

OFFICE OF RECREATIONAL SPORTS

FALL/SPRING 2007-2008 THIRD EDITION

SPORT CLUB HANDBOOK



HUMBOLDT STATE UNIVERSITY

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In case of a **MAJOR EMERGENCY** or a **LIFE THREATENING ACCIDENT**,
the following people should be contacted **IN THE ORDER LISTED**:

1. University Police (UPD)

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826-5555 or 911

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SECTION I: INTRODUCTION

1.1 The **Sport Clubs Handbook** serves as a reference manual for Sport Club Officers. Its aim is to give officers a better understanding of the Sport Clubs Program and support club leaders in effectively managing their sport club within the guidelines set forth by the Sports' Club Office at Humboldt State University. This handbook is designed to serve as a supplement to the Associated Students' Clubs' Handbook distributed through the Clubs Office. Any policy or procedure concerning sport club activities that is not covered in this handbook should be referred to the Director of Recreational Sports. All club officers are encouraged to become familiar with the information contained in the Sport Clubs Handbook and the other documents to which this handbook might refer. Information in this handbook is subject to change. Updates will be made on an annual basis and any changes during the current semester will be provided at monthly Sport Club Meetings.

1.2 Associated Students and Humboldt State University:

The Associated Students of Humboldt State University was created for the purpose of representing the collective interests of students in the governance of the University and providing student-directed programs, services and facilities which augment and enhance the quality of student life at HSU. Programs and facilities operated by the A.S. include: Center Arts, Marching Lumberjacks, YES House, Women's center, Arts and Music Festival, Student Government, and Campus Recreation programs including Drop-in Recreation, and Sport Clubs. Through the collaborative efforts of student leaders working with A.S. and University staff whose purpose is to further the mission of HSU, the Associated Students strives to present a model of a well managed and efficient organization operated with a commitment to the highest professional standards in service to HSU's students and community.

1.3 Privileges of a University Recognized Club:

Recognition of a university club is a privilege, not a right. This privilege carries with it certain responsibilities. Club members are obligated to conduct themselves in a manner that is a credit to themselves, their fellow club members, advisors and the University. Failure to uphold these responsibilities may result in the temporary or permanent loss of recognition and accompanying privileges. Lesser sanctions, such as community service and reimbursement for damages, may also be imposed.

Once your club is recognized it may enjoy a variety of privileges. These include:

- The use of Humboldt State University's name in association with your club.
- The ability to conduct fundraising activities on campus.
- The use of campus facilities and club equipment.
- The right to participate in such campus activities as the Clubs & Activities Fair, Homecoming, The Clubs Office Holiday Craft Sale, the Preview Fair and the Arts & Music Festival.

The steps to becoming a recognized campus club differ based on the type of organization you want to start. Most clubs are recognized by the Sport Club Director upon recommendation by the Club Sports Council. The Information about how to start a club and club recognition procedures may be picked up at the Clubs Office and/or the Recreational Sports Office (FC 151).

1.4 Recreational Sports Office Overview:

OFFICE HOURS

The Recreational Sports Office is located in Forbes Complex Room 151. The office is open Monday-Friday from 9:00 am to 5:00 pm and Monday-Thursday from 6:30-9:00 p.m. Club leaders are encouraged to make appointments with the Sport Club staff to ensure availability of assistance. Drop-in appointments will be made as time permits. Appointments outside of office hours are available if arrangements are made in advance. Reach us by email at recsport.edu

OFFICE SERVICES

The Sport Clubs staff provides sport club leaders with basic administrative services to assist their clubs. Assistance is provided for travel plans, reimbursement requests, and all other administrative services.

COPYING SERVICES

Clubs may make up to 10 copies at one time. All copies must be for official club business. If more than 10 copies are needed, students should go to the Clubs and Activities Office where they allow up to 200 copies.

STATIONARY

Sport Clubs must use the Recreational Sports letterhead stationery for all correspondence regarding official sport club business. A copy of the letter/memo must be shown to the Director of Recreational Sports and/or the Sports Club Coordinator before using the stationary. The Recreational Sports Director should receive a copy (cc) of all correspondence.

MAILBOXES

Mailboxes for each sport club are provided inside the Health and Physical Education Department Office, Forbes Complex Room 101. Letters, campus mail, phone messages, and memos from the Director of Recreational Sports and/or the Sports Club Assistant Coordinator will be placed in your office mailbox. Mailboxes must be checked on a regular basis (at least twice a week). The mailing address is as follows:

HSU Sport Clubs
Humboldt State University
Office of Recreational Sports
Forbes Complex Room 151
Arcata, CA 95521

MAIL

All mail regarding HSU Sport Clubs should be sent to the above address.

TELEPHONE SERVICES

Long distance phone calls concerning sport club business can be made in the Office of Recreational Sports. The club must have specific and legitimate business to discuss. The sport clubs budget will pay for these calls until all allocated money is used. Please contact the Sport Club staff for assistance in making your calls.

POSTER PAPER AND PAINTS

Poster paper and paint to make signs is available for club use in the Club's Office. Please contact the clubs' office staff so they can assist you in using the supplies properly.

FACILITY KEYS

Keys are checked out from the Recreational Sports Office (Forbes Room 151) to the clubs listed on the key issue/checkout form. Only sport club officers may check out keys. You must sign for all keys and leave a photo ID as guarantee of return. All keys MUST be returned the same day. Failure to do so may result in the suspension of facility use and fines for lost key replacement.

1.5 Sport Clubs Organization:

Sport Clubs are administrated within the HSU Recreational Sports Program. A sport club is a student organization designed to serve individual interests in different sports and recreational activities. These interests are competitive, recreational and social in nature. Clubs compete with other clubs, organizations, colleges, and universities and should not be confused with a varsity sport administered by the HSU Athletic Department. Sport Clubs differ from varsity athletics in that they are responsible for most of their own expenses. Generally, coaches are not paid, nor are scholarships offered. In some instances where compensation for coaches is necessary, arrangements MUST be made through the personnel department of the A.S. The clubs are managed through the Recreational Sports Office and report directly to the Director of Recreational Sports. Humboldt State University's Instructionally Related Activities (IRA) budget and the Associated Students' budget support sport clubs but does not completely fund the organizational costs of individual clubs. Financial commitments are met primarily through student-sponsored fundraising events, or out of pocket.

The emphasis in sport club activities is leadership. The program tries to provide a setting in which leadership skills may be developed. Club members are responsible for writing and implementing their constitution, recruiting members, establishing dues, planning and publicizing upcoming activities. The Sport Clubs staff is hired to provide encouragement, guidance, coordination, and administrative support. One of the goals of the Sport Clubs program

is to provide a high level of intercollegiate/extramural competition for as many students as are interested. Sport Clubs survive and thrive only by obtaining active student involvement and participation from club leaders. The key to a successful sport club is that it is student-initiated and student-controlled; the emphasis is placed on participation. Each club sponsors a team offering opportunities to participate and further develop skills in a specific sport. Team leaders actively recruit new and experienced student athletes.

1.6 Sport Clubs' Mission Statement:

As a student-initiated activity, the individual club will determine the range and effectiveness of its activities. HSU recognizes the mission of sport clubs is:

1. To expose students to new activities.
2. To continue and enhance skills already acquired.
3. To develop student leadership skills.
4. To provide opportunities for students to develop positive interpersonal relationships.
5. To promote an appreciation for cultural diversity.
6. To provide an atmosphere in which students can compete against other clubs and universities.

1.7 Obligations to the Associated Students and the University:

The Recreational Sports Office considers participation in sport clubs as a purely voluntary activity, and individuals participate at their own risk. Participants should understand that they are responsible for any and all costs arising out of injury or property damage sustained through participation. Club teams are NOT agents of the Associated Students or Humboldt State University. Sport Clubs may use the name "Humboldt State University" and "HSU" in describing their organization; However, Sport Clubs must understand and make clear in their representation to third parties that they speak only for their own members, not the Associated Students or the University.

