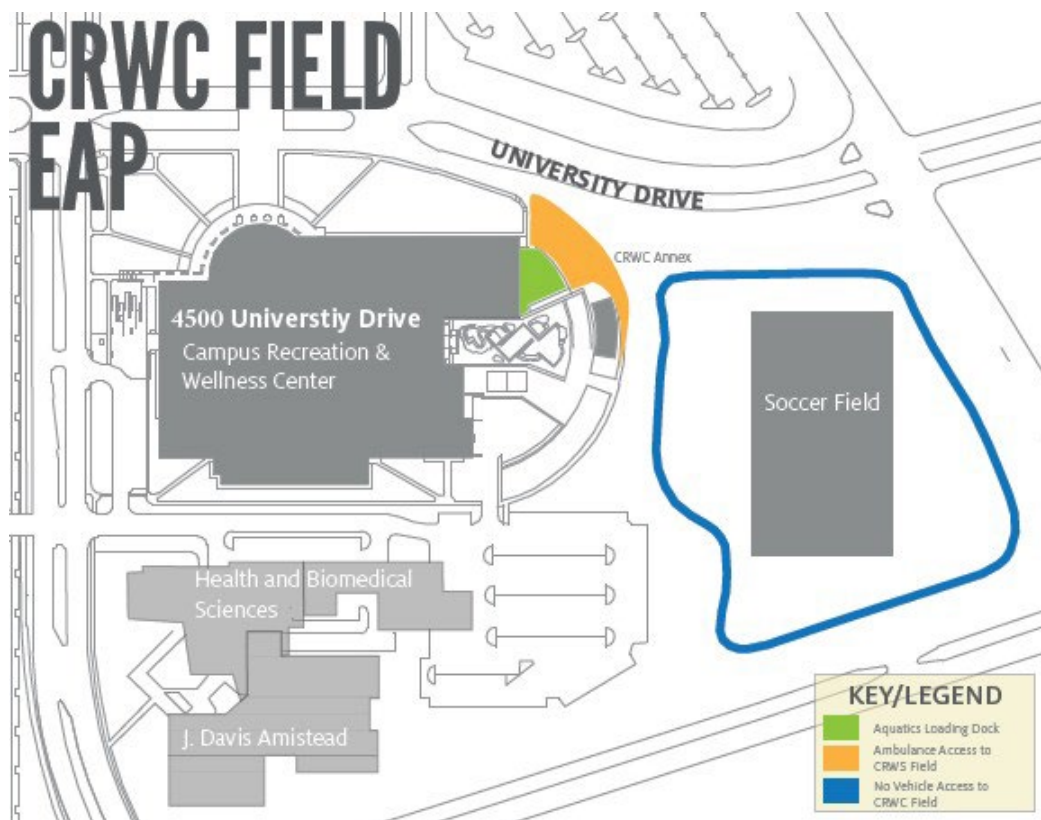
### *An incident is considered to be any of the following:*

- Verbal or physical altercations
- Problems securing permitted facility space
- Lack of cooperation with sport club supervisors at practice, games, or events
- Violations of Sport Clubs or University of Houston Policy
- Problems with lights and/or any other facility maintenance issues
- Negative interactions with people not associated with University of Houston
- Any issue that involves the police, UH-PD or Houston PD
- If necessary at the time of the incident, contact Campus Security at 713-743-0600 (3-0600)

## Outdoor Emergency Procedures

### CRWC Field - When calling for Emergency Assistance:

"This is *(insert your name)* from the Campus Recreation and Wellness Center at the University of Houston located at 4500 University Drive, Houston, Texas 77204. I am on the CRWC Field located directly behind the Rec Center and we need medical/police assistance immediately. We have *(insert information from providing care list)* here and need immediate assistance. Our phone number is *(give your phone number)*. We will have a staff member waiting at the loading dock entrance off of University Drive to show the ambulance where to park to access the field."



### CRWC Field Emergency Action Plan

1. Leave injured individual in location found (until in harm's way)
2. Crowd Control – ask all other individuals to back away from the injured person
3. Send a teammate into Rec Center to get Building Supervisor/staff
4. Let building supervisor/staff assess the scene and take control of the situation
5. Clean the scene as necessary
8. Notify the Coordinator for Rec Sports and Family Programs
9. Complete Incident Report and/or Accident Report and submit original to Coordinator for Rec Sports and Family Programs

### Gernter Field – When calling for Emergency Assistance:

"This is (*insert your name*) from the Department of Campus Recreation located at 2900 Cullen, Houston, Texas 77204. I am on Gertner Fields located at the corner of Cullen and Elgin on campus and we need medical/police assistance immediately. We have (*insert information from providing care list*) here and need immediate assistance. Our phone number is (*give your phone number*). We will have a staff member waiting at the loading dock entrance off of University Drive to show the ambulance where to park to access the field."



### Gertner Field Emergency Action Plan

1. Leave injured individual in location found (until in harm's way)
2. Crowd Control – ask all other individuals to back away from the injured person
3. Ask a teammate to call UH PD 713-743-3333
4. Give the as much detail as possible
5. Designate someone to meet emergency personnel at designated location
6. Meet EMS in parking lot or closest entrance to the injured participant
7. WALK ambulance across the fields to the injured participant. Avoid driving over irrigation system/sprinkler heads
8. GERTNER FIELD NOTE: Emergency vehicle access is at north end of dirt parking lot near Field 5. A land bridge is also located between Fields 4 and 5 to access Fields 1-4 if needed
9. Clean the scene as necessary
10. Make Building Supervisor aware of situation by radio or cell phone.
  - Welcome Desk phone: 713-743-7529
11. Notify the Coordinator for Rec Sports and Family Programs
12. Complete Incident Report and/or Accident Report and submit original to the Coordinator for Rec Sports and Family Programs

