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## Contact Information for Department of Campus Recreation and Wellness

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- Email: [WhiteE@uhcl.edu](mailto:WhiteE@uhcl.edu)

### Brian Mills

- Director of Campus Recreation and Wellness
- Office: 281-283-2331
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### Recreation and Wellness Center

- RWC Phone: 281-283-2330
- Website: <https://www.uhcl.edu/student-affairs/health-wellness/campus-recreation/>
- Email: [campusrecreation@uhcl.edu](mailto:campusrecreation@uhcl.edu)
- Operating Hours For RWC
  - Monday – Thursday – 7 a.m. – 8 p.m.
  - Fridays – 7 a.m. – 6 p.m.
  - Saturdays – 10 a.m. – 4 p.m.
  - Sundays – Closed

## Professional Discretion

The Department of Campus Recreation and Wellness administration will use professional discretion in decision making, when necessary, if it is deemed to be in the best interest of the program. Any issues or situations not addressed in this handbook will be left to the professional discretion of the Director. Any policy can be altered if, in the professional discretion of the Director, the policy is not explicit, is not accurate, or does not meet the “reasonable outcomes” test.

## Departmental Guiding Principles

### Departmental Mission Statement

The Department of Campus Recreation and Wellness creates educationally purposeful experiences through outstanding facilities, programs, and services that inspire University of Houston-Clear Lake students and community towards lifelong healthy habits to improve their overall wellbeing.

## Departmental Vision Statement

Engaged Hawks soaring in health and happiness.

## Departmental Service Statement

We create an inclusive and safe community through engagement, education, and empowerment.

## Departmental Values

Promote **safety** through good stewardship and sound risk management practices.

Embrace **diversity** through inclusion and social involvement.

Foster **leadership development** through experiential opportunities and transformative learning.

Encourage **excellence** through high standards and personal accountability.

Instill **integrity** through teamwork and building trust.

Build **community** through meaningful relationships and positivity.

Encourage **holistic wellness** through education and engagement.

## Holistic Health and Wellbeing Model

The Department of Campus Recreation and Wellness looks at each student through eight domains of wellness. Wellness is defined as the state of being in good health, especially as an actively pursued goal. Wellbeing is defined as the holistic state of being comfortable, healthy, or happy.

Our department approaches wellness through the following eight domains of wellness.



## Sport Club Program Overview

Sport Clubs offer a unique opportunity for students to be more involved and engaged on campus. Clubs offer numerous opportunities for self-awareness, self-management, development, and leadership. Officers gain valuable experience in organizational management, short and long term planning, financial planning, risk management, and social development.

Campus Recreation and Wellness will create assessment tools to measure individual skill development and personal growth, along with program specific goals and measurements to get a true gauge of the impact this program as at UHCL.

### Definition of a Sport Club

This program consists of registered student organizations that make up the UHCL Sport Club Program (UHCL SCP). Each sport club offers students the opportunity to pursue a higher degree of participation with a group of individuals interested in the same sport or activity. The UHCL SCP promotes student participation in a variety of sports and activities, contributes to the development of student leadership and provides a bond between individual clubs.

Each club is formed, developed, governed and administered by the student membership of the club working in conjunction with Campus Rec administration. While CRW assists in the development and growth of each club, the emphasis of the program is on student leadership and involvement. The existence of each sport club and the UHCL SCP is dependent upon student interest and participation.

### How to join a Sport Club

To join a club team, you only need to have interest. If you are interested in a particular club, you can contact the club officers directly by email (located on website [www.uhcl.edu/campusrecreation](http://www.uhcl.edu/campusrecreation) ) and express your interest. There is also a club member interest online form through the departmental website that you can complete and our office will ensure that the officers of your selected clubs get your information. Each club will hold organizational meetings at the beginning of each semester as well as represent their clubs at orientations and student organizational fairs. Once you have expressed your interest to the club officers, it is time to play!

### How to create a new Registered Student Organization

If you are interested in starting a potential sport club, the following process has been established to provide potential clubs with a structured process. The onus of creating a new sport clubs is the responsibility of the potential officers and the role of Campus Recreation and Wellness administration is to provide resources and insight, but not to create the club.

### How to become a Recognized Sport Club

1. Approval of denial of potential sport club
  - a. **Basic Requirements to become a Recognized Sport Club:**
    - The club **MUST** be student-initiated and student-driven.
    - An organization must be a recognized student organization for a minimum of one year and complete the Student Organization recognition process for a second year before it may apply to join the UHCL Sport Club Program.

- The student organization must have at least 10 active members
  - The organization must be in good standing with the Student Involvement and Leadership office.
  - All documentation has been submitted for review to Campus Recreation and Wellness administration.
- b. **Factors that will also be considered:**
- Required facilities and equipment.
  - The impact the proposed activity will have on existing open recreation, intramural sports, and other sport clubs.
  - The availability of the financial resources to start and adequately fund the proposed activity.
  - The opportunities to compete on a local, regional, national level.
  - The ability to attract new members on a yearly basis.
  - Sufficient student interest and level of leadership to create a self-sustaining organization.
- c. A decision will be made within two weeks from the formal scheduled proposal meeting.

For an organization to apply to become a recognized sports club, the following process will be followed:

1. If the student organization does not exist, the club must become a registered student organization. The process for starting a recognized student organization can be found online at <https://www.uhcl.edu/campus-life/involvement/student-organizations/organization-registration>
2. An organization must be a recognized student organization for a **minimum one year** (two long semesters) **and, at minimum, completing the Student Organization recognition process for a second year** before you may apply to be considered a potential UHCL SCP.
3. The organization must be in good standing with the Student Involvement and Leadership office.
4. You must schedule an initial meeting with Campus Recreation and Wellness administration to discuss the process.
  - a. This request can be sent to [campusrecreation@uhcl.edu](mailto:campusrecreation@uhcl.edu) or to the Director for Campus Recreation
5. The following paperwork must be submitted at least one week (five business days) prior to your scheduled meeting with Campus Recreation
  - a. Sport Club proposal (an outline has been created to assist with the multiple aspects of creating a sport club)
    - i. Club mission, vision, values, short and long term goals
    - ii. Club constitution and by-laws
    - iii. List of club officers and contact information
    - iv. List of current organization members
    - v. Proposed marketing and recruitment plan to generate membership
    - vi. Proposed leadership transition plans including election timelines
    - vii. Proposed facility needs for practice/meetings
    - viii. Proposed practice/competition schedule (if applicable)
    - ix. Proposed budget including membership dues, sponsorships, donations, fundraising efforts
    - x. Proposed campus or community service efforts that could be conducted
  - b. Proposed Risk Management Plan



- i. A template of a risk management plan has been created and will be provided for officers to develop strategies for mitigating risk issues and providing a safe environment for club operation.
    - ii. The risk management plan including relevant information related to required certifications, coaching guidelines, practice/competition emergency response plan, emergency equipment or supply needs, industry standard for emergency response (required athletic trainers on site, etc.)
  - c. Proposed Sport Club budget
    - i. A template budget has been created and will be provided for the officers to develop a realistic budget proposal.
    - ii. The budget proposal is an opportunity for officers to provide information related to expenses and revenue streams to provide financial support for the club.
    - iii. Campus Recreation and Wellness does not provide financial support to cover club expenses, so it is the responsibility of the club to generate funds through multiple sources.
- 6. Initial meeting with Campus Recreation administration only
  - a. This initial meeting will be a time to review the proposal document
  - b. Feedback will be provided about the documents
  - c. Additional information, research, revisions, or planning may be requested.
  - d. Options for a formal presentation will be discussed.
- 7. Formal presentation
  - a. Upon completion of the initial meeting, a formal proposal presentation will be scheduled with Campus Recreation administration, representatives of the Campus Recreation Advisory Board, officers from current recognized sport clubs
  - b. Club officers will give a formal presentation
    - i. Brief history of the organization.
    - ii. The presentation should outline documents submitted.
    - iii. What are the benefits of this organization becoming a sport club?
    - iv. Elaborating on key points of the organization.
  - c. Campus Recreation administration, CRAB members, and other sport club officers will ask follow-up questions or ask for elaboration.

### Once the sport club has been approved

Once a club has been approved, CRW administration will work with officers to create an implementation schedule to get the club paperwork, club members, practice/meeting space, and other items prepared.

## Sport Club Member Eligibility, Guidelines, and Standards of Conduct

### Sport Club Membership

#### Sport Club Student Eligibility

Membership in an UHCL SCP is open to all enrolled students regardless of race, religion, gender, sexual orientation, ethnicity or national origin. All student members must be currently and continuously enrolled in a minimum of three credit hours.

It is the responsibility of the sport club, with the assistance of Campus Recreation and Wellness to provide

reasonable accommodations for any member or potential member with a recognized and registered disability. It is the student's responsibility to register with the Office of Disability Services, which can be done online at <https://www.uhcl.edu/disability-services/>. The Office of Disability Services can assist in providing accommodations for students with need.

**Clubs may not hold tryouts or similar action to determine eligibility for membership.** Any student that is interested in participation/joining, meets the requirements of the club program, pays dues, and is considered to be "in good standing" is eligible to join any club. Clubs may hold a tryout to determine placement on different levels of teams (an A Team vs. B Team, travel team vs. practice team), determining playing time of individuals, or some other needed differentiation between members. If a club holds a tryout, they must promote that all interested individuals WILL BE PART OF THE CLUB IF THEY CHOOSE.

Clubs may place additional membership restrictions based on criteria dictated by their league requirements or governing body in relation to a student's ability to participate in competitions. Some National Governing Body's (NGB)'s require a higher academic workload, minimum GPA requirements, or other restrictions based on gender (men's league vs. women's league vs. co-rec/mixed league).

#### Non-student Membership

Sport Clubs are allowed to have non-student members participate in their organization. Non-student members MUST be active members of the Campus Recreation and Wellness Center to utilize the facilities and programs. "Non-student" refers to faculty, staff, alumni, community, and any other non-enrolled student. Non-CRWC members may serve as a coach/assistant coach, but a non-RWC member who wishes to join a sport club is not allowed under any circumstances.

Depending on the nature of the club, non-students are not be eligible to participate in official or unofficial competitions. This includes league competitions, "friendlies," practice games, etc.

Non-student members are completely restricted from using any UHCL funds for travel, competition, practice, participation, or equipment/supplies. This includes either club funding from CRW, SGA or other university funding or from funding generated by the club itself. Non-students are not allowed to be reimbursed in any way for any money they use related to club business.