RESPONSIBILITIES OF A UNIVERSITY- RECOGNIZED SPORT CLUB

- 1.) Appointment of a university faculty or staff advisor (see section on Faculty and Staff Advisors).
- 2.) Adherence to all university rules and regulations, including those pertaining to hazing, alcohol, publicity, posting, sale of food and merchandise, drawings, use of campus equipment and dances.
- 3.) Compliance with the club's own constitution and bylaws; and, when applicable, constitutions and by-laws of affiliated national organizations.
- 4.) Avoidance of activities that pose undue risk to the safety of individuals or which create liability for the club and the University.
- 5.) Avoidance of any act of dishonesty, breach of law or University regulation, or any public or private act that brings discredit to the University.
- 6.) In order to maintain University recognition clubs must submit an updated Club Contact Card to the Clubs Office at the beginning of each academic year (these will be placed in the club mailboxes at the beginning of the fall semester). Return the card to the Clubs Office within 30 days of the start of the semester, even if all the officers have not yet been elected. Names can always be added later; it is more important to get the card on file. Failure to submit this card will result in the club being declared inactive. Once declared inactive, the club must repeat the entire club recognition process to regain active status. File a returning club form with the Office of Recreational Sports each Fall semester.
- 7.) A club may be held accountable for the actions of its members if the behavior is or can reasonably be considered to be related to the activities of the club. Such misconduct need not be officially sanctioned by the club membership in order to be considered grounds for sanctions against the club. The individuals may be subject to separate criminal and/or university sanctions.
- 8.) Policy on Non-Student Club Members: Clubs established at Humboldt State University are supported through the Sport Clubs Office with the intent of providing opportunities for students to have educational, cultural, recreational, and social experiences outside of the classroom. The Clubs Office recognizes that community members may enhance club activities and are welcome to be members of clubs, **only as volunteer coaches**. Volunteer coaches must fill out all necessary paperwork in the HPE Office prior to participating with the team. It is required that all volunteer coaches have primary insurance and purchase the Club Sport secondary policy prior to participating. Each team is allowed 3 voluntary coaches only.
9. All clubs must maintain a minimum membership number of 10 students.
10. All clubs must be connected with an HPE class Course Registration Number (CRN).

SECTION 2: RESPONSIBILITIES

2.1 Responsibilities of Sport Club Director/ Asst. Sport Club Coordinator and/or Graduate Assistant:

The Director of Recreational Sports serves as an advisor and resource available to assist sport clubs in conducting their business. Acting as a liaison between the clubs and the University, the Director of Recreational Sports is responsible to the Chair of the Health and PE Dept. The Director of Recreational Sports maintains records of participants, schedules, and results of programs and competitions, administers the Sport Clubs budgets and insurance claims, promotes and advertises the Sport Clubs Program, and assists each sport club with the planning and implementation of events, tournaments, and matches.

The Sport Clubs Assistant provides support to the clubs with improved communication through email and phone calls and also assists with club travel plans. Additional administrative duties include follow-up with accidents and incidents, maintaining current rosters and schedules, practice checks, and coordinating the Sport Club Council agendas. The Sports Club Assistant will also work to promote the sport clubs through campus-wide marketing and publicity, as well as assisting the clubs with the development of budgets.

2.2 Role of Sport Club Team Officers:

All team members must work together for the success of the sport club. The executive officers of each club must perform their duties while delegating other club business effectively.

President

- Follow the regulations as stipulated in the Sport Clubs Handbook and the Clubs Handbook, and inform all members of policy and procedures.
- Attend all scheduled meetings called by the Sport Clubs Council, or designate a representative from your club to attend all Sport Clubs Council Meetings. Failure to attend three or more meetings may result in suspension of Sport Club status.
- Attend the Sport Clubs Orientation.
- Communicate all appropriate club activities with staff.
- Have each club member complete all necessary paperwork (contact form, insurance forms, etc).
- Ensure the equipment inventory system is followed.
- Check the club mailbox at least twice a week.
- Ensure that the club budget is kept up-to-date and is spent properly within budget limitations.
- Become familiar with the Accident Report Form (see Appendices) and procedures.
- Inform the next club president of all operating procedures of the club. This includes transferring this manual to your successor and making sure he/she becomes familiar with it.
- Inform the Assistant of Sport Clubs of any and all officers' address and phone number changes during the year.
- Get advance approval for competition and practice schedules.
- Coordinate facility usage with the Director of Recreational Sports.
- Submit event reports for all on-campus events within 48 hours of facility usage.
- Meet regularly with the Assistant of Sport Clubs to go over current club events and upcoming activities.
- Submit athlete eligibility checks to the Director of Recreational Sports at least three weeks before conference deadlines.
- Enforce conference rules and regulations; make the Director of Recreational Sports aware of these standards.
- Ensure that ALL donations are deposited into your HSU AS Account.

Vice President

- Work closely with the President in coordinating organization activities.
- Preside over team meetings and business during the President's absence.
- Assume all duties of President in the event the President can not complete his/her term.
- Complete any responsibilities assigned by the President.

Treasurer

- Keep budget and account records up-to-date.
- Collect dues; deposit into your HSU AS account only.
- Maintain documentation of expenditures and receipts.

- Insure all club financial obligations are met.
- Work with officers in budget preparation and submittal.
- Oversee fund-raising activities.
- Complete any responsibilities assigned by the President.

Secretary

- Conduct correspondence for the team.
- Update the team roster.
- Circulate publicity information.
- Oversee the handling and submitting of required forms and paperwork.
- Record and circulate the minutes of team meetings.
- Complete any responsibilities assigned by the President.

2.3 Responsibilities of Sport Club Coaches:

Club sports are primarily student-run; each must decide how to coach the team. Some teams chose to coach themselves, while others chose to work with an independent non-participant coach. While traveling, the coach is responsible and accountable for their team. Coaches should allow the officers to manage the team and perform all administrative responsibilities. Coaches should act solely as athletic advisors and focus only on the physical aspects of their sport. Some responsibilities include:

- Coach must register as the Instructor of Record with the Health & PE Department prior to participating with the team. The Instructor of Record status will allow access to student records on the HSU website
- Minimize active involvement in club management. The philosophy of the Sport Club Program places emphasis on student leadership and participation.
- Not solicit money from any source or purchase, rent, or commit anything in the name of the Associated Students, the University or the HSU Foundation without the approval of the professional staff.
- Maintain current certification in American Red Cross Standard First Aid/CPR or an equivalent certification.
- Develop and improve skills of club members.
- Assist club officers in scheduling practices and games.
- Develop and employ safety at practices for all participants including the inspection of sport gear and the reporting of any hazardous facility conditions.
- Attend competitions and practices.
- Promote good sportsmanship and conduct on and off the field.
- Complete a Sport Clubs Coaches Contract.

2.4 Responsibilities of Sport Club Faculty/Staff Advisors:

Every student organization is required to have a HSU faculty/staff advisor. A faculty/staff advisor should encourage positive interaction between both teaching and administrative staff and students involved in student organizations. The advisor should not assume leadership of the organization. Instead, he/she should help each team mature and reach its full potential by providing continuity in a team's program by bridging the gap in student changes from year-to-year and supplying knowledge of University policies. Some responsibilities include:

- Know the policies and procedures for student organizations and insure that the student leaders of the organization are also informed of these policies.
- Attend club meetings whenever possible.
- Assist members and officers in organization.
- Assist in planning projects.
- Advise in budget preparation and monitoring.
- Serve as an information source.
- Serve as a liaison between the club and University.
- Assist in development of goals and objectives.
- Provide guidance, leadership and general direction.

2.5 Responsibilities of Sport Club Council:

The Sport Club Council is composed of representatives from each sport club and a representative from the Recreational Sports Office. In representing the different facets of the Sport Clubs Program, the Council assists the Director of Recreational Sports in administrative affairs. The Sport Clubs Council makes recommendations concerning such matters as:

- Membership
- Budget
- Policies/Fines
- Fundraising
- Promotions

The Sport Club Council will meet every other month, alternating with General Sport Club meetings.

SECTION 3: PROCESSES AND EXPECTATIONS

3.1 Registration of New Sport Clubs:

Clubs must follow the guidelines outlined below to become an official HSU sport club:

1) The interested club must first meet with the Clubs and Activities Coordinator or designee. The Coordinator will discuss the outline that must be met to become a recognized HSU sport club. Interested students must prove that their sport club will:

- Expose students to new activities and/or enhance skills already acquired.
- Develop leadership skills.
- Provide opportunities to develop positive interpersonal relationships.
- Promote an appreciation for cultural diversity.
- Provide an atmosphere in which students can compete against other clubs and universities.

