



# **Sport Club Manual**

## I. INTRODUCTION

Baylor Campus Recreation provides a welcoming environment where all students can learn new skills or hone those skills already familiar. We think learning happens best experientially and inspires wholeness in every area of life. Campus Rec believes our programs encourage the entire Baylor community to live active and healthy lives through sports and competition, discovery in the great outdoors, and achievement of personal fitness goals.

This manual outlines Baylor University and the Department of Campus Recreation policies and procedures developed to ensure that all clubs are treated equitably. It is designed to serve as a supplement to any policies of the Department of Student Activities or Baylor University. Student leaders need to be familiar with all policies that apply.

Policies and procedures of Baylor University and Campus Recreation supersede all club policies, procedures, constitutions, by-laws, etc. Failure to adhere to these policies and procedures may result in forfeiture of recognition and support from Campus Recreation.

Sport clubs are student organizations, which have been recognized by the university qualifying them for use of facilities and funding. Admission is voluntary and open to all eligible students. Such clubs are not agents of the university and have no authority to represent the institution or commit it to any contract without prior explicit written approval from an authorized university official.

While Campus Recreation assists clubs to secure needed funds, facilities, and equipment the emphasis is on student leadership and involvement, so the success of each club depends on the dedicated efforts of its student leaders and members. As a result, sport clubs present a unique opportunity for students to develop athletic, social, and leadership qualities.

Baylor University and Campus Recreation are not responsible for any injury or property loss incurred by a participant, coach, or instructor in the campus recreation program. Each participant is strongly recommended to have health or medical insurance. Participants that do have coverage are urged to provide information about that coverage on the Sport Club Information Form. All participants of Sport Clubs need to be aware of the risks involved with their interest area and that they are voluntarily participating in this activity. In addition all sport club participants are required to complete and turn in a Sport Club Assumption of Risk Form.

The professional staff within the Department of Campus Recreation are the primary point of contact for club officers and advisors with regard to facilities, contracts, and equipment. All correspondence to other Baylor departments concerning these items should go through the Associate Director of Campus Recreation, and other department staff as needed.

Baylor University does not tolerate sex discrimination, which includes, but is not limited to sexual violence, sexual harassment, sexual assault, stalking, dating/domestic violence, retaliation, and other related forms of sex discrimination. These behaviors are harmful to the well-being of our community and its members, the learning and working environment, and collegial relationships among our students, faculty, and staff. All forms of prohibited conduct under this policy are regarded as serious University offenses; and violations will result in discipline, with the possibility of separation from the University. State and federal laws also address conduct that may meet the University's definitions of prohibited conduct, and criminal prosecution may occur independently of any disciplinary action imposed by the University. For more information on how to report or to learn more about our policy and process, please visit [www.baylor.edu/titleIX](http://www.baylor.edu/titleIX).

CAMPUS RECREATION OFFICE:  
1st Floor McLane Student Life Center  
PHONE: (254) 710-3315

!!! Information in this Manual is subject to change. !!!

26 Current Sport Clubs \*

Baseball	Triathlon
Basketball (Women's)	Water Polo (Men's & Women's)
Crew	Sailing
Lacrosse (Men's & Women's)	Gymnastics
Cycling	Tae Kwon Do
Men's Rugby	Ultimate Frisbee (Men's & Women's)
Fencing	Rock Climbing
Soccer (Men's & Women's)	Wake Board
Swimming	Waterski
Volleyball (Men's & Women's)	Tennis
Golf	

\* Those recognized by the Department of Campus Recreation.

A. Definition of a Sport Club

A sport club is a recognized student organization that has been formed by individuals motivated by a common interest and a desire to participate in a favorite sports activity. It exists to promote and develop interest in that sport. Its members may learn new skills, refine existing skills, engage in competition, and enjoy the recreational and social fellowship that sport offers. All students, faculty, and staff are encouraged to participate as their time and interest permit. Clubs may be gender specific. The club experience is one of student development.

B. Sport Club Objectives

1. To make available to students and other members of the campus community opportunities for instruction and participation in a wide range of sport programs which can develop sound lifelong leisure values and skills.
2. To provide an avenue for camaraderie in the campus community through common interests, that develops a feeling of belonging among individuals in the shared pursuit of leisure interests.
3. To develop leadership by providing opportunities for students to organize, administer, and problem solve for individual clubs.

**II. CLUB ORGANIZATION AND ADMINISTRATION**

Sport Clubs are student run and student led, so the key to its success lies in the degree of student leadership and participation. Students within each club are responsible for the internal administration of their club to include decision making in such areas as equipment, facilities, finances, game schedules, membership, practices, and safety.

Being recognized does not constitute your organization as an agency of Baylor University. Recognition qualifies the organization for institutional support, but care must be taken to avoid any confusion that your club acts for or on behalf of Baylor University.

All events must be approved through the Department of Student Activities. Games, practices, socials, and anything else you club does must be approved prior to the event or gathering.

Sport Clubs may only have their tailgates located within the student section. Your club may not locate inside the alumni section.

### **III. ANNUAL REGISTRATION**

#### A. Returning Clubs

Recognition as a sport club is granted for one year only (starting in the fall semester). It is necessary for each organization to register at the beginning of each fall semester and turn in a roster at the start of each semester. These procedures shall be followed:

1. Register for recognition with the Department of Student Activities. Clubs must update team rosters on the Connect system.
2. Complete and submit the Sport Club Annual Registration Form to the Department of Campus Recreation. Clubs must update their rosters in IMLeagues.

Unless a club has completed the above procedures and is recognized by Student Activities and Campus Recreation, it will be ineligible to receive any assistance or schedule any facilities from the department.

