



DIVISION OF STUDENT ENGAGEMENT
LAMAR UNIVERSITY
Recreational Sports



Club Handbook

2022-2023

IMPORTANT CONTACT INFORMATION

OFFICE HOURS

Monday - Friday: 9am - 4pm (by Appointment)

**Add LamarSportClubs on Instagram
Follow us on Twitter @lamarsportclubs**

WEBSITE

**lamar.edu/sportclubs
https://luhub.lamar.edu/LUSC/club_signup**

EMAIL ADDRESS

sportclubs@lamar.edu

OFFICE PHONE

(409) 880-7862

CAMPUS POLICE

(409) 880-8311

SPORT CLUBS COORDINATOR

Jason Harrington



SPORTS CLUBS 2022

CO-REC CLUBS

FITNESS

Lhunt8@lamar.edu

MMA

Jgray19@lamar.edu

TENNIS

Lsodolak@lamar.edu

TABLE TENNIS

lamartabletennisclub@gmail.com

CRICKET

Ahuda@lamar.edu

VOLLEYBALL

tnguyen69@lamar.edu

Start a club now! Scan and fill out form



IF YOU ARE INTERESTED IN JOINING A CLUB, PLEASE CONTACT THE CLUB'S EMAIL ABOVE.
Either gender may join any club but with certain limitations to permissions, when on opposite gender teams.
If you have any questions, please contact us for more information

Email | Sportclubs@lamar.edu
Phone | (409)-880-7862
LUHub | Sport Clubs

 [lamarsportclubs](#)
 [lamarsportclubs](#)

 DIVISION OF STUDENT ENGAGEMENT
LAMAR UNIVERSITY
Recreational Sports

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2022-2023 SPORT CLUBS CALENDAR

All Forms due by 5:00 PM on luhub.lamar.edu

| | |
|---|-----------|
| Student Org Re-Registration Deadline | Wed 8/17 |
| Student Org Involvement Fair 11am-1pm | Wed 8/24 |
| 1st Meeting (All Officers 5:30 pm, McD 117) | Thur 8/25 |
| Sport Clubs Annual Reg | Wed 8/31 |
| Facility & Practice Forms Request Due | Fri 9/2 |
| Monthly Report Due | Fri 9/30 |
| Monthly Report Due | Mon 10/31 |
| Monthly Report Due | Wed 11/30 |
| End of Semester Report Due | Fri 12/9 |
| 2nd Meeting (5:30 pm, McD 117) | Thur 1/19 |
| Monthly Report Due | Tue 1/31 |
| Monthly Report Due | Tue 2/28 |
| 2022-2023 Budget Request Due | Fri 3/3 |
| Monthly Report Due | Fri 3/31 |
| Club Budget Presentations (2-6pm, McD 117) | Fri 4/28 |
| Monthly Report Due | Sun 4/30 |
| End of Year Report Due | Fri 5/12 |
| ENJOY SUMMER BREAK!!!! | 5/13-8/22 |
| | |
| | |

2022-2023

LAMAR UNIVERSITY CALENDAR

| | |
|--------------------------------|------------------------|
| Fall Semester Begins | Mon 8/22 |
| Labor Day | Mon. 9/5 |
| Football vs. Northern Colorado | Sat 9/17 |
| Football vs. Tarleton State | Sat 10/1 |
| Football vs. Prairie View A&M | Sat 10/22 |
| Fall Break | 10/27- 10/28 |
| Football vs. Southern Utah | Sat 10/29 |
| Daylight Savings Time Ends | Sun 11/6 |
| Football vs. Sam Houston | Sat 11/19 |
| Thanksgiving Break | Thur 11/24 - Fri 11/25 |
| Fall Final Exams | 12/7-12/14 |
| Graduation | Fri 12/17 – Sat 12/18 |
| Martin Luther King Jr Holiday | Mon 1/16 |
| Spring Semester Begins | Tue 1/17 |
| Daylight Savings Time Begins | Sun 3/12 |
| Spring Break | Mon 3/13 - Fri 3/17 |
| Good Friday (No School) | Fri 4/7 |
| Easter Sunday | Sun 4/9 |
| Last Class Day | Mon 5/1 |
| Spring Final Exams | Tue 5/2- Tue 5/9 |
| Graduation | Fri 5/12 – Sat 5/13 |

Club Officer Paperwork Requirements

| FORM | DUE DATE |
|---|---|
| Annual Registration Form | |
| LU HUB FORM | <p>Returning Sport Club? Fill out the annual registration form to let us know that you plan to organize this school year. Different from Student Orgs Form. You will need to provide your club advisor's information as well as any currently elected officer information.</p> <p style="text-align: right;">August 31</p> |
| Activity Schedule | |
| PAPER FORM | <p>For clubs that compete in conferences or leagues, provide your game or tournament schedule for our Sport Clubs Calendar.</p> <p style="text-align: right;">Once set by Conference or Club</p> |
| Officer List | |
| PAPER FORM | <p>If all officers have not been named on your Annual Registration Form, please provide the remaining officers so we can contact them with important information.</p> <p style="text-align: right;">After 1st Practice of Semester</p> |
| Travel Roster | |
| LU HUB FORM | <p>Provides Sport Clubs with a list of participants and allows Sport Clubs to verify participant eligibility for trip. Clubs must include a typed list of members for each trip when completing each travel request.</p> <p style="text-align: right;">For each trip</p> |
| Participant Waiver Packets | |
| LU HUB FORM | <p>Must be completed by all NEW participants, prior to competing in practices, games, or tournaments with any club. Returning members are not required to do this form again. Participants must complete the form on LUHub to fulfill this requirement.</p> <p style="text-align: right;">Before player practices or plays</p> |
| Monthly Report Forms | |
| LU HUB FORM | <p>Allows the Coordinator of Sport Clubs to track the progress of each club and track for points that go towards next year's budget allocation. Monthly Report is completed on LUHub</p> <p style="text-align: right;">Last day of each Month</p> |
| End of Semester Report | |
| LU HUB FORM | <p>Allows the Coordinator of Sport Clubs to track the progress of each club. The summary allows Sport Clubs to see club activity for a semester.</p> <p style="text-align: right;">December 9</p> |
| 2022 – 2023 Budget Request Form | |
| LU HUB FORM | <p>Clubs are eligible for Rec Sports funding to aid with travel, equipment, and entry fees etc. This form projects revenues and expenses. Email completed budget to Sportclubs@lamar.edu</p> <p style="text-align: right;">March 3</p> |
| 2022-2023 Budget Proposal Presentation | |
| LU HUB FORM | <p>Using last year's budget info and your 2022-2023 budget request info, each club will create a presentation for the Club Staff & Student Org Budget Committee to formally request funds for the next year.</p> <p style="text-align: right;">April 28</p> |
| End of Year Report | |
| LU HUB FORM | <p>Tracks the progress of each club. The summary allows the Coordinator of Sport Clubs to see the club activity for an academic year.</p> <p style="text-align: right;">May 12</p> |
| Travel Request Form | |
| LU HUB FORM | <p>Clubs that travel must get approval to travel from the Sport Clubs Coordinator. This form (with roster) provides the itinerary & all funds needed to finance the trip. .</p> <p style="text-align: right;">21 Days Prior to Travel</p> |
| Post Trip Report Form | |
| LU HUB FORM | <p>Following Travel, a summary of events must be completed. This allows the Sport Clubs Coordinator to track the progress of a club.</p> <p style="text-align: right;">Tuesday Following Travel by noon</p> |
| Purchase/Reimbursement Request Form | |
| LU HUB FILE | <p>This form requests the approval for use of funds for travel or equipment and reimbursements. Approval is required from the Sport Clubs Coordinator.</p> <p style="text-align: right;">21 Days Prior to Purchase</p> |

INTRODUCTION

Welcome to the Lamar University Sport Clubs Program. This manual has been prepared and designed to assist students with the administration of their clubs and serve as a supplement to all Lamar University policies and procedures as outlined for student organizations. The success of your Sport Club depends on every club officer, participant, advisor and coach becoming familiar with the manual contents. All club affairs must be conducted in accordance with Recreational Sports policies and procedures.

Successful clubs are **student**-initiated and **student** managed. Sport Clubs fills the void between intramural sports activities and intercollegiate athletics. There is an emphasis on the learning experience for members through their involvement in leadership opportunities. These opportunities include fundraising, public relations, organizing, administrating, budgeting, and scheduling.

Sport Clubs participation enhances the student's overall education. Skills that students learn include time management, writing and implementing their constitution, recruiting members, establishing dues, and gaining team support. The leadership training and opportunities available through active participation with a Sport Clubs team are intended to benefit the participant throughout their lifetime.

The Sport Clubs Program at Lamar University provides an opportunity for students to shape their own recreational experience through competitive/instructional sports teams. This program will enhance the collegiate experience by developing skills and knowledge of a particular sport, building character and leadership for future pursuits, and by discovering lasting friendships and a lifetime appreciation for physical activity.