2) If the Clubs and Activities Coordinator determines that the team is eligible to become a new sport club, then the Recreational Sports Director will give them the Sport Club Handbook and the necessary paperwork to enroll their club as a new sport club and on-campus organization.

3) Once the club finishes the appropriate paperwork, they are referred to the Sports Club Council for approval.

4) The Director of Recreational Sports will contact the HSU Office of Human Resources and Risk Management for a price quote on the insurance costs associated with a new sport club.

5) If approved by the Sport Club Council, the club will participate in the Instructionally Related Activities (IRA) funds for their insurance but not until the following semester.

6) The Director of Recreational Sports will call the Office of Human Resources and Risk Management to purchase the appropriate insurance.

7) When the insurance policy is established/purchased, the new club will be allowed to start practicing and competing.

Further Conditions for Approval

The number of sport clubs cannot exceed 15 clubs. Due to a limited budget, no more than two new club teams may be added each academic year. Students wishing to establish a new Sport Club should follow the guidelines in the Clubs' Handbook distributed through the Clubs and Activities Office. For a copy of this Handbook, students should contact the Clubs and Activities Office.

Representatives of the proposed organization must make an appointment to speak with the Director of Recreational Sports and the executive officers of the Sport Clubs Council. The proposed club officers must then make a formal presentation before the Sport Clubs Council, to receive formal recognition as a new sport club. The organizers must show the following:

- The club's purpose and activity are appropriate and consistent with the definition, mission, and criteria of the Sport Clubs Program.
- Clubs are not approved if they fail to gain approval from any of the above groups. No club activity may occur until the club is officially added to the insurance policies.

3.2 Annual Registration of Existing Sport Clubs:

Existing Sport Clubs must renew their on-campus status each academic year by completing the appropriate paperwork distributed through the Office of Clubs and Activities and complete all Sport Club paperwork distributed by the staff by the third week of the fall semester. Failure by an organization to renew their on-campus status by this date shall result in the termination of its privileges to operate on the Humboldt State University Campus, and to utilize Associated Students and University facilities. ALL sport clubs are obligated to hold active membership in the Sport Clubs Council, the governing body of the Sport Clubs Program. Each sport club is expected to be a full participant in the governing and programming functions of the Council. ALL sport clubs must also attend an annual orientation. Failure to attend will result in a \$75 fine, approved by the Sport Club Council, and an immediate suspension of all privileges including facility usage. Clubs not in attendance will have to schedule a make-up orientation. Club officers will also be required to take and pass a handbook exam before on-campus status will be reinstated.

3.3 Participant Eligibility:

The HSU Recreational Sports Office upholds the following Sport Club Eligibility Policy. Eligible participants of HSU Sport Clubs include: All regularly enrolled students at Humboldt State University with a current HSU sticker. All athletes are also required to meet the eligibility standards of their sports' respective governing body. (It is the responsibility of club officers to enforce and to inform the Director of Recreational Sports of these requirements). Verification of enrollment at Humboldt State should be coordinated using the Online Web Registration. The instructor of record can access this information.

As a member of a sport club, each participant MUST COMPLETE an Athlete Information Insurance form, Code of Conduct form, and Release of Liability form. These forms can be obtained in the Recreational Sports Office. All athletes must COMPLETELY fill out their insurance information, info form, and the Release of Liability form. No athletes will be allowed to participate without a signed Release of Liability form on file with the Club Sports Office. Athletes may not participate in practice or competition without first completing these forms. Practice checks will be conducted by the Recreational Sports Office to verify eligibility of all Sport Club participants. Failure to provide accurate insurance information will result in the non-payment of medical bills received as a result of sport club participation, and may also result in dismissal from the team.

3.4 Athlete and Team Conduct:

Participation on a sport club team at HSU is a privilege. This privilege brings with it certain obligations both on and off the field of play. Sport Club members and teams must conduct themselves in a positive manner as to reflect credit upon their club, the Associated Students, and Humboldt State University. Club members should show proper decorum on and off the field and also while participating in events on campus. If you are representing the University in competition or practice and fail to represent the University in a positive manner, and/or at any time drugs or alcohol are involved, an automatic suspension will occur. The situation will be reviewed by the Director of Recreational Sports who will refer the matter to Student Affairs for appropriate sanctions against the individual, the team, or both. The Sport Club eligibility and conduct policies were developed to ensure that the University officially recognizes all club members and these members remain in good standing with the Sport Club Program and their respective league or national governing body.

3.5 Procedures Regarding Discipline/hearing:

The Recreational Sports Director shall have the right to impose sanctions in response to violation of these rules. The sanction may be imposed on the individual student-athlete or the team as a whole, if there is evidence that the team participated in, sanctioned, condoned, ratified, or failed to deal promptly and appropriately with the inappropriate conduct. Sanctions may include probation, suspension or expulsion from Sport Club activities. Actions requiring removal from the class will be referred to the University Student Judicial Officer, in accordance with CSU Executive Order 628.

Probation: Limited participation in Sport Club activities for a specified amount of time.

Suspension: No participation in Sport Club activities for a specified amount of time.

Expulsion: Complete and permanent removal from Sport Club activities.

EXAMPLES OF CONDUCT UNBECOMING OF A CLUB

ALCOHOL/ILLEGAL DRUGS: Sport club student-athlete(s) must always be alcohol and drug free when involved in any way with a sport club team event or function by abstaining from consuming alcohol or illegal drugs or of being under the influence of any intoxicating or illegal drugs. No member of a team may be in possession of alcohol or illegal drugs immediately before, during or after a practice or competition. No alcoholic beverages are allowed to be consumed by anyone affiliated with a sport club on probation during any competition or campus event.

DISTURBING THE PEACE: Sport club student-athletes who are traveling to or from a competition, practice, meeting or other club event shall at all times conduct themselves in a lawful manner, shall abide by applicable rules, regulations and posted notices, and shall not disturb the peace while traveling to or from a competition.

OFFENSIVE WORDS & ACTIONS: Use of obscenity, insulting language, swearing or profanity is prohibited. Harassment and/or hazing of competitors, teammates, officials and/or the Associated Students or University personnel is strictly prohibited. Such actions could include, but are not limited to; any activity that might reasonably bring embarrassment or emotional, psychological or physical harm to an individual or might degrade or otherwise compromise the dignity of an individual.

DISORDERLY CONDUCT: Sport club student-athletes should refrain from engaging in any unruly behavior during any competition, practice, meeting or other club event, or while traveling to or from any of these activities. Examples include, but are not limited to; vandalism, spitting, yelling, fighting, or a violation of any local ordinances, rules and/or regulations. Clubs shall at all times operate in conformance with applicable rules or regulations of any conference, association or governing authority.

FIGHTING: Student-athletes who engage in an attempt to fight (strikes a person in a combative manner, throws a punch, kicks an individual, and/or retaliates against an aggressor) immediately before or after a contest, is expressly prohibited. EXCEPTION: WHILE ON THE PLAYING FIELD, CALLING AND ENFORCING THESE PENALTIES WILL BE THE RESPONSIBILITY OF THE GAME REFEREE OR OFFICIAL.

SMOKING: Smoking is prohibited at Sport Clubs activities and event sites including all campus fields, classrooms and gymnasiums.

HAZING: Sport Clubs will not participate in any type of hazing. Hazing is defined as any intentional, knowing or reckless act, occurring on or off the Humboldt State campus, by one person alone or acting with others, directed against a student that endangers the mental or physical health or safety of a student for the purpose of pledging or being initiated into, affiliating with, holding office in or maintaining membership in any organization whose members are or include Humboldt State students.

SEXUAL HARASSMENT: Sexual harassment is defined as any unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of sexual nature. Club members should contact the Director of Recreational Sports, Chair of the Health and Physical Education Department, or Vice President of Student Affairs to report any such harassment. Strict confidentiality will be kept in all cases.