#### B. Forming a Sport Club

Individuals wishing to form a new sport club at Baylor University should take the following steps:

1. Become a chartered student organization recognized by the Student Activities Office.
2. A written request must be submitted by completing the Sport Club New Club Application Form and returning it to the Department of Campus Recreation. A new sport club must meet the criteria set forth below in section C. (Requirements for Recognition of New Sport Club)
3. Attach a copy of the club's constitution and by-laws and submit the application to the Department of Campus Recreation.

The application is reviewed and the constitution checked to ensure compliance with university and department rules and regulations. After a review, the prospective club will be notified of its recognition as an active sport club. If the application is rejected, a meeting with club officers will be set up to explain the reason for rejection.

#### C. Requirements for Recognition of a New Sport Club

The requirements for recognition and registration consist of:

1. **Demonstration of Interest**  
Submit a list of at least ten active members. Sufficient members are required to field a competitive team above ten. All members must be valid full time students of the university. Also, identify sport club advisers, who are university affiliated faculty or staff members.
2. **Demonstration of Organization**

Clubs must define their purpose, submit officers' names and duties, have a continuity consisting of established officer election dates and the procedure for the election, and define their membership requirements.

3. Registration with Student Activities

Must be an official student organization in good standing with the Department of Student Activities.

4. Demonstration of Need

An applying group needs to document that their sport is not already represented on campus in varsity or sport club form.

5. Satisfaction of a "True Sport" Definition

Demonstrate that the club is within the following guidelines:

- a) Is a sport with a national, international, or independent governing body (i.e., USA Rugby, USA Rowing, Lone Star Alliance, etc.)
- b) Has a set of rules published by the appropriate governing body.
- c) Has established competitions, tournaments, and clinics within reasonable driving time of Baylor University.
- d) The sport is the main purpose or objective of the club.

6. Availability and Seniority of Space

Acceptance may be based on the availability of facilities for practices and competition. Established clubs with adequate participation have priority in that they cannot be bumped from their established practice times. If an applying group is not willing to accept available facilities and is not able to work out equitable use of space with an existing club, their option is to find other facilities on or off campus. The Department of Campus Recreation will make final decisions regarding space availability.

7. Adequate Competition within area

It must be demonstrated that there is adequate competition within a reasonable geographic area.

8. Acceptance by the Department of Campus Recreation.

#### D. First-Year Status

New clubs must spend one year on probation to demonstrate stability in terms of attracting campus-wide participation. Clubs in their first year are required to be totally self-supporting financially.

#### E. Probation

Clubs that regularly fail to send a designated representative to the scheduled sport club meetings will be placed on probation. Any Sport Club can risk being placed on probation for violating Baylor, Student Activities, or Campus Recreation policies and procedures. Also, facility requests can be canceled during this period of time. A club's funding may also be impacted by being placed on probation. All privileges may be restored at the termination of the probation.

## F. Termination

If any sport club begins to show steady decrease in participation, student leadership, and general interest, the Department of Campus Recreation will investigate to ascertain the possible causes to whether the problem is a temporary condition. When appropriate the Department of Campus Recreation will recommend a course of action. Every sport club must compete off the Baylor Campus at least once every two years to retain sport club status. Any sport club can be terminated for violating Baylor, Student Activities, or Campus Recreation policies and procedures.

If it is determined that a club is no longer meeting the needs for acceptance as a club sport, termination of current status may be appropriate. Once terminated, a club must re-enter the program by following procedures for a newly formed club.

## IV. CONSTITUTION

In order to be successful, every organization must have a set of operational guidelines or rules by which the members govern themselves. 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, adviser 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 ensure fulfillment of university and departmental requirements.

The constitution must be easily interpreted so that the club can operate consistently from year to year. As recognized student organizations, each club must submit a constitution and by-laws to Campus Recreation and update it every year.

All constitutions must contain statements regarding the following:

1. The purpose, including the general goals, objectives, and direction of the group.
2. Membership requirements.
3. A listing of officer titles, duties, and requirements.
4. Quorum requirements for conducting official business.
5. The process for assessing fees and dues.

## V. DUTIES

### A. Advisers

It is recommended that each Sport Club have at least two university affiliated faculty or staff advisers. The club adviser must be a full-time faculty or professional staff member at Baylor University. A good adviser can be a valuable asset to a club in terms of providing mature judgment, advice based on experience, and insight into university operations and policies. All advisers are expected to follow the policies and procedures of this department and the university to the letter.

The primary role of the adviser is to act as the first point of information for all activities of the club (budget, expenditures, fundraising, purchasing, schedules, and travel). The foremost goal is to allow the club to be self-organized and self-governed, but the adviser guides and counsels members. This person should rely on his or her experience to help the club mature and achieve its full potential by assisting members to refine their programs, plans, and aspirations effectively and realistically.

A Baylor University Faculty/Staff member must accompany any sport club that travels off campus.

Some specific responsibilities may include:

1. Being available during the development of plans and programs for the club.
2. Encouraging the development of initiative, responsibility, and leadership in student members.
3. Guiding and giving preliminary approval of club budget.
4. Encouraging sound financial transactions and business practices.
5. Giving preliminary approval of fundraising activities, club events, and roster changes.
6. Counseling individual club members.
7. Traveling with the sport club on all off campus trips.

Ideally, a good adviser can bridge the gap from year to year without usurping the authority of the student leadership.

Club advisers are encouraged to embrace the student development concept maintained by Campus Recreation and work to guide club members through the learning experiences provided by the sport club involvement.