### Active Shooter in Outdoor Space

1. Remain calm

2. Call **Active Shooter** over the radio

- **Run**

- If there is an accessible escape path, attempt to evacuate the premises
- Be sure to have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 3-3333 or 911 when you are safe or email [police@uh.edu](mailto:police@uh.edu) if you do not feel safe making a phone call

- **Hide**

- If evacuation is not possible, find a place to hide where the active shooter is less likely to find you
- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Pick a spot that will not trap you or restrict your options for movement
- Lock the door
- Blockade the door with heavy furniture
- Inspect the space for any items that may be used as a weapon against the shooter(s)
- Silence your cell phone and staff radio
- Turn off any source of noise (i.e., radios, televisions)
- Direct patrons to silence cell phones and headphones
- Hide behind large items (i.e., cabinets, desks)
- Call 3-3333 or 911 when you are safe or email [police@uh.edu](mailto:police@uh.edu) if you do not feel safe making a phone call. If you cannot speak, leave the line open and allow the dispatcher to listen

- **Fight**

- **As a last resort, and only when your life is in imminent danger**, attempt to disrupt and/or incapacitate the active shooter
- Act as aggressively as possible against him/her/them
- Throw items and use improvised weapons
- Yell
- Commit to your actions

### Inclement Weather

#### *Thunder and Lightning*

If lightning is observed or thunder is heard, all outdoor facilities will close for 30 minutes from the last occurrence.

## **CRWC & Gertner Fields**

- Rec Sports Supervisor responsibilities:
  - Clear the fields immediately. Participants and staff should seek shelter in a nearby facility or in their car
  - Communicate to the CRWC Building Supervisor when the field closes and re-opens
- If thunder or lightning persists for more than one hour, all events may be cancelled

### *Flooding in the Facility*

When a flood is recognized, the Building Supervisor should be notified and should report to the scene immediately. Occupants should be evacuated from an area as soon as flooding becomes evident and move to a higher area within the facility. Occupants should remain well away from the flooded area until they have been instructed it is safe to return.

1. Staff at the scene should immediately contact the Building Supervisor
2. Building Supervisor will evaluate the situation and decide the level of impact
  - If water is pooling on the surface and is less than two feet in diameter the immediate area should be closed until the hazard is removed
  - If water is standing more than a half an inch over an area larger than two feet the area should be shut down and Plant Operations should be contacted at 3-4948
  - If the situation is mechanical in nature, identify the source and if possible limit the exposure to new water
3. Custodial Services should be contacted to remove the water hazard
4. Once the water hazard has been removed, open the area for use
5. Complete an Incident form
  - Legibly complete, scan and email to the program Assistant Director or Coordinator for the area involved and submit to the Building Supervisor

### *Hurricane*

In the event a Tropical Storm/Hurricane Watch and/or Warning is declared:

1. Monitor National Weather Service (NWS) and University updates as regularly as possible
2. Communicate with entire staff the need to be aware of possible weather impact
3. Confirm that professional staff has a copy of the EAP, business continuity plan, phone tree and any other pertinent information
4. Wait for the office of VPSA to inform Director on further preventative measures
5. Be prepared to complete all tasks related to Suspension of Normal Operations once prompted by official University communication posted to [www.uh.edu/emergency](http://www.uh.edu/emergency)

## **Off-Campus Emergencies**

If an emergency occurs at an off-campus location where emergency procedures are not in place by the host school, you should use the following procedures:

1. Call 911 and inform the Police dispatcher of the area from which you are calling
2. Rely upon the recommendation of the attending physician as to whether the injured University of Houston club member should be transported back to campus, and what accommodations for travel should be used
3. NOTE: All expenses incurred for treatment, transportation to the hospital, etc. are the responsibility of the injured participant
4. The Coordinator/Assistant Director for Rec Sports and Family Programs must be notified of all emergencies immediately. A completed "Accident/Injury Report Form" must be submitted to the Coordinator/Assistant Director on the next business day upon the clubs return to campus. A business day is Monday-Friday, except for University holidays.

## **Concussion Policy**

Any player who sustains a head injury, or exhibits signs, symptoms, or behaviors consistent with a concussion, such as loss of consciousness, headache, dizziness, confusion, or balance problems, must immediately discontinue further participation in any practice, activity or contest. Once such a determination has been made by any Sport Clubs or other Campus Recreation staff member, the injured participant may not return to participate in any activity for the remainder of the day or night and is required to seek professional medical attention and a medical "return to participation" release before being allowed to participate in further Sport Clubs or Campus Recreation activities.

## **Concussion Management**

Concussions and other brain injuries can be serious and potentially life threatening injuries. Research indicates that these injuries can also have serious consequences later in life if not managed properly at the time of the initial incident. A concussion occurs when there is a direct or indirect impact to the brain. As a result, impairment of mental functions such as memory, balance/equilibrium and vision may occur. It is important to recognize that many sport-related concussions do not result in a loss of consciousness. As a result, all suspected head injuries must be taken seriously.

## **Signs and Symptoms of a Concussion**

A concussion is an injury to the brain caused by a bump, blow, or jolt to the head or body that can change the way your brain normally works. Concussions can also occur from a fall or a blow to the body that causes the head and brain to move quickly back and forth.

You cannot see a concussion. Signs and symptoms may appear immediately following the injury or may not be noticed until days or longer after the injury.

### *Observable signs of a concussion*

- Appears to be dazed or stunned
- Is confused about assignments or position
- Forgets instructions
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Cannot recall events PRIOR to the hit or fall (retrograde amnesia)
- Cannot recall event AFTER the hit or fall (anterograde amnesia)

### *Symptoms reported by the athlete*

- Headache or pressure in head
- Nausea or vomiting
- Dizziness or balance problems
- Double or blurred vision
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy, groggy, or slowed down
- Concentration or memory problems
- Confusion
- Generally does "not feel right" or is "feeling down"

## **When to seek immediate medical attention (activate EAP, call EMS, or transport to emergency room)**

If a concussion has occurred, be observant for the following signs. If any of the signs with an asterisk (\*) are observed, seek advanced medical assistance immediately.