DESTRUCTION OF PROPERTY: An individual or team, who is reported to have destroyed property while traveling to or from a competition, or during a practice or competition at home, will have violated probation.

ILLEGAL ACTIVITY: Any sport club student-athlete, who is arrested by campus, local or federal law enforcement officials, will be immediately suspended.

COMMUNICATION: At least one (1) club officer must attend all regularly scheduled sport club council meetings. ALL OFFICERS ARE REQUIRED TO ATTEND GENERAL MEETINGS!

3.6 Appeals Process:

If either the disciplined sport club team or individual is not satisfied with the ruling issued by the Recreational Sports Director, either side may appeal that ruling, unless the case has been referred to the university Student Judicial Officer (see CSU Executive Order 628). A written appeal must be submitted to the Chair of the Health and Physical Education Department within forty-eight (48) hours of receiving the written ruling from the Recreational Sports Director. The Chair of the Health and PE Department will issue a decision, in writing, within one week.

Individuals and/or clubs may NOT participate in Sport Club activities while an appeal is pending.

SECTION 4: FACILITIES AND SAFETY

4.1 Scheduling:

Sport Clubs cannot use facilities without prior reservation. In order to ensure scheduling of University facilities in an organized manner and to ensure compliance with Associated Students and University Policies, it is necessary to maintain a comprehensive reservation procedure for all student organization meetings, fundraising activities, guest speakers, and all other events.

Sport Clubs may submit requests for facility use to support the following club related activities:

- Competition
- Practice
- Social Events
- Transaction of club business
- Showering and dressing
- Storage of equipment
- Fundraising

A facility request must be submitted to the Recreational Sports Director for reservation of all recreational facilities. Facility usage will not be permitted until this request has been submitted. To ensure availability, all requests should be submitted at least two weeks prior to the scheduled activity. Any cancellation of a scheduled contest or practice resulting in the non-use of a requested facility must be reported to Recreational Sports Director. Unauthorized use of University facilities for practices or competitions may result in the revocation of on-campus status or removal from facilities by University police. Meeting rooms in Forbes Complex must be reserved in the P.E. Office (FC 101) between 8:00 a.m. -12:00 p.m. and 1:00-5:00 p.m. Monday through Friday.

A practice and competition schedule shall be filed with the Sport Club office every semester. Semester schedules can be useful to the Sport Club office in promoting various club activities on campus. In addition, they can be a useful tool for the organization of the clubs' competition schedule with the Recreational Sports Director and the Sport Clubs Assistant. It is vital that the office knows when and where each club is competing. Please complete an accurate schedule each semester and update them as new events are added or changed. Club competition schedules should not be printed until final approval has been made on facilities, dates, and times.

4.2 Field Use:

When using any fields or outdoor spaces, sport clubs must use the following guidelines:

- The fields should not be abused in any way.
- All trash, tape, cups and other material must be picked up when the team leaves the field. Failure to do so could result in a loss of field privileges.
- In case of inclement weather, call (707) 826-5965, for notification of weather or field condition. Usage of the field while closed or denied will result in a loss of field privileges.
- Stagger the direction of play to prevent wearing one area of field too heavily.
- Notify Public Safety at 826-5555 and the Director of Recreational Sports at 826-5965 if other groups are abusing fields or violating scheduling agreements.
- Coach/practice manager should walk the field every day before a practice or a game to check for holes or other problems. If any problems arise, the field cannot be used unless that area is sectioned off to prevent use of that

area. The coach/practice manager should let the Field Committee (826-5965) know of any field damage so that it can be reported to the proper authorities.

4.3 Equipment:

All equipment that is purchased for club use is and remains the property of the Sport Clubs Program. The club is responsible for all equipment and keeping it inventoried. All equipment must be accounted for at the end of each semester. Sport Clubs equipment should be stored in University facilities when possible. The Director of Recreational Sports will assist you in finding an appropriate location. Limited space is available.

4.4 Program Safety:

It is important for all sport club officers and coaches to be aware of potential injuries in their sport and inform your participants of these possible injuries. Education for prevention of these injuries is crucial and it is the responsibility of the officers and the coach to stay on top of current information concerning safety equipment, rules and potential problems. It is the responsibility of each club to insure that all activities are conducted in a safe and proper manner. Athletes are encouraged to have primary insurance when participating in Humboldt State University Sport Clubs. For more information on the Sports Club insurance policy, see the section labeled Sport Club Insurance.

FIRST AID AND SAFETY PROCEDURES

It is extremely important that club members become aware of the need for first aid when participating in sports. The Health and PE Department and the American Red Cross offer First Aid and CPR classes. The coach and two members of each club must be currently certified in First Aid and CPR, and be present at all practices and games. The Athletic Trainer, when available, will provide the necessary attention to first aid emergencies during club practices and competitions. In the event that an Athletic Trainer is not present, actions should be taken to stabilize the victim and the UPD should be contacted. If life threatening, call 911. As part of a comprehensive risk management effort, victims and witnesses of accidents and incidents should assist the Athletic Trainer, and/or first responder in obtaining all necessary information for future follow ups. An Accident Report Form must be completed immediately following any accident that occurs during a practice or a game and must be submitted to the Director of Recreational Sports within 24 hours of an accident occurring. These forms are available in the Sport Clubs Office and should be kept with club officers at all times.

4.5 Athletic Training:

An athletic trainer will be present at all home events when possible and will have office hours during which the athletes may seek consultation for injuries. The athletic trainer will only treat injuries that occur while participating in events sanctioned by the Sports Club Office.

ATHLETIC TRAINING ROOM

Athletic Training Room - The HSU Athletic Training Room provides care to students, intramural athletes and club sports athletes referred to the Athletic Training Room by the Student Health Center. Any HSU student reporting directly to the Athletic Training Room will be given appropriate First Aid and then referred to the Student Health Center. The Athletic Training Room is located in Forbes Complex Room 157.

4.6 Sport Club Insurance:

All members of a sport club participating in regularly scheduled practices and games will be assessed an insurance charge of \$_____/year per participant when signing up for the class. All athletes are **required** to purchase this secondary accident insurance policy. Under the terms of the coverage, HSU's Camp Team insurance is a **SECOND-ARY CARRIER** and its policy is accessed only in the event the student or student's primary insurance does not cover the entire bill. Exclusion or failure to provide accurate insurance information on the Athlete General Information Form, will result in the non-payment of medical bills received as a result of sport club participation, and may also result in expulsion from the team.

STUDENTS MUST HAVE PRIMARY INSURANCE (I.E. STUDENT HEALTH CENTER, HEALTHNET, KAISER, ETC.). HSU WILL NOT PAY FOR MEDICAL SERVICES. IF THE STUDENT'S INSURANCE ONLY PAYS FOR A CONTRACTED

AMOUNT THAT HAS BEEN AGREED UPON BY THE PHYSICIAN OR MEDICAL FACILITY, THE HSU INSURANCE WILL NOT PAY MORE. The HSU Camp Team Insurance policy only covers acute care and accidental injury occurring during scheduled practices or competitions, and travel to and from scheduled competitions.

In order to access the policy:

1. An injury/accident report form must be filled out with the Director of Recreational Sports. No claims can be processed without this form. The accident report must be submitted within 48 hours of injury.
2. Athlete must submit a fully completed claim form within 90 days of an accident.
3. Athletes must process all medical bills through their primary insurance providers.
4. After their insurance providers have paid the bills, bring the bills, along with Explanations of Benefits from the insurance providers to the Director of Recreational Sports.
5. The Director of Recreational Sports will then process the claim via the HSU secondary insurance policy, Camp Team Insurance.

SECTION 5: TRAVEL

Each club is responsible for its mode of transportation to and from club activities. Each club must assume responsibility for associated costs.