#### B. General Duties and Responsibilities of Sport Club Officers

Since sport clubs are self-administered, the daily operation of any club is the responsibility of its officers. The contribution of each officer is vital to the club's success, but it is the president who is ultimately responsible for seeing that the club functions properly. Each officer's term of appointment will run as specified in the clubs constitution.

The task of conducting the business of a sport club is usually too large for any one individual. A good president will learn to delegate some of his or her general duties to others. The effective delegation of tasks and responsibilities to other club members accomplishes at least two things:

1. It eliminates the possibilities of having one person do all of the work.
2. It gives other members a sense of value and vested interest in their club.

Generally, commitment increases with involvement, so trust your members to share in the administration of their club.

Since each sport is different, the most effective method of operation will vary among them. Your club's constitution should outline the general duties of your offices as they pertain to your club. The club shall decide which tasks should be assigned to each office.

All Sport Clubs are required to have at least one Safety Officer, two is recommended. The Safety Officer will be CPR and first aid trained. Campus Recreation will pay for the training.

#### C. Coaches and Instructors

Some sport clubs operate with students and/or faculty and staff as coaches, while others have non-university individuals. Anyone interested in coaching a Sport Club must complete a Sport Club Coaching Application and, once they have been approved, complete a Sport Club Coaching Agreement.

All coaches are expected to follow the policies and procedures of this department and the university to the letter. It is the responsibility of the Department of Campus Recreation to handle all agreements with coaches; however, recommendations from club officers, members, and advisers will be considered when possible. This selection will be based upon the person's knowledge of the sport, the recommendation from peers, and the perceived positive ability to deal effectively with the clientele. An evaluation by Campus Recreation staff will be on going.

A coach is responsible only for teaching the sport to all club members and should be knowledgeable within the specific area of instruction. Sports clubs are student organizations and as such all decisions regarding the club organization and administration will be handled through the club members and officers; the emphasis is student leadership and development. In accordance with sport club objectives, the coach should help with good sportsmanship on and off the field or court. Coaches may be removed from their responsibilities for any reason at any time, if deemed appropriate by the Campus Recreation staff. Continuation of status is not guaranteed from semester to semester or year to year.

No coach may begin coaching prior to being approved by the Department of Campus Recreation.

## **VI. MEMBERSHIP**

Each sport club will determine its own membership rules, but they must be free of any restriction based on unlawful discrimination.

### A. Eligibility for Participation

Students desiring to participate in sport clubs must meet the following requirements:

For membership in a student organization, students must have and maintain a cumulative minimum grade point average of 2.25 and a current minimum grade point average of 2.00 in order to maintain active membership. In order to hold a leadership position in an organization, a student must have and maintain a cumulative minimum grade point average of 2.50 and a current minimum grade point average of 2.00. Leadership positions include any and all membership roles in an organization (executive officers, minor officers, committee chairs, etc.). The Department of Student Activities reserves the right to consider extenuating circumstances when making final decisions regarding eligibility. Once enrolled at Baylor, students will be evaluated on official Baylor transcripts in order to determine eligibility for active membership.

Organizations may have higher academic standards than Baylor's. Such student organizational academic eligibility expectations for active membership should be outlined in their approved constitutions.

1. Undergraduate students must register for and continue to be enrolled in a minimum of 12 semester hours during your term of office or membership. Only graduating seniors needing fewer than 12 hours for graduation are exempt from this requirement. Graduate students must register for and be enrolled in a minimum of 9 semester hours during your term in office or membership. Only graduate students needing fewer than 9 hours for graduation are exempt from this requirement.
2. Students must have and maintain a current and cumulative grade point average of 2.25 in order to maintain active membership. A one semester probationary period is given to students who have above a 2.5 cumulative grade point average and below a 2.25 current grade point average. A member on probation will have only one semester to raise his or her current grade point average above the 2.25 level before being declared inactive.

### B. Rosters.

All sport clubs have all their members listed on their IMLeagues roster at the start of each semester prior to their first match, game, or competition. Students who are practicing or competing regularly must be listed.



Students whose names do not appear on the roster may not compete, practice, or travel with the club. Clubs must submit a current roster to the Department of Student Activities.

## **VII. CERTIFICATES OF ELIGIBILITY**

Verification of enrollment and eligibility can be obtained for the Registrar's Office. You must provide them the names and Baylor ID's of the students to be verified. Please give them at least two weeks to complete the process.

## **VIII. CONDUCT OF CLUB MEMBERS**

As students at Baylor University, you are expected to comply with university policies, campus regulations, and state and federal laws. All Sport Club participants are required to complete and submit the Sport Club Information/Code of Conduct Form within IMLeagues.

Upon learning of the misconduct of club members, the Department of Campus Recreation will schedule a meeting with the individuals involved and the club's officers. Club members will have an opportunity to present their side of the case, but the Department of Campus Recreation will take any action necessary and appropriate, possibly referring the matter to other authorities. The entire club may be placed on probation or have its "recognized" status terminated indefinitely. Additionally, discipline may be imposed on individual students.

The decision of the Department of Campus Recreation and the Director of Campus Recreation may be appealed by submitting a written appeal within 48 hours after the initial meeting with the Director of Campus Recreation. If you are still not satisfied with the decision of the Director of Campus Recreation, you may continue to appeal the decision by following the remaining steps in the chain of command:

- a. Dean of Student Health and Wellness & Executive Director for Counseling Services
- b. Vice President for Student Life

Some general rules:

- A. No alcoholic beverages, illegal drugs, or harmful chemical substances are to be possessed, consumed, or promoted at any activity sponsored by an organization or at any event attended by the club.
- B. Ultimate responsibility for any actions at an event (and at an approved overnight facility) rests with the organization or club. Students are at all times accountable to the university while attending on-campus, off-campus and overnight events. Any attempt to circumvent the policies will place the future of the organization or club in jeopardy, and the organization or club and its members will be subject to university disciplinary action.

