Sport Club Officer Meeting

2022-2023
Title IX

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.
Student Activities

All club events must be approved through the Connect system.

*Rosters - Must be a Roster Manager

*Product Approvals (T-Shirts, Uniforms)

*Grade Reports

*Exception to Policy Form
IMLeagues

* Rosters
* Baylor Waiver
* Code of Conduct
* Information Form

All members must accept invitation to club and complete and submit all three forms to be placed on active roster!
EMAIL ADDRESS
buclubsports@baylor.edu

• Best method to contact your teams designated coordinator/director
• Submit/Forward all forms and/or questions
• Please include your Club Sport Team somewhere in the subject line
Reimbursements & Payments

Supplier Registration
- when needed & which form?

Zelle Payments
- how to sign up & which form?

Other Forms, Info & Payment Sheets
Zelle® Payment Request Voucher

• Will be use for amounts UNDER $300.
• You must register with Zelle® to be reimbursed this way.
• Zelle® instructions can be found on Club Sport website under reimbursements.
• Zelle® Reimbursement fillable pdf form can be found on Club Sport website under reimbursements.

• Accountability - Club members must CC Club officer (or other member if no other officer in club) when emailing forms in.
• Itemized receipts and form must be emailed to Campus.Rec@baylor.edu or brought to CRec office WITHIN 2 WEEKS of incurred cost.
• Allow 4 business days for reimbursements to be completed.
BU Sport Club
Reimbursement Form

- To be used for reimbursements OVER $300
- You must register as a supplier with BU.
- Supplier registration form can be found on Club Sport website under reimbursements.
- BU Sport Club Reimbursement pdf fillable form can be found on Club Sport website under reimbursements.
- Itemized receipts and form must be emailed to Campus_Rec@baylor.edu or brought to CRec office WITHIN 2 WEEKS of incurred cost.
- This process CAN take up to 6-8 weeks to be completed.
Supplier Registration & Lost Receipt Form
these can be found on Club Sport website, under Reimbursements

Once this form is filled out, please email it to Campus_Rec@baylor.edu

Please look for an email from Baylor University to complete your Supplier set up.
Officials Payments

- This is a NEW form – do not use the old one.
- Can be found on Club Sport website, under forms.
- To be used when needing to pay officials and you are responsible for gathering information to do so.
- Information from this form will be used to set the Official up as a supplier, if needed, AND as an invoice for payment needed.
- Due to Campus_Rec@baylor.edu or in the CRec office NO LATER THAN 2 DAYS after game.
- Handwriting must be legible or will not be accepted.
Key takeaways –

- Zelle is to be used for reimbursements UNDER $300.
- Zelle reimbursements must have club accountability (cc’d on email)
- Itemized receipts are still required!
- No receipt or lost receipt form = no reimbursement.
- Being a Team Leader = YOU must do your part to communicate to your team how to be reimbursed and provide information as needed.
- Reimbursement and payment requests – DUE 2 weeks from end of event or cost incurred.
- We are here to help you!

Campus_Rec@baylor.edu for emailing in forms & receipts for reimbursement and payments
BUClubSports@baylor.edu for all other communication and other forms
Robert_Graham@baylor.edu Associate Director for Campus Recreation, Club Sports
Jack_Isaacson1@baylor.edu Grad Student, Club Sports
Heather_Foit@baylor.edu Office Manager, Campus Recreation

254-710-3315 - Campus Recreation Office
Deposit Form

For all deposits except donations.

Bring donations in separately.

*Remember you can also use the link on your Campus Rec Page for non-cash.
Additional Accounting Items

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.

Clubs are not to hold on to petty cash. All money must be deposited.
Purchasing Equipment and other items

Submit the bill or invoice to the Sport Club Office or have it sent to Campus Recreation. A W-9 form may be required from vendor if Baylor does not have one on file.

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).
Available Accounts

Travel Account:
$2500.00 for the year. Balance does not roll over. For:
Gas – Hotels – Rental Vans
Entry Fees – Buses
Not for Food.

Club Account:
All dues, fund raising, and donations. Balance rolls over each year. For any club related expenses.
Paying dues by credit card will result in the club paying the transaction fees.
Coaching Forms

All coaches must complete both forms.