Sport Clubs consist of a **group of students** who share a common interest in a physical activity, and who promote and develop the skills necessary for a particular sport. The leadership of the students and dedication of the team officers determines the success and stability of the club.

Club members are responsible for a variety of administrative duties to ensure the club's success. All Sport Clubs represent Lamar University in competitive play and must comply with the University's and their national/league organization's rules and regulations.

RESPONSIBILITY

To effectively fulfill its mission and accomplish its goals, Lamar University Recreational Sports provides, within the scope of its resources, the following:

- Opportunities for a variety of cooperative and competitive activities that will contribute to an individual's physical fitness.
- Access to quality, contemporary and modern facilities and programs.
- A variety of programming including the major areas of Intramural Sports, Sport Clubs, Outdoor Recreation, Fitness, Aquatics and Golf Operations.
- Coordination of the scheduling of events, promotion of activities and maintenance of campus recreational facilities to maximize facility use to better serve the campus community.
- Development of a medium through which students can develop leadership, management, program planning and communication skills.
- Extracurricular opportunities through participation and leadership roles designed to enhance social, psychological and physiological development.
- A resource center of outdoor program ideas, equipment, supplies and rental materials.

HOW TO GET INVOLVED WITH SPORT CLUBS

WHO MAY JOIN A CLUB?

Regular membership in Sport Clubs is open to currently enrolled undergraduate, graduate, and non-traditional students in good academic standing. Sport Clubs are registered student organizations of Lamar University, which have been recognized by the University, qualifying them for use of facilities and/or funding. Admission is voluntary and open to all eligible students regardless of race, color, religion, sex, age, or national origin.

ELIGIBILITY REQUIREMENTS

Participants must meet minimum credit and GPA requirements to participate in Sport Clubs. Sports involved with NIRSA (National Intramural and Recreational Sports Association) require that **Undergraduate Students** be enrolled at least half time which is the equivalent of 6 credit hours and **Graduate Students** be enrolled in at least 6 Credit Hours. **Doctorate or Co-Op Students** that are not enrolled for the minimum number of credits must provide proof from the registrar that their workload is equivalent to the number of credits required by Sport Clubs.

Lamar Sport Clubs also requires that (Lamar/LIT) **Undergraduate Students** maintain a 2.0 GPA and **Graduate Students** 3.0 GPA. Students who are in their first semester at Lamar University will have a 0.0 GPA but are allowed to participate in Sport Clubs because they do not have a cumulative GPA until after their first semester is completed. Club officers must maintain a 2.5 GPA and obtain full time (12 hrs. or more) in order to maintain their position within a club. Members who do not meet the GPA requirement will be limited to only meeting/practicing attendance and academic improvement programs but will not be allowed to travel/compete.

Each club's league or association rules dictate the requirements for those individuals competing as team members. These rules may include/exclude faculty, staff, alumni, or graduate students. Should a situation occur where Lamar's and the NGB's academic requirements differ, a meeting must be scheduled with the Sport Clubs Coordinator to properly apply the correct academic requirements.

Sport Clubs are open to both **Lamar University- Beaumont and Lamar Institute of Technology Students**. However, for NIRSA sports and most National Governing Bodies, clubs must represent only one campus. LIT students may practice with Lamar Sport Clubs, however in NIRSA sports, LIT students are not allowed to represent the college by competing with the team in any games or tournaments. Some NGB's may allow LIT students to compete with Lamar- Beaumont teams, if this is the case, Sport Clubs must receive verification in writing that this is allowed. However, an all LIT club may compete as one school.

Former NCAA athletes are eligible to participate in Sport Clubs, however NIRSA and other NGB's have limits on the number of former NCAA athletes a team may have. Clubs must check eligibility rules for each event they compete in to ensure they abide by NGB guidelines.

ACKNOWLEDGMENT OF RISK

The student is aware that these activities involve physical and emotional risks, such as physical person to person contact, exertion, use of equipment, and the use of indoor and outdoor facilities.

The student voluntarily assumes all risk of accident, injury, damage, death, and/or loss to him/her or to his/her property which may arise out of participation in Sport Clubs. The student also releases and discharges Lamar University officers and personnel (paid or voluntary) for every claim, liability, or damage of any kind. The student should not have any medical impairment, disease, physical liability, or injury that would prevent his/her participation in Sport Clubs, and the student is strongly recommended to have medical insurance that covers his/her participation.

HOW TO REGISTER AS A NEW ORGANIZATION/SPORT CLUB

New organizations must complete the Student Organization's [Intent to Organize a New Student Organization](#) form then complete the below process for returning organizations.

At the end of a Spring semester, currently active student organization that wish to maintain active status and newly started organizations that would like to be a registered student organization, with all of the privileges involved must complete:

1. The registration renewal procedures on LUHub is below:
2. UPDATE YOUR CLUB'S LUHUB PAGE!!
3. Below is on Banner, added by Student Organizations once completed Page update
 - The Advisor and President must view the Risk Management Presentation
 - The Advisor and President must complete the Risk Management Survey
4. The Advisor must complete a new Sport Clubs [Advisor Consent Form](#)

For questions, please make an appointment with the Coordinator of Student Organizations, studentorgs@lamar.edu 409-880-8739.

TO GET STARTED AS A SPORT CLUB

1. Register as a new student organization with the Student Organizations office.
2. Schedule an appointment with the Sport Clubs Office in the Rec Center, to discuss new club ideas.
3. Join LUHub.lamar.edu, search and add LU Sport Clubs as an organization.
4. Fill out the [New Club Registration Form](#) on LUHub.lamar.edu. Within this form you will complete preliminary info on budget, personnel, and facility needs.
5. Show proof of finding a full-time faculty or staff advisor.
6. Must have 5 registered members, two of which must act as officers.
7. Receive acceptance by Sport Clubs Coordinator.
8. Schedule meetings to recruit new participants/practice.

Existing Sport Clubs or student organizations may not be duplicated. The Sport Clubs Office reserves the right to refuse recognition to any club requiring extensive university funding, extensive resources, or any clubs involving high liability or risk factors which cannot be reasonably overseen by the club and the Sport Clubs Office.

Availability of facilities, equipment, funding, regional competition, and overall contribution to the Lamar University community may also be considered when evaluating new club requests.

SPORT CLUBS CRITERIA

Each new Club will undergo a probationary period of 4 months. If the Club meets each requirement below to the satisfaction of the Sport Clubs Coordinator, the team may achieve Sport Clubs status.

To be considered a part of the Sport Clubs Program, all clubs must meet the following criteria:

1. Register with Lamar Student Organizations Department and be chartered.
2. Physically active or Competitive in nature.
3. Include some form of competition and availability of adequate competition against other university clubs (tournaments, matches, regattas, etc.).
4. Maintain 5 active student members, 2 of which must be officers of the club and all must have completed the Participant Waiver Packet on LUHub.lamar.edu and have had their eligibility approved (enrollment/GPA status).
5. Register with a National Governing Body and/or league.
6. Select a Lamar University Faculty/Staff Advisor. (**Advisor must have been employed by Lamar University for at least 6 months**)
7. Hire a coach on a voluntary basis (with approval from Sport Clubs Coordinator) to travel with club. Must have coaching experience preferably with coaching certifications and credentials to travel with club. ***This is optional.***
8. Complete and submit the Annual Registration Form or New Club Registration Form on LUHub.lamar.edu prior to holding organized practices.
9. Certify 2 club members in CPR & First Aid with at least 1 certified member present at all team practices and competitions.
10. Complete 30 hours of community service.
11. Demonstrate financial stability and submit an annual budget worksheet.
12. Adhere to ALL Lamar University policies and procedures.
13. Each participant must complete the proper participant paperwork prior to competition in practice and games. All players must show their student ID at every practice and home game that they attend.
14. Schedule tryouts, open gyms, or practices on or off campus to show intent to compete.
15. After a 6 month wait, gain approval by the Department of Sport Clubs.

Clubs will be reviewed at the end of the academic year to retain status; no club is guaranteed permanent status.

All sport clubs are required to have a current faculty/staff advisor. They shall be very helpful and active within the club. Sport clubs shall rely on them for assistance with activity planning, fund-raising, budget preparation, and problems with club members.

ADVISOR ROLES AND RESPONSIBILITIES

He/she shall serve as a resource person regarding university matters and help club members manage club business and balance club/school activities. The club advisor should participate and offer guidance. His/her role should be to provide advice to the club. The advisor is most helpful when he/she uses his/her mature judgments and experience to help club members refine their programs, plans, and discussions to a point where they are effective, realistic, and reflect favorably on the university.

The faculty/staff advisor is considered a valuable link between the club and the university. The advisor for a club:

- Is selected by the members of the club.
- Should be an individual who is accepted and respected by the members of the club.
- Must be a current faculty or staff member of Lamar University.
- Should be available during the development of plans and programs for the club and attend club meetings on a regular basis.