## **IX. HEALTH AND SAFETY**

Despite efforts to make the playing environment as safe as possible, some program participants are apt to be injured. Club members and advisers are encouraged to take protective measures and to become familiar with accident reporting procedures. All participants are strongly advised to have their own health insurance coverage prior to participating, members of the clubs should be aware of the risks involved with their interest area/activity. All injuries must be reported using the Baylor Incident Response Form. It can be found at <https://www.baylor.edu/risk/index.php?id=961596>. Anyone may submit the form.

### **A. Medical Exams**

Campus Recreation strongly recommends that all members of sport clubs participating in vigorous activities have an annual physical examination. The Baylor University Health Center can provide this service for a nominal fee.

Baylor University and Campus Recreation assume no responsibility for any student who participates in sport club activities with an existing health condition that makes it inadvisable for him or her to participate.

#### B. Insurance

Baylor University provides some insurance to club members. Contact the Department of Campus Recreation or Risk Management for more information. Campus Recreation recommends that all sport club members have adequate medical insurance coverage, and they indicate this coverage on the Sport Club Information/Code of Conduct Form.

#### C. Training and Medical Care

The training facilities at the Athletic Department are not available for sport club members. The Baylor University Health Center will provide treatment for registered students who need it. While participating away from Baylor, club teams must make their own arrangements for training facilities and medical care. Club teams visiting Baylor may use the university health center when an injury occurs during a contest on campus.

#### D. First Aid and Accident Reporting

It is recommended that each club should have a Safety Officer qualified in first aid at each game or practice session. In the event of an injury (no matter how minor) to club members during on or off campus practice, competition, recreation or instruction these procedures must be followed:

1. Determine the nature and extent of the injury.
2. Whether or not the injury requires first aid, complete and submit a Baylor Incident Response Form (<https://www.baylor.edu/risk/index.php?id=961596>) within 24 hours after the accident occurs.
3. If the injury requires minor first aid, a qualified individual should render first aid as required on the spot and complete a Baylor Incident Response Form.
4. If the injury is minor but requires medical attention, the student should be taken to the health center. Call 710-2461.
5. If the injury is serious:
  - a. Telephone, or contact by the fastest means possible, the Baylor Department of Public Safety (DPS), 710-2222.
  - b. Provide the name and exact location of the victim, a brief description of the injury, identification of the caller, and phone number.
  - c. Meet emergency personnel at the entrance to the building or scene of the accident and guide them to the injured party.
  - d. If the student has been unconscious, Baylor DPS must be notified. Notify Baylor DPS 710-2222 immediately. Under no circumstances should he or she be taken anywhere until seen by medical personnel.

Emergency personnel will be responsible for determining if and how the injured party shall be transported and whether to transport to the health center or the local hospital.

6. If it is clear to the observer (caller) that the victim will require ambulance transportation, then tell the Baylor DPS dispatcher contacted at 710-2222.

Each and every injury to a sport club member occurring during sport club activities must be reported to the Sport Club Office within 24 hours by completing and submitting an accident report and a telephone call. If deemed serious this should be done at once, at home or away. The Baylor Incident Response Form can be found at <https://www.baylor.edu/risk/index.php?id=961596>.

### E. Concussion Information

#### THE FACTS

- A concussion is a brain injury and ALL concussions are serious
- Athletes do NOT have to be knocked out to have a concussion.
- Concussions can occur from blows to the body as well as to the head.
- It is OK to let someone fall asleep after being hit in the head. With careful monitoring, rest and sleep can be helpful.
- Concussions can affect driving, school work, sleep, emotions, relationships and self-worth.
- Athletes who return to full contact activities too early risk Second Impact Syndrome, a rare but devastating brain injury that may result in death.
- Recognition and proper response to concussions when they first occur can help prevent further injury and even death.

#### WHAT IS A CONCUSSION?

A concussion is a brain injury that may be caused by a blow to the head, face, neck or elsewhere on the body with an “impulsive” force transmitted to the head. Concussions can also result from hitting a hard surface such as the ground, ice or floor, from players colliding with each other or being hit by a piece of equipment such as a bat, lacrosse stick, or ball.

### SIGNS AND SYMPTOMS

#### SIGNS OBSERVED BY OTHERS

- Appears dazed or stunned
- Is unsure of game, score or opponent
- Moves clumsily or has slurred speech
- Answers questions slowly
- Loses consciousness
- Shows behavior or personality changes
- Cannot recall events prior to the hit

- Cannot recall events after the hit

#### SYMPTOMS REPORTED BY YOU

- Headache
- Nausea or vomiting
- Balance problems or dizziness
- Double or fuzzy vision
- Sensitivity to light or noise
- Feeling sluggish or drowsy
- Concentration or memory problems
- Confusion

Anyone with concerns about a possible concussion for themselves or others is encouraged to fill out the Baylor Incident Report (<https://www.baylor.edu/risk/index.php?id=961596>), go to a Hospital Emergency Room and/or schedule an appointment at Baylor Health Center in the McLane SLC by going online [http://www.baylor.edu/health\\_center/](http://www.baylor.edu/health_center/) or calling (254) 710-1010.

### **X. FINANCE**

Self-support is an essential principle of any sport club program. In support of a quality program, the university provides supplemental financial assistance through the Campus Recreation budget to ease the burden of travel expenses and competition fees. Money

received by the club must be used for the benefit of the entire group according to university rules and regulations.

Each Sport Club will be given a Baylor account. This is the Sport Club's personal account. Dues money, donations and fund raising proceeds are deposited into this account; and the balance rolls over each fiscal year.