- Headache that increases in intensity \*
- Nausea or vomiting \*
- Difference in pupil size from left eye to right eye or dilated pupils \*
- Blurred or double vision \*
- Slurred speech \*
- Noticeable changes in level of consciousness (difficulty awakening or sudden loss of consciousness) \*
- Seizures \*
- Decreased or irregular pulse or breathing \*
- Mental confusion or behavior changes
- Dizziness
- Memory loss
- Ringing in the ears
- Changes in gait or balance

## **Recovery from Concussion**

Rest is very important after a concussion because it helps the brain heal. You may need to limit activities while you are recovering from a concussion. Physical activities or activities that involve a lot of concentration, such as studying, working on the computer, or playing video games may cause concussion symptoms (such as headache or tiredness) to come back or get worse. After a concussion, physical and cognitive activities—such as concentration and learning—should be carefully watched by a medical provider. As the days go by, you can expect to slowly feel better.

### *Recovery Tips*

- Rest is Key to Help the Brain Heal
  - Get plenty of rest. Keep a regular sleep routine, including no late nights
  - Make sure you avoid high-risk/high-speed activities that could result in another bump, blow, or jolt to the head or body, such as riding a bicycle or playing sports. You should not return to these types of activities until your medical provider says you are well enough
  - Share information about concussion with family, teachers, coaches, and others who spend time with you. This can help them understand what has happened and how to help
- Return Slowly to Activities
  - When your medical provider says you are well enough, make sure you return to your normal activities slowly, not all at once
  - Talk with your medical provider about when you should return to school and other activities and how you can deal with any challenges during your recovery. For example, you may need to spend less time at school, rest often, or be given more time to take tests
  - Ask your medical provider when you can safely drive a car or ride a bike
- Talk to a Medical Provider about Concerns
  - Take only medications that are approved by your medical provider
  - If you already had a medical condition at the time of their concussion (such as ADHD or chronic headaches), it may take longer to recover from a concussion. Anxiety and depression may also make it harder to adjust to the symptoms of a concussion

### *Post-Concussive Syndrome*

- While most people with a concussion feel better within a couple of weeks, some will have symptoms for months or longer. Talk with your health care provider if your concussion symptoms do not go away or if they get worse after you return to their regular activities

- If your concussion symptoms last weeks to months after the injury, your medical provider may talk to you about post-concussive syndrome. While rare after only one concussion, post-concussive syndrome is believed to occur most commonly in patients with a history of multiple concussions
- There are many people who can help you and your family as you recover. You do not have to do it alone. Keep talking with your medical provider, family members, and loved ones about how you are feeling. If you do not think you are getting better, tell your medical provider

## **Facility Usage**

### **Facility Space**

All clubs will adhere to all Campus Recreation policies while utilizing Campus Recreation facilities.

Reserved practice facility space is limited to no more than three times per week for a total of six hours, for each sport club during in season play, provided the space is available. Clubs may request additional facility space outside the six hours limit, but they will be charged for the space at the student organization rate. Clubs may request facility space over the summer, but they will be charged for the space at the student organization rate.

Sport Clubs are not permitted to utilize non-activity space or unreserved Campus Recreation facilities for practices at any time without an approved reservation request. More than two repeat offenses of such may result in loss of facility space during scheduled practice times. Department of Campus Recreation policy deems an organized club activity as eight or more members.

Clubs may only host 1 indoor single or multi-day event at the CRWC per semester, not including regular scheduled league play. If a club requests to host an event or part of an event that is deemed not part of the necessary function of the club, the club may be charged for the reservation. If a club wishes to host an event outside of their limit, they will be responsible for the cost of the event at the student organization rental rate.

### **Practice Cancellation Policy**

When a Club reserves a facility, it is expected it will be used. If the club cancels practice or a meeting, the Club representative must contact Sport Clubs Administration by:

- 3pm for practices/meetings Monday – Friday
- 4pm on Friday for practices/meetings Saturday - Sunday

If a club no shows/no calls for practice three times within a semester, the club will lose practice space for the remainder of that semester.

Misuse of equipment and facilities, including: not using reserved space, neglect in following facility-usage procedures, leaving debris or equipment in a facility, and inappropriate conduct/actions while participating in any Sport Club-related activity may result in an infraction and could jeopardize the club's standing.

### **Event Cancellation Policy**

When a club reserves a facility for events, it is expected it will be used and planned for properly. All clubs will be required to attend an event planning meeting with Sport Clubs Administration no later than two weeks to the event date.

For home events, not including regular league play, clubs will be held responsible for the cost of the reservation if they cancel less than 30 days prior to event date. For home events, not including regular league play, clubs will be held responsible for the cost of the reservation and all staff assigned to work the



event if they cancel less than 7 days prior to the event date.

If a club cancels any event after the event planning meeting, the club may be held responsible for the cost of the reservation.

- If a club cancels any event after Friday at 12pm, the club will be deducted 20 ACF points and will be charged the cost of the ATC or \$20 from their allocated funds. Additionally, they will be required to meet with Sport Clubs Administration to determine any further consequences.

### **Set-up/Take down Responsibilities**

Each club is responsible for the set-up and break-down of equipment for all practices and events with the help of the Operations staff and Rec Sports supervisor. Please do not expect to show up and have everything done for you. We expect clubs to help in this process and assist where needed.

### **Conflict**

In the event of a conflict, the Sport Clubs Administration will determine a mutual working agreement. Sport Clubs reserves the right to cancel or postpone an event due to facility conflicts, weather and field conditions.

### **Reservations**

All Sport Clubs reservations for Campus Recreation and contracted off-campus facilities must go through Sport Clubs Administration.

Sport Clubs must submit requests online through Get Involved for facility use to support the following club related activities:

- Practice
- Competition
- Meetings

### **Practices**

Club practice requests will be made available for the Fall semester in April and for the Spring semester in October. Clubs will fail to submit their practice requests on time may lose practice space and time. Preferred requested practice space and time is not guaranteed. Club practices will start the second Monday and end the last day of classes each semester.