The advisor position for a club is unique and essential to the success of the club. Each advisor provides interpretations of university guidelines, aid in the development of student leaders, and professional leadership to compliment the Sport Clubs administrators.

Responsibilities of the advisor are:

- To work closely with the club and its officers without assuming leadership of the club, recognizing the right of students to control the direction of their club.
- To assist the club and its officers in maintaining club continuity by providing information and interpretations of university policies and procedures.
- To attend as many club meetings and competitions as possible and to be available as a resource for the club and its leaders.
- To keep in mind that the primary responsibility in this position is to provide information and referral so that club members develop leadership potentials.

The assistance you are able to provide as a result of your life experiences is invaluable. The university appreciates your help. A Sports Clubs Handbook is made available to download in the Sport Clubs File section on LUHub.lamar.edu.

ADVISORS MAY BE SANCTIONED OR DISMISSED FOR THE FOLLOWING:

- Managing club business, including scheduling, travel arrangement, and submitting forms.
- Failing to favorably represent the Lamar University.
- Acting in an unsafe or unethical manner.

Lamar University Sport Clubs has an obligation to protect the club and its members. If, in the opinion of the Sport Clubs Coordinator, the club or any member is being neglected or misled by the advisor, or if the advisor is not working in the best interests of the club, he/she can be relieved of all advisor functions. Advisors will be afforded the same due process as the club and its members.

COACH ROLES AND RESPONSIBILITIES

Clubs may seek the assistance of coaches and/or instructors to assist with the teaching and coaching aspects of their particular activity. Club members must find a **volunteer** who meets the specified requirements as identified below and who will abide by the rules for coaches outlined herein.

Coaches do not need to be affiliated with Lamar University or Lamar Institute of Technology. However, they will need to complete a University [VOLUNTEER COACH - SECURITY SENSITIVE RELEASE FORM](#) on LUHub.lamar.edu and pass a background check at the beginning of each year before being accepted as a volunteer coach.

All coaches must complete a [Sport Clubs - Volunteer Coaching Agreement](#), LUHub.lamar.edu Form, at the beginning of **each year**. Coaches must submit copies of all relevant certifications and qualifications. ***The selection of a coach or an instructor MUST be approved by the Sport Clubs Coordinator. Lamar University Recreational Sports reserves the right to interview and approve all coaches/instructors annually.***

If a club wishes to seek the services of a coach, members should seek an experienced individual who possesses technical knowledge of the sport and knows how to aid players in avoiding injuries. Coaches must meet with the Sport Clubs Coordinator, to discuss his/her responsibilities to the club and pertinent rules of Lamar University Recreational Sports.

The coach must strictly be a volunteer and is not considered an employee of the University. If it is determined by Lamar University Recreational Sports that a club is paying for the services of a coach/instructor with Lamar University funds, the club will be immediately suspended from the Sport Clubs Program.

Coaches must acknowledge and respect the leadership positions held by the officers and abide by all decisions made by this group. Recommendations made by the coaches will be considered, but final decisions will be made by the club because they are ultimately held accountable.

Sport Clubs coaches should follow all University and Department policies and guidelines as outlined in the Coach/Instructor form. They should also maintain a safe environment for participation; including themselves. Those involved in specialized activities should take the necessary safety precautions as required by University policy, State or Federal law, and/or club policy, such as wearing flotation devices, protective eyewear, etc.

Coaches should be involved strictly with coaching/teaching the team in practice and competition while refraining from participating in other areas of club management. The coach/instructor should allow the student officers to discuss club matters with the Sport Clubs Coordinator. The coach should be a positive role model for all club participants and select goals which are attainable and realistic challenges. Coaches should remember that Clubs are not varsity teams.

VOLUNTEER COACHES/INSTRUCTORS MAY BE SANCTIONED OR DISMISSED FOR THE FOLLOWING:

- Managing club business, including scheduling, travel arrangement, and submitting forms.
- Failing to favorably represent Lamar University.
- Offering scholarships or recruiting players illegally.
- Acting in an unsafe or unethical manner.

Lamar University Sport Clubs has an obligation to protect the club and its members. If, in the opinion of the Sport Clubs Coordinator, the club or any member is being neglected or misled by the coach, or if the coach is not working in the best interests of the club, he/she can be relieved of all coaching and/or teaching functions. Coaches will be afforded the same due process as the club and its members.

CLUB OFFICER ROLES AND RESPONSIBILITIES

The Sport Clubs department should be notified for any change of officers or officer's contact information.

In order to become a candidate for and/or hold student office in an extracurricular organization, a student must: be a full-time undergraduate student (12 or more hours) or a graduate student taking 6 or more hours; and be in good standing (disciplinary, scholastic, and financial) with the university; and maintain at least a 2.5 cumulative GPA on all course work completed at Lamar and LIT.

It is highly recommended that every team have several officers to split the duties and responsibilities of the club. However, the following positions are required for each team to have. If an officer position is not filled their duties must be delegated to the rest of the officers.

Below are the basic job functions of each officer position. Each club is required to have at least **Two** officers.

PRESIDENT (MANDATORY POSITION)

- Serve as the liaison between the club and the Sport Clubs Coordinator.
- Submit a semester report of all activities at the end of each semester.
- Conduct elections of officers a minimum of once a year.
- Attend all informational meetings or delegate a representative to attend.
- Ensure that all required forms and reports are submitted on time.
- Complete procedures for registering as a Lamar University Student Organization.
- Inform club members of the contents of the Sport Clubs Handbook, Student Organization Handbook, and University Regulations.
- Familiarize the incoming president with all club procedures and financial status prior to his/her assumption of duties.

VICE PRESIDENT

- Preside over club meetings and business during the President's absence.
- Assist the President in completing reports and required forms.
- Notify the Sport Clubs Graduate Assistant of any changes in the club's schedule.
- Check the club e-mail daily.
- Arrange club travel with treasurer to ensure it fits within club budget.
- Create and develop marketing and advertising materials for the club to increase awareness about club activities.
- Organize the club's presentation and reserve tables for the Lamar Open House and New Student Orientations, and other Recreational Sports promotional events.

TREASURER (MANDATORY POSITION)

- Collect dues and keep an accurate record of all accounts. Keep all receipts to document each expenditure.
- Work with the President to prepare club's budget request.
- Submit a statement of all club funds on hand, both in checking and savings, at the end of each semester to the Sport Clubs Coordinator.
- Maintain club records needed for the annual budget request.
- Submit all necessary documentation for purchases using Lamar University Recreational Sports funds to the Sport Clubs Coordinator.

SECRETARY

- Track all club activities by documenting all club functions.
- Attend all club meetings and record minutes.
- Conduct correspondence for the Club and update the membership roster.
- Submit *Monthly Report Forms* (including practices, scrimmages, and games) for the preceding month to the Sport Clubs Coordinator no later than midnight on the following Sunday. Complete and submit monthly and end of semester reports on time.

Other possible officers as needed by each club:

Travel/Safety officer

Equipment officer etc.

All officers will work together to present the Budget Request Presentation at the end of academic year.

The following is a list of additional duties that can be divided among officers. These are not considered a complete list of officer responsibilities. The Sport Clubs Coordinator is available for consultation regarding officer duties.

- Read, become familiar with, enforce, and relate all policies and guidelines within this manual to all club members.
- Attend all mandatory meetings scheduled by the Sport Clubs Coordinator.
- Maintain an accurate knowledge of Risk Management and University Policies.
- Report all injuries that occur at club competitions, practices or events to the Sport Clubs Coordinator within 24 hours of injury. *(Complete and submit an Accident/Injury Report Form within 48 hours.)*
- Submit all required forms on time.
- Maintain complete inventory records of all club equipment and uniforms.
- Enforce the club's constitution.
- Train the elected officers for the next year.
- Inform members of Sport Clubs policies, operating and emergency procedures, and other imposed regulations and monitor behavior in accordance with all departmental and University policies.
- Ensure compliance with any conference, league or union rules governing eligibility, competition, and financial obligations.

REPORTS/MEETINGS

MONTHLY REPORTS

It is essential that clubs maintain open communication with the Sport Clubs Coordinator. At the end of each month (or the following day if it is a holiday), one officer must schedule a meeting with the Sport Clubs Coordinator or Graduate Assistant. An officer should fill out the monthly report of the past month's competitions and/or events using the form on LUHub.lamar.edu. This report can be downloaded online and emailed to the Sport Clubs.

END OF SEMESTER REPORTS

In addition to monthly reports, clubs are required to fill out and complete end of semester reports on LUHub.lamar.edu to summarize their season or semester. This is important as it allows clubs to re-evaluate their season and acknowledge areas of accomplishment and

areas of improvement. This report also provides the Sport Clubs Coordinator detailed information that clubs may not provide in monthly reports.