5.1 Requirements for Travel:

At least ten days prior to each scheduled sport club trip, a team Travel/Itinerary Authorization Form and Student Driver Form must be submitted to the Sports Club Office. Changes may be made up to forty-eight hours in advance of departure time. If the club advisor/coach is not able to travel with the club on a trip, then he/she must delegate his/her authority to a "person in charge". This individual must be a registered club officer and listed as the "person in charge" on the team travel form. "Person in charge" should:

- Supervise the conduct of the members on the trip, and ensure that all drivers drive responsibly.
- Submit travel itinerary to the Recreational Sports Office 7 days prior to travel.
- Ensure that all drivers have a copy of the following on file with the Recreational Sports Office:
 1. Current Driver's License
 2. Proof of Car Insurance
 3. Defensive Driving Certification
 4. CSU volunteer form filed with Plant Operations and Recreational Sports Office
- Update travel itinerary 48 hours prior to departure.
- Follow the Sport Club Emergency Action Plan in case of an accident.
- After travel is approved by the Director of Recreational Sports, the "person in charge" must sign and receive the "Authorization to Travel" form to take on the trip.

If a team is not approved to travel, the president will receive a Sport Club Travel Request Denial Form five days prior to their travel date. A copy of this form will be placed in the team mailbox and another copy will be sent to the president's address.

If a team travels without approval, the team will automatically be suspended from its next travel date.

If a team travels while on a travel suspension, the Sport Club will automatically go on full suspension.

Failure to submit required forms on time constitutes an infraction of Sport Clubs policy. Infractions will be handled as follows: if the violation is the team's first during the current academic year and the club is not on probation from the previous year, the club can receive a written or verbal warning, or may be placed on probation. After two or more offenses, the Sport Club Council will meet to recommend penalties.

Additional Risk Management for Travel

- Clubs cannot drive for more than 14 hours in any given 24 hour period. The majority of the driving must be during daylight hours.
- Clubs may not depart after 4:00 p.m. for trips exceeding eight (8) hours.
- Drivers must be at least 18 years old/21 for rental cars.

- Vehicles may not be overloaded; there should be one seat belt per person.
- If a breakdown occurs, the Director of Recreational Sports should be contacted immediately.
- When towing a trailer or using a cargo rack, vehicle speeds must be reduced, especially in heavy traffic. Check all lights and hitches prior to departing Humboldt State.
- No alcoholic beverages are allowed at any time. All drivers must have refrained from drinking for at least 12 hours before a trip departure and must be completely alcohol-free.

5.2 Automobile Insurance:

Before using a privately owned vehicle for sport club business/travel, sport club athletes who wish to drive must show proof of car insurance and current driver's license. State law requires the owner to possess the following liability insurance:

- \$15,000 per personal injury to, or death of, one person.
- \$30,000 for personal injury to two or more persons in one accident.
- \$5,000 for property damage.

The Recreational Sports Office requires proof of insurance coverage required by law. Additionally, the driver must meet AS/HSU safe driving requirements, by attending the annual defensive driving course offered by the University. The certification is valid for four (4) years. Rental vehicles will be reserved through Enterprise Rental, Arcata. In accordance with state law, a person must possess a Class B Driving permit to rent a 15-passenger van. NO EXCEPTIONS. Travel will not be approved without a copy of this license if a van is rented.

5.3 Accommodations:

If team travel should require overnight accommodations, teams must provide the Recreational Sports Director with the following information: Name of hotel or home in which team will be staying, dates of overnight stay and phone number of location. Rooming lists must be supplied for hotel stays; co-ed sharing of rooms is not encouraged.

5.4 Air Travel:

Air travel arrangements for all teams, persons in groups, and on-campus organizations are subject to state regulations. Such groups may travel only on regular commercial air carriers approved by the state. When traveling by air, the carrier, flight numbers and dates of departure and arrival must be listed on the Travel Form. A release of liability must be on file prior to air travel.

SECTION 6: FUNDING

It is recognized as a general principle that the members of sport clubs make every effort to support their teams through their own resources, which may include membership dues, fund raising projects, and special events. Collected funds must be deposited into the clubs' respective Associated Students account.

Clubs are required to deposit any and all donations with Humboldt State University via the Gift Processing Center (GPC) located in the SBS Building. Donations should be made payable to Humboldt State University with the name of the Sports Club on the memo line of the check. The Office of University Advancement will acknowledge the donor and provide a letter to be used for tax purposes. Failure to properly deposit a tax-deductible donation can result in suspension of club activities. Checks/monies should immediately be hand delivered to the GPC for deposit, using the appropriate deposit form. Do not use campus mail.

6.1 Associated Students Accounts: "Fundraising Account"

All sport clubs have an account with the Associated Students. There is no charge to use this account. Clubs may make deposits to this account through the AS Business Office Staff. All sport clubs must fill out the Associated Students/ (Sport Club) Agreement form and Signature card each year. To access your club's money:

1. Submit requests to the AS Business Office. Withdrawal requests (Check Request Forms) must be submitted with proper documentation and receipts.
2. Requests will be processed within a timely manner (usually three working days) and then submitted to the Associated Students Business Office for payment. The A.S. Business Office will process checks within a one-week time period under normal circumstances. Checks may be picked up at the A.S. Business Office or mailed directly to the payee.
3. The Director of Recreational Sports will give final approval on all requests.
4. When making deposits of donations please utilize the Federal ID # for HSU.

6.2 Off Campus Accounts:

Sport clubs are NOT allowed to have an off-campus account.

6.3 Donations:

Clubs are required to deposit **ANY AND ALL DONATIONS** with the HSU Foundation's via University Advancement Services. Donations are made payable to "HSU Foundation c/o Sport Club's name". ONLY the HSU Foundation can recognize a tax-deductible gift. Failure to properly deposit a tax-deductible donation can result in suspension of club activities. When donations are received, they must be immediately brought to the AS Business Office for deposit. Clubs should also fill out the Fundraising forms in the appendix. Clubs are encouraged to send an additional letter of thanks to the donor.

SECTION 7: ALLOCATED FUND DISTRIBUTION

7.1 Requirements to Receive Funds:

To receive funding, each sport club must turn in:

- All Sport Club and University paperwork by published deadline.
- A Team Budget.

Club Teams must also:

- Be a member of a National or Regional Association
- Have at least 10 active members competing on the sport clubs level
- Have at least five (5) organized games, competitions or appearances
- Be able to fund raise an amount that equals or exceeds allocated fund amounts

NOTE: Newly formed teams, that have been inactive for one (1) year or more, and teams on probation or suspension are not eligible to receive money from the allocated funds. In addition, teams that were previously inactive will be required to take care of any outstanding debts that the former club may have incurred. These debts MUST be repaid within the first semester that the club becomes active. Every effort will be made to work with formerly inactive teams, to assist them in their repayment.

7.2 Distribution of Funds:

Distribution of funds is based on the percentage of all budgets turned in by the established deadline. Eighty percent of the available funds will be allocated towards team expenses. Budgets shall be turned in by the published deadline, as well as meet the requirements listed below.

- Budget shall be balanced.
- Budget shall conform to approved format.
- Budget shall be reviewed by the Recreational Sports Director and the Sport Club Council.
- Only travel (rental vehicles & gas), entry fees, lodging, league dues, shall be considered as budgeted items.

Fundraising

Twenty percent of the available funds are allocated for fundraising. The more money raised, the more money allocated. Only fundraising revenue deposited directly to a team's A.S. account will be counted. Fundraisers must be

both legal and ethical and appropriately represent the A.S/HSU and the Sport Clubs Program.

Membership

Distribution of funds will be based on total membership. **A member is someone who by the published deadline has turned in a completed Sport Club Information form, Insurance form, and Release of Liability form.

7.3 Travel Reimbursement:

Travel reimbursement will be made for official club competition and/or business trips only. Only club members authorized by each team's executive board and with a valid driver's license and proof of auto insurance on file will be allowed to receive travel reimbursement.

Reimbursements should be submitted to the Recreational Sports Office the week following the trip. Reimbursements will be requested and checks will be issued to the individual who paid the money to travel. Please be careful in keeping all necessary receipts. Reimbursements cannot be made from bank or credit card statements. All receipts must be original.

SECTION 8: ANNUAL SPORT CLUBS AWARDS

8.1 SPORT CLUB LEADER OF THE YEAR

This award is presented to the sport club officer who has significantly contributed unselfishly of themselves not only to their respective sport club team, but to the sport club program as a whole.