#### Interested individuals but not committing to join

Clubs that hold open practices or allow students to participate without committing to join the club are required to have individuals complete a participant waiver before they can take part in any activity. Those waivers must be completely filled out and must be submitted to Campus Rec admin within 24 hours of receiving them. Club officers are required to have blank participant packets and additional waivers at all events and must verify that risk management processes are being completed appropriately.

A blank general liability release and indemnification agreement (waiver) can be found online at <https://www.uhcl.edu/about/administrative-offices/environmental-health-safety/forms> if there are not blank copies available.

#### Club Participant Membership Packet

All club members must complete:

- A Liability Release and Indemnification Agreement (waiver)
  - This must be completed before they are allowed to participate with any club.

- These will be physical waivers and will be submitted by Sport Club Officers within 24 hours of receipt.
- A UHCL Photo Release Waiver
  - This will be part of the waiver packet.
- Online [Club Participant Member Packet](#) to officially join a sport club.
  - This form will be submitted online.
  - These forms must be submitted before a member is officially on the club roster.

### UHCL ID Cards

Individuals desiring membership in a sport club must have a valid UHCL ID card. In addition, the ID card must be in possession of the member during all club activities (practices, games, etc.). At various times during the year, Campus Rec staff will conduct random ID checks. Individuals who do not have their ID card may be prohibited from participating with the club until the card can be produced.

### Eligibility for participation in club leagues or associations

Each sport club member is responsible for familiarizing themselves with eligibility rules and regulations, and abiding by these rules when entering league competition. The Campus Rec administration should be given a copy of all rules that govern each club's league involvement. Any documents or league forms that require verification of student eligibility must be given with at least one-week notice to verify enrollment. Forms that require the UHCL Registrar to verify enrollment need to be given with at least two weeks.

### Intramural Sports participation

Sport Club athletes ARE eligible to participate in intramural sports; however, participation is limited depending on the sport club and the intramural sport. Please refer to the excerpt from the Intramural Sport Policies and Procedures for details:

Students who are members of sport club teams may only participate in **competitive leagues** (if available) of the related intramural sport, with **no more than two (2) Sport Club team members on the same team**. There are no restrictions on Sport Club players playing on teams outside of their related sport.

Intramural Sports is a great opportunity for sport clubs to promote involvement to non-members and recruit potential players. It is also a reminder that sport club members have an obligation to represent their clubs and themselves in a manner that exemplifies quality sportsmanship.

### Student Rights and Responsibilities

The UHCL Dean of Students' policies related to students' rights and responsibilities as well as the code of conduct can be found online at this link <https://www.uhcl.edu/dean-of-students/student-handbook>

### Code of Conduct

All sport club participants must abide by all policies and procedures outlined in the UHCL Student Code of Conduct and the Department of Campus Recreation and Wellness Sport Club Handbook. Each sport club must obtain the approval of Campus Recreation prior to acting on any items, issues, or ideas that are not covered in this handbook. If a club chooses to act independently of the Code of Conduct or Campus Recreation policy, the club risks losing club membership status.

The UHCL SCP Code of Conduct was established to inform all club members of their individual

responsibilities to their club, the Sport Club Program, and UHCL. The following list provides a detailed outline of the conduct expected by each member:

- Adhere to all UHCL, Campus Recreation and Wellness, and Sport Club Program policies and procedures.
- Conduct oneself in a responsible and courteous manner at all sport club activities.
- Represent the UHCL, our department, and your club in a positive manner.
- Understand that your actions may adversely impact your club, the program, the department, and UHCL.
- Understand that your actions may adversely impact your ability to participate in any of the aforementioned programs.
- Show respect to all competition officials, opposing team members, spectators and opponent's university staff.
- Any event or activity serving alcohol must abide by all UHCL and State of Texas regulations. Any alcohol related violations, malfeasance or inappropriate behavior may be grounds for sanctions, both from the University and the department.
- In accordance to the University of Houston hazing policies, Campus Recreation observes a **ZERO TOLERANCE RULE**.
- Any situation that places someone in harm's way, is obviously unsafe, could lead to injury, violence, sexual harassment or assault, or other circumstances should be reported to the department administration or to the Dean of Students Office immediately.
  - Sexual misconduct policies can be found online at <https://www.uhcl.edu/dean-of-students/sexual-misconduct>
  - Title 9 policies can be found online at <https://www.uhcl.edu/policies/title-ix/>
  - Sexual misconduct policies can be reported online at <https://www.uhcl.edu/policies/title-ix/reporting>

## Sport Club Organization

### Student Organization Recognition

Student organizations have a significant impact in the overall college experience. Students are encouraged to get involved with the 100+ student organizations here at the University of Houston-Clear Lake (UHCL). By joining a student organization, students are connected with fellow students who share the same interests. Organization membership will also give students the opportunity to expand on their leadership skills, social skills, and professional skills outside the classroom. If an organization does not exist in a particular area of interest, a minimum of five (5) students can form a new student organization.

All Sport Clubs must be in recognized as an active student organization with the Student Involvement and Leadership Office and in good standing. Any club that does not meet the requirements set form by the Student Involvement and Leadership Office will immediately be suspended from activities as a sport club, all reservations will be suspended, and all travel will be cancelled.

The Student Involvement and Leadership Office and Student Organization website has all forms needed for clubs to register as a student organization on an annual basis.

<https://www.uhcl.edu/student-affairs/student-engagement/student-involvement/>

## Membership composition of a Sport Club

All recognized Sport Clubs are focused on student engagement and student development. While some clubs can allow non-student members, for any club that is part of the UHCL SCP, membership must be predominately currently enrolled students. **All recognized sport clubs must be comprised of at least 90% student members. Clubs must, at all times, have at least 10 active members.** Any club that does not meet that threshold will be subject to probation, suspension, or removal from the program.

## Club Mission Statement and Constitution

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

The constitution outline must be structured to include all articles and any updates (this includes transitions into a sport club organization) and must be submitted to the Student Involvement and Leadership Office. The most current constitution needs to be filed with the office. Failure to adhere to this policy will jeopardize your recognition status sport club eligibility.

This form can be found online in the [Student Organization Recognition Packet](#) and document templates.

## Sport Club Classification

All clubs within the Sport Club Program are assigned to tiers. Tier placement is based on competitive nature of the club, ability to compete in state, regional, and/or national competitions, longevity of a club, strength of leadership of officers, amount of practice time and club activity in campus events, achieving fundraising and campus/community service, as well as other factors.

THIS TIER SYSTEM WILL BE IMPLIMENTED IN THE COMING SEMESTERS AS THE SPORT CLUB PROGRAM GROWS. It is outlined here as a resource for future sport club planning purposes.

### Tier 1 Clubs

Tier 1 is the highest placement available to clubs. Tier 1 clubs have the opportunity to participate in organized leagues, regional, state, and national tournaments or events. They have proven stability in club existence and are in good standing with the Sport Club Program.

#### Requirements:

- Member of a National Governing Body (NGB).
- Maintain four officer positions (President, Vice President, Treasurer, and Secretary).
- Maintain a roster minimum of fifteen (15) members.
- Each officer must attend at least two leadership developmental opportunities, workshops, or programs per semester.
- Travel at least twice per semester, not including national event.
- Fundraising requirement is at least \$1,000.00.

- Campus/Community service requirement is at least 100 hours.

### Tier 2 Clubs

Tier 2 consists of clubs that have limited formalized league opportunities, as well as having limited travel opportunities and are in good standing with the Sport Club Program.

#### Requirements:

- Maintain three officer positions (President, Vice President, Treasurer or Secretary).
- Maintain a roster minimum of ten (10) members.
- Each officer must attend at least two leadership developmental opportunities, workshops, or programs per semester.
- Travel at least once per semester, not including national event.
- Fundraising requirement is at least \$750.00.
- Campus/Community service requirement is at least 75 hours.

### Tier 3 Clubs

Tier 3 consists of clubs that are instructional, educational or recreational in nature and have limited to no travel.

#### Requirements:

- Maintain two officer positions (President and Treasurer)
- Maintain a roster minimum of ten (10) members
- Each officer must attend at least two leadership developmental opportunities, workshops, or programs per semester.
- Fundraising requirement is at least \$500.00.
- Campus/Community service requirement is at least 50 hours.

### Probationary Clubs

Probationary clubs are still recognized sport clubs, but will have limited space reservation ability and could have restrictions on travel or spending. A club will remain on probation for no more than two semesters before they are suspended or removed from the sport club program.

Any clubs which are placed on probation will meet at least once per month with Campus Recreation administration. These meetings will be required for ALL officers to attend. Details of meetings will be determined depending on nature of probationary status.

### Suspension of Clubs

Clubs can be suspended at any time for any number of reasons. Below is a short list of examples. This list is not exhaustive.

- Failure to attend required meetings or trainings (officer trainings, officer monthly meetings, risk management training, etc.)
- Failure to attend and participate in club fairs, events, and/or promotional opportunities (sport club fair, Welcome Back Bash, Student Org Expo, etc.)
- Failure to plan and execute basic club functions on a regular basis (practices, elections, paperwork, fundraising, community service, etc.)
- Violation of the Student Code of Conduct
- Violations related to hazing or sexual misconduct

- Failure to work with individuals whom have requested reasonable accommodations for a disability
- Violations related to team or individual safety (both physical and mental)
- Violations of UHCL, UH system, departmental, or program policies

## Sport Club Student Roles and Responsibilities

### Sport Club Personnel

Students - Within all student organizations, the members have unlimited opportunity to become directly involved in the administration and supervision of their club. They collectively have the responsibility for writing their club's constitution and by-laws, determining their membership requirements, establishing their dues schedule, establishing the duties of the officers, and selecting their advisor and volunteer coach. The members also have the ability to schedule their own practices and competitions, hold club meetings, and organize fundraising and campus/community service projects. The more involved members are the more successful a club can become. If club members do not hold the officers, coaches, adviser, or themselves accountable for the club, then the club will be limited in growth and potential.

Coach - Club coaches may be undergraduate students, graduate students, university employees, or individuals not affiliated with the university. Campus Rec admin will work with clubs to identify and select volunteer coaches. The involvement of the coach should be restricted to skill development and game strategy. The coach should not be involved in the management of the club. The members should be allowed to vote on the involvement of the coach and also the removal of the coach. This policy should be outlined in the constitution. Campus Rec admin reserves the right to suspend or remove a coach with or without the approval of club officers or members if it feels it is in the best interest of the club.