### **Events**

The deadline for all requests to be considered for priority scheduling will be the second Friday of each semester. Home Event requests must be made online through the Sport Clubs Council page on Get Involved under forms. Any reservation requests after the deadline, must be made one month in advance of the event date. Clubs may request an event within one month of the event date, but Sport Clubs Administration reserves the right to deny any request at their discretion.

Any reservation outside Campus Recreation facilities normal operating hours will result in club's being financially responsible for any Operations staffing costs during that time frame.

## **Travel/Transportation Guidelines**

### **Travel Requirements**

Travel will not automatically be approved. Allocated funds may not always be available for travel. Do not make any assumptions when it comes to travel. Start the Travel Request process as early as possible and stay in contact with the Sport Clubs Administration!

It is the responsibility of all individuals traveling as part of a University of Houston Sport Club to behave in a manner that in no way detracts from the surrounding environmental safety, to act to avoid and prevent

safety hazards associated with their travel, and to act in such a manner as to comply with all University of Houston standards, policies, and procedures.

All Travel Requests including a Student Travel Roster must be submitted online to Sport Clubs Administration at least **10 business days prior to the date of departure**. Travel Requests are found on the Sport Clubs Council page on Get Involved under forms.

If any travel paperwork is submitted 9 – 3 business days prior to travel, the trip will be approved but no allocated funds will be eligible for use.

Any travel paperwork submitted inside three business days of travel, the trip will not be approved. If the club chooses to go on the trip without approval, all travel for that club will be suspended. Paperwork not turned in before the club's departure will result in potential club travel suspension.

The Sport Clubs Administration will work with each club prior to travel to help with the logistics involved and make financial arrangements as outlined in the manual. It is the responsibility of the clubs traveling to ensure that all paperwork and information is submitted as necessary.

Itemized receipts are required for ALL reimbursements from the University of Houston, no exceptions. Receipts must clearly state the purchase, the vendor, the date and time, and the cost. This information needs to be **turned in within three business days of returning** in order to start the reimbursement process. Failure to do so can result in loss of allocated reimbursement eligibility.

Unless otherwise noted, documentation requirements for a group travel voucher are the same as those stated in MAPP 04.02.04A (state-appropriated funds) or MAPP 04.02.04B (local funds), depending on the source of funds used.

## **Hotel Guidelines**

Hotel reimbursements through allocated will not automatically be approved. The Sport Clubs Administration has the discretion to deny any request. Hotel room assignments require 4 to a room and only same gender in rooms.

## **Transportation Guidelines**

### Vehicle Usage

Organized student travel may require use of various modes of transportation. Each form of transportation requires students to follow common and mode-specific safety precautions. In addition to applicable international, federal and/or state laws and using sound judgment when traveling, students must follow the safety provisions applicable to the specific mode of travel involved and travel conditions.

### Use of personal vehicles by students

Students driving privately owned vehicles for organized student travel within the U. S. must have a valid Texas or other state driver license and possess personal automobile insurance coverage as mandated by the State of Texas, and their vehicles must have a current state inspection and registration.

**Students must also complete the vehicle consent form with a copy of driver's license, and automobile insurance.**

### Rental Vehicles

Vehicles may be rented from outside agencies for off-campus travel; however, the club will assume full responsibility for any and all damages to rented vehicles. **Students must also complete the Private vehicle consent form with a copy of driver's license, and automobile insurance and Motor Vehicle Request Form**

### Commercial travel

Students traveling by commercial transportation, whether domestic or international, must comply with all laws regulating travel and the rules of the specific carrier.

### **Vehicle Safety guidelines for drivers and occupants**

Drivers and occupants engaged in student travel must act responsibly and use sound judgment when traveling.

*The following safety tips are recommended:*

- Obey all traffic laws and regulations, including posted speed limits
- Not drive under the influence of alcohol or illegal drugs or transport or possess alcoholic beverages, illegal drugs, unauthorized firearms or other types of weapons; and
- Ensure that the vehicle in which the group or individual is traveling has appropriate insurance as mandated by the State of Texas, as well as a current state inspection and registration

*Drivers and occupants are highly encouraged to comply with the following:*

- Wear seat belts at all times; the number of occupants in the vehicle must not exceed the number of seat belts;
- Ensure the vehicle manufacturer's recommended load capacity is not exceeded; and
- Avoid horseplay, racing or other distracting or aggressive behavior.
- Drivers engaged in student travel are encouraged to follow safe driving and traveling practices, including the following:
  - Begin the trip well rested
  - Avoid driving when conditions are hazardous (this includes but is not limited to fog, heavy rain, snow or ice conditions). Be prepared to stop the trip and check into a motel when fatigue or travel conditions warrant. Contact Sport Clubs Administration if this occurs.
  - Plan routes in advance, and carpool and caravan when possible
  - Divide the trip into segments, stopping for rest as necessary
  - Carry at least one cellular telephone or other two-way communication device in each vehicle for emergency purposes
  - Establish a reasonable departure and arrival time to and from the activity or event
  - Avoid driving between midnight and six a.m.
  - Have at least one other approved driver in the vehicle. It is recommended that drivers rotate every two hours. A passenger or second driver should ride in the front passenger seat and remain awake at all times to help the driver maintain alertness
  - Carry a flashlight and approved fire extinguisher
  - Avoid taking medication prior to driving that may impede your ability to operate a motor vehicle. Consult with your physician concerning the administration of medication and related restrictions

## **Sport Club Classification**

All clubs within the Sport Clubs Program are assigned to tiers. Tier placement is based on competitive nature of the club, ability to compete in state, regional, and/or national competitions, longevity of a club, strength of leadership of officers, amount of practice time and club activity in campus events, as well as other factors. The level system will assist the Sport Clubs Program in administering the clubs from a financial standpoint also.