Must be included with application:

- Nomination statement of approximately 500 words on why the nominee should be considered for this award.
- A letter of recommendation from a team member speaking to the candidate's leadership and dedication to the team.
- A letter of recommendation from a club/program officer, coach, advisor, alumni or league officer speaking to the candidate's leadership and dedication to the team/program.

8.2 TEAM OF THE YEAR

This award is presented to the team who has positively represented HSU sport clubs, has excellent sportsmanship rapport, and has succeeded in competition performance.

Must be included in application:

- Nomination statement of approximately 500 words on why the club should be considered for this award.
- A letter of recommendation from a team's coach, speaking to the club's dedication to sportsmanship and performance on the field.
- A letter of recommendation from a league or national governing body representative speaking to your club's dedication to sportsmanship and performance on/off the field.

SECTION 9: APPENDIX AND FORMS

FORMS

Throughout their season each sport club team will be required to fill out various forms, including those for travel, insurance, health history, coach/advisor contracts, etc. The timely completion of these forms allows teams to run

their programs smoothly. Failure to complete these forms may interrupt regular seasons and practices. These forms can be obtained in three ways:

- At the Recreational Sports Office (FC 151).
- On the Sport Club website at www.humboldt.edu
- At the Sport Club Orientation meeting.

USE OF “HSU” NAME

Sport clubs are granted the right to use the name “Humboldt State University” or “HSU” in describing their organization. Sport Clubs must themselves understand and make it clear in their representation to third parties that they speak only for their team/players, not the University or the Associated Students. Sport clubs are not agents of the Associated Students or Humboldt State University.

FUNDRAISING

Sport Club teams may conduct fundraising events on campus, provided the project is consistent with the purposes of the student organization and in agreement with University policy. Please refer to the Student Organization Handbook for additional fundraising policies and procedures or contact the Clubs and Activities office by phone at 826-6012. To become a successful fundraiser, it is crucial to be organized. Some questions to ask yourself when you begin thinking about planning a fund-raiser are:

FUNDRAISING TIPS

Who has the money?

Answering this question will put you on the right track toward raising funds for your club. List some different groups that are potential sources of funds for your club. Are you going to focus on one group of people or several groups at the same time, what do they have in common? Where do they overlap? Target your fund-raiser to reach them at the same time.

How are you going to reach these groups?

This is your product or your service that forms the basis for your fund-raiser. It can be anything from t-shirts to product endorsement or corporate advertisement. Whatever you decide, make sure that it fits with your target group.

What are some things that could reach this target group?

When will this happen?

Choose a date for your fund-raiser; think about when your target group will be most exposed. For example, if you are having a bake sale, maybe the weekend isn't the best time. Try to be as detailed as you can be about choosing a time that will expose your fund-raisers to the most people in your target area. This can also be a deadline for yourself to get your projects done and on time. Start early; the sooner you begin planning and accomplishing tasks, the more well planned and successful your fund-raiser is likely to be.

What would be a good time of year, or a good time during the week, to reach your particular target audience?

What needs to happen in order to make this idea become reality?

Make a list of what needs to be done in order to accomplish your fund-raising idea. Assign a due date for every item and delegate tasks for people in your club to do. Get people involved and give them plenty of time to finish their task, but not so much that they forget what to do. Check in regularly to see that people are sticking to the deadlines and doing a good job. This is a difficult job to do because it means that you play “task master,” but use other people in the group to help hold others accountable. Continue to remind everyone of the goal so that they can stay focused.

What needs to happen and when should each item be finished?

Where is a good place for your fund-raiser?

Again, this goes back to your target group. If you are reaching students and faculty then a residence hall is not likely the best place to have your event. Reserving a room in the University Center can be a great alternative, so start early and reserve your space ASAP. Planning is the key to a successful event.

What are some good locations for the event, and Why?

Why are you doing this event?

It is important to know why you are doing this event. Do you need the money, or is this something that your team has always done? Always remember to ask yourself why you are going to all the trouble to raise money for your team. Use a goal to motivate your club to finish their tasks on time and take the effort seriously. For example, if you are raising money to go to a competition, place the fliers of the meet or tournament all over your room. Make the competition a part of your team's goals for the year. Talk about the event with your teammates often. Build up excitement in your group by making the planning of the event fun—and involve food! What are some reasons for you to raise funds? What do you want to accomplish through more funds this year?

SPONSORSHIPS

Corporate sponsorships for sport clubs are a valuable fundraising source, but all such sponsorships must be coordinated in advance with the staff. Written proposals should be professional and well thought out before requesting funds from a sponsor. Soliciting and obtaining sponsorships can be one of the most difficult tasks facing an organization. Finding a corporation willing to give money or product, to help in the success of a club can often be a frustrating and time consuming endeavor. But once received, sponsorships are invaluable in helping clubs reach their goals.

The following are guidelines for soliciting and maintaining long-term relationships with sponsors.

1. Identify those companies most likely to sponsor you.
 - A. What other clubs have they sponsored?
 - B. Do you know someone in the company?
 - C. Are they interested in the college market?
 - D. Is someone in the company an alumni?
2. Get the name, title, and address of the company contact.
 - A. Make sure the contact name is spelled correctly.
 - B. Make sure the title is correct.
 - C. Make sure the company name is correct.
3. Send an approach letter. See Appendix for letter example.
4. Follow up with a phone call.
 - A. Give the contact a week or two to receive your letter.
 - B. If you receive the sponsorship go to 5.
 - C. If you don't receive the sponsorship, find out why. If they don't sponsor your type of group, thank them for their time. If it is a matter of timing and budgeting, find out when the corporation should be contacted for the future.
5. After receiving the sponsorship, send a thank you letter.
6. Make sure the club gives the sponsor everything that was promised them for their sponsorship.
7. Take pictures and send the sponsor copies of anything with their name on it.
8. Invite the sponsor or a representative to any special events you might have.
9. Follow up the season with a year-end recap.
10. Thank the sponsor once more, and ask for their sponsorship for the following year.

*Alcohol and Tobacco Sponsors Are Not Allowed

EXAMPLE OF SPONSORSHIP LETTER

Mr. Joe Smith Sponsorship
 Play It Again Sports
 5545 Humboldt Hill
 Arcata , CA 95521
 February 12, 2005

Dear Mr. Smith,

My name is Brian Hollywood, President of the HSU Ice Hockey Club. This is our 18th season as a club on campus. During this time we have gone from a few interested players to a recognized club ice hockey team that is capable of competing against schools such as UCSD, USD, Sacramento State, San Jose State, and Fresno State to name a few. In the previous seasons we have competed in the Pacific Coast Hockey Association (PCHA). This upcoming season we are committed to transitioning from playing only in the PCHA to becoming a recognized American Collegiate Hockey Association Division III club. We are proud to represent the Lumberjacks as the officially sanctioned hockey club recognized by the university.

The team and I are attempting to raise some much needed funds to help us train and compete against other universities within our region. As you can imagine with the cost of ice rental, travel, and equipment, we have a high overhead for a non-varsity sport, and our budget allocation is small from the university. We are conducting a fund-raiser on campus this April to not only raise revenue, but also awareness of our presence on campus. We would like to raffle off a gift certificate from your store, as well as some other sponsorship we have secured for the event.

I understand the gift certificate is very expensive and that you don't give them out to just anybody who solicits your company. In return for your sponsorship (at whatever level you choose) we would place a banner advertising your store in a prominent student flow area where we will be conducting our fund-raiser for two weeks. In addition we will advertise our fund-raiser on fliers showing your logo all over campus. We would also be willing to silk screen your logo on our jerseys. I would like to suggest that we reach some sort of mutually beneficial agreement that might help us both out.

It is clear through your excellent reputation that your store is a champion for supporting under funded programs, and financially less fortunate athletes. I hope we can offer the opportunity to extend that commitment further. Thank you very much for considering this proposal. I would welcome the opportunity to discuss the matter at greater length.

Respectfully,

Brian Hollywood
 President, Ice Hockey Club
 Humboldt State University
 1 Harpst St
 Arcata, CA 95525

EXAMPLE OF CONSTITUTION

The internal organization of a sport club determines the success of that club. A club's ability to conduct its business rests with the leadership of the club. As student-run organizations, that responsibility lies solely with the club membership.