Rec Sports Managers- Rec Sports Managers are undergraduate or graduate employees who collectively work with clubs within the program. The manager serves as the primary Sport Club contact person. Managers may be visible at practices, games, and other club events.

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

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

Program Assistant for Rec Sports– serves as the primary department contact for recognized sport clubs and will assist sport club officers in securing practice and game facilities, assist in the coordination of the registration process for all members, lead officer training/meetings and other developmental opportunities, and more. The PA will assist in the process for recognized student organization in the approval process to become a sport club or in the process to reactivate inactive clubs. Lastly, they will advise clubs and provide assistance to all club representatives in handling club business.

Graduate Assistant for Recreational Sports – the GA for Recreational Sports serves as the professional administrator for the sport club program. This GA will supervise and assist the Program Assistant(s) and Managers at all times and provide guidance and leadership for clubs throughout the year. The GA will be involved in budget process and any disciplinary issues that arise throughout the year. The GA will assist in the leadership development of club officers and professional development of rec sports student staff.

## Club Responsibilities

Towards the end of the spring semester (March/April), each club must elect student representatives to act as President, Vice President, Treasurer, Secretary, or other established positions of the club for the preceding academic year. These representatives will act as the liaisons between their individual club and the Department of Campus Recreation and Wellness and Student Involvement and Leadership office.

Club processes for elections must be outlined in the constitution of the organization. It is the responsibility of the current club officers to ensure that the proper process is being followed for officer elections. If requested, a representative from Campus Rec admin can assist in the oversight of the process, but the expectation is that the clubs manage their own elections. It is highly encouraged to schedule this election at the beginning of the spring semester.

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

### Club President

- Manage the process of compliance with the Student Involvement and Leadership Office to maintain good standing with Student Organizations program.
- Inform club members of all UHCL, Campus Recreation, and program policies and procedures.
- Attend all required meetings (SC Officer Training, monthly officer meetings, risk management training, leadership development opportunities, etc.)
- Work with other officers to develop schedules and facility requests.
- Ensure that the Campus Recreation policies and procedures are followed in all areas of administration, including budget, organization, and management of the club.
- Schedule club meetings with the Campus Rec admin.
- Ensure that all officers perform his/her assigned duties in an effective and efficient manner.
- Ensure that the coach(es) are adhering to policies and procedures outlined in the Handbook and agreed upon on the coach agreement form.
- Ensure that all members abide by all UHCL Student Code of Conduct and all applicable laws.
- Report any issues or incidents, either that have occurred or have been reported to you, related to hazing, sexual misconduct, or any other violation of the UHCL Student Code of Conduct.
  - These reports must also be submitted to the Dean of Students and the Title 9 office.
  - The President cannot “investigate” the reports or incidents and make their own determination. They must report immediately to the appropriate authorities.

### Club Vice President

- Inform club members of all UHCL, Campus Recreation, and Club policies and procedures.
- Attend all required meetings (SC Officer Training, monthly officer meetings, risk management training, leadership development opportunities, etc.)
- Ensure that all participants have completed a Sport Club waiver or membership packet prior to participation.
- Ensure that all members have submitted proof of medical insurance prior to participating in club activities if required.
- Complete and submit accident and/or injury reports to the Campus Rec admin within 24 hours of the incident.
- Complete and submit travel itineraries and club/organization participant travel lists to the Campus



Rec admin at least 10 days prior to the event.

- Ensure that all members abide by all UHCL Student Code of Conduct and all applicable laws.
- Assume responsibilities of the President in the case of his/her absence.
- Report any issues or incidents, either that have occurred or have been reported to you, related to hazing, sexual misconduct, or any other violation of the UHCL Student Code of Conduct.
  - These reports must also be submitted to the Dean of Students and the Title 9 office.
  - The club officers cannot “investigate” the reports or incidents and make their own determination. They must report immediately to the appropriate authorities.

### Club Treasurer

- Conduct a meeting with the club officers to create the club’s financial needs for the upcoming academic year.
- Attend all required meetings (SC Officer Training, monthly officer meetings, risk management training, leadership development opportunities, etc.)
- Maintain all financial documentation for the club. All dues and monies collected must be documented with a club receipt. Campus Recreation reserves the right to inspect all club financial documentation.
- Oversee external bank account and keep accurate records of club spending. Be prepared to meet with Sport Club Administration if asked regarding external expenditures.
- Submit club fundraising proposals and event documentation to the Campus Rec admin.
- Schedule a meeting with the Campus Rec admin to discuss the fundraising proposals and obtain approval for the fundraising projects.
- Schedule a meeting with the Campus Rec admin to discuss the sponsorship proposals and obtain approval for the sponsorship initiatives.
- Report any issues or incidents, either that have occurred or have been reported to you, related to hazing, sexual misconduct, or any other violation of the UHCL Student Code of Conduct.
  - These reports must also be submitted to the Dean of Students and the Title 9 office.
  - The club officers cannot “investigate” the reports or incidents and make their own determination. They must report immediately to the appropriate authorities.

### Club Secretary

- Attend all required meetings (SC Officer Training, monthly officer meetings, risk management training, leadership development opportunities, etc.)
- Coordinate with Campus Rec admin to secure practice times and facilities, arrange for officials when needed, oversee travel accommodations (travel, food, lodging, etc.)
- Maintain inventory of club equipment.
- Maintain club records, including membership roster, alumni lists, competition records, community service hours, etc.
- Record minutes of club meetings.
- Work with Campus Rec admin for marketing and promotional material needs.
- Oversee social media platforms.
- Be the first point of contact for any UHCL needs regarding The Signal or other media requests.
- Be responsible for photography and videography, along with submission of reports and photos/videos for competitions or events hosted by the club.

- Report any issues or incidents, either that have occurred or have been reported to you, related to hazing, sexual misconduct, or any other violation of the UHCL Student Code of Conduct.
  - These reports must also be submitted to the Dean of Students and the Title 9 office.
  - The club officers cannot “investigate” the reports or incidents and make their own determination. They must report immediately to the appropriate authorities.

### Safety Officer

- Attend all required meetings (SC Officer Training, monthly officer meetings, risk management training, leadership development opportunities, etc.)
- All clubs are **REQUIRED** to have TWO safety officers per club.
- Safety officers must be currently certified in American Red Cross First Aid/CPR/AED and Bloodborne Pathogens certifications.
  - Certification courses are provided by the department or Environmental Health and Safety. Courses provided by the department are at no cost.
- At least one safety officer is required to be at all practices (on or off campus) and all events (home or away).
- Safety officers are required to complete accident forms within 24 hours of an accident and return to Campus Rec administration. Original forms must be submitted, copies are not acceptable.
- When major injuries occur, the safety officer is required to contact the Campus Rec and Wellness Center Welcome Center desk immediately by calling 281-283-2330 updating them of the situation and actions to be taken.
- Safety officers are responsible for ensuring the proper procedures are followed regarding risk management protocols.
- Report any issues or incidents, either that have occurred or have been reported to you, related to hazing, sexual misconduct, or any other violation of the UHCL Student Code of Conduct.
  - These reports must also be submitted to the Dean of Students and the Title 9 office.
  - The club officers cannot “investigate” the reports or incidents and make their own determination. They must report immediately to the appropriate authorities.

### Club Advisor

- All student organizations must have a UHCL faculty or staff member as an advisor.
- Club advisors must meet all requirements set forth by the Student Involvement and Leadership office on an annual basis.
- The advisor is not allowed to be involved in the day-to-day operations of the club.
- Report any issues or incidents, either that have occurred or have been reported to you, related to hazing, sexual misconduct, or any other violation of the UHCL Student Code of Conduct.
  - These reports must also be submitted to the Dean of Students and the Title 9 office.
  - The club advisor cannot “investigate” the reports or incidents and make their own determination. They must report immediately to the appropriate authorities.

### Coaches

Sport Club teams may obtain a coach/instructor if desired. All coaches must be approved by the Director of Campus Recreation and Wellness prior to beginning any coaching duties. Coaches can be placed on probation, suspension, or removed with or without the approval of a sport club by Campus Recreation administration at any time.

## Head Coach / Lead Instructor

*The approval process is as follows:*

- The specific club must request that a coach be considered as a candidate.
- The candidate(s) must submit to the Campus Rec admin a Coaches Application.
- After submitting their application and resume, the potential coach must schedule an interview with the Campus Rec admin and club officers.
- After completion of the interview, Campus Rec admin will either approve or deny the request for a coach/instructor.
- If approved as a coach/instructor, the individual must complete a Sport Club Coach Agreement Form prior to participating in any club/organization activities.

## Coaches Agreement

*The following policies/procedures are included on the Coach Agreement Form:*

- I understand that sport clubs are student-run entities, and though I assume responsibility for the coaching of the club, its officers and advisors understand that I am not responsible for the organization and administration of the club.
- I understand that no fees are paid to club coaches with university allocated funds.
- I have/will meet with club officer's to discuss the club's philosophy, goals, rules and regulations.
- I have/will read the UHCL Department of Campus Recreation and Wellness Sport Club Handbook and agree to abide by all policies set forth in the manual.
- I assist your club in developing realistic goals for the academic year that will contribute to the students' educational and personal development.
- I will be knowledgeable of the club's constitution and all other governing documents associated with the club.
- I will attend club meetings and events when applicable and available.
- I will encourage the officers of the club to share information with all club members.
- I am familiar with the UHCL Student Code of Conduct and other institutional policies and guidelines that establish expectations for student behavior and activities and have a responsibility to report any reports or actions that relate to violations of the Student Code of Conduct, hazing, sexual misconduct, and other financial aspects of the club regardless of "evidence" or personal preferences or opinions.
- I understand that I can be placed on probation, suspended, or removed from my role by Campus Rec administration at any time with or without the approval of sport club officers.
- I understand that I am prohibited from engaging or negotiating in any contracts or agreements in the name of the UHCL.

## Leadership Skill Development

Campus Recreation and Wellness prides itself on the development of leadership skills by providing experiential learning opportunities and a growth mindset environment. Semester officer trainings and monthly officer meetings will be scheduled and will include developmental components related to leadership skills development and assessment.

The core skills needed to be a successful sport club officer include, but are not limited to:

- Safety and risk management

- Communication skills: verbal, written, and listening
- Organization
- Time management
- Fiscal management
- Cultural competence
- Holistic health and wellness
- Emotional intelligence

UHCL Division of Student Affairs has numerous opportunities for students to engage in leadership development workshops or programs. As the programs become available, information will be sent for officers to participate in or promote to their clubs. A requirement of leadership development will be established on an annual basis along with short and long-term goal setting for the club officers collectively and individually.