Clubs that are allotted a travel budget may use it for travel expenses only (Rental van, gas, lodging, etc.). The balance of this account is determined each year by the Department of Campus Recreation. The balance of this account does not roll over each fiscal year. The travel budget may not be use to buy food on a trip.

**NOTE:** Sport Clubs may not have any type of accounts other than the ones Baylor provides through the Campus Recreation office. No club may have any type of bank account off campus. All money that the club collects must be deposited into the club's account though the Campus Recreation office.

The responsible management of money received from dues, sales, service contracts, fundraisers, and donations is critical to a sport club's successful function. Club officers are responsible for seeing that expenses do not exceed income and that allocated funds are spent according to university budget policy. There are restrictions on how university and club funds are spent.

Officers are encouraged to take certain steps to ensure the club's financial stability and the successful achievement of club goals. Some suggestions for the club treasurer are listed below:

1. University budget policy is very specific. Become familiar with those regulations pertaining to allocated moneys and how they can be spent.
2. Stay within your budget. Spend your money carefully as allocated in the budget. Document all income and expenses, with actual receipts, invoices, and deposit receipts. Informal documentation is not appropriate and will not be accepted.
3. Submit your quotes and invoices to Department of Campus Recreation as soon as they are received. Inform your adviser and the Department of Campus Recreation immediately if there is a problem with billing, payment, or equipment ordered.

The club's credit rating is at stake – do not ignore outstanding bills.

4. The Department of Campus Recreation must approve all expenditures. Remember; obtain approval well in advance of making a purchase for which you will need reimbursement. Demand official company receipts! You must have valid receipts with logo or letterhead of legitimate vendor - nothing handwritten on notebook paper. Without approval and receipts, there is no reimbursement.

5. Devise a separate budget for any major event (hosting a tournament, staging a race or fundraiser) that itemizes all projected income and expenses.
6. Record all income received, including the date, amount, and person making payment. Submit any income as soon as possible.
7. Any club that ends the school year with outstanding bills will not be funded the next year and will become inactive until all outstanding bills are paid.
8. Any club that ends the school year with a deficit balance in their account will not be funded the next year and will become inactive until the club's account is out of deficit.
9. Clubs are to deposit all money collected. Clubs are not allowed to hold any petty cash.

#### A. Annual Budgets

Annual objectives will influence the nature of club activities and their cost. Each club is encouraged to set objectives for membership recruitment, competition, publicity, fundraising, etc. Once objectives have been established, careful attention to preparation of a realistic budget is important.

#### B. Budget Allocation Process

The Department of Campus Recreation uses the following criteria when determining the amount of a team's allocation:

1. The amount spent on travel the previous year.
2. The timeliness of paperwork the previous year.
3. Any discipline issues from the previous year.

#### C. Expenditure of Funds

it is essential that clubs have written fiscal guidelines to follow. Accurate and complete record keeping is important because all club accounts are subject to audit.

Money allocated by the Department of Campus Recreation remains in a university fiscal account and may only be disbursed by Campus Recreation Staff.

The following items are examples of legitimate budget expenses:

1. Approved travel expenses.
2. League or conference membership dues.
3. Tournament entry fees.
4. Officiating fees.
5. Equipment for games and practices. (Personal equipment remains the responsibility of individual club members.)
6. Publicity.

7. Medical supplies (above those supplied).

Club's may have payments sent directly to a vendor or be reimbursed for approved expenses.

#### D. Direct Payments

Sport Club funds can be used to pay someone directly for services rendered, items received, or fees. Clubs should follow the procedure below.

1. Get approval from your adviser and the Department of Campus Recreation prior to contracting for services or purchasing (charging) supplies.
2. Submit the bill or invoice to the Department of Campus Recreation. The full name, complete address, and contact information of the payee must be on the form. A W-9 form may be required from vendor if Baylor does not have one on file.
3. Requests for payment are processed and checks sent to the indicated address in approximately two weeks. The amount is deducted from your club account.

#### E. Reimbursements

To be reimbursed for a legitimate club related expense you must:

1. Get approval from the Department of Campus Recreation prior to spending any funds.
2. Submit the original receipts with a Sport Club Reimbursement Form to the Department of Campus Recreation.
3. Requests for reimbursements are processed and checks sent to the indicated address in approximately two weeks. The amount is deducted from your club account.

#### F. Travel Fund Use

In order to be reimbursed for approved travel expenditures, the following steps are necessary:

1. Save actual detailed receipts for gas, purchases, hotels, entry fees paid, official's fees paid.
2. To be eligible for travel expense reimbursement, the trip must be approved by Student Activities before you leave.
3. Complete a Sport Club Reimbursement Form and submit it, with original receipts attached, to the Department of Campus Recreation.

4. Complete the eTER form online on the computer in the Campus Recreation mailroom.
5. Only the individual on the receipt will be reimbursed. The person receiving the reimbursement must be the one to submit the request through the eTER system. Be sure all receipts have your name and Baylor ID# included.
6. Non-approved expenses will be deducted from the total and the request processed as soon as possible.
7. Reimbursements take time to process, so checks should be expected in about two weeks.
8. Clubs may not use funds out of the travel budget to pay for food or meals.

NOTE: You must have actual detailed receipts. Photocopies or handwritten receipts will not be accepted by the Budget Office.

## **XI. FUNDRAISING**

Funding of club activities is primarily the responsibility of club members. For a club to develop and thrive, the members must be active and willing to work. Clubs are encouraged to take advantage of every available option and avenue for assistance.