SUGGESTED CONSTITUTION AND BY-LAWS FORMAT

A constitution and by-laws should be simple and should reflect the scope and purpose of the organization. The constitution articulates the purpose of the organization while the by-laws spell out the organization's operating procedures. The constitution and by-laws comprise a single document as suggested below.

Sample Constitution

- Date adopted** The date the document becomes effective.
- Date revised** The date that the document becomes effective with stated changes.
- Article I** Name
State the name of the organization.
- Article II** Relationship
State present or intended affiliations the organization may have with other local, state, or national organization.
- Article III** Purpose
State the purpose and aims of the organization.
- Article IV** Members
State the requirements for membership. The organization "will not deny consideration for membership to any student because of race, sex, religion, creed, national origin, challengers, or marital status, except those qualifications of sex directly relevant to the organization's purpose." Indicate what the dues will be and when they are to be paid.
- Article V** Officers
Include list of officers, terms of office, and descriptions of responsibilities. Also include provisions for vacancies of offices, methods of electing officers, election procedures, and time of election. Indicate how committees are formed and their responsibilities.
- Article VI** Advisor and Coach
Includes responsibilities for the Advisor and Coach(s).
- Article VII** Travel
States travel rules and regulations for team travel to and from events.
- Article VIII** Meetings
State the regular meeting time and describe provisions for calling special meetings. If there is no regular meeting time, describe provisions for calling meetings. Also include provisions for rules or order, such as Robert's Rules of Order Newly Revised.
- Article IX** States how to change the Bylaws by making an amendment to the Constitution.

CONTACT INFORMATION AND INSURANCE FORM**Sport Club:** _____

Academic Year: 2007/2008

Name: _____ **Email Address:** _____**Home Phone** _____ **Cell Phone:** _____**Date Received:** _____

This form is for emergency contact information in case of personal injury or accident when under the auspices of Humboldt State University Sport Clubs. This form will be kept on file for two semesters (Fall-Spring) in the Sport Club Office (FC #151)

All club sports members are required to have primary health insurance through your parents, private, or through the Health Center Insurance plan. Humboldt State is recognized by Camp Team Insurance. Camp Team Insurance provides all club members with secondary insurance. If an accident should occur Camp Team Insurance will provide coverage beyond the yearly deductible. Please notify (complete insurance form) the Club Office of any injuries that may require insurance coverage within two days (48hrs).

Name of Parent or Legal Guardian: _____**Home Address:** _____**Father's Employer:** _____ **Work Phone** _____**Mother's Employer:** _____ **Work Phone** _____**Home Phone:** _____ **Parent's Cell Phone** _____**Primary Insurance Company:** _____**Mailing Address for Claims:** _____

Primary Insurance Company Phone: _____**Policy Number:** _____ **Expires On** _____

THESE FORMS MUST BE COMPLETED AND RETURNED TO THE SPORT CLUB OFFICE (FC #151) BEFORE ANY OFFICIAL PRACTICE.

HUMBOLDT STATE UNIVERSITY

INFORMED CONSENT, RELEASE & ASSUMPTION OF RISK AGREEMENT FOR PARTICIPATION IN SPORTS CLUBS

In consideration for being allowed to participate in the _____ Sport Club Team from _____ (date) through _____ (date), I hereby waive all claims or causes of action against the State of California, the Trustees of the California State University, Humboldt State University, and their officers, agents, employees, auxiliaries, volunteers and any other public agencies arising out of my voluntary participation in this activity, all of which are collectively hereinafter referred to as the "State," and hereby release, hold harmless, and discharge the State from all liability in connection therewith.

I further understand that accidents and injuries can arise out of participation in this activity, including, but not limited to property damage, personal injury or death. Knowing, understanding, and fully appreciating all possible risks and dangers which may occur, including but not limited to hazards of travel, accident, illness, or acts of God, I hereby expressly, voluntarily and willingly assume all risks and dangers associated with my participation in this activity. It is further understood and agreed that this informed consent, release, and assumption of risk is to be binding on my heirs and assigns.

In addition, I have been advised to obtain personal medical insurance coverage. Furthermore, I agree to use my personal medical insurance as the primary medical coverage payment if accident or injury occurs.

I have read this informed consent, release, and assumption of risk and understand the terms used in it and their legal significance. This informed consent, release, and assumption of risk is freely and voluntarily given with the understanding that the right to legal recourse against the State is knowingly given up in return for allowing my participation in this activity.

Types of Risks Involved with Activity: Property damage or loss; Personal injury or death.

THIS IS A RELEASE OF YOUR RIGHTS. READ CAREFULLY BEFORE SIGNING.

(Releasor's Signature)

(Date)

(Parent or Guardian if Releasor is under 18)

(Date)

HUMBOLDT STATE UNIVERSITY

SPORT CLUBS
CODE OF CONDUCT

Participation on a sport club team at HSU is a privilege. This privilege brings with it certain obligations both on and off the field of play. Students and coaches are to conduct themselves in a manner that is a credit to the university. If you are representing the university in competition or practice and fail to represent the university in a positive manner and/or at any time drugs or alcohol are involved, an automatic suspension will occur. The situation will be reviewed by the Director of Recreational Sports who will refer the matter to Student Affairs for appropriate sanctions against the individual, the team or both.

It is also important to point out that while driving a university vehicle, all laws of the road should be followed with great caution. Should driving laws be violated, driving privileges could be revoked for the person involved or the entire club.

Also, if there should be a problem of any kind (conduct, violation of the law, etc), please notify the Director of Recreational Sports as soon as possible.

I, the undersigned, have read, understand, and agree to accept this Code of Conduct at all times while playing on a Humboldt State University sport club team, representing the university.

Signature

Date

Please print name

Email Address

Home phone

Cell phone

RETURNING SPORT CLUB APPLICATION

SPORT CLUB: _____ SEMESTER / YEAR _____

ADVISOR: _____

DEPARTMENT: _____

CLUB REPRESENTATIVES:

PRESIDENT / COACH: _____ PHONE: _____

VICE PRESIDENT: _____ PHONE: _____

SECRETARY: _____ PHONE: _____

TREASURER: _____ PHONE: _____

NAME OF LEAGUE YOUR TEAM WILL BE AFFILIATED WITH: _____

HAS YOUR TEAM SIGNED IN AT THE CLUBS OFFICE (U.C.)? YES NO
(CIRCLE ONE)

Please note what I.R.A. and A.S. funds will pay for.

I.R.A.

- *Travel
 - a. Gas
 - b. Transportation
- *League Dues
- *Tournament fees

A.S.

- *Travel
 - a. Gas
 - b. Transportation
- *League Dues
- *Tournament fees
- *Hotel

Several teams require membership fees and dues. Please indicate the amount you require from your team members.

Fees required \$ _____

Dues \$ _____

ELIGIBILITY REQUIREMENTS FOR SPORT CLUB MEMBERS:

DO NOT TURN IN UNTIL FORM IS COMPLETE!

FACILITY RESERVATION FORM FOR HOME CONTEST

Must have game schedule on file for approval

CLUB: _____ **CLUB REP:** _____

DATE OF COMPETITION: _____

TIMES OF COMPETITION: _____

VISITING TEAM: _____

WE WOULD LIKE TO RESERVE:

- | | |
|--|--------------------------------------|
| <input type="checkbox"/> CAMPUS EVENTS FIELD | <input type="checkbox"/> EAST GYM |
| <input type="checkbox"/> UPPER PLAYING FIELD | <input type="checkbox"/> WEST GYM |
| <input type="checkbox"/> REDWOOD BOWL | <input type="checkbox"/> FIELD HOUSE |
| <input type="checkbox"/> OTHER | |

Number of people expected: _____ **College-Affiliated?:** _____

Additionally, we request use of the following support services:

- Locker room
 - Showers
 - Classroom # _____
 - Chairs # of chairs _____
 - Tables #of tables _____
 - Bleachers
 - Other equipment (List)
-

ALL PRACTICES AND GAME PARTICIPANTS MUST HAVE RELEASE FORM ON FILE, MUST HAVE SIGNED THE OFFICIAL CLUB ROSTER, AND MUST BE ENROLLED IN THE CLASS.