### Transition plans for new officers

In February/March, Campus Rec admin will meet with club officers to discuss officer transition plans. It is important that current officers of the club prepare their replacements for the future. The success of a club from one year to the next is not guaranteed. New club officers need all of the resources, documents, advice, and guidance they can get from their predecessors to ensure the transition is seamless. This includes rosters, financial documents, signing cards at the bank for checking accounts/check book access, fundraising plans, community service connections and future plans. Poor officer transition is the leading cause of club deterioration and setback.

## Club Documentation

### Official Club Records

Every club is expected to maintain official club records. Originals of the following documents should be submitted to the Campus Rec admin and copies can be created or provided as needed:

- Member participant packets and all associated forms (driving agreement, insurance verification)
  - Physical Liability Release and Indemnification Agreements (waivers) and photo release waivers must be completed by individuals in person and submitted to the Campus Rec admin within 24 hours.
  - Online participate membership packets will be organized on a club roster form and shared as often as needed with officers.
- Up-to-date roster
  - Campus Rec admin will provide at the beginning of each month electronically
- Club specific calendar of events and meetings
- Practice schedules
- Game/event schedules
- Promotional flyers and other collateral
- Club meeting minutes
- Campus Recreation forms (i.e. facility requests, travel forms, etc.)
- Club financial records

Campus Rec admin will provide templates for rosters, budget tracking, and other important documents. It

is HIGHLY ENCOURAGED these forms are used to assist in the management of the club.

## Campus Rec Share Drive

Clubs will have folders on the departmental share drive. We will keep scanned copies of documents on this share drive. Club officers can request access to their files but only with a Campus Rec staff member present. These files can be made available to any club officer.

## Monthly Sport Club Reports

Because clubs operate mostly independent of Campus Rec staff supervision, it is the responsibility of the club officers, either the President, Vice President, or Secretary, to complete and submit a monthly report. This report will be submitted online through the following link: <https://forms.gle/5GkvdLBCp8JuMGSV8>

The purpose of these reports are to assist Campus Recreation and Wellness administration with any issues that may need to be addressed, providing a one month outlook for any club needs, and any other concerns or assistance the officers may need addressed.

This monthly report will include the following sections:

- Select the month
- Select your club
- Total number of practices held during the month
- Average number of participants or specific numbers if possible
- Rating of your overall member participation on a scale of 1 to 5
- Verification of new members completing their online packet
  - Online packet can be found online at <https://forms.gle/ia35a5xiLUYtcBEm6>
  - Physical Liability Agreement and Indemnification Release must be completed by the new members before participating and submitted by club officer with 24 hours of receipt.
- Verification that you have received your monthly updated member roster
- How would you rate member recruitment for the month on a scale of 1 to 5?
- A list of any recruitment activities.
- A summary of any marketing requests submitted
- An agreement on a scale of 1 to 5 if the marketing request was completed and met your needs
- How would you rate your club's member development on a scale of 1 to 5
- How would you rate your club for Officer Organization on a scale of 1 to 5
- A short list of any officer meetings that took place during the month.
- How would you rate your club for Financial Management on a scale of 1 to 5
- A list of any fundraising or budget planning
- Any issues related to facilities and a follow-up about what those issues may be
- How would you rate the overall club experience for the month on a scale of 1 to 5
- Provide an explanation as to why you rated the club experience for that month.
- A four week outlook for any marketing needs that you may need
- Any additional questions, comments, or concerns.

## Club Purchasing Procedures

The Campus Rec admin must be involved in all club spending, regardless of where the funding comes

from. This could be as simple as completing the Purchasing Form to as complicated as a contract or purchase order. Campus Rec admin needs to be involved to ensure that clubs are being fiscally responsible and money is being used in accordance with UHCL and departmental policies. If clubs are spending money on non-club related expenses or if the money is being spent against the wishes of a club, any club member may contact the Campus Rec admin to alert us of the issues. Club money should be spent on the club as a whole and while there does not have to be 100% agreement on every purchase as a club, the officers should listen to the wants or needs or concerns of the members.

## Purchasing Sport Club Apparel

UHCL Brand Guide guidelines for T-shirts and other wearable item:

- All purchasing related to apparel involving UHCL logos must adhere to Brand Guide regulations which can be found online at <https://www.uhcl.edu/brand-guide/>
- When using logos, use current approved UHCL logos in appropriate fonts, colors, and formats.
- UHCL logos should be displayed on a background of one of the official colors of the University.
- The logo can be obtained from Campus Rec Marketing and Promotions team.
- Please do not use older or unapproved logos associated with the university or its colleges, departments, programs, business units, etc.
- It is not appropriate to combine approved UHCL logos with any other image or text. This includes combining the UHCL word mark with older logos, the image of Hunter or the Hawk, or any other image.
- We highly encourage club officers to begin any process involving apparel, UHCL logos, colors, etc. with the Graduate Assistants for Recreational Sports and Marketing and Promotions. These two positions can provide guidance and input related to the processes involved.

## Campus Recreation Facility Usage

### Facility request process

Campus Rec has created a facility prioritization schedule to provide structure to how we manage our indoor and outdoor spaces. Clubs must be in good standing, meet requirements of club composition, and must adhere to all departmental policies to be included in our prioritization process.

### Facility prioritization

Campus Recreation and Wellness is focused on providing recreational and fitness space for the UHCL community. When we plan programming, collaborate on events, or work with groups or organizations for space usage, we follow our prioritization philosophy.

1. UHCL student open recreation time
2. Campus Recreation programming
  - a. Group Fitness
  - b. Sport Clubs
  - c. Intramural Sports
  - d. Special events
3. Exercise and Health Science academic needs
4. UHCL recognized student organizations
5. UHCL departments
6. Corporate sponsors

7. UHCL community
8. Everyone else

Sport Clubs must submit requests through the Director for Campus Recreation and Wellness and/or Graduate Assistant for Recreational Sports for any facility use to support the following club related activities:

- Practice (recurring semester schedules) or additional practices
- Competition, activity, or event
- Display of promotional materials (tabling)
- Meetings
- Special events

We will only accept reservations for one semester at a time. Clubs will have the opportunity to submit facility reservation requests well before a semester starts, generally at the mid-point of the previous semester (example: October 15 for spring reservations, April 1 for fall reservations). The Director for Campus Recreation and Wellness and/or Graduate Assistant for Recreational Sports will set deadlines for club reservation requests on an annual basis. Clubs will complete a Facility Request Form and submit that by the deadlines each semester. If a club does not submit the form by the required deadline, they will not be part of our prioritization scheduling process.

CLUBS ARE NOT GUARANTEED THE SAME DATES AND TIMES FROM SEMESTER TO SEMESTER. Due to the lack of data we have currently about usage patterns, we will be making adjustments as we progress through the coming semesters.

If a club is potentially looking to host a large scale special event (fundraiser tournament, city/state/regional event), you can schedule a meeting with Campus Rec admin to discuss the possibility of securing space as far in advance as needed. There is not guarantee those accommodations can be made, but the potential to host a large event and provide exposure of UHCL and your club is a great opportunity.

## Indoor facility space reservations

### Peak Time Reservations

The RWC experiences increased participation Monday through Thursday during the 3p-9p window. Because of this data, we will limit the amount of space we utilize for programmed activities (group fitness, intramural sports, and sport clubs). We will minimize any times where we take multiple courts offline for intramural sports and sport clubs.

Each indoor sport club that uses indoor space is limited to:

- Maximum of one space per practice
- Maximum two hour practices
- One reservation during “peak time”
- Two reservations outside of “peak time” provided the space is available. These reservations must be on two separate days.

## Dead Week and Finals reservations/practices

We encourage clubs to be as active as possible throughout the semester. However, we do want to ensure that our clubs are placing academics first and foremost over any activity. Clubs may hold practices during dead week and finals periods, but participation or attendance cannot be mandatory. Most clubs will finish their normal practices or competitions outside of these weeks, but we will allow clubs to host practices or meetings as needed in the facility.

## Winter Break and Summer reservations/practices

We will allow clubs to continue practices and reserve space during winter break and summer months, however, due to the nature of these periods, conflicts may arise more frequently. Similar to dead week and finals weeks, practices cannot be mandatory for members. Students who are not enrolled in the summer months are still required to purchase a Continuing Student membership to access the facility if they plan to participate during the summer. This membership can be purchased in person at the CRWC Member Services desk or online through the website. There are no exceptions for access during the summer.

## Conflicts with reservations

From time to time, our department will be approached about providing space last minute for academics or some other university entity. While we will try to work with these situations to find a solution that minimizes impact on our departmental prioritization philosophy, it can still occur. **Campus Rec reserves the right to adjust, cancel, or move your practice time or location as needed in special circumstances.** We will do everything in our power to communicate with club officers as early as possible about conflicts and options available.

## Canceling a reservation

When a club reserves a facility, it is expected it will be used. If the club cancels a reservation, the club must give at minimum 12 hours' notice. Space is still at a premium at UHCL, so our staff needs to adjust scheduling, adjust staffing, and potentially make that space available for another group or event.

## Fitness zone reservations

Clubs are NOT ALLOWED to reserve any fitness zone space for exclusive use by the club. A club is also not allowed to hold an "informal" club workout where they are dominating a space or specific sets of equipment. While a club working out together is a great way to build teamwork and comradery, we discourage clubs from making this a large group event. Clubs are not allowed to bring in private trainers for individual, small group, or team workouts.

## Outdoor facility space reservations

With the addition of a new outdoor lit space, clubs will have the option to request use of either field. Outdoor clubs will still be restricted to one reservation Monday-Thursday from 3p-8p and two reservations outside of peak time. With the expansion of Intramural Sports, fields will be used more frequently for campus recreation programming.

## Sharing outdoor field space

Sharing outdoor field is not an ideal situation for either party. We will not allow shared space for practices or competitions unless there are extenuating circumstances. If a club has practice immediately following



another club or an intramural program, they are allowed to use unused space for stretching, individual or small group warm-ups, or a meeting. If a club has a reservation until 7p, the entire lit field is their space and you should respect that. Reservation times gives group that space from start to finish and they should not have to deal with another group encroaching on their time or space. DO NOT ASSUME THEY ARE OKAY WITH IT.

### Field Closures

Outdoor fields will have scheduled closures and downtime throughout the year. The Director for Campus Recreation and Wellness will provide those dates on an annual basis. If the fields are closed for routine maintenance and/or down time, clubs are restricted from using the fields. Any violation of this will result in club probation, facility reservation cancellations, or financial penalties to cover any damages.