Some suggested methods of generating funds include bake sales, car washes, candy sales, t-shirts, exhibitions, tournaments, mail-outs to parents and alumni. All require some degree of planning and coordination to ensure positive results.

### **A. Guidelines:**

1. Obtain approval from the Department of Campus Recreation.
2. Comply with the Campus Facilities Use and Campus Solicitation Policy and obtain approval through the Department of Student Activities.
3. Center the fundraising activity on some specific event or goal.
4. Choose a fund drive chairperson to direct and coordinate the effort.
5. Assign specific tasks to committees.
6. Allow enough time for planning and advertisement.
7. Avoid scheduling conflicts with other major campus or community events.
8. Reserve necessary facilities well in advance.
9. Keep accurate records of all money received and spent.

## B. Tax Guidelines for Donations

In order to ensure that individuals wishing to donate receive the tax benefits of donating to the program and that clubs receive the gift as desired by the donor, the procedures outlined below must be strictly followed:

1. Register all fundraising activities with Campus Recreation and Student Activities.
  - a. You may approach alumni who are past club members or individuals who have indicated an interest in your sport.
  - b. You may not approach alumni in general or contact them at random.
2. After being notified that your activity has been approved, you may begin fundraising.
3. Avoid cash donations. If accepted, be sure to give the donor a receipt and get his or her name and address.
4. Checks should be payable to "Baylor University Campus Recreation" with footnote (i.e., Men's Soccer donation).
5. Donations and letters should be delivered or sent to your club.

"Your Club"  
Department of Campus Recreation  
One Bear Place #97100  
Waco, TX 76798-7100
6. Online donations can be made through each club's website.
7. Letters of receipt and appreciation will be sent will be sent by the club. The Gift Account Office will send an official letter for tax purposes. The money will be deposited into the Campus Recreation account, and your club account increased by the amount of the donation.

The funds will be available to purchase needed equipment or to reimburse club members for travel expenses and entry fees.

## C. Equipment Donations

1. Obtain a letter from the donor stating the equipment is in good condition and their desire to donate it to your club. A donor must provide an invoice or an independent appraisal of equipment to accompany this letter to ensure proper tax and development credit.
2. The Gift Accounting Office will send the donor a letter of recognition.

## D. T-Shirts



T-shirts and other items are often used as fundraisers. As with any other solicitation, the design / text must be submitted to the Department of Campus Recreation and then to the Department of Student Activities for processing. You must receive approval from Student Activities before producing the shirt.

#### E. Tax Guidelines for Items

If your club plans on selling anything tangible, like a shirt or bag, etc. then it is taxable. This means that you will have to charge the end user sales tax for that item. This includes members of your club. We will then take that tax out of your deposit when you bring it to our office.

### **XII. CONTRACTS**

All contractual arrangements by sport clubs for competition or for any other purpose must be approved by the Office of General Counsel and the Department of Campus Recreation and made in the name of the sport club and not in the name of Campus Recreation or Baylor University. Any agreement entered into by the club is not binding upon Campus Recreation or the university. No club may enter into an agreement with a guarantee of funding from the university.

### **XIII. EQUIPMENT**

Equipment purchased with Campus Recreation funds belongs to the university and is assigned for use to the club. Such equipment remains the property of Baylor University and cannot be sold or traded, except by Baylor University. Any equipment, etc. purchased with university funds (directly or indirectly) will be kept by Campus Recreation during the summer and winter breaks.

#### A. Purchasing

After determining that an equipment purchase is in the best interest of club members, a club may purchase needed equipment with budgeted funds. All equipment purchases must be approved in advance by the Department of Campus Recreation.

Clubs wishing to use budgeted funds to purchase equipment must:

1. Investigate reputable vendors and attempt to get cost estimates.
2. Submit your purchase request to the Department of Campus Recreation.

Item descriptions must be specific and detailed (number, sizes, colors, dimensions, material, brand names, catalog number, etc.) to ensure receipt of the desired item(s).

#### B. Issue

New equipment and equipment in storage will be issued from Campus Recreation to members as needed. Clubs are responsible for the maintenance and repair of all equipment issued for use. Damage, theft, or loss should be reported to the Department of Campus Recreation immediately.

### C. Storage

Club officers are responsible for knowing where their club's equipment is stored during the school year. Limited storage space is available in the McLane Student Life Center for clubs wishing to store equipment on campus.

### D. Equipment Check-Out

Campus Recreation has various equipment items available for check-out by sport clubs. A club wishing to check-out equipment should fill out a Special Event Equipment Rental Form located in the Campus Recreation Office. It should be completed a week before the club needs to use the equipment. Sport Clubs are exempt from paying the rental fee, but clubs will have to pay for any lost or damaged equipment.

## XIV. FACILITIES

The McLane Student Life Center, Russell Gymnasium, Parker Brothers Sport Club/Intramural Fields, Edgefield Park, Baylor Science Building Field, Marina, and Marrs–McLean Gymnasium, Marrs–McLean Tennis Courts, and Bear Park are scheduled by the Office of Campus Recreation. Since these facilities are shared by other program areas and recognized organizations, sport clubs are encouraged to submit requests for practice and game space early. Sport clubs are assigned fourth priority behind classes, athletics, and intramurals. Clubs must be registered with Campus Recreation to reserve any facilities.

### A. Reservations

Practice and game facilities must be reserved through the Members Service Specialist in the Department of Campus Recreation. Requests for practice facilities should be made at the start of each semester.