OFFICE USE ONLY

Approved: _____ Disapproved: _____ Date: _____ Reason: _____	Received Date: _____
---	---------------------------------------

ADDITIONAL PRACTICE FACILITY REQUESTS FORM

Date of Request: _____

Club: _____

Club Rep: _____

Phone # _____

We would like to request additional (or different) practice facilities other than those already designated for our use.

We would like to reserve:

Campus Events Field

East Gym

Upper Playing Field

West Gym

Redwood Bowl

Field House

Dates:

1. _____

2. _____

3. _____

4. _____

Times:

1. _____

2. _____

3. _____

4. _____

All practice and game participants must be enrolled in the class, must have signed the official roster, and must have completed the medical release information packet.

Office Use Only

Approved: _____ Disapproved: _____ Date: _____
Reason: _____

Received by: _____
Date: _____

TRAVEL APPLICATION

Application must be filed 5 working days before date of trip *Must have game schedule on file for approval

CLUB: _____ **DATE:** _____

DESTINATION: _____

DEPARTURE: DAY/DATE: _____ **TIME:** _____

RETURN: DAY/DATE: _____ **TIME:** _____

COACH AND OR CAPTAIN TRAVELING WITH TEAM:

NAME	ADDRESS	PHONE

IF TRIP IS OVERNIGHT, LIST INFORMATION OF CLUB LOCATION:

Location	Phone Number	Date

Location	Phone Number	Date

Location	Phone Number	Date

**** This form must be turned into your club advisor.**

Received by: _____ **Date:** _____

METHOD OF TRANSPORTATION:

A. **Enterprise** Yes No **Private Vehicle(s)** Yes No

** If you are planning to use Enterprise, you must request vehicles two weeks prior to departure by calling Jan Henry at 826.5965.

Other (explain) _____

B. If by private vehicle, attach a copy of insurance information and driver license of those who will be driving.

Name	Phone	Make of Car/year	Insurance Co. Policy #

On the accompanying Travel Roster, list all names of persons who will be traveling. This application will not be approved without a complete listing. Members who have not completed all necessary requirements (Insurance forms, sign roster, enroll in class) will not be permitted to travel.

Submitted by: _____

Signature of representative

Department Use Only

Approved: _____ **Disapproved:** _____ **Date:** _____

Reason: _____

SPORT CLUB REIMBURSEMENT

Complete form and return to Recreational Sports Office with receipts attached

Sport Club: _____

Pick Up: _____ Send To Address: _____

Reimbursement Mailing Address (Required)

Name _____

Address _____

City _____ State _____ Zip _____

Type of Reimbursement: Gas \$ _____ League Dues \$ _____ Hotel \$ _____

Other _____

Travel Information

Dates Traveled _____

Destination _____

Purpose of Trip _____

Travel Pre-Approved Yes No

Office Use Only

Receipts Totaling \$ _____

Reimbursement \$ _____

Reimbursement

A.S. \$ _____ IRA \$ _____

Received By _____

Date _____

PROTEST FORM

Date of Incident: _____

Name of Club: _____ **Name of Person:** _____

Telephone # (Home): _____ **Telephone # (Work):** _____

Briefly Describe why you think that the decision made against you should be changed:
(Use Back of Paper if Necessary)

Office Use Only:

CLUB COUNCIL RULING: _____

Date of Ruling: _____

SIGNATURE AUTHORITY

Club Sport _____

We are in the process of creating a current signature file of personnel authorized to expend club funds for fiscal year Fall/Spring _____ semester. Please fill out the following information and turn the Signature Authority form into the Recreational Sports Office, Forbes Complex Room 151.

PERSONS AUTHORIZED TO EXPEND CLUB FUNDS FOR FALL 2007/ SPRING 2008

Print Name _____ **Title** _____

Signature _____ **Date** _____

Print Name _____ **Title** _____

Signature _____ **Date** _____

Print Name _____ **Title** _____

Signature _____ **Date** _____

TEAM NAME: _____

ATTACHMENT CSU VOLUNTEER IDENTIFICATION **VOLUNTEER COACH**Name _____
Last First MiddleDate of Birth _____
Month/Day/YearAddress _____
City Zip

Phone Number _____ e-mail _____

Emergency Contact _____ Phone _____

Volunteer Dates _____ Termination Date _____
Start Date

Assignment and _____

Summary of Duties _____

1. Need to drive a vehicle on University business? Yes___ No___

2. Need to travel on University business? Yes___ No___

If yes to 1 / 2 above, please provide social security number _____

Are you receiving academic credit for volunteering? Yes___ No___

Are you a university student or staff or faculty Member? Yes___ No___

This is to acknowledge that I desire to volunteer my services, performing duties similar to those listed above and the services rendered by me will be at the direction of the above named supervisor, I will not be compensated for these services. Further, I understand that I serve at the pleasure of my supervisor.

Signature of CSU Volunteer_____
Date_____
Approval of Campus Personnel_____
Date

**Humboldt State University ♦ Gift Processing Center
 HSU Donation Deposit Form**

Date: _____ Name of Department: _____

Trust Account Name: _____

Trust Account #: _____

Activity/Event (describe if necessary): _____

Signature _____ Phone _____

Total Number of checks: _____ Total Amount: \$ _____

DONATIONS (Use additional deposit forms if necessary)

Donor's last name:	Type of Payment*	Amount Received
1	check	\$
2	check	\$
3	check	\$
4	check	\$
5	check	\$
6	check	\$
7	check	\$
8	check	\$
9	check	\$
10	check	\$
11	check	\$
12	check	\$
13	check	\$
14	check	\$
15	check	\$

*cash, check or credit card

Please use the Gift Proposal Form for non-cash/In-kind gifts

Cash Breakdown 50/100's _____ 20's _____ 10's _____ 5's _____ 1's _____ coin _____ TOTAL _____	For Use by Cashier Only
---	-------------------------

Humboldt State University Gift Proposal Form

Complete for gifts to HSU that are not cash or stock

Office of University Advancement
(707) 826-5101

Directions: To be completed by HSU Staff/Faculty. Please forward to Office of University Advancement upon completion.

Date: _____ Campus Department: _____ Phone: _____

Name of staff/faculty requesting gift acceptance: _____

Donors Name and Address *(if a business, please include contact person's name)*: _____

Item Description: _____

Please provide documentation or estimated value of gift: \$ _____

Fund name and fund number where your cash gifts are deposited: _____

FOR UNIVERSITY ADVANCEMENT USE ONLY

REVIEW for ACCEPTANCE or REJECTION (route in order as shown):

1. University Advancement
Accept Reject _____
Signature/Title _____ Date _____
 2. Office of the President
Accept Reject _____
Signature/Title _____ Date _____
 3. Department notified of authorization to accept gift
Dept. Contact Name _____ Date of notification _____ Initials _____
-

Upon acceptance, University Advancement will notify the department of authorization to accept gift and send an acknowledgement letter for tax purposes to the donor.

**HUMBOLDT STATE UNIVERSITY
Donation/Fundraising Activity Form**

Section 1-Donation Solicitations

Directions: Complete Section 1, and complete Section 2, if appropriate.

Attach the following and forward all to University Advancement:

- ❖ Detailed list of those you wish to solicit
- ❖ Copy of your solicitation letter/flyer/invitation
- ❖ Copy of your remittance/reply piece
- ❖ Copy of your return envelope

Department/Program: _____ Date _____

Contact Name: _____ Phone: _____

Will you be requesting mailing labels of HSU alum? _____

Method of solicitation: Personal Phone Direct Mail Other

Date solicitation begins: _____

Purpose: _____

Signature of Department Chair/Director: _____

Fund name(s) and account number(s) where donation/fundraising revenue should be deposited: _____

Section 2-Fundraising Event

Please provide details below regarding event or sale of product where a portion of the proceeds are donation revenue and the balance is fundraising revenue. Example: Charging \$25.00 for a dinner ticket and \$13.00 pays for the actual dinner, the balance of \$12.00 is a donation. UA will acknowledge donation component.

PLEASE NOTE:

Deadline for quarterly calendars: 15th of March, June, September and December

University Advancement Use Only

Received By:

Date:

Fundraising Calendar

Spring

Summer

Fall

Winter