FMC will continue to handle the maintenance of the fields. We will be scheduling annual maintenance to occur and will communicate with outdoor clubs as needed so they are aware. This includes aeration, overseeding, leveling, ant spraying, mosquito spraying, weed spraying, hydro mulching, etc. FMC will communicate the needs of the field for the maintenance being performed, so please honor all requests when we shut fields down. We want our outdoor field space to be improved from previous years and that does not happen unless we change the way we manage the spaces.

The fields will be shut down completely in December/January from the start of finals week through the end of January. Even in Texas, grass goes dormant and we need to minimize any usage of the fields while the grass is in this stage. We will also shut down the fields over spring break and during parts of the summer.

### Outdoor Field Issues

If there are any issues observed with the clubs related to field usage, damages, etc., please email the Director for Campus Recreation and/or the Graduate Assistant for Recreational Sports as quickly as possible. Include any pictures or descriptions of the issue(s).

Snakes and other wildlife are present on campus. DO NOT ATTEMPT TO CATCH OR MOVE any animals you may come into contact with. Assume any snake is poisonous and dangerous. Assume any animal is dangerous. Do not try to “shoo” them away or pick them up or move them. Call UPD for any assistance needed.

### Set-up/Take down Responsibilities

Each club is responsible for the set-up and take down of equipment for all practices and events with the minimal help of the Rec Sports Manager or RWC operation staff. Please do not expect to show up and have everything done for you. We expect clubs to lead in this process and we assist where and when needed. Campus Rec staff can give access to closets or other storage space, raise or lower goals or nets, assist in setting up scoreboards or other technology, but the club is responsible for providing members to handle the bulk of set-up and assist in the take-down and storage of equipment following a practice or event. This includes picking up trash, cleaning the floor or any other action deemed necessary by the Rec Sports Manager or Operations Manager.

## External Facility Reservations

All sport club that want to make reservations for an outside facility usage must handle those on their own and are responsible for the entire cost of the reservation and assume all liability for its usage. Clubs may not enter into any agreement or contract without the expressed written consent of Campus Recreation and Wellness and any contract or agreement must be reviewed and approved by UHCL processes involving procurement, contracting, accounts payable, legal, and upper administration approvals. UHCL is not responsible in any way for external facility usage by sport clubs.

## Hosting an Event Expectations

When clubs host events, it is expected that the officers coordinate the bulk of the event planning. While Campus Recreation and Wellness administration will assist in preparing for events, the officers must take the lead in planning, promotional efforts, event execution, and follow-up assessment. The following process will help in ensuring that home events are structured, organized, and well executed.

- Club officer responsibilities
  1. Creates a home event outline and proposal
    - Creates a proposed budget outline
    - Creates a marketing plan to promote the event to the target population
    - Creates an equipment, resources, supply, and staffing needs outline
    - Outline involvement of club officers and members to support the event planning and execution.
  2. Schedules a meeting with Campus Recreation Administration to review proposed plan
  3. Submits a facility request for space verification and reservation
  4. Execute the plan
- Campus Recreation and Wellness responsibilities
  1. Provide professional assistance in preparing proposal
  2. Assist in the creation and dissemination of marketing materials
  3. Assist with providing alternative resources or plans as needed
  4. Schedule Rec Sports Manager(s) if needed.

## Club Marketing and Promotion

### Marketing Request

Clubs are allowed to create their own marketing and promotional materials. However, Campus Rec does have a marketing team available to assist in the creation, distribution, and enhancement of marketing and promotional efforts. Requests for materials do require lead-time, so following marketing procedures set forth by the department is required.

If a club wishes to have the Campus Rec Marketing and Promotion team create promotional collateral, a marketing request form must be submitted at least 20 days in advance of the desired date of distribution or need. This is because it takes time to create a draft, receive feedback from the club, make edits, submit to brand guide, and get brand guide approval.

Promotional requests can be submitted online using the process given by Campus Recreation and

Wellness Marketing and Promotions area. [The form is available online.](#)

## Flyers and Postings

Sport clubs are permitted to create flyers in order to promote their individual club. Prior to displaying a flyer, the club must submit the flyer to the Graduate Assistant – Marketing and Promotion for approval.

The Graduate Assistant – Marketing and Promotion will check the flyer for the following:

- Appropriate content
- Grammar
- Clarity
- Overall design
- Proper use of UHCL logos

## Process for Approval of Promotional Materials

- Submission of a flyer
  1. Club creates the flyer
  2. Club submits to the Graduate Assistant – Marketing and Promotion
  3. Once it has been approved by the GA, the GA will submit to Brand Guide for approval. Copies can be requested from the department.
    - Black and white copies are available in any quality
    - Color copies are limited for each club. Each club can only have 100 color copies per semester.
  4. The flyer must be taken to the Student Involvement and Leadership Office for approval to post around campus.
    - Guidelines for posting flyers on campus can be found at this link: <https://www.uhcl.edu/campus-life/involvement/student-organizations/files/campus-flyer-instructions.pdf>
    - You are limited to 35 flyers around campus and all flyers must be stamped by the Student Involvement and Leadership Office.
  5. Flyers can be posted in the RWC in designated locations by our marketing team.
- Submission for promotional item
  1. Clubs can submit a request for Campus Rec Marketing and Promotions team to create a graphic for promotional items.
    - There is a two-week lead-time for any graphics request.
  2. The club is responsible for researching item costs and vendors.
  3. Please submit an official vendor mockup of all promotional items to Brand Guide prior to sending them to Procurement. When submitting vendor mockups for approval, please attach them as a .jpg, .png or .pdf and not as an image embedded in a word document.
  4. Approvals for promotional items can be used up to 18 months without re-approval, but only if the mockup does not change (i.e. the graphics, text and colors remain the same).
  5. Promotional items include t-shirts, cups, backpacks, pens, hats, electronics, keychains, etc.
  6. All other print items are not included in this process.

UHCL does not have exclusive vendors for promotional items. Our department works with several vendors. We would recommend trying to use our vendors because of our relationships and our vendors

knowledge of UHCL Brand Guide requirements. For information about which companies should be used, please contact the Graduate Assistant for Recreational Sports or Program Assistant.

### Sport Club Banners

Sport Clubs will have the opportunity to create a banner which can be displayed in the RWC. This banner will be created in conjunction with club officers and reflect recurring practice or meeting times, club email or contact info, and a graphic. Banners will be created by the departmental marketing team and will be printed in house and posted ONLY in the RWC. Additional banners or posters can be printed but there may be an associated cost for the supplies or materials.

## Safety & Risk Management

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

The purpose of proper risk management planning leads to:

- Helps the club to clearly define insurance needs
- Compliance with regulatory requirements from leagues or associations
- Assists in preparation for any risk management audits
- Lessening the risk may encourage more people to participate in the clubs activity
- Better results from projects and programs
- Better information for decision-making
- Balancing opportunity and risk
- Ensuring the safety of their members and others within the club operations

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

- Sport Club officers, club members, and coaches/instructors should emphasize safety during all club activities.
- Review Campus Recreation emergency procedures with all club members.
- Inspect fields, courts, rooms and any other facilities, as well as club equipment, prior to every practice session, game, or special event.
- Immediately report unsafe conditions to the Operations Manager, Rec Sports Manager, or game official, or to the Graduate Assistant for Recreational Sports and Director of Campus Recreation and Wellness
- Do not use facilities or equipment if they appear unsafe.
- For outdoor activities, if you hear thunder or see lightning, suspend practice or the competition for at least 30 minutes before continuing. All participants need to exit the field or space and find shelter in a building or a vehicle.
- For heat related issues, increase break times and access to water and shade. Do not have intensive practices for extended periods of time.

### Risk Level Assignment of Clubs

Due to the nature of some clubs, we have established three levels of risk, which will determine the scope of risk management planning. The determination of the risk level will be determined by Campus

Recreation and Wellness administration based on multiple factors including, but not limited to: scope of the club, equipment or supplies used for club activities, physical nature of the club, amount of travel, and other industry standards and best practices.

#### Low Risk – Low probability of occurrence of low severity injury

- Limited to no travel
- Limited to no physical contact
- Limited to no complex movements or actions
- Instructional or educational in nature
- No instructor or coaches
- 0-1 or inconsistent practices
- Unlikely risk for bodily harm, dismemberment, disability or death

#### Intermediate Risk – moderate probability of occurrence of moderate severity of injury

- Limited to moderate travel in or around the greater Houston area
- Moderate to low physical contact
- Normal complex movements or actions
- Use of a coach or instructor
- 1-2 recurring weekly practices

#### High Risk – higher levels of probability of more severe injuries

- Moderate to frequent travel around the greater Houston area or the state/region
- Moderate to frequent levels of physical contact (tackling, wrestling, etc.)
- Moderate to frequent levels of complex movement or actions (throws, grappling, acrobatic movements, etc.)
- Use of “weapons” or other items that could cause physical harm (swords, bows and arrows, etc.)
- Use of a coach or instructor
- 2-3+ recurring, consistent practices

A Risk Management worksheet will be prepared on a semester or annual basis by the officers and reviewed by Campus Recreation and Wellness administration. Risk management controls or protocols will be established by each club for review throughout the year to ensure the safety of all club members.

The risk management worksheet will be available online on the Recreational Sports page, under the Sport Club section for forms.

### Roster Checks

Rec Sport Managers will be conducting random roster checks throughout the semester. The managers will be checking to insure all participants have completed participant packets and that information is on file with the sport club office. If an individual is at practice and has not completed the packet, they will be asked to complete one or asked to leave. Repeated roster checks by Rec Sports Managers that find participants without packets or waivers will result in disciplinary action.

### Injuries

When an injury occurs, the club safety officer(s) are required to respond or the club needs to get Campus Rec facility staff to respond. First Aid kits are available for all individual clubs for practices and events.

If an injury occurs during participation in any club activity, a club officer must complete an Accident/Injury report form and submit it to the Campus Rec administration within 24 hours. Accident Report Forms are legal documents which may be used in a court of law.

Tips for completing the Injury report forms:

- Fill out the form completely with ALL information.
- Be specific about how the injury occurred:
  - What events led up to the injury?
  - How was the person hurt exactly?
  - Did it happen during the game, warm-ups, etc.?
  - Did it happen during the normal course of the game?
- Include the part of body injured. Do not draw pictures, please use descriptive terms.
- Do not diagnose or give your opinion about what the injury may be.