Sport Club Coaching Agreement

Coaching services will be provided at the discretion of the club members for a period of one year (fall through summer semester). All coaches must reapply for their positions each year, regardless of how long they have been affiliated with the club. It should be noted that coach and faculty advisors are two different positions, but the same person if qualified can hold both positions. The agreement to coach does not imply employment by Baylor University or any of its departments, and shall be in effect as long as both parties in the club and the coach continue to receive mutual benefit from the times and conditions as follows:

1. Coach agrees to abide by all rules and policies of Baylor University, the athletic department, the Club, the Sport Club Staff, the Department of Campus Recreation, and any other university policies. Any failure to comply may result in termination of this agreement or reduction of agreed payment.

2. This Sport Club staff will review the coaching agreement. Agreement must be accompanied by a list of services and a summary of credentials and experience. In the event of a dispute between the club and the coach, the club and/or the coach will notify and seek advice from the Sport Club Program Staff.

3. Coach will provide evidence of personal medical and liability insurance coverage and complete an application. Coach also agrees not to hold the aforementioned club responsible for personal injury or disability.

4. Coach must operate as a good faith ambassador for the Sport Club Program at Baylor University, and agree to cooperate and share information with similar sport clubs at Baylor University.

5. Coach will provide organized and directed instruction and training for various skill levels, and will provide opportunities for evaluating skill levels for recognition or assignment of competitive entries.

6. Coaches may provide input concerning finances, competition schedules, demonstrations, special events, and training trips. It is a decision of the Sport Clubs to select coaches that they believe have been qualified by the above-mentioned criteria in the list of services and a summary of credentials and experience. The Department of Campus Recreation will be the final decision regarding any club matter.

7. If the club agrees to provide compensation for coaching services it will be on an annual basis. If the agreement is terminated, the coaches may be paid for services on a pro-rated scale of total practices and/or competitions scheduled; if included in the original signed contract.

8. If the coach accompanies the club away from campus training and/or competitive events the club is only allowed to pay for the travel and lodging expenses of the coach at the discretion of the club officers.

9. The agreement to coach becomes effective when signed by the coach, Club President, Coordinator for Sport Clubs and Director of Campus Recreation.

<table>
<thead>
<tr>
<th>Coach</th>
<th>Date</th>
<th>Date Effective</th>
<th>Date Ending</th>
</tr>
</thead>
<tbody>
<tr>
<td>Club President</td>
<td>Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coordinator for Sport Clubs</td>
<td>Date</td>
<td>Payment Amount</td>
<td></td>
</tr>
<tr>
<td>Director of Campus Recreation</td>
<td>Date</td>
<td>Sport Club</td>
<td></td>
</tr>
</tbody>
</table>

Sport Club Coaching Application

Coaching services will be provided at the discretion of the club members for a period of one year (fall through summer semester). All coaches must reapply for their positions each year, regardless of how long they have been affiliated with the club. The agreement to coach does not imply employment by Baylor University or any of its departments.

Applicant Name:__________________________
Club:__________________________
Address:__________________________
Phone (Home):__________________________
Phone (Work):__________________________
E-Mail Address:__________________________
Currently employed:__________________________
Job Title:__________________________

Please make a brief statement highlighting your qualifications (including your educational and coaching experiences):

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Please list any certifications or training that would apply to this position (CPR, First Aid, WSI).

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Are you currently or have you ever been affiliated with Baylor University?

If yes, where?

________________________________________________________

Applicant Date

Club President Date

THANK YOU FOR YOUR INTEREST IN BAYLOR UNIVERSITY SPORT CLUBS.
CREC Webpage

Check your page for accuracy
Men's Lacrosse

Are there tryouts for your team?
No, we do not have tryouts for our team. We encourage and accept participation from all students, with or without prior experience. This being said, we are a competitive organization and those players who are best equipped and suited for the positions will receive more playing time than others.

How many days and hour/week do you practice?
We practice Monday-Thursday from 6-8pm. Practice consists of conditioning, skills development and team concepts. Lacrosse is a full-contact sport, and proper body contact and agility training is incorporated into each practice to prevent injury.

Where are your games and practices held?
Typically our games and practices are held at the Baylor Intramural fields.
Safety Officers

Must have two members that are First Aid and CPR certified. Campus Recreation will pay for classes taken at the SLC.