MANDATORY MEETINGS

Attendance at Sport Clubs Officer and Council meetings are required for ALL Sport Clubs. These meetings allow members to stay updated on new university and program policies, as well as allow clubs to network and share ideas to make each other more successful. One designated representative from every Sport Clubs team is required to attend, however meetings are open to any persons involved in Sport Clubs. Class, personal, or family obligations will be the only excused absences and it is required that the excused absentee find a replacement team member for the meeting.

ATTENDING CLUB RECRUITING ACTIVITIES

Sport Clubs and Student Organizations provide opportunities for clubs to promote themselves and recruit new members. Clubs should attend as many of these activities as possible and bring promotional material with them such as flyers and pictures to make their club stand out and attract as many students as it possibly can.


MARKETING

USE OF "LAMAR UNIVERSITY" NAME

Sport Clubs teams are granted the right to use the name "Lamar University" or "LU" in describing their organization. However, clubs must get all marketing, merchandise, uniforms and any other products using Lamar University's name, approved by the Sport Clubs Coordinator and Lamar's Internal Licensing Department. Sport Clubs must understand and make it clear in their representation to third parties that they speak only for their club, not the University, the Student Union, Inc., or the Associated Students. Sport Clubs are not agents of the Student Union, Inc., the Associated Students, or Lamar University.

USE OF LOGO

Sport Clubs teams have not been granted the rights to use the Lamar University Recreational Sports or Sport Clubs logo OR the Cardinal Bird. The Sport Clubs Program has created its own version for club team use. Teams must obtain approval from the Sport Clubs Coordinator to use the Recreational Sports or Sport Clubs Program Logo. See Logos below. Other Logos are available for use, but permission must be granted to use them.



TRADEMARK USE

- 1** - Lamar University Star
The LU wording, interlocking LU or the LU star all must be accompanied by the wording "Lamar University" at any location in a display or publication (print or online).
The LU wording, interlocking LU or the LU star should appear in red (PMS 199), white or black.
The LU star will be in all black with the upper left LU shown in red, all black with the upper left LU in a black outline or all white with the upper left LU in a white outline.
- 2** LAMAR UNIVERSITY®
When using the wording "Lamar University" in regular text/copy, no registered trademark symbol is needed. When using it as a headline, in artistic form or on merchandise, it must be accompanied with the registered trademark after the Y in University.
The Lamar University wording, as listed above, should appear in white or black unless approved by the university through our licensing firm, Learfield.
- 3** LU LU
When using the interlocking LU image or the letters LU as a headline, in artistic form or on merchandise, it will have the registered trademark symbol once confirmed by the US Patent and Trademark Office.
The interlocking LU should appear in red, white and black or all white outline or black outline, used only on a black, white, red or gray background because of the transparency inside the interlocking LU.



FOR MORE INFORMATION ON THE POLICIES FOR MORE INFORMATION ON THE POLICIES AND THE APPROVAL FOR LAMAR LOGO USAGE, CONTACT THE INTERNAL LICENSING DEPARTMENT AT lulicensing@lamar.edu

PROMOTION

As the Sport Clubs Program becomes larger and more noticeable on campus, it is extremely important that all promotion and publicity is professional. All postings must be created using a computer or other form of professional media. Team funding from the Sport Clubs Program can be used to create professional publications. **All fliers, brochures, etc., MUST be approved by the Sport Clubs Office, before distributing. An inappropriate method may result in disciplinary action.**

POSTING

Before posting anything on campus, it must be **approved and stamped by Coordinator of Marketing and Student Organization Office** before being used for posting. All publicity, advertising, or tickets should accurately represent the event, must be in good taste (as determined by the Sport Clubs Coordinator and the appropriate scheduling office), and be approved 10 days in advance of the event date.

Publicity may not be sponsored by, or make any reference to, alcohol or tobacco products, nor may it allude in any way to illicit/illegal substances. Discovery of such advertising will result in the cancellation of the event. Use of unauthorized/unapproved advertising (including internet websites) will result in cancellation of the event.

Posting is prohibited anywhere on campus except authorized kiosks, bulletin boards and other designated indoor areas. If the promotion or posting guidelines are not followed, a club will be brought in front of the Sport Clubs Coordinator for disciplinary action. Additionally, clubs may face other University sanctions for repeat offenses, flagrant offenses, and blatant disregard for regulations. These sanctions may include fines or more severe disciplinary actions.

CONDUCT GUIDELINES

Sport Clubs should add a positive image to the University and any behavior deemed otherwise will be handled appropriately. Team officers and coaches are accountable for the behavior of all members and should serve as role models for appropriate behavior. Being a member of a Sport Clubs team is a privilege, not a right. The behavior of an individual team member can damage a team's reputation. The team's behavior can damage the reputation of the Sport Clubs Program, which affects the image of Lamar University.

It is the responsibility of each individual team member, advisor, and/or coach to understand the policies and procedures put forth in this Sport Clubs Manual, the Student Organization Packet, and the Lamar University Student Code of Conduct.

Failure to abide by these guidelines or report any incidences to the Sport Clubs Coordinator may result in disciplinary action, with the Sport Clubs Coordinator and/or the Office of Student Engagement.

Team members shall:

- Maintain contact and communication with the Sport Clubs Coordinator.
- Be responsible for themselves and team members and act as mature adults.
- Lose with respect for those who win; win with dignity toward those who lose.
- Demonstrate respect towards teammates, coaches, advisors and others within the Program.

- Comply with all Sport Clubs polices and University regulations as well as maintain full responsibility to abide by all local, state, and federal laws.
- Comply with requests from the Sport Clubs Coordinator or University Officials.
- Show respect for University facilities/equipment and other facilities/equipment during travel.
- Demonstrate honesty and cooperation with personnel during difficult situations.

Behavior that may result in disciplinary action includes, but is not limited to:

- Formal written or verbal complaints of any sort regarding individual members and/or team behavior.
- Damage to University property (including equipment) or property during travel.
- Any participants practicing or competing without being approved by the Sport Clubs Coordinator (this includes ANY off-season or summer activities).
- Missed attendance at required meetings, conferences, or retreats.
- Poor communication with the Sport Clubs Coordinator (failure to provide weekly team reports, late or incomplete competition approval forms (on or off season)).
- Failure to call and cancel a scheduled competition with another team.
- Any act or intent to participate in hazing.

CONDUCT WHILE TRAVELING

Team participants are responsible for their own behavior. Only properly registered Lamar University Sport Club participants, coaches, or advisors are allowed to travel with the team. Any person not properly registered with Sport Clubs that travels with a club will not be allowed to participate in Sport Clubs in the future and may be subject to further sanctions by Lamar University.

Any team violating this policy will be eliminated from Lamar University Sport Clubs for an indefinite period of time and subject to further sanctions by Lamar University. When a coach or advisor is present, the coach or advisor will be ultimately responsible for the team.

Team travel is a great opportunity to display Lamar University to other Universities and communities. When traveling by airplane, it is expected that team members dress appropriately and respectfully. While staying at hotels or motels, remember to be courteous and respectful of other guests and hotel property.

Loud talking in hallways, yelling in rooms, or playing loud music or television can disrupt a guest's stay. If management requests rooms to quiet down, apologize for the disturbance and ensure that this behavior will not be repeated. The Sport Clubs Coordinator will investigate any complaints not handled courteously.

Off-campus behavior during travel can still be warranted for disciplinary action. Traveling is a privilege for Sport Clubs and can be revoked at any time due to inappropriate conduct. After investigation, the outcome will be determined and could result in loss of travel, suspension of individual members, and probation of the entire Sport Clubs team or other sanctions.

ALCOHOL, DRUGS AND/OR ILLEGAL SUBSTANCES

Using Lamar University's name is a privilege for Sport Clubs. Therefore, it is essential to think and act in a manner that shows respect to the University. Sport Clubs participants are required to be drug and alcohol free when involved with a Sport Clubs team practice, competition, event, or function. This includes being under the influence of, or in possession

of, any intoxicating or illegal drug. For example, wearing Sport Clubs uniforms, jerseys, or other team paraphernalia at any drinking establishment would be inappropriate.

Using team funds for the purchase of alcoholic beverages is strictly prohibited for all team members. Lamar University has a zero-tolerance policy for underage drinking, and it is a violation of the Student Code of Conduct and State law. All inappropriate behaviors that occur will result in disciplinary action.

ACTIVITY OUTSIDE OF SPORT CLUBS

Sport Clubs members should remember that they represent Sport Clubs and Lamar University even when not participating in Sport Clubs. Anytime members are involved in activities outside of Sport Clubs they should treat themselves and others with respect. Remember your actions outside of school can create an unfavorable representation about yourself and your character.

HAZING

Hazing is defined as any action taken or situation created which, regardless of location, intent, membership status, or consent of the participants,

- Produces, or is reasonably likely to produce, bodily harm or danger, mental or physical discomfort, embarrassment, harassment, fright, humiliation, intimidation, degradation, or ridicule, or otherwise compromises the dignity of an individual;
- Compels an individual to participate in any activity which is unlawful, perverse, publicly indecent, contrary to the rules, policies, and regulations of the University, or which is known by the compelling person to be contrary to the individual's genuine moral or religious beliefs;
- Will, unreasonably or unusually, impair an individual's academic efforts.