### **Tier 1**

Tier 1 is the highest placement available to clubs. Tier 1 clubs have the opportunity to participate in organized leagues, regional, state, and national tournaments or events. They have proven stability in club existence and are in good standing with the Sport Club Program. The Sport Club program will work with Tier 1 clubs to identify and select volunteer coaches. Tier 1 clubs earn money through level requirements, fundraising, donations, and budget requests.

**i) Requirements:**

- (1) Member of a National Governing Body (NGB)
- (2) Maintain three officer positions (President, Vice President, and Treasurer)
- (3) Maintain a roster minimum of fifteen (15) members
- (4) Travel at least twice per semester, not including national event
- (5) Fundraise at least \$750
- (6) Have two safety officers on their roster
- (7) Have a total of 400 or more ACF points accumulated from previous year
- (8) Community or campus service project with a minimum of 60 total service hours in at least 2 distinct events; and at least ten members participate total.

**Tier 2**

Tier 2 consists of clubs that have limited formalized league opportunities, as well as have limited travel opportunities and are in good standing with the Sport Club Program. Tier 2 clubs earn money through level requirements, fundraising, donations, and budget requests.

**i) Requirements:**

- (1) Maintain two officer positions (President and Treasurer)
- (2) Maintain a roster minimum of ten (10) members
- (3) Travel at least once per semester, not including national event
- (4) Fundraise at least \$500
- (5) Have two safety officers on their roster
- (6) Have a total of 200-399 ACF points accumulated from previous year
- (7) Community or campus service project with a minimum of 40 total service hours in at least one distinct event; at least five members participate total.

**Tier 3**

Tier 3 consists of clubs that are recreational in nature and have limited funding for travel. Tier 3 clubs earn money through tier requirements, fundraising, donations, and budget requests.

**i) Requirements:**

- (1) Maintain two officer positions (President and Treasurer)
- (2) Maintain a roster minimum of four (4) members
- (3) Fundraise at least \$250
- (4) Have two safety officers on their roster
- (5) Have a total of 125-199 ACF points accumulated from previous year
- (6) Community or campus service project with a minimum of 20 total service hours in at least 1 distinct event

**Probationary Status**

Tier 4 clubs hold a probationary status and are still recognized Sport Clubs, but will have limited space reservations and could lose space access to any Tier 1-3 clubs. A club will remain in probationary status for no more than two semesters before their status within the Sport Clubs program is re-evaluated and clubs are either instated or removed from the program.

Clubs may be placed in Tier 4 for the following infractions:

- Any club with less than 149 ACF points accumulated from the previous year
- Failure to attend required meetings or trainings (officer trainings, officer monthly meetings, risk management training, etc.)
- Failure to plan and execute basic club functions on a regular basis (practices, elections, paperwork, fundraising, community service, etc.)
- A club in its first year of affiliation with Sport Clubs will be placed in this tier

## Finance

Sport Clubs are funded several ways: university allocated (departmental money), member dues, sponsorships, donations, and club initiated fundraising/sponsorships. Self-support is an essential principle of any Sport Clubs program. Requiring clubs to earn a percentage of their budget assures members take an active and serious interest in the continued existence of the club. In support of a quality program, the Department of Campus Recreation may provide supplementary financial assistance to each club when funds are available.

### **Club Funding**

Sport Clubs funds must be used for the benefit of the entire group according to University rules and regulations.

### **Allocated Funds**

Although sport clubs are encouraged to support their programs through resources within the club, University allocated funds are available through the Department of Campus Recreation via the budget allocation process.

- Requests involving Allocated Funds must be submitted to the Sport Clubs Administration **no less than 10 business days prior to the needed date.**
- All Requests, regardless of fund source, must be approved by the Sport Clubs Administration before they can be processed including, but not limited to, capital equipment purchases.
- Club members may not personally purchase items that were purchased for the club with Allocated Funds.
- Clubs must receive approval from the Sport Clubs Administration before Allocated Funds may be used for purchases, travel, or reimbursements.
- Any item purchased with Allocated funds or departmental funds is university property

What can clubs spend their Allocated Funds on?

- Clubs may request funding for the following items:
  - Equipment that will remain with the club
  - Uniforms that will remain with the club
  - Athletic trainers for home games
  - Non-UH facility space – either contracted or reimbursed
  - Entry Fees
  - Conference, league, or national governing body association fees
  - Official/Referee fees
  - League insurance coverage costs
  - First Aid Supplies
  - Travel:
    - Hotels
    - Gas
    - Rental Vehicles
    - Airfare
  - Other costs as approved by the Department

### **Part 1: Tier Funding**

Tier funding is the money a club is awarded based on their tier placement. Clubs will be placed in Tier 1, 2, 3, or 4. The clubs placement in a tier depends on multiple factors such as; how long they have been established, the number of points accrued through the ACF, the level of competition for the club, the size of the club, and the amount of travel a club does on average. Please see the section, Sport Clubs Classification for more information.

## **Part 2: Administrative Compliance Funding (ACF)**

ACF is the monies that teams can earn by following policies and procedures, completing all forms and documents on time, attending scheduled meetings and representing the University with pride and honor at all times. This amount will be based on a point system and will be awarded the following year. Club tier placement will be based on ACF points and tier requirements.

## **Part 3: Budget Requests**

- Budget requests (Appendix D) must be submitted to the Sport Clubs Administration by the designated deadline. Clubs who fail to submit the budget request by the designated deadline may not receive funds for the academic year. Clubs who submit budget requests late will be subjected to any penalties determined by the Sport Clubs Administration.
- Clubs will be required to meet with Sport Clubs Administration to review budget requests to be eligible for funding the following fiscal year.