Must report all injuries, no matter how minor, to the Risk Management Office.

Baylor Incident Report: https://www.baylor.edu/gr/index.php?id=871826
Travel

All travel must be approved through the Connect System. Exception to Policy Form on Connect as well.

A travel advisor must accompany you on every trip.

Travel over 125 miles must include commercial or rented vehicles. (Air, Bus, Rental Car)
Travel Forms

*NOW ONLINE*:
Baylor Online Travel Form Link

Must be completed and submitted for every trip off campus. Must include your travel advisor for the trip.

The confirmation email you receive MUST be forwarded to buclubsports@baylor.edu email immediately

*If you have over 15 participants, the excel document with your Participant List must be emailed as well.*
Travel Forms

*If you have over 15 participants, the excel document with your Participant List must be emailed along with your confirmation email as well.*
Driver Form

Must be 18 years old to be a certified driver.

To become an Authorized Driver, please visit the Driving for Baylor webpage [https://www.baylor.edu/risk/index.php?id=871837](https://www.baylor.edu/risk/index.php?id=871837) and under "Resources", click "Request to Drive"

Complete the online fillable application, **print**, and **sign with ink pen**

Then then click the "Upload Completed Driver Application" widget to upload the completed and signed form
Vehicle Form

To request Enterprise and Campus Recreation Vehicles, trailers, and Gas Card.

Gas card use at accepted merchant locations.

https://www.fleetcommanderonline.com/app/public/merchantLocator.do
Enterprise

When you are at Enterprise speak to them about the proper drop off procedures. Be aware that there is an after-hours key drop off box.

Before you take possession of the vehicles be sure to walk around and visibly inspect the vehicles for any damage. Have any dents and scratches noted on the rental agreement before you leave. Also look for any cracked or chipped windows or windshield. Inspect the interior for any stains or ripped fabric or broken knobs. Finally make sure the gas tank is full. Once again, all damaged areas must be listed on the rental agreement.

All drivers must be Baylor approved drivers.
Hotels via Lucid

Go to webpage “https://baylor.lucidhotels.us/” make sure you are on the BAYLOR site with the Baylor Club Sports logo in the left hand corner.
Reservations

Field and room reservations are made through the Baylor Campus Recreation Website and the Connect System.

1. Submit the Campus Recreation Facility Reservation Request form
2. Submit a copy of Student Activities Event Approval by email to RecReserve@baylor.edu

Student Activities Approval can be obtained through the Student Activities website at Student Activities. Once your event is APPROVED BY YOUR ADVISOR and STUDENT ACTIVITIES, you will receive an email that you will forward to RecReserve@baylor.edu

Please note: This does not guarantee the use or availability of the requested facility. Both forms are required before a reservation will be placed on the calendar. Reservations are filled on a first-come, first-served basis.
Examples of accepted approvals from Connect for reservations

Screenshot of Connect Approval

Forwarded email with the word “Approved”
Lightning Detector

Thor Guard Lightning Detectors are located on the BSB and Sport Club/Intramural Fields.

While the strobe light is on you must be **OFF** the fields.

The strobe will go off 30 minutes after the last lightning strike is detected.
| Robert Graham:  
| Assoc. Director Competitive Sports Programs  
| Crew  
| Hockey  
| Quidditch  
| Roundnet  
| Sailing  
| Swim  
| Wakeboard  
| Men's Water Polo  
| Women's Water Polo  
| Waterski |
| Chris Gomez:  
| Sr. Coordinator Club Sports & Game Management  
| Men's Lacrosse  
| Women's Lacrosse  
| Rock Climbing  
| Men's Rugby  
| Women's Rugby  
| Men's Soccer  
| Women's Soccer  
| Triathlon  
| Men's Ultimate  
| Women's Ultimate |
| Reid Jackson:  
| Sr. Coordinator Competitive Sports  
| Baseball  
| Women's Softball  
| Women's Basketball  
| Cycling  
| Fencing  
| Golf  
| Gymnastics  
| Tae Kwon Do  
| Tennis  
| Men's Volleyball  
| Women's Volleyball |
Other Items

The Campus Recreation office is 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 Department of Campus Recreation and other department staff as needed.