No Sport Clubs member shall engage or participate in any form of hazing. Any complaints will be investigated and if found legitimate, clubs will be eliminated immediately.

TRAVEL GUIDELINES

Travel request Forms and Purchase Request Forms must be filed on LUHub.lamar.edu using the appropriate form, 21 Days before ANY travel (SOONER THE BETTER).

Clubs will show all costs for financing the trip on the Travel Request on LUHub. Clubs will need to keep all receipts for any charges during the trip.

Disciplinary action or rejection of requests will occur if forms are not submitted on time.

Teams are responsible for securing transportation to and from club activities, which include gasoline, bridge tolls, parking fees, speeding ticket fines, moving violation fees, and costs for car repairs.

If a team travels without approval, the team will automatically be prohibited from its next travel date. The clubs are not allowed to travel during the finals week of the semester or after the semester ends.

At all times, at all competitions, players must use the "**buddy system**," so no player is ever alone. They must always advise the coach and/or chaperone of their whereabouts for their safety.

If a player chooses not to adhere to the player code of conduct or comply with the coaches and/or chaperones instructions/rules at a tournament, they are subject to being sent home or risk sitting out the entire tournament.

EXPECTATIONS DURING THE TRIP

As representatives of Lamar University and the Department of Recreational Sports, all Sport Clubs members are expected to conduct themselves in an appropriate manner whenever and wherever they may travel. Any reports of activities that negatively reflect upon the University will result in disciplinary actions. All funds will be frozen until the situation is resolved.

It is highly recommended that Sport Club members abide by the following safety guidelines:

- First Aid Kits must always be with teams.
- For large capacity vehicles, do not exceed 11 passengers per vehicle.
- Do not consume, possess, or transport alcoholic beverages, illegal drugs unauthorized firearms or other types of weapons.
- Always wear a seat belt. The number of passengers in the vehicle must not exceed the number of available seat belts at any time.
- Do not transport luggage or other items on top of large capacity vehicles. This will increase the chances of a rollover.
- Avoid horseplay, racing, or other distracting or aggressive behavior.

IN CASE OF AN ACCIDENT/EMERGENCY, THE FOLLOWING PROCEDURES MUST BE FOLLOWED:

- STOP IMMEDIATELY - Call 9-1-1 if necessary.
- Take steps to prevent another accident at the scene.
- Get the name, address, car, and insurance information of any others involved.
- Get name and address of each witness.
- Secure all information needed on the Accident Report Form.
- If the vehicle is unsafe to operate, have it towed to the nearest garage after the police have completed their report.
- Do not discuss the accident with anyone except the police officer and the Sport Clubs Coordinator. The owner of the vehicle is responsible for any costs incurred.
- Notify the Sport Clubs Coordinator!

SPORT CLUB POINT SYSTEM

The Sport Clubs Point System is a point earning based classification system designed to award clubs for their participation in various Sport Clubs Programs, league competitions, and in the community throughout the year. The method of allocating the funding is based on the Point System. Annual Sport Club allocated funds will be distributed in accordance to the Point System. Clubs will have several opportunities to accumulate points from a variety of different categories throughout the year. Clubs will have to submit a budget request prior to the point value being revealed and will not be awarded funding greater than their requested amount.

Budget Allocation Process

The point dollar value will be determined by the total allocated dollar amount for the year divided by the cumulative number of points earned by all clubs throughout the previous academic year. Each club's earned points from the previous academic school year will then be multiplied by this dollar value to determine the funding to be allocated to each club for the following school year.

*Allocated amount/Total earned points by all Sport Clubs = Point \$\$\$ value
\$25,000/10,000 points = \$2.5*

If the Tennis club earned 500 points the previous year. They would be allocated \$1,250 the following year. 500 points x \$2.5 = \$1,250

New clubs will be eligible to start accruing points once they are officially an approved Sport Club. New clubs can only be allocated a maximum of \$500 in their first year during the fall allocation. The new club may continue earning points after they have reached \$500 as it will affect their tier ranking for the following year's request.

Point System Categories

Clubs may start accumulating points at the first new student/transfer orientation fair in June. The deadline for earning points will be the last day of Sport Club practices of the spring semester. No points may be earned during the university's dead week and finals period. The only categories that points can be earned during the summer are orientation fairs and approved fundraisers. The points earned during the summer will be applied to the upcoming academic year. Should a club qualify for a regional and/or national event through their National Governing Body that is held after the point accumulation deadline, the club may appeal to the Sport Club staff to be awarded the points.

Attendance: Monthly Meetings, Officer Training, and Workshops

- 1 point per officer attending Monthly Liaison meetings. Max 3 points per event. An officer must be present during the entire meeting. Special circumstances may be appealed to the Sport Club Staff.
- Officer Training points will be 5 per officer, max of 15 points per training.
- In addition to Sport Club Monthly Liaison meetings, optional workshops may include: Travel and Budget workshops.

Membership

Maximum of 60 points annually

- 10 points for 10-19 active* members
- 20 points for 20-39 active* members
- 30 points for 40 or more active* members

*active members are defined as members who are on the active roster and on LUHub. Points will be given out at the end of each semester.

Recruitment and Awareness

Maximum of 150 points annually

- 10 points for each event the club is represented (Freshman Orientation, SC Fair, Involvement Fairs, etc)

- 5 points for each club attending a transfer orientation fair
- 1 point for individual club tabling in the Rec or on campus (5 points max)
- 5 points for active website, Facebook page, or Twitter account (must show proof by the last day of Sport Club practices and appear active throughout the semester. The Facebook and Twitter account must be open to the public, not private accounts. 10 points max for the year)
- 10 points for club article in the University Press and or Beaumont Enterprise (20 points max, clubs must provide the article/link to the story in order to receive points)

Travel and Competitions

No maximum

- 2 points for each home event or travel within Houston (under 100 miles), with completed and submitted on time pre/post travel forms.
- 5 points for each competition outside the Houston (over 100 miles), with completed and submitted on time pre/post travel forms.
- 5 points for hosting an approved alumni event, with completed and submitted on time pre/post paperwork and alumni roster w/ name, address, e-mail, phone number, and participation year must be included (maximum 1/year)
- 10 points for hosting a tournament/event (4 or more teams or 20 participants), with completed and submitted on time pre/post paperwork (may be a LU event or in conjunction with a NGB and/or facility)

Competitions/events are defined as a club participating in a game/match/contest/tournament against another university or a part of an approved National Governing body. Clubs are awarded points based on days of competitions, not the amount of actual games in a day. Ex: If a club travels to a tournament outside the Houston area over 100 miles and competes for 2 days, they will be awarded 10 points. A minimum of 5 club members must travel and compete in order to receive points. Special circumstances may be appealed to the Sport Club Staff.

In addition, for receiving the travel points for competitions, a club may earn the following bonus points:

- 10 points for each regional tournament/event hosted by an affiliated National Governing body, with completed and submitted on time pre/post travel forms.
- 15 points for each regional tournament/event hosted by an affiliated National Governing body in which the club qualified for, with completed and submitted on time pre/post travel forms.
- 20 points for each national tournament/event hosted by an affiliated National Governing body, with completed and submitted on time pre/post travel forms.
- 25 points for each national tournament/event hosted by an affiliated National Governing body in which the club qualified for, with completed and submitted on time pre/post travel forms.

Fundraising

Maximum of 100 points annually

- 10 points for each fundraiser with profits ranging from \$0 - \$299.99
- 15 points for each fundraiser with profits ranging from \$300 - \$499.
- 20 points for each fundraiser with profits ranging from \$500 and above

All fundraisers must be pre-approved and have completed the

Off_Campus_Solicitation_Form 2 weeks prior to the event and fundraising money must be

deposited into the club's accounts (on campus accounts only must be used) Show in the end of semester/year report to receive points. Letter drives (requesting for donations) and Gofundme.com fundraisers will each count as one event where the total amount raised will earn a single point value. Date ranges of start and end dates will need to be submitted in the request. Profits from hosting tournaments/competitions will be counted as a fundraiser in addition to earning points for hosting the event.

Participant Dues

Maximum of 30 points annually per club

- 5 points = <\$25
- 10 points = \$25-\$49
- 15 points = \$50-\$99
- 20 points = \$100-\$199
- 25 points = \$200-\$299
- 30 points = \$300 +

Dues must be included in the club's constitution and the amount submitted to the Sport Club Graduate Assistant at the beginning of the school year.

Risk Management

Maximum of 20 points annually

- 5 points for each member certified in First Aid and CPR. A copy of the certification must be submitted to the Sport Club Graduate Assistant prior to the end of September and must be valid thru the last day of Sport Club practices in the spring.