## **Administrative Compliance Funding (ACF)**

Sport Clubs funding is distributed to the clubs according to each individual clubs fulfillment of the Administrative Compliance Funding (ACF) requirements. Points will be awarded to clubs as outlined in the ACF. The total dollars available for allocation will be divided by the cumulative number of points earned by all clubs throughout the previous academic year. This method will determine a dollar value to be assigned to each point. Each club's earned points will then be multiplied by this value to determine the funding to be allocated to each. This will be calculated as a percentage of the total budget for all clubs based on their projected "need" for the current year.

### COMPLIANCE CATEGORY #1: MEETING ATTENDANCE

#### **Point Breakdown:**

| <b>Meetings (At least 2 officers must be in attendance)</b> | <b>Value</b> |
|---|--------------|
| Fall Officer Training - August                              | 30           |
| Officer Meeting – September                                 | 10           |
| Officer Meeting – October                                   | 10           |
| Officer Meeting – November                                  | 10           |
| Officer Meeting – December                                  | 10           |
| Officer Meeting - January                                   | 10           |
| Officer Meeting – February                                  | 10           |
| Officer Meeting – March                                     | 10           |
| Officer Meeting – April                                     | 10           |
| Budget Request Meetings – March/April                       | 30           |

### COMPLIANCE CATEGORY #2: PAPERWORK and DOCUMENTATION

#### **Point Breakdown:**

| <b>Paperwork</b>                                       | <b>Value/document</b> |
|--|-----------------------|
| Participant Packets/Waivers                            | 2                     |
| Elected Officer Contact List by deadline               | 2                     |
| Each Facility Request – Fall (turned in 1 month prior) | 5                     |

|  |    |
|--|----|
| Each Facility Request – Spring (turned in 1 month prior)               | 5  |
| Event Schedule – Fall (turned in by deadline)                          | 10 |
| Event Schedule – Spring (turned in by deadline)                        | 10 |
| Practice Request – Fall (turned in by deadline)                        | 10 |
| Practice Request – Spring (turned in by deadline)                      | 10 |
| Budget request/proposal – Spring only                                  | 30 |
| Each Travel Request submitted 10 business days prior to trip departure | 2  |

| <b>Reports</b>                            | <b>Value/document</b> |
|---|-----------------------|
| Activity/Budget Report – August/September | 10                    |
| Activity/Budget Report – October          | 10                    |
| Activity/Budget Report – November         | 10                    |
| Activity/Budget Report – December/January | 10                    |
| Activity/Budget Report – February         | 10                    |
| Activity/Budget Report – March            | 10                    |
| Activity/Budget Report – April            | 10                    |
| Semester Report – Fall (due in December)  | 30                    |
| Annual Report – Spring (due in April/May) | 30                    |

### COMPLIANCE CATEGORY #3: CLUB PROMOTION

#### **Point Breakdown:**

| <b>Club Promotion</b>  | <b>Value/event</b> |
|--|--------------------|
| Website/Facebook/Fan page – updated and maintained                     | 10                 |
| Cat's Back – Fall  | 30                 |
| Additional promotional events through CSI (must provide documentation) | 10                 |
| Requesting banner from Campus Rec Marketing                            | 10                 |

### COMPLIANCE CATEGORY #4: BONUSES

#### **Point Breakdown:**

| <b>Bonuses</b>  | <b>Value/event</b> |
|---|--------------------|
| Hosting home events   | 10                 |
| Above and beyond community service – 50 hours above expected  | 10                 |
| Above and beyond community service – 100 hours above expected | 20                 |
| Above and beyond community service – 150 hours above expected | 30                 |

|   |    |
|---|----|
| Above and beyond Fundraising - \$500 above expected   | 10 |
| Above and beyond Fundraising - \$750 above expected   | 20 |
| Above and beyond Fundraising - \$1,000 above expected | 30 |
| Compete in a qualifying regional championship event   | 15 |
| Compete in an open national championship event        | 20 |
| Compete in a qualifying national championship event   | 30 |
| Win a national championship                           | 50 |
| Sport Club Council Member Selected                    | 20 |

#### COMPLIANCE CATEGORY #5: Center for Student Involvement COMPLIANCE

##### **Point Breakdown:**

| <b>CSI Compliance</b>  | <b>Value/event</b> |
|--|--------------------|
| Complete CSI Re-Registration requirement by the end of the Spring semester | 15                 |

#### COMPLIANCE CATEGORY #6: PENALTIES

##### **Point Breakdown:**

| <b>Penalties</b>   | <b>Value/Penalty</b>   | <b>Internal Money Fine Penalty</b> |
|--|--|------------------------------------|
| Failure to submit any paperwork outlined in Compliance Category #2 by deadline | -10  | N/A                                |
| Failed Practice Check  | -15  | \$10                               |
| Missed meeting outlined in Compliance Category #1                              | -10 (no officers)<br>No points earned (1 officer)                            | N/A                                |
| Failure to submit receipts by deadlines  | If a club does not submit receipts by deadline, they will not be reimbursed. |                                    |
| No show/ No call for practices by deadline                                     | -10  | \$10                               |
| No show/No call for event by deadline  | -20  | \$20 or the cost of the ATC        |
| Safety officer no show to safety class   | -10  | \$30                               |
| Failure to follow facility policies/procedures                                 | -5   | N/A                                |

#### **Membership Dues**

It is highly recommended that clubs set dues for membership. Each member is responsible for paying their share of the dues for the club in a timely manner. Clubs may set their own dues amount. The Treasurer should keep an account book regarding dues and deposits of dues.

#### **Fundraising**

Fundraising activities are essential for any club to operate. Complete solicitation policies for student organizations are listed in the University of Houston Handbook and the Student Organizations



Handbook.

Food and beverage may be sold or distributed on campus only through registered student organizations and university departments. The sponsoring group must secure a Temporary Food Dealer's Permit which can be found online through Get Involved.