Give complete information on what aid was given, if any:

- Who responded to the injury?
- Who applied ice?
- Were bodily fluids present?
- Was the biohazardous waste disposed of properly?
- It is required that a witness sign the form. Indicate what connection the witness has to the activity.
- Do not editorialize or indicate what you suspect the diagnosis to be.
- **Please write legibly!**

An injured participant is responsible for all financial obligations and for any medical treatment required as a result of the injury.

## Incidents

Sport Club officers are required to submit an Incident Report Form for incidents that occur during any club event on or off campus. An incident would be considered “anything that is outside the normal scope of a regular day.” These reports must be submitted to the Campus Rec admin within 24 hours of the occurrence.

An incident is considered to be any of the following:

- Verbal or physical altercations.
- Problems securing reserved facility space.
- Poor service from Campus Rec student staff supervisors at practice, games, or events
- Violations of Sport Club or UHCL policies.
- Problems with lights and/or any other facility maintenance issues.
- Negative interactions with people not associated with UHCL.
- Any issue that involves the EMS, UHCL PD, city police, or other government agencies.
  - If necessary at the time of the incident, contact UHCL police at 281-283-2222.

# Sport Club Emergency Action Procedures

## RWC Emergency Action Plans

Clubs will be asked to develop club specific Emergency Action Plans. While not all clubs have a high probability of injury or accidents occurring, it is important that officers are always aware of their surroundings and know what to do when something does occur. This plan will include the following:

- Safety officers selection and certifications
- Club roster management
- Club member emergency contact information
- Club driver verification forms and insurance verification
- Needed first aid supplies/equipment for your club
- Concussion protocol and concussion management
- Concussion return to play process

If a club is utilizing a space within the RWC and an emergency occurs, the club Safety Officer and club officers are responsible for managing their club participants. The club needs to follow all instructions given by facility staff and assist as needed or requested. The Operations Manager needs to be notified immediately and the Safety Officer assumes control of the scene until relieved by the Operations Manager.

If the emergency involves the club, the safety officer needs to serve as the first responder until a CRW staff member arrives to take control of the situation. The safety officer and all other club officers need to assist as requested and instructed in managing the situation. This could be obtaining emergency equipment or supplies, crowd control, using the operation manager's radio, etc.

## Outdoor Field spaces – Non-Life Threatening

For any injury or incident that occurs in an outdoor field space away from the CRWC, the Sport Club Safety Officer or Rec Sports Manager assumes responsibility as the first responder. Depending on the situation, use your American Red Cross training to manage the situation. An injury report must be completed after the situation is taken care of. The original report must be submitted to Campus Rec admin within 24 hours.

## Delta Field Complex Emergency Action Plan – Life Threatening

1. Safety Officer or Rec Sports Manager becomes the first responder. Take charge of the situation and assign club members to assist with the EAP.
  - a. Club officers or members can be used to:
    - i. Obtain emergency response supplies (first aid kit, crash bag, AED).
    - ii. Call EMS if needed
    - iii. Call the CRWC Welcome Center to notify the Operations Manager if needed.
    - iv. Crowd control – ask all other individuals to back away from the injured person.
    - v. Go to the entrance of the Delta Building parking lot to direct EMS to the field entrance(s).
2. Do not move the injured person. Leave them in the same location as they were injured unless the scene becomes unsafe.

3. Secure needed supplies or equipment from first aid kit or crash bag.
4. Request AED from nearest CRWC location or portable AED if it is present.
5. Perform appropriate skills to the level of your training.
6. Call CRWC once EMS response has arrived and assumed control of the scene.
7. Clean the scene as necessary.
8. A completed Injury Report Form must be submitted to the Campus Rec admin within 24 hours upon the clubs return to campus.

### Delta Field EMS Script

#### When calling for Emergency Assistance:

“This is (insert your name) from the Campus Recreation and Wellness at the UH Clear Lake located at 2700 Bay Area Blvd, Houston, Texas 77058. I am on the Delta Field located directly behind the Delta Building and University Forest Apartments on campus. We need medical/police assistant immediately. If you enter campus through entrance 1 off of Bay Area Blvd at the intersection near Clear Lake High School, you will take the first right on campus and follow that around behind the Delta Building. We have (insert information from providing care list) here and need immediate assistance. Our phone number is (give your phone number). We will have a staff member waiting at the parking lot behind the Delta Building to show the ambulance where to park to access the field.”

### Rec Field Emergency Action Plan – Life Threatening

1. Safety Officer or Rec Sports Manager becomes the first responder. Take charge of the situation and assign club members to assist with the EAP.
  - a. Club officers or members can be used to:
    - i. Obtain emergency response supplies (first aid kit, crash bag, AED).
    - ii. Call EMS if needed
    - iii. Call the CRWC Welcome Center to notify the Operations Manager if needed.
    - iv. Crowd control – ask all other individuals to back away from the injured person.
    - v. Go to the entrance of the Delta Building parking lot to direct EMS to the field entrance(s).
2. Do not move the injured person. Leave them in the same location as they were injured unless the scene becomes unsafe.
3. Secure needed supplies or equipment from first aid kit or crash bag.
4. Request AED from nearest CRWC location or portable AED if it is present.
5. Perform appropriate skills to the level of your training.
6. Call CRWC once EMS response has arrived and assumed control of the scene.
7. Clean the scene as necessary.
8. Rec Sports Manager or Operations Manager should notify the full time staff using the full time staff chain of contact.
9. Complete an Incident form.
  - a. First responder is responsible for completing the form completely. The Operations



Manager is responsible for reviewing and verifying the form is complete. The Operations Manager will put the report in the Director's mailbox at the end of the shift.

- b. Completed form should be submitted to the Director for Campus Recreation and Wellness within 24 hours.

### Rec Field EMS Script

#### **When calling for Emergency Assistance:**

“This is (insert your name) from the Campus Recreation and Wellness at the UH Clear Lake located at 2700 Bay Area Blvd, Houston, Texas 77058. I am on the Rec Field located directly the Recreation and Wellness Center and the on campus. We need medical/police assistant immediately. If you enter campus through entrance 2 off of Bay Area Blvd you will take the first left onto the loop around and you will see the field We have (insert information from providing care list) here and need immediate assistance. Our phone number is (give your phone number). We will have a staff member waiting at the parking lot to show the ambulance where to park to access the field.”

## Outdoor Inclement Weather

### Thunder and Lightning

If lightning is observed or thunder is heard, all outdoor facilities will close for 30 minutes from the last occurrence. Each time there is thunder or lightning, the clock resets. If possible, the lights need to be shut off in case they are struck by lightning. It does not matter if you see lightning but don't hear thunder...get off of the field and find shelter.

Rec Sports Manager or Safety Officer responsibilities:

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

## Off-Campus Emergencies

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

1. Safety Officer becomes the first responder. Take charge of the situation and assign club members to assist with the EAP.
2. Call 911 and inform the police dispatcher of the area from which you are calling.
3. Do not move the injured person. Leave them in the same location as they were injured unless the scene becomes unsafe.
4. Secure needed supplies or equipment from first aid kit or crash bag.
5. Request AED from nearest CRWC location or portable AED if it is present.

6. Perform appropriate skills to the level of your training.
7. The CRWC Welcome Center must be notified of all off-campus emergencies immediately. Call the Welcome Center as soon as EMS has arrived and assumed control of the scene.
  - a. Provide injured participants information, what happened, actions taken show far, expected next steps, and expected time returning to campus.
  - b. CRWC staff will notify professional staff according to their EAP.
8. Rely upon the recommendation of EMS as to whether the injured UHCL club member should be transported back to campus and what accommodations for travel should be used.
  - a. NOTE: All expenses incurred for treatment, transportation to the hospital, etc. are the responsibility of the injured participant
9. Clean the scene as necessary.
10. Complete an Incident form.

Completed form should be submitted to the Director for Campus Recreation and Wellness within 24 hours.

## Concussion Management

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

### Signs and Symptoms of a Concussion

A concussion is an injury to the brain caused by a bump, blow, or jolt to the head or body that can change the way your brain normally works. Concussions can also occur from a fall or a blow to the body that causes the head and brain to move quickly back and forth. You cannot see a concussion. Signs and symptoms may appear immediately following the injury or may not be noticed until days or longer after the injury.

### Observable signs of a concussion

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

### Symptoms reported by the athlete

- Headache or pressure in head

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

### When to seek immediate medical attention

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

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

### Recovery from Concussion

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

### Recovery Tips

- Rest is Key to Help the Brain Heal
- Get plenty of rest. Keep a regular sleep routine, including no late nights.
- Make sure you avoid high-risk/high-speed activities that could result in another bump, blow, or jolt to the head or body, such as riding a bicycle or playing sports. You should not return to these types of activities until your medical provider says you are well enough.
- Share information about concussion with family, teachers, coaches, and others who spend time with you. This can help them understand what has happened and how to help.

- Return Slowly to Activities
- When your medical provider says you are well enough, make sure you return to your normal activities slowly, not all at once.
- Talk with your medical provider about when you should return to school and other activities and how you can deal with any challenges during your recovery. For example, you may need to spend less time at school, rest often, or be given more time to take tests.
- Ask your medical provider when you can safely drive a car or ride a bike.
- Talk to a Medical Provider about Concerns
- Take only medications that are approved by your medical provider.
- If you already had a medical condition at the time of their concussion (such as ADHD or chronic headaches), it may take longer to recover from a concussion. Anxiety and depression may also make it harder to adjust to the symptoms of a concussion.

### Post-Concussive Syndrome

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

If your concussion symptoms last weeks to months after the injury, your medical provider may talk to you about post-concussive syndrome. While rare after only one concussion, post-concussive syndrome is believed to occur most commonly in patients with a history of multiple concussions.

There are many people who can help you and your family as you recover. You do not have to do it alone. Keep talking with your medical provider, family members, and loved ones about how you are feeling. If you do not think you are getting better, tell your medical provider.