Community Service

Maximum of 100 points annually

- 10 points for each community service event the club is involved with. The event must be approved by the Sport Club Coordinator 2 weeks prior to the event.
- 10 points for the club participating in the Freshman Move In or any other event on campus. A minimum of 5 club members. May exceed the maximum of 50 points total by attending only 1 of the 3 events in this category.
- Food Pantry drive
 - 1 point will be awarded for every 10 items on the approved Food Pantry list
 - The winning club will receive 10 bonus points. Second place will receive 5 bonus points. Bonus points may exceed the maximum of 100 points total.

Paperwork

- 5 points – LUHub forms (5 points max)
- 5 points – Faculty advisor form (5 points max)
- 5 points – Budget form (15 points max)
 - Current academic year budget request
 - Allocated Budget plan
 - Future academic year budget request used for the Club Budget Presentation

All forms must be completed and submitted on LUHub prior to the deadline to receive points.

Additional Points

- 5 points for a club member being an active member of the Sport Club Executive Board

- 5 points for being awarded Sport Club Leader of the Year
- 5 points for being awarded Sport Club of the Year
- 5 points for being awarded Rec Sports Athlete of the Year (Male and Female)
- 10 points for completing the Sport Club Leader survey (20 points max, Fall and Spring)
- Completing the Sport Club Participant survey each semester (40 points max, Fall and Spring)
 - 10 points for 25% of active membership
 - 20 points for 50% or higher of active membership
- Final Point Standings at the end of the school year
 - 30 points for club in first place
 - 20 points for club in second place
 - 10 points for club in third place

In Good Standing

All clubs will automatically receive 50 points annually in this category. Points will be subtracted in conjunction with other disciplinary measures taken. Points can be deducted by not following policies and procedures stated in the Sport Club manual. Points will be deducted based on the criteria below and at the discretion of the Sport Club staff at any point of the year. It is possible for clubs to end up with a negative amount of points in this category.

Examples of Point Deductions

- 1 point deducted for each participant listed on a travel roster but is not registered on the club's roster and/or LUHub PWP.
- 2 point deducted for each participant not completing an LUHub PWP but is participating in practices and/or games.
- 5 points deducted for turning in the required paperwork late from the Paperwork category (excluding the LUHub registration).
- 10 points deducted for a club not attending and/or leaving early (without prior approval) from a Sport Club meeting.
- 10 points deducted for a club not registering on LUHub(fall/spring) by the deadline.
- A minimum of 25 points deducted for not following fundraising guidelines.
- A minimum of 25 points deducted for not following apparel/merchandise/equipment ordering and branding guidelines.

DISCIPLINARY ACTIONS

If a team fails to meet any requirements stated in this manual, it is subject to a warning, which could result in probation. The severity of the offense will determine if University officials become involved. The Sport Clubs Coordinator reserves the right to inform campus officials of inappropriate behavior and their decisions are independent of any decisions deemed by the Sport Clubs Coordinator.

LOSS OF FACILITY TIME

Clubs found guilty of inappropriate behavior while representing Lamar University or failure to submit proper paperwork, may lose the ability to use on campus facilities for club events such as practice or events for indefinite periods of time. This period can cover one week, up to an entire semester or school year.

LOSS OF FUNDING

Clubs found guilty of inappropriate behavior while representing Lamar University can lose funding for indefinite periods of time. This period can cover one trip, an entry fee, to suspension of funds for an entire semester or school year.

LOSS OF TRAVEL/COMPETITION

Clubs found guilty of inappropriate behavior while representing Lamar University can lose the ability to compete or travel in club sponsored events for a period lasting from one event to an entire season, depending on the severity of the infraction.

PROBATIONARY PERIOD - NEW CLUBS (4 ACADEMIC MONTHS)

All new clubs will be placed in a Probationary Period. During this period the club will be reviewed and evaluated for a possible change in status for the next semester. Practices, some competitions and minimal funding will be allowed.

WARNING PERIOD (4 ACADEMIC MONTHS)

An individual or team is placed in a Warning Period based upon behaviors demonstrated that may result in disciplinary action. At this time individual participants and teams are still eligible to participate in practices and competitions. During this period the individual sanctioned or the entire team's behavior is observed and at the conclusion of the four-month period, is reviewed and evaluated for a possible change in status.

ELIMINATION OF CLUBS AND INDIVIDUALS

An individual participant or an entire team can be eliminated from the Sport Clubs Program, without the Warning or Probationary Period, which will be referred to the Student Engagement Office. However, a team can also be eliminated after the Warning and Probationary Period because behavior was not improved. This decision is at the discretion of the Sport Clubs Coordinator. If an individual becomes eliminated from the Sport Clubs Program, he or she cannot become a participant in any Sport Clubs team for their remaining years at Lamar University. If a team becomes eliminated, they cannot renew their club status for one year from the date of elimination.

SAFETY AND RISK MANAGEMENT

PARTICIPANT WAIVER PACKETS

Each participant in the Sport Clubs Program is **required** to complete a **Sport Clubs Participant Waiver Packet from LUHub prior** to any participation (this includes practicing with the club). This packet informs the participants of the potential dangers associated with participation. Individuals who have not completed a Sport Clubs Participant Packet will not be permitted to participate in any Sport Club activity.

These forms help provide information about a participant in the event of an injury or transportation to a hospital. It is highly recommended that participants have medical insurance as it will allow a participant who may be injured while participating in Sport Clubs the ability to receive necessary medical attention.

CLUB ROSTERS/ACADEMIC ELIGIBILITY

Clubs are required to provide a list of members that are a part of the club. This allows Sport Clubs to ensure students are academically eligible to represent Lamar University in a Sport Club event. Providing a club roster allows the Sport Clubs program to ensure that students participating in a Sport Club meet National Governing Body eligibility requirements. A club roster also allows the Sport Club program to ensure that participants on this roster have completed the necessary paperwork to compete.

Clubs that are found to have participants on their roster that do not meet necessary eligibility requirements and have completed paperwork put themselves and the Sport Club program at the risk of liability for injury and other legal concerns.

MEDICAL EXAMS AND FIRST AID

The University strongly recommends that all Sport Club participants have annual physical examinations. The Lamar University and Recreation Center assumes no responsibility for any participant with an existing health condition that makes it inadvisable for him/her to participate in any given activity.

The Sport Clubs president is responsible for having at least two individuals who are certified in CPR/AED/First Aid. At least one certified individual must attend every club activity. He/she is also responsible for having a first aid kit with ice packs on site. If a club needs to replenish supplies, or purchase a new first aid kit, please see the Coordinator of Sport Clubs. First aid kits can be checked out from Sport Clubs for practice or travel events.

The Sport Clubs president is also responsible for insuring that “***Universal Precautions***” are used when blood or potentially infectious fluids are present. All the precautions must be followed, no exceptions.

OFFICERS WITH CPR, FIRST AID, AND AED CERTIFICATIONS

Sport Clubs requires that each club have at least two members with updated CPR, First Aid, and AED certifications. These members are important to each club in the event of an incident where no trainers are present. These members will provide copies of their certifications to have on file in the Sport Clubs office. Sport Clubs will host certification sessions at a discount. Officers should meet with the Sport Clubs Coordinator to schedule a date to take a certifications class.

EMERGENCY PROCEDURES

PERSONAL INJURY

1. The club member certified CPR/AED and first aid shall respond. Determine the seriousness of the injury. If life threatening, call 911 or send someone for help. Assign other club members or bystanders (when available) to specific tasks (i.e., calling campus police, etc.). Administer first aid to the level of your training.
2. ***The Health Center is open from 8:00am-4:45pm Monday-Thursday, from 8:00am-2:00pm on Friday, and CLOSED on Saturdays and Sundays. The Health Center phone number is 409-880-8466. Call early for an appointment.***
3. All serious injuries that require transportation (to Health Center, doctor's office, hospital, etc.) should include a Campus Police call 409-880-8311 for ambulance assistance. Have someone meet the emergency vehicle.
4. During an on-campus event in a Recreation center facility or anywhere on campus, if an accident occurs that requires a participant to be transported to a hospital either by ambulance or in a personal vehicle, the Club **MUST** call Campus Police 409-880-8311

immediately. This applies to visiting teams as well as Lamar University Sport Clubs members.

5. While traveling, if an accident occurs requiring a Lamar University Sport Club participant to be transported to hospital either by ambulance or in a personal vehicle, the Club **MUST** call the Sport Clubs Coordinator as soon as possible. The cell phone number for the Sport Clubs Coordinator will be provided for these situations. Recreational Sports personnel will either call the members emergency contact or instruct the trip leader to contact the member's emergency contact.
6. When in doubt, always believe the injury is more serious than originally thought. Call for help and do not move the injured participant, even if it means delaying an activity in progress.
7. Remain with the injured participant until help arrives.
8. An **Accident Report Form** must be completed whenever CPR/AED or first aid is administered or after an injury, which may warrant medical advice or observation. This report **MUST** be completed in full and submitted to the Sport Clubs Coordinator, within 24 hours of the injury. All accident and incident forms can be found in the Sport Clubs Files section on LUHub.lamar.edu. If the club is traveling, the Accident Report Form should be turned in as soon as the club returns from their game/tournament.