#### Suggestions for Successful Fundraising

- Determine why fundraising is essential
- Develop a fundraising officer position
- Recruit and motivate team members to become involved
- Keep all receipts and record transactions as necessary
- Record everything about the event to help other team members to plan similar events

#### Considerations When Fundraising

- How much money does your club want to raise?
- What is the cause of your club's fundraiser?
- Who is the target market for your fundraiser?
- What special events can best serve the target market?
- How much money will the club have to put up front for the fundraiser?
- When is the most opportune time to begin the fundraiser?
- Where would be the best location for the fundraiser to take place?
- What must be done for the fundraiser before, during and after the event?

#### **Donations/Sponsorships**

Any donations or sponsorships to a club must be processed through Campus Recreation and University Development Office in order for the donor to receive any tax benefits. Clubs anticipating donations (money or materials) should consult the Sport Clubs Administration.

#### **Off-Campus Bank Accounts**

Each club is encouraged to open a bank account. Writing checks should require two signatures. One of these signatures should be the President or Vice-President and the second signature should be the Treasurer of the club.

How should you handle the money collected?

- Fill out a deposit slip
- Make sure you indicate where the money came from (merchandise, donation, club dues)
- Make a copy of the deposit slip for the club records
- Have club treasurer keep copies of all deposit receipts

When should you do this?

- Every time money is collected or at least once a week

## **Discipline**

#### **Discipline**

The disciplinary process has been developed to assist club representatives to identify transgressions that may have negatively affected the club. The following information pertains to the disciplinary procedures that will follow violations of the University of Houston, Campus Recreation, and/or Sport Club policy. Disciplinary sanctions may range from funding and ACF point loss to suspension of activities to removal from the Sport Clubs program.

Violations may include, but are not limited to, failure to:

- Attend a mandatory sport club/organization meeting
- Submit required paperwork by deadline date
- Abide by equipment policies and procedures
- Inform Campus Recreation that the club will not be using its allotted facility space.
- Obtain authorization to use a facility
- Timely communication with the Sport Clubs Administration when requested
- Obtain publicity approval for postings
- Travel without prior approval from Sport Clubs Administration
- To represent the Sport Clubs, Campus Recreation, and the University of Houston in a positive manner

Please be advised that the below system for instituting penalties is the normal discipline procedure for a club to reach demotion in membership status, suspension, and/or expulsion from the Sport Clubs Program. The Department of Campus Recreation reserves the right to reprimand clubs more severely for gross transgression of Sport Clubs Policies and Procedures

#### 1) First Violation

A club's first violation of University of Houston, Campus Recreation, and/or Sport Clubs policy during the academic year may result in a formal written reprimand from the Department of Campus Recreation which documents the club's transgression of a specific policy.

- The purpose of the written reprimand is to ensure that all the club officers are clearly informed of the violation and the disciplinary action that will be taken if the club commits another violation. This information will enable the club officers to educate the entire club membership and ensure the club does not commit any further transgressions of Campus Recreation and/or University of Houston policy
- The reprimand will require the signatures of the Sport Clubs Administration and the Club's President
- The Club President must notify the entire club/organization that the club has received a disciplinary action
- The Sport Clubs Administration will notify all club officers via email providing a copy of the discipline form. This notification will ensure that all officers are informed of all club activities and enable them to take an active role in the leadership of their club

#### 2) Second Violation

Once a club has violated University of Houston, Department of Campus Recreation, and/or Sport Clubs policy for a second time the club may receive a more severe disciplinary action.

Possible actions may include but are not limited to the following:

- Meeting will take place with Sport Clubs Administration
- All sport club activity may be suspended
- Facility use and priority scheduling may be denied
- The Club President must sign the discipline form verifying that he/she understands the club violation of policy and the disciplinary action taken. The purpose of this discipline form is to educate the club of their second violation, the disciplinary action taken, and the ramifications of any further violations of Campus Recreation or University of Houston policy
- The Director of Campus Recreation is notified in writing of the club's transgression of policy
- All club officers must schedule a meeting with the Sport Clubs Administration to discuss a plan of action to ensure that the club does not commit any further violations
- Funds from Allocated can be removed as part of the sanction
- Funds can be suspended or frozen
- Clubs may only be suspended with approval of the Director

- If the club is suspended, final determination will be made after the meeting as to when the club will be able to continue activity
- At this point in the disciplinary process, the entire club will be notified via email of the violation and subsequent consequences

### 3) Three or More Minor Violations

Once a club is disciplined for a third time within an academic year, the disciplinary action taken will be severe and the club may risk losing all rights and privileges as a Sport Club within Campus Recreation and University of Houston.

- A meeting will take place with Sport Clubs Administration
- The Director of Campus Recreation are immediately notified in writing of the club's transgression of policy
- The club is placed on administrative suspension during which all activities are stopped and an evaluation of the future operations of the club will be determined.
- Funds are frozen and/or rescinded
- Facility use and priority scheduling will be suspended immediately
- Sport Clubs Administration will meet to evaluate club operations and determine if the club will be reinstated with administrative stipulations, moved to a probationary status or disbanded
- Once the final decision is made by Campus Recreation, the Sport Clubs Administration will notify all club members via email providing a copy of the final decision

It is vital that club members understand that their actions directly impact the existence of their club. If a club continues to encounter problems, those actions will directly impact future decisions concerning the club's reinstatement.

## Appeal Process

It is the right of the club, its officers and members to appeal any decisions that are made regarding sanctions that are handed down by the Sport Clubs Administration. All appeals on any disciplinary decisions can/should be made to the Assistant Director for Rec Sports and Family Programs within 48 hours of notification. The Assistant Director may ask to meet with the club and/or individual members to gather more information. The Department of Campus Recreation and its staff, may use professional discretion when necessary, to make adjustments and exceptions to any departmental or Sport Clubs policy, procedure and/or rule in the best interest of the entire program.

## Alcohol Policy

The transportation and/or consumption of alcoholic beverages is strictly prohibited while traveling on University-sponsored Sport Club events. Any deviation from this policy will result in immediate suspension from the Sport Clubs program and referral to the Dean of Students Office.