### Active Shooter Protocol

1. Remain calm
2. Call **Active Shooter** over the radio (if radio is available).
3. **Alert and notify**
  - Whether your immediate action is to escape or lock down, alert as many people as possible of the incident, and warn them to avoid the dangerous area.
  - Call 911, but be aware that the 911 system may be overwhelmed. Program UHCLPD's 24-hour emergency number (281-283-2222) into your cell phone. Always notify the police department as soon as it is safe to do so.
  - **What to report:**
    - i. Your specific location and building name and office or room number
    - ii. Number of people at your specific location
    - iii. Number of injured people and types of injuries
    - iv. Number of assailants and their location
    - v. Number and types of weapons involved (handgun, shotgun, rifle, improvised explosive device, etc.)
    - vi. Assailant's physical description
    - vii. Assailant's ethnicity and gender
    - viii. Assailant's clothing description

- ix. Assailant's identity, if known
- x. Assailant's verbal demands or threats

4. **Avoid:** There are many ways to avoid being seen or injured by a person with a weapon:

- **Create distance:** Immediately, upon the sight or sound of an active shooter or person with a weapon, create as much cover or distance between you and that person as possible. This may allow you to completely escape the area, or seek refuge in a classroom or office and lock down.
- **Use cover or concealment:** Cover is an object or structure that can prevent the penetration of a fired bullet (thick metal, concrete, brick, large trees, vehicle engines, etc.). Concealment is used to hide from someone's sight. Concealment may also provide cover, but many times, it does not (drapes, cardboard box, sheetrock, desks, chairs, bushes, etc.).
- **Know their location:** Knowing the location of the assailant will be the primary factor in deciding whether to escape or lock down. Is the assailant in the immediate area? Is the assailant inside or outside, upstairs, downstairs or on your floor? If you can avoid the assailant and safely escape, do it.
- **Know your surroundings:** Knowing the floor plan of the building you're in prior to a critical incident will help in your decision to escape or lock down. Where are all the exits to the building? Are the windows functioning to allow you to escape? Can you break a window to create an escape route? Where are all the stairwells, and where do they lead?
- **Create a safe environment:** Time and distance from the assailant create a safer environment. Stay away from long hallways that do not provide cover, rooms that you cannot properly secure or barricade, and wide-open areas.
- **Learn how to move:** Using a leapfrog, bound-and-cover, or serpentine technique may assist you during your escape, but remember to keep moving; it is much more difficult to shoot at and hit a moving target than a stationary one.
- Call 911 or UHCL PD at x2222 when you are safe or email [policechief@uhcl.edu](mailto:policechief@uhcl.edu) if you do not feel safe making a phone call.

5. **Lock down and deny**

- A lockdown may be instructed during situations, such as the presence of a hostile or armed intruder inside a building. A lockdown requires locking doors and windows, and barricading yourself to block entry to a campus facility, a classroom or an office suite. The term "lockdown" is often confused with "shelter in place," which involves responding to a threat posed by atmospheric contamination.
- Due to the varying levels of construction and architectural design of the buildings on campus, one classroom or office may provide more security than another. Interior walls built with steel, concrete or brick will provide more cover than ones built with sheetrock. Inward opening doors can be barricaded to prevent intrusion while outward opening doors cannot. Solid core doors provide more concealment and protection than ones that are hollow or have windows.
- If you cannot immediately and safely escape, lock down in the nearest safe classroom or office, and deny the assailant access.
  - i. **Lock and/or barricade the door:** If the door opens inward, find something heavy that can be used as a wedge underneath it, even if the door does not have a lock.

Push the object as far as it will go under the door. Then, use all available heavy and large items in the room to barricade the door.

- ii. **Move to an area out of the field of fire:** This is important, in case shots are fired through the door. A single desk or chair will likely not prevent the penetration of most bullets, although several strategically stacked tables, desks and chairs may lessen the velocity of a bullet, thereby reducing the potential for serious injury.
  - iii. **Make the room as dark and quiet as possible:** Remain calm and try not to make a sound. Silence all electronic devices that may alert the assailant of your location.
  - iv. **Keep the door closed:** Do not open the door for anyone except identifiable law enforcement personnel.
  - v. **Consider escaping through window openings:** Depending on the assailant's location, you may consider escaping through the window. Have someone stand watch as you get as many people out of the windows as calmly and as quietly as possible. It is not recommended to escape through windows above the second floor; even jumping from second floor window heights may cause serious injury.
  - vi. **Treat any wounds:** If there are injured persons while in lockdown, treat their wounds. Remember basic first aid concepts. If a first aid kit or bandages are not available, use any available resources within the room.
  - vii. **Formulate an action plan:** Make a plan with the people in the room, should the assailant breach the door and enter. You may need to counter the assailant's actions and defend yourself. Locate any available objects that may be used as diversionary devices or weapons.
- Call 911 or UHCL PD at x2222 when you are safe or email [policechief@uhcl.edu](mailto:policechief@uhcl.edu) if you do not feel safe making a phone call. If you cannot speak, leave the line open and allow the dispatcher to listen.

## 6. Defend and Counter

- If you encounter the assailant: Action is quicker than reaction. If the assailant isn't shooting, you may decide to do what they say, although it's likely that the time for compliance and negotiation has already passed. Only you can draw the line on what you will or will not do to preserve your life or the lives of others.
- If the assailant is shooting or starts shooting: You'll need to make a choice (at this point, it's your choice). You can stay still and hope they don't shoot you, run for an exit while zigzagging, or attack the shooter. If you choose to remain still, the shooter might not shoot you. If you choose to run, remember that a moving target is much harder to hit than a stationary one. If you choose to attack, keep in mind that the last thing the shooter will expect is to be attacked by an unarmed person(s). However, keep in mind that all of these options can be very dangerous, resulting in a negative consequence.
- If the assailant is among your group: Remember there is strength in numbers. If you and the people with you have made the decision to defend yourselves and counter the assailant, you should cause distractions to the assailant's intended thought process.
  - i. Create as much noise and movement as possible
  - ii. Throw objects at the shooter's face.
    1. The goal is to distract the shooter and decrease their ability to accurately shoot a weapon at the people in the room.
  - iii. Take control of the shooter.

1. While the shooter is distracted, have four people grab and secure a limb (each arm and leg), and one person grab and secure their head, if possible.
  2. Each person should use their body weight or strength on each limb to hold the shooter down until law enforcement arrives.
- This is not a recommendation to attack the shooter but rather a response option to fight when there is only one other alternative

#### What to expect when law enforcement arrives:

Law enforcement's purpose is to stop the active shooter as soon as possible. Officers will proceed directly to the area in which the last shots were heard.

- Officers usually arrive in teams of four (4).
- Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment.
- Officers may be armed with rifles, shotguns, handguns.
- Officers may use pepper spray or tear gas to control the situation.
- Officers may shout commands and may push individuals to the ground for their safety.

#### How to react when law enforcement arrives:

- Remain calm and follow officers' instructions.
- Put down any items in your hands (i.e., bags, jackets, cell phones, tablets, cameras, etc.).
- Immediately raise hands and spread fingers.
- Keep hands visible at all times.
- Avoid making quick movements toward officers such as holding on to them for safety.
- Avoid pointing, screaming and/or yelling.
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises.

#### Information to provide to law enforcement or 911 operators:

- Location of the active shooter
- Number of shooters, if more than one
- Physical description of shooter/s
- Number and type of weapons held by the shooter/s
- Number of potential victims at the location

#### Active Shooter on UHCL Campus

- Depending on location of a shooter on campus, get away from that area as quickly as possible.
- Follow procedures for Shelter in Place

## Travel/Transportation Guidelines

### Travel Requirements

These regulations apply to any travel by a student organization registered at UHCL and any travel in excess of 25 miles that is undertaken by one or more currently-enrolled students that is organized or sponsored by the university and/or a registered student organization:

- The travelers need to complete an official university waiver and release form, verifying that they understand and accept the risks associated with the travel event and assuming responsibility for their behavior.
- This waiver needs to include the identity of the travelers, dates of travel, mode of travel, destination, purpose of trip, signatures of the travelers, and emergency contact information for each traveler.
- The waiver and release forms need to be completed in advance of the trip and a copy of each of the forms must be left on file in the Student Involvement and Leadership Office in advance of the trip.
- Failure to do so may jeopardize reimbursement of expenses from any university account, including Student Government Association funds.
- All information need to be completed and turned into the Student Involvement and Leadership Office at least 2 weeks prior to travel.
- [Travel and Regulation Waiver](#)

To register a trip you must submit the following item **two weeks prior to the date of departure** by completing the Travel Request Form.

- Travel Request Form
  - Location of travel
  - Primary and secondary contacts
  - Competition schedule or agenda of events
  - Drivers and car assignments
  - Hotel for overnight stay
  - Hotel room assignments
  - Projected budget for all expenses
- Student Travel Roster
  - At least ONE safety officer must be on all team trips.
    - If the cost of adding a safety officer to a trip is a significant expense, exceptions can be made (airline ticket, additional hotel room due to numbers, opposing school verifies they have athletic trainers or trained personnel on site, etc.)
- Wavier Form
  - Should already be on file, Campus Rec admin will make copies
- Vehicle Consent Form
  - Should already be on file for all potential drivers
- Hotel Request
  - Initial reservation should already be made by Club
  - Forward email with reservation info to use allocated funds

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

Know what can and cannot be reimbursed as well as the documentation needed. Itemized receipts are required for ALL reimbursements from the University of Houston, no exceptions. Receipts must clearly state the purchase, the vendor, the date and time, and the cost. This information needs to be turned in



within three business days of returning in order to start the reimbursement process.

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

## Hotel Guidelines

Hotel reservations will not automatically be approved. Campus Rec administration has the discretion to make changes or deny any request. Hotel room assignments require four same gender persons to a room. Coed rooms are not allowed. All hotel reservations must be made by clubs, with the reservation forwarded to the Campus Rec administration.

Any hotel stay approved by UHCL SCP will be tax exempt. A Tax Exempt form can be faxed or emailed/scanned to a hotel after a reservation has been made.

Depending on the location and timing of an event, hotel requests can be rejected due to proximity to UHCL. All efforts should be made to minimize overnight hotel stays. If traveling to a city where team members are from, potentially staying with family members is a great way to minimize cost. Any concerns should be discussed when submitting your Travel Request Form.

## Transportation Guidelines

### Vehicle Usage

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

### Use of personal vehicles by students

Students driving privately owned vehicles for organized student travel within the U. S. must have a valid Texas or other state driver license and possess personal automobile insurance coverage as mandated by the State of Texas, and their vehicles must have a current state inspection and registration. Students must also complete the vehicle consent form with a copy of driver's license, and automobile insurance and Motor Vehicle Request Form.

### Use of corporate rental vehicles

Vehicles may be rented from outside agencies for off-campus travel; however, the club will assume full responsibility for any and all damages to rented vehicles. Students must also complete the Private vehicle consent form with a copy of driver's license, and automobile insurance and Motor Vehicle Request Form. Before making a reservation, please check with Campus Rec admin on rental companies with contracts or agreements with UHCL and the State of Texas.