HOW TO FILL OUT ACCIDENT REPORT FORM

- Fill out the form completely with ALL information.
- **BE SPECIFIC ABOUT HOW IT OCCURED!**
 1. What events led up to the injury?
 2. How was the person hurt exactly?
 3. Did it happen during the game, warm-ups, etc.?
 4. Did it happen during the normal course of the game?
- Part of body injured, do **NOT** draw pictures. Please use descriptive terms.
- Give **complete** information on what aid was given. Who applied the ice? Was bio-hazardous waste created?
- Witnesses: If possible, get a witness that is not a Sport Clubs member. Indicate on the form what connection the witness has with the activity. Get contact information and a signature from the witness in the event they need to be contacted.
- **State facts not opinions**
- Do not editorialize or indicate what you suspect the diagnosis to be.
- Please write neatly and **state facts not opinions!**

HOW TO FILL OUT INCIDENT REPORT FORM

- Fill out the form completely with ALL information.
- **BE SPECIFIC ABOUT HOW IT OCCURED!**
 1. What events led up to the incident?
 2. Who was involved?
 3. Did it happen during the game, warm-ups, etc.?
 4. Did it happen during the normal course of the game?
 5. Was the police or Lamar University staff called?
- Was anyone injured? Please use descriptive terms.
- Give **complete** information on what aid was given.
- Witnesses: If possible, get a witness that is not a Sport Clubs member. Indicate on the form what connection the witness has with the activity. Get contact information and a signature from the witness in the event they need to be contacted.
- **State facts not opinions**
Please write neatly and **state facts not opinions!**
Incident Report Forms are legal documents which may be required in a court of law.

PREVENTING DISEASE TRANSMISSION

While the risk of becoming infected while administering aid is remote, there is a small chance that some blood borne infectious diseases can be transmitted. In order to reduce risk, use the following procedures if confronted with blood or other potentially harmful bodily fluids:

- A participant that is bleeding shall be removed from a Sport Clubs activity until the bleeding has stopped and the wound has been completely covered.
- A participant that has blood on a uniform shall be removed from the contest until the soiled clothing has been changed.
- Before treating any injury involving blood or other body fluids, gloves (rubber) must be worn by the person administering aid.
- Immediately wash hands after administering first aid, even if gloves were worn and no contact with blood occurred.
- In a Recreational Sports supervised facility, get a Facility Supervisor to clean all blood contaminated surfaces and equipment.

- Any materials (including gauze, band-aids, paper towels, etc.) that come into contact with blood or other body fluids shall be handled while wearing gloves. Bloody materials should be placed in a biohazard bag and then deposited in the bio-hazardous waste container located in the Recreation Center.
 - ***Do not place bio-hazardous waste into any trash receptacle.***
- Club members with bleeding or oozing skin conditions should not treat injuries.
- Any time bio-hazardous waste is created, it must be reflected in the *Accident Report Form*.

CAMPUS CLOSURE

- Sport Clubs activities will not be held whenever the campus is closed. Call the campus information line 409-880-8888 for current campus closure information. It is also posted online at www.lamar.edu
- When thunder is heard or a cloud-to-ground lightning bolt is seen, suspend play immediately. Wait at least 30 minutes prior to resuming play. If subsequent thunder is heard or lightning is seen after the beginning of the 30 minutes count, reset clock and wait another 30 minutes.
- If the campus should close while a Sport Club activity is in progress the game should be suspended and send everyone home. If the weather is making travel more difficult by the minute, suspend play and take note of game status (time remaining, score, etc.).
- Try to reschedule the event and contact the Sport Clubs Coordinator, regarding the cancellation.

FACILITIES AND SERVICES

SCHEDULING ON-CAMPUS FACILITIES

All Sport Clubs are responsible for checking availability and scheduling for their own practices and competitions with the appropriate person. If a team is facing scheduling challenges, they should notify the Sport Clubs Coordinator. If a team does not have the appropriate paperwork completed or is facing disciplinary actions, the Sport Clubs Coordinator has the right to call schedulers to cancel practices or competitions.

Recreational Sports facilities are primarily for use by Lamar University students, faculty and staff. All requests are processed on a first-come, first-served basis. The following is a chart of Lamar University Faculty and Staff to speak with about reserving indoor and outdoor facilities:

**Sheila Umphrey Recreational Sports Center, McDonald Gym, Intramural/Clubs Fields or HHPC
Swimming Pool**

Megan Coots: Assistant Director of Rec Sports
(409) 880-2306
maschneiter@lamar.edu

Health and Human Performance Complex (HHPC)

Dr. Daniel Chilek: Chair
(409) 880-8724
daniel.chilek@lamar.edu

Cardinal Tennis Courts

David Wong: Head Women's Tennis Coach
(409) 880-8056
david.wong@lamar.edu

Ty Terrell Track

Trey Clark: Head Men's and Women's Track Coach
(409) 880-8318
trey.clark@lamar.edu

To reserve a facility for your practices, tryout, meetings, home games etc, please complete the [Practice Schedule Request Form](#). Make sure to name the event Sport Club then your club name.

Also add which location you prefer to use. Once we check your form, we will send a notification for your advisor to confirm. They will have a notification on their LUHub account about this. This must be done before any events are approved.

SCHEDULING OFF-CAMPUS FACILITIES

All Sport Club reserving space off campus must not finalize any reservations with a 3rd party without meeting with the Sport Club Coordinator. This ensures clubs can meet the requirements an off-campus facility requires, such as a rental fee, maintenance obligations, etc. Clubs must receive approval from the Sport Club Coordinator prior to reservation of these facilities.

Misuse of equipment and facilities as well as inappropriate conduct and actions while participating in any club activity will jeopardize the club's status as a Club. Any club using a facility is required to clean the facility following use.

EVENT REGISTRATION REQUEST

Each University academic and administrative unit sponsoring an event, whether located on or off campus, should register the event not later than thirty (30) days prior to the commencement date of the event.

Any events, such as camps, that includes minors under 18 years of age, requires all members of the organization, working that event, to be trained in working with minors and have background checks down.

For more details, speak with your advisor and follow the instructions on the link below to register your event: [Event Registration Process](#)

Alcohol, Drugs, and other illegal substances are not permitted in or on Recreational Sports facilities and it is the club's responsibility to monitor club events to ensure these items are not on site.

Handguns Prohibited

The following penal code is in effect at any location, where competitive Sport Club events are being held:



RECREATIONAL SPORTS FUNDING

WHERE CLUB FUNDING COMES FROM

- Membership Dues.
- Fundraising Activities.
- Budget Allocation from Lamar University Recreational Sports.
- Donations from outside sources such as alumni, local businesses, and family members.

BUDGET PROVIDED BY REC SPORTS IS TO BE USED BETWEEN SEPT 1ST & JUNE 30TH. IT DOES NOT ROLL OVER TO NEXT YEAR.

BUDGET REQUEST PROCESS

- Complete a Sport Clubs Budget Worksheet and turn into Sport Clubs Office by the deadline
- The budget request is an examination of the revenues and expenses your clubs has incurred in the past and expects to have in the future.
- Clubs must present a presentation and be prepared to defend their requests and must be able to explain why they requested the amount. Be reasonable; think about equipment and travel that is essential to your club's participation.
- A tier system that tracks your club's activity will be used to help determine justification for club allocated budgets.
- Funding request is reviewed, and amounts are approved prior to the start of the fall semester.

Probationary sport club teams will be eligible for funding. During the semester of probation, clubs may apply for funds. All applications for funds are subject to approval by the Coordinator and are not guaranteed. These funds are restricted to entry fees, hotel costs, gas reimbursements, rental vehicles and start up equipment only. These funds may not be used for food, uniforms, etc. In the event a club is approved for funds and they are not used properly, the participants will be required to repay the amount approved and further sanctions may be taken if necessary.

As part of the probationary period teams will be required to fundraise. **Teams are required to fundraise 50% of the funds they receive from Sport Clubs, if funds are not requested, a goal will be set by the Coordinator that must be met during the probationary period.** Funds raised may be in the form of

membership fees, donations, sponsorships, etc. Any funds held by a club and not reported and submitted to the club's account may be dismissed and subject to further sanctions.

Rental Vehicles: For student/student organization travel, only **employees of Lamar University** can drive University owned, leased, or rented, motor vehicles. Lamar University students are not covered under the University insurance policy unless they are employed by the University. Any employee who is to drive a University vehicle must first provide the Vice President for Finance and/or his/her designee with a copy of their driver's license and sign a [Request to Drive Lamar University Vehicles](#) form, through the Lamar Risk Management's webpage. A license check will be run which will reflect the status of the license, list any accidents and moving violations in the past three (3) years. Permission for an employee to drive a University owned, leased, or rented motor vehicle will depend on the results of their driving record. This process must be completed at least one month prior to the date the employee is expected to drive the University owned, leased, rented, or privately-owned motor vehicle.