## Hazing Policy

The Department of Campus Recreation and the Student Code of Conduct prohibits any form of hazing in University of Houston student organizations. Hazing is referred to as "any act that endangers the mental or physical health or safety of a person, embarrasses, frightens, or degrades a person or that destroys or removes public or private property, for the purpose of initiation, admission into, or affiliation with, or as a condition for continued membership, in a group, organization or team." Any deviation from this policy will result in immediate suspension from the Sport Clubs program and referral to the Dean of Students Office.

## **UH NON-DISCRIMINATION STATEMENT**

The policy of the University of Houston (UH) is to ensure equal opportunity in all its educational programs and activities, and all terms and conditions of employment without regard to age, race, color, disability, religion, national origin, veteran's status, genetic information, or sex (including pregnancy), except where such a distinction is required by law. Additionally, UH prohibits discrimination in all aspects of employment and educational programs on the basis of sexual orientation, gender identity, or gender expression.

Employees, students, and visitors to campus with questions and/or complaints regarding discrimination, or sexual misconduct (such as sexual violence) under Title IX may contact Rebecca Lake, Title IX Coordinator and Assistant VC/VP for [Equal Opportunity Services \(EOS\)](#) or the U.S. Department of Education's Office for Civil Rights. Rebecca Lake serves as the Title IX Coordinator as well as the ADA and Section 504 Coordinator for UH and can be contacted Rebecca Lake, 4367 Wheeler St, Houston, TX 77204 [eos@uh.edu](mailto:eos@uh.edu) 713.743.8835.

## **WEAPONS/FIREARMS**

The Campus Recreation and Wellness Center is an exclusion zone, so weapons may not be brought into the CRWC facility. Please refer to the web link for answers to specific questions.

<http://www.uh.edu/af/universityservices/policies/mapp/07/070105.pdf>

**Each Sport Club must obtain the approval of Campus Recreation prior to acting on any items, issues, or ideas that are not covered in this handbook. If a club chooses to act independently of Campus Recreation and Sport Clubs Policy, the club risks losing club membership status.**

## Appendix

# BRAND GUIDE & REQUIREMENTS

## STUDENT LIFE

| GROUP  | NAME REQUIREMENTS  | LOGO REQUIREMENTS  | BRANDING REQUIREMENTS  | UH LICENSED VENDOR USE   |
|--|--|--|--|--|
| <b>Registered Student Organizations (RSOs)</b><br><br>Refer to <b>Get Involved Database</b> for most current list of 400+ Registered Student Organizations | <p>No name (or design) can state or give the impression that the organization is a unit of the University of Houston.</p> <p><b>For example:</b><br/> Sample RSO name = Marketing Professional Student Organization</p> <ul style="list-style-type: none"> <li>✓ Marketing Professional Student Organization</li> <li>✓ Marketing Professional Student Organization at the University of Houston</li> <li>✗ University of Houston's Marketing Professional Student Organization</li> </ul> | <p>UH logo is <b>not required</b></p> <p>If UH logo <b>is used</b>,</p> <ul style="list-style-type: none"> <li>➔ item must comply with UH logo use guidelines</li> <li>➔ item must be approved by UH Branding</li> <li>➔ item must be produced by UHS-licensed vendor</li> <li>➔ UH Branding will verify that UH logo use does not misrepresent the RSO as an official unit of the university</li> </ul> | <p>If UH logo <b>is not used</b>,</p> <ul style="list-style-type: none"> <li>➔ no branding requirements</li> </ul> <p>If UH logo <b>is used</b>,</p> <ul style="list-style-type: none"> <li>➔ all logo use guidelines apply</li> </ul> | <p>If UH logo <b>is not used</b>,</p> <ul style="list-style-type: none"> <li>➔ UHS-licensed vendor use not required</li> </ul> <p>If UH logo <b>is used</b>,</p> <ul style="list-style-type: none"> <li>➔ must use UHS-licensed vendors</li> </ul> |
| <b>UH-Sponsored Organizations</b><br><br>UH-sponsored departments administered by students.  | <p>Name may include University of Houston and/or UH logo</p> <p><b>Note:</b> These RSOs receive UH service student fees (distributed through SFAC, employ full-time UH staff personnel, and are considered an 'integral part of the institution' (UH).</p>   | <p>Official UH logo and/or logotype required</p> <p>Any graphic text treatment used to identify such a group must include a UH logotype or logo</p> <p><b>Note:</b> Some groups, such as the University of Houston Alumni Association, have been granted 'grandfathered' exceptions to current brand guidelines.</p>   | <p><b>All</b> UH brand use guidelines apply, unless group has been granted a "grandfathered" exemption</p>   | <p><b>Must</b> use UHS-licensed vendors</p>  |
| <b>Affiliated Organizations</b><br><br>Operate independently from UH, but collaborate  | <p>Does not include University of Houston name or UH logo</p>  | <p>UH logo is <b>not required</b></p> <p>If UH logo <b>is used</b>,</p> <ul style="list-style-type: none"> <li>➔ item must comply with UH logo use guidelines</li> <li>➔ item must be approved by UH Branding</li> <li>➔ item must be produced by UHS-licensed vendor</li> <li>➔ UH Branding will verify that UH logo use does not misrepresent the RSO as an official unit of the university</li> </ul> | <p>If UH logo <b>is not used</b>,</p> <ul style="list-style-type: none"> <li>➔ no branding requirements</li> </ul> <p>If UH logo <b>is used</b>,</p> <ul style="list-style-type: none"> <li>➔ all logo use guidelines apply</li> </ul> | <p>If UH logo <b>is not used</b>,</p> <ul style="list-style-type: none"> <li>➔ UHS-licensed vendor use not required</li> </ul> <p>If UH logo <b>is used</b>,</p> <ul style="list-style-type: none"> <li>➔ must use UHS-licensed vendors</li> </ul> |

Last Updated 04/20/2020

For questions, please contact the Department of Brand Management, Licensing and Trademarks at [branding@uh.edu](mailto:branding@uh.edu).

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