#### **STUDENT GROUP RESERVATION PROCEDURES**

1. To reserve a Campus Recreation facility, Student Organizations must go online to [www.baylor.edu/campusrec/facilities/reservations](http://www.baylor.edu/campusrec/facilities/reservations) and submit the Campus Recreation

#### **FACILITY RESERVATION REQUEST FORM.**

**Please note:** This does **NOT** guarantee the use or availability of the facility requested.

2. In addition, all student organizations **MUST** submit a copy of their **STUDENT ACTIVITIES EVENT APPROVAL** by email to [RecReserve@baylor.edu](mailto:RecReserve@baylor.edu).

Student Activities Approval can be obtained through the Student Activities / Connect website: <http://www.baylor.edu/studentactivities>

3. Once your event is **APPROVED BY YOUR ADVISOR** and **STUDENT ACTIVITIES** you will receive an email. **Please forward that email to** [RecReserve@baylor.edu](mailto:RecReserve@baylor.edu). Once both the Student Activities Event Approval and

the Campus Recreation Facility Request forms have been received, your request can be processed.

**NOTE:** Both forms are required before a reservation will be placed on the calendar. Reservations are filled on a first come, first serve basis. The organization will be contacted regarding the status of their request once all forms have been received.

In the beginning of each semester, all reservation requests are reviewed at once and space allocated according to availability and priority. If your request is submitted early, you have the best chance of being assigned to the facility of your choice. Campus Recreation will not seek club requests, and clubs should not assume they will automatically be scheduled to use a facility. Many groups petition for facilities. Those that follow proper procedures will secure reservations.

#### **B. Maintenance**

Each club is expected to treat all facilities with the proper care. All facilities must be kept safe and clean and returned to their normal setting after each event.

Misuse of facilities (not using a reserved space, not following facility use procedures, and leaving debris and equipment) will result in the loss of facility use privileges for the club.

If any facility has a maintenance problem, clubs should contact the Assistant Director for Facilities in the Department of Campus Recreation to report it immediately.

### **XV. ADMINISTRATIVE ASSISTANCE**

As much as possible, Campus Recreation will attempt to provide registered sport clubs with basic administrative services to assist with their operation.

#### **A. Copies**

A limited number of Xerox copies (not to exceed 50) can be made of club materials. All copies will be made on white paper unless otherwise specified and available.

#### **B. Mailboxes**

Mailboxes for each sport club are provided inside the Campus Recreation Office located in the McLane Student Life Center. Sport Clubs may not have any other mailboxes on or off campus. Letters, campus mail, phone messages, and notices will be placed in your box. Mailboxes should be checked on a regular basis, at least twice a week.

Your Sport Club mailbox address is:

“Your Sport Club”  
c/o Baylor Campus Recreation  
One Bear Place # 97100  
Waco, TX 76798-7100

## **XVI. TRAVEL**

All sport clubs will need to travel to games, tournaments, scrimmages, or practices throughout the year. The sport club budget is intended to assist clubs with travel expenses. In order to be reimbursed for travel costs, clubs must strictly follow travel regulations and procedures.

### **A. General Information**

1. A Baylor Faculty/Staff member must accompany any sport club when they travel off campus. Graduate Assistants may fill this role for a day trip if approved by Student Activities.
2. All trips must be approved through the Department of Student Activities prior to departure.
3. The Sport Club Office will only approve the trip if information is complete. Incomplete forms will be returned to your mailbox. No funds will be allocated until paperwork is complete and trip approved.
4. Sports Clubs may not travel 500 miles from campus unless they have submitted a Sport Club Trip Request Form and received approval for the trip prior to making arrangements. The Sport Club Office must approve the trip.
5. Sport Club members are not allowed to miss any classes or lab to participate in any Sport Club activity. \*\*Please note that there is no such thing as an approved absence. Notes will be provided to validate the reason for missing class; however, the responsibility lies with each individual student to determine if missing class will affect his/her grade in a negative manner.
6. Drivers of a rented vehicle must be 21 years old and approved by Baylor. All drivers of 15 passenger vans must pass an on-line driving test before they will be allowed to drive.
7. Per university Risk Management policy you may only carry 12 people in a 15 passenger van and 10 people in a 12 passenger van.
8. Once reserved, vehicles must be picked up when scheduled or canceled at least a day in advance. Your club will be charged if you fail to pick up or cancel a vehicle on time.
9. Be sure to ask the rental agency about drop off procedures. Ask about an after-hours key drop box.
10. When traveling over 125 miles from campus your club will be required to take a rented vehicle or use a commercial carrier on your trip. If the trip is 125 miles or under your club has the option to take personal vehicles.
11. When driving personal vehicles, the driver's personal insurance must cover any damage sustained on the trip.
12. Only club sport members can stay together in hotel rooms. No friends. The only exception is rooming with a family member; however this cost must not be incurred by the club.
13. No coed rooms allowed on sport club trips.

14. No sport club member can ever leave a game, tournament, or competition with anyone except a family member. They must have the advisor's approval before leaving.
15. Clubs using a Campus Recreation truck must bring the truck and keys back to the SLC by 8:00am on Monday following the trip. The keys must be brought to the Campus Recreation Office. The truck must be clean, inside and out, and free from any trash or personal belongings. The truck must be returned with a full tank of gas.  
Note: If truck is dirty, empty, or trashy your club will be charged the clean-up/fill-up costs plus \$25.

#### **B. Before you go on a your trip**

1. Complete a Sport Club Request for Vehicle/Trailer Form to request transportation or trailers for your trip. This form must be completed at least 2 weeks or 10 business days prior to your trip. It is required for a trip over 125 miles.
2. All club members that drive must complete a Baylor University Driver Authorization Form and submit it to the Department of Campus Recreation. This will be used to run a motor vehicle check on the student's driving record. Anyone driving any vehicle to a club event must have an authorization on file with the Department of Campus Recreation. \*\*All drivers must have a valid driver's license and proof of insurance.
3. Complete a Domestic Travel Form and Roster and turn it in a least a week before your trip to the Department of Campus Recreation.
  - a. A phone number where you can be reached in the case of an emergency must be supplied.
  - b. The names of all club members traveling must be listed legibly on the roster form.