PURCHASE/REIMBURSEMENT REQUEST PROCESS

These forms must be submitted to the Sport Clubs Coordinator 21 days prior to any purchase and must be approved by the coordinator.

To Purchase Equipment or Entry Fees

1. Clubs must print a quote containing all product information, itemized costs, shipping and tournament or league information.
2. Clubs must complete a purchase request form and attach the quote from step 1. Please note you will need Federal Tax ID #, if not available online, contact the company for this number.

For All Travel Purchases (Hotels, Rental Vehicles & Air Travel, etc.)

1. Clubs must print a quote with all price information.
Sport Clubs will only cover hotel rooms up to \$85.00 per night.
2. Clubs must complete a purchase request form and attach the quote from step 1. Please note you will need a Federal Tax ID #, if not available online contact the company for this number.

Procedures for Reimbursements (for hotels, fuel for vehicles, entry fees etc.

1. Select hotel in your destination city. Contact hotel to make reservations. Provide hotel with State of Texas Hotel Tax Exemption Certificate (if hotel is in the state of Texas).
 - a. If you choose to make reservation through a discount website like Hotels.com, Expedia, Hotwire etc., be advised that Lamar University **cannot** reimburse you for any State Sales Tax or extra fees imposed on hotel rooms.
2. 3 weeks prior to the hotel stay, submit a price quote or reservation confirmation (with total price listed) to the Sport Clubs office.
3. Select one person in the club to take responsibility for payment of all hotel costs. **This person must NOT be an employee of Lamar University or Lamar Institute of Technology.**
4. At checkout (either at the hotel desk or online), one person will make the total payment for the hotel stay.
5. **Obtain a receipt for the total amount of the hotel stay.**
6. Upon returning to campus, submit the receipt PLUS the name, address, and LU identification number of the person to be reimbursed.
7. The Sport Clubs staff will submit the request for reimbursement to Accounts Payable.
8. The approval process takes at the minimum five different signatures to sign off on it before it is sent to Accounts Payable.
9. Accounts Payable will process the request for reimbursement and you will receive a check in 2-4 weeks after they receive and process the request.
10. If you have not received reimbursement after six weeks, notify Sport Clubs.

FUNDRAISING

Sport Clubs teams may conduct fundraising events on or off-campus, provided the project is consistent with the purposes of the student organization and *in agreement with University policy*. To become a successful fundraiser, it is crucial to be organized.

IF RAISING FUNDS OFF-CAMPUS, THE ORGANIZATION MUST COMPLETE AN [OFF-CAMPUS SOLICITATION POLICY Form](#). File will be in Sport Clubs files on LUHub.

Some questions to ask yourself when you begin thinking about planning a fundraiser are:

1. WHY ARE YOU DOING THIS EVENT?

First, it is important to know why you are having a fundraiser. Do you need the money or is this event tradition? Use this as 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 fliers around campus. 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 hope to accomplish with additional funds this year?

2. WHO HAS THE MONEY?

Answering this question will lead you on the right track toward raising money. List different organizations that are potential sources of funds for your club. Target your fundraiser to reach them at the same time. Are you going to focus on one organization or several at the same time? What do they have in common? Where do they overlap?

3. HOW ARE YOU GOING TO REACH THESE GROUPS?

This is your product or service for your fundraiser. 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 items that could reach this target group? What could I give or assist this organization with?

4. WHEN SHOULD THIS HAPPEN?

Choose a date for your fundraiser; think about how the day can benefit your target group. For example, if you are having a bake sale, maybe the weekend is not the best time. Try to be as detailed as you can be about choosing a time that will expose your fundraisers to the most people in your target area. This date will also serve as a deadline for you to finish the planning process of the fundraiser. Start early; the sooner you begin planning and accomplishing tasks, the more organized and successful your fundraiser is likely to be.

5. WHERE IS A GOOD PLACE FOR YOUR FUNDRAISER?

This should fit with where your target group is found. For example, if your target group was students and faculty, then a residence hall is not the best place to have your event. Reserving a room in the Setzer Student Center can be a great alternative, so start early and reserve your space ASAP.

6. WHAT NEEDS TO HAPPEN IN ORDER TO MAKE THIS IDEA BECOME REALITY?

Make a list of what needs to be completed in order to accomplish your fundraising idea. Assign a deadline for every item and delegate tasks for people in your club to complete. Get your team involved and give them plenty of time to finish their task. Follow-up with those assigned tasks so that items do not become forgotten and use other people in the group to help hold teammates accountable. Keep your team focused by reminding them of the fundraiser's purpose (Step 1).

SPONSORSHIPS AND DONATIONS

SPONSORSHIPS

You must coordinate those efforts with the Office of Student Organization Services and follow the Fundraising Policies and Procedures in the Student Organization Handbook.

Corporate sponsorships are a valuable fundraising source. Written proposals should be professional and well thought out before requesting funds from a sponsor. 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. Once accomplished, sponsorships are invaluable in helping clubs reach their goals.

If the sponsorship requires using a corporate logo on a jersey or T-shirt, you should receive a letter from the corporation or organization stating that it gives your team permission for the logo to be used. The corporate logo may not be larger than the University's name on the uniform or jersey.

****ALCOHOL AND TOBACCO SPONSORS ARE NOT ALLOWED****

THE FOLLOWING ARE GUIDELINES FOR SOLICITING AND MAINTAIN LONG-TERM RELATIONSHIPS WITH SPONSORS

1. Identify companies most likely to sponsor your team.
 - What other clubs or organizations have they sponsored?
 - Do you know someone in the company or an alumnus?
 - Are they interested in the college market?
2. Get the name, title, and address of the company contact.
 - Make sure the contact name is spelled correctly.
 - Make sure the title is correct and the company name is correct.
3. Send a letter.
4. Follow up with a phone call.
 - Give the contact a week or two to receive your letter.
 - If you receive the sponsorship go to 5.
 - 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 to give the sponsor everything that was promised for their sponsorship.
7. Take pictures; send the sponsor copies of anything with their name on it.
8. Invite the sponsor or a representative to any special events or the event they sponsor.
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.

BANK ACCOUNTS

1. ON CAMPUS (MANDATORY)

It is **mandatory** that Registered Student Organizations that do not hold a 501(c)(3) status (**A recognized status by the federal government**) have a bank account with the Office of Student Organization Services. The Student Club Account is a free banking service provided to Registered Student Organizations.

2. OFF CAMPUS (ONLY IF 501(c)(3) status)

Registered Student Organizations that can furnish proper documentation of 501(c)(3) status may have an off-campus account. The organization must send proof of 501(c)(3) status to the Office of Student Organization services before they will be allowed to open an off-campus account.

Because the university does not regulate off-campus accounts for student organizations, it's important to establish financial controls to limit the risk of mismanaging organization funds, specifically to prevent the use of funds for personal gain.

DONATIONS

Gifts to student organizations are not considered gifts to the University; they are considered gifts to the student groups, which, in most cases, are not non-profit organizations with the ability to issue tax-deductible receipts. For more details about donations, consult the Student Organizations Handbook.

Lamar University Funds CANNOT be used for the following (please note, this is not a complete list): Salaries for coaches or instructors, any event where alcohol will be served or jerseys. **HOWEVER, funds raised by the club may be used towards these items except alcohol.**

OTHER GUIDELINES

CLASS ABSENT REQUEST REQUESTS

Occasionally, club members will need to be absent from classes in order to attend scheduled Sport Clubs competitions. At such times, club members can prevent misunderstandings and academic difficulty by obtaining a letter from the Sport Club Coordinator verifying the club's plans to travel and compete.

Club members MUST inform instructors 15 DAYS in advance of the event prior to giving them a class absence letter.

To avoid a negative situation, club members are highly encouraged to discuss class absences as a result of Sport Club participation with their professors in advance. Club members are responsible for all work missed during their absence and are required to comply with their instructor's demands for rescheduled or make-up exams and assignments.

AT LEAST 15 WORKING DAYS PRIOR TO NEEDING THE PERMISSION LETTERS, A CLUB REPRESENTATIVE MUST SUBMIT A SPORT CLUB TRIP ITINERARY THAT WILL INCLUDE THE FOLLOWING INFORMATION:

- Club name.
- Name of the scheduled tournament or opponent.
- Location of the tournament/contest (city and state).

- Tournament or contest date.
- Estimated time of departure and return.
- Names (first and last) of all students who will be traveling.
- Professors needing notification.

Any student that does not have a completed participant packet on file in the Sport Clubs office will not be given an excused absence letter. The Class Absence Request letters will be typed on Department of Recreational Sports letterhead and signed by the Sport Clubs Coordinator. Copies for each student can be picked up 5 business days after submitting the request.