#### **C. During the trip**

1. Keep all receipts. Make sure they are detailed receipts.
2. Get all pertinent information needed for documentation for an injury while traveling. Submit Baylor Incident Form (<https://www.baylor.edu/risk/index.php?id=961596>).

#### **D. After you return from your trip**

1. Turn in the appropriate paperwork to the Sport Club Office by the Wednesday after your trip no later than 2:00 PM.  
If you are requesting a reimbursement: Turn in a Sport Club Reimbursement Form with the receipts from your trip. Submit the online eTER form.

Three basic means of travel are available to student organizations. All forms of transportation must be approved by the Sport Club Office.

1. Rented vehicle.
2. Commercial Carrier-e.g., bus, plane, private company car/van.
3. Private vehicle (If trip is 125 miles or under)

The table below shows the mode of transportation required with regard to miles traveled and number of participants (including advisors, coaches, and players).

Miles from Baylor U	1-125 miles	126-350 miles	351+ miles
# of Org/Guest Participants			
1-25 participants	personal vehicles	Rented Vans or Charter Bus	Rented Vans or Charter Bus or Commercial Air
26-50 participants	personal vehicles	Rented Vans or Charter Bus	Charter Bus or Commercial Air
51+ participants	personal vehicles	Rented Vans or Charter Bus	Charter Bus or Commercial Air

**NOTE:** It should be noted that if a vehicle is leased from a vendor outside of the university, any driver is recommended to have adequate personal liability insurance prior to initiating travel.

## **XVII. PUBLICITY**

Publicity is important for all sport clubs for attracting new members and informing people on and off campus of club activities and accomplishments. The most effective approach to publicity is through a variety of methods, so clubs are encouraged to use all avenues of exposure, including but not limited to:

1. Signs, flyers, and posters. Only recognized student organizations may post flyers on campus. They must be approved by the Student Activities Office.
2. Bulletin Boards and display cases in the Bill Daniel Student Center (obtain approval in Student Activities).
3. Chalking – Chalking can be a very effective means of publicity; but, in order to chalk (and have your message remain on the sidewalk), you need to have it approved by the Student Activities Office.
4. Electronic Media. Facebook and twitter, etc.

The best publicity is clean, readable, attractive, and informative. Unique, fresh, and clever methods of promotion will usually rally more support. Take the time to develop eye-catching publicity and well-organized promotions.

## **XVIII. SCHEDULES**

Each sport club is responsible for administering its own game schedule. Schedules must be specific as to date, time, and location and submitted to the Department of Campus

Recreation at the beginning of each semester. Thereafter, clubs are responsible for notifying Campus Recreation of any changes in the schedule.

## **XIX. REPORTS, PAPER FORM, AND ONLINE FORMS**

### A. Sport Club Annual Registration Form

Each year a sport club is required to turn in a Sport Club Annual Registration Form to the Department of Campus Recreation before their first game or the third week in September, whichever comes first. This must be done before a club's status will be renewed for the year.

### B. Sport Club Roster

Online through IMLeagues.

### D. Sport Club Assumption of Risk Statement Form

Online through IMLeagues.

### E. Sport Club Information/Code of Conduct Form

Online through IMLeagues.

### F. Request for New Club Application Form

Any group wishing to become an officially recognized sport club must complete and submit to the Sport Club Office a Request for New Club Application Form. Completing this form does not guarantee official sport club status, but it is the first step.

### G. Sport Club Coaching Application

Any person wishing to coach a Sport Club must complete and turn in a Sport Club Coaching Application. Applicants will be notified when their application is approved or declined. No coach may begin coaching prior to being approved by the Department of Campus Recreation.

### H. Sport Club Coaching Agreement

Once a Sport Club Coaching Application is approved the coach must complete a Sport Club Coaching Agreement and turn it in to the Campus Recreation Office. No coach may begin coaching prior to being approved by the Department of Campus Recreation.

### I. Baylor Incident Response Form

Online at <https://www.baylor.edu/risk/index.php?id=961596>.

### J. Sport Club Reimbursement Form

To be reimbursed for expenses made on the club's behalf complete a Sport Club Reimbursement Form and submit it, with original receipts attached, to the Department of

Campus Recreation. Only the individual listed on the receipt will be reimbursed. Be sure all receipts have names on them and list each person's mailing address and Baylor #.

K. Sport Club eTER Guide

Lists the steps to complete to online eTER form.

L. Sport Club Request for Vehicle/Trailer Form

All clubs need to complete and turn in to the Department of Campus Recreation the Sport Club Request for Vehicle/Trailer Form to obtain vans and trailers for each trip.

M. Sport Club Driver Authorization Form

Every member that will be driving any type of vehicle (University Van or Rental Van) must fill out a Sport Club Driver Authorization Form. Note: Enterprise Rent-A-Car requires that anyone driving their vehicles be at least 21 years old.

N. Domestic Travel Form

Before a club leaves on a trip, a Domestic Travel Form must be filled out and turned in to the Campus Recreation Office. This form lists who is going on this trip and where your club can be reached.

O. Sport Club Trip Request Form

The Sport Club Trip Request Form must be submitted and approved before any sport club may go on a trip 500 miles or farther from the Baylor Campus.

P. Sport Club Constitution Guide

All sports clubs must have a constitution on file each year. The Sport Club Constitution Guide will aid the club in creating one.