### Use of university owned or leased vehicles

When using vehicles owned or leased by the university or their employees for student travel, such travel must be in compliance with SAM 03.E.06. This SAM articulates the System policy for the use of vehicles owned, leased or rented by component universities by establishing standards for granting driving

privileges, insurance coverage and reporting requirements when there are accidents and/or losses. Students must also complete the Private vehicle consent form with a copy of driver's license, and automobile insurance and Motor Vehicle Request Form.

### Use of commercial travel

Students traveling by commercial transportation, whether domestic or international, must comply with all laws regulating travel and the rules of the specific carrier. Any trips involving flights need to be discussed with Campus Rec admin prior to any tickets being purchased.

### Vehicle safety guidelines for drivers and occupants

Drivers and occupants engaged in student travel must act responsibly and use sound judgment when traveling. The following safety tips are recommended:

- Ensure that the vehicle in which the group or individual is traveling has appropriate insurance as mandated by the State of Texas, as well as a current state inspection and registration.
- Obey all traffic laws and regulations, including posted speed limits.
- Do not drive under the influence of alcohol or illegal drugs or transport or possess alcoholic beverages, illegal drugs, unauthorized firearms or other types of weapons.
- Drivers and occupants are highly encouraged to comply with the following:
  - Wear seat belts at all times;
  - The number of occupants in the vehicle must not exceed the number of seat belts;
  - Ensure the vehicle manufacturer's recommended load capacity is not exceeded; and
  - Avoid horseplay, racing or other distracting or aggressive driving behavior.
- Drivers engaged in student travel are encouraged to follow safe driving and traveling practices, including the following:
  - Begin the trip well rested;
  - Notify Campus Rec administration upon departure and arrival;
  - Avoid driving when conditions are hazardous (this includes but is not limited to fog, heavy rain, snow or ice conditions).
  - Be prepared to stop the trip and take an extended break or check into a hotel when fatigue or travel conditions warrant;
  - Plan routes in advance, and carpool and caravan when possible;
  - Divide the trip into segments, stopping for rest as necessary;
  - Carry at least one cellular telephone or other two-way communication device in each vehicle for emergency purposes;
  - Establish a reasonable departure and arrival time to and from the activity or event;
  - Avoid driving between midnight and six a.m.;
  - Have at least one other approved component university driver in the vehicle. It is recommended that drivers rotate every two hours.
  - A passenger or second driver should ride in the front passenger seat and remain awake at all times to help the driver maintain alertness;
  - Carry a flashlight and approved fire extinguisher; and
  - Avoid taking medication prior to driving that may impede your ability to operate a motor vehicle. Consult with your physician concerning the administration of medication and related restrictions.

## Club Financials and Fiscal Responsibilities

UHCL Sport Clubs are funded in several ways. Self-support is the essential principle of any sport club program. Requiring clubs to earn a large percentage of their budget assures members take an active and serious interest in the continued existence of the club. In support of a quality program, the Department of Campus Recreation and Wellness may provide supplementary financial assistance to each club when funds are available, but this should not be relied upon for the operational cost of a club.

### Club Funding

Sport Club funds must be used for the benefit of the entire group, not individual members. Funds for Sport Club activities will normally come from the following sources:

- Departmental allocated funds
- SGA request
- Membership dues
- Fundraising activities
- Donations from individuals and corporations.

### Departmental Allocated Funds

There is a very limited amount of financial support provided by the department. Any funds provided are done so with the approval of the Director of Campus Recreation and Wellness. Any funds from the department will be provided by purchasing items with our departmental purchase cards or through purchase orders.

The most likely departmental funding will come during the summer of the fiscal year and clubs will be notified of any opportunities between May to July.

### SGA Financial Request and Purchase Voucher

Please visit the [SGA website](#) for more information for SGA funds.

Clubs can request funding through SGA. The form must be filled out if you would like to request funds from SGA for event/travel expenses for your organization:

- The estimated cost for your event and/or travel is required.
- After the form is submitted, SGA determines how much they can assist in funding your organizations event and/or travel

The SGA Purchase Voucher is a form used by the Student Government Association to give refunds to student organizations requesting refunds for individual or group activities:

- These events and amounts must have been approved by the student government during a regular scheduled meeting.
- This completed form needs to be turned into the SGA and needs to be turned in within four (4) weeks after the event.

### Membership Dues

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

Members who do not pay dues by deadlines should not be allowed to participate fully in the club activities or events. Members can work out payment plans with club officers to relieve the financial burden dues may cause to an individual. Before competitions begin, it is highly recommended that all members have completed their dues payments and if they have not, they should not be allowed to play and represent the club. This creates serious problems for club members and places officers in very difficult situations.

## Fundraising

Fundraising activities are essential for any organization to survive. Being creative and thinking about new ways to raise funds is critical to club financial stability. When deciding on potential efforts, it is important to think about what event(s) may provide the most “bang for the buck.” Bake sales raise money, but special event tournaments may raise more and create more awareness and support for your club. T-shirts sales are a great way to get your club’s name out into the community, but t-shirts are expensive to purchase and to make any money, you have to increase your cost.

### Suggestions for Successful Fundraising

- Determine why fundraising is essential.
- Develop a fundraising officer position.
- Recruit and motivate team members to become involved.
- Keep all receipts and record transactions as necessary
- Record all information regarding the fund-raising event to help future team members in planning similar events

### Considerations When Fundraising

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

## EHS forms related to food

Food and beverage may be sold or distributed on campus only through registered student organizations and university departments. The sponsoring group must secure a Temporary Food Dealer's Permit from the Environmental Health and Safety (form online). An organization may conduct a food or beverage sale no more than twice per month.

- Food and Bake Sale information
  - Student Involvement and Leadership Resource Link: <https://www.uhcl.edu/student-affairs/student-engagement/student-involvement/student-organizations/resources>
- Food waivers and other risk paperwork
  - <https://www.uhcl.edu/about/administrative-offices/environmental-health-safety/forms>

## Donations or Gifts-In-Kind

Any donations to a club must be processed through the University Advancement Office in order for the donor to receive any tax benefits. Clubs anticipating donations (money or materials) should consult the Campus Rec Administration well before any efforts are made related to soliciting donations. This is an area that UHCL will provide the professional staff that can work with clubs to develop potential donors.

**Do not go out on your own and ask for donations!** Do not promise anyone or any company any benefits of their donation to your club. This is not allowed.

The Gift-In-Kind form needs to be filled out if your organization is receiving a donation from outside of the University of Houston Clear Lake. Once the form is completed it must be turned into the Office of University Advancement (B1604).

Advancement Office: <https://www.uhcl.edu/giving/ways-to-give/>

## Establishing an Employer Identification Number (EIN)

An Employer Identification Number (EIN) is a number that the IRS assigns business taxpayers and nonprofit organizations:

- With an EIN number, student organizations can establish nonprofit organization accounts at local banks and credit unions under the organization's name and not under a certain officer or member's name.
- It is easier to manage if the organization name is on the account and easier to transfer authorizers when student officers switch each academic year.
- Student Involvement and Leadership Resource Link: <https://www.uhcl.edu/student-affairs/student-engagement/student-involvement/student-organizations/resources>

## Off-Campus Bank Accounts

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

How should you handle the money collected?

- Make sure you indicate where the money came from (merchandise, donation, club dues).
- Make a copy of the deposit slip for the club records.
- Place the original deposit slip and all money (checks and cash) in an envelope and take the money and deposit by the next business day.
- Have club treasurer keep copies of all deposit receipts.

When should you do this?

- Every time money is collected or at least once a week.
- DO NOT KEEP CASH FOR MORE THAN 24 HOURS.

## Vendor Set-up for Direct Deposit

UHCL does not issue checks or cash for any sort of payment. All UHCL payments are made through direct deposit. Clubs should complete the vendor set-up paperwork as soon as possible. Once the paperwork has been submitted, it generally takes 1-2 weeks to process. Once it is completed, the account will remain active unless cancelled by the club. Any changes to the bank or account will require new vendor set-up

forms.

### Vendor Set-up Coversheet

This form is used to inform our vendor system of the type of vendor your student organization will be:

- On this sheet the name will be the name of the student organization.
- The Phone Number and Email will be an individual contact for the student organization.
- Under vendor classification (select one), please choose Other.
- Where the form asks you to explain, please write Student Organization.
- Click here to access the [Vendor Setup Form](#)

### Direct Deposit Form

This form is used to obtain new vendor's bank account information for the purposes of payment:

Click here to access the [Direct Deposit Form](#)

- Choose University of Houston-Clear Lake as the state agency you are affiliated with.
- Choose No on the question which is asking you if the payee is a state employee.
- Section 1 (Transaction Type): Choose New Setup
- Section 2 (Payee Identification): A Payee Type (Vendor or other recipient) will automatically be chosen for you.
- Next choose Employer Identification Number (EIN) and enter the organizations EIN, name, phone (281-283-2560) and address (2700 Bay Area Boulevard Houston, TX 77058).
- If the organization does not have an EIN please contact the Coordinator of Student Organizations.
- Section 3 (Financial Institution): Fill out your Organization's bank account information.
- Section 4 (International Payments Verification): choose No.
- Section 5 (Authorization for Setup, Changes or Cancellation): sign and date are required.

### W9 Form for Vendor Set-up

This form is used to give our vendor system your Student Organizations taxpayer information:

Click here to access the W9 form: [W9 Form](#)

- Name: enter the full name of your Student Organization.
- Tax classification: choose the option of Other and enter Student Organization.
- Part I - Taxpayer Identification Number: enter your organization's EIN. If the organization does not have an EIN please contact the Coordinator of Student Organizations.
- Sign and date are required.

## Sport Club Accountability and Disciplinary Actions

### UHCL Code of Student Conduct

Any Sport Club violating a regulation of the University or a policy of the Department of Campus Recreation and Wellness as outlined in the handbook is subject to disciplinary action as outlined in this handbook and the Student Code of Conduct (<https://www.uhcl.edu/dean-of-students/students/student-conduct>). The Dean of Students office can evaluate, investigate and process any major violations of university or departmental policies and regulations. If necessary the Dean of Students office will work with and through the Campus Recreation to administer any disciplinary actions against an organization or individuals.

Minor violations can be handled within the Department. The Dean of Students Office may be made aware

of any violations and/or punishments. Campus Recreation Admin will be the administrators in charge with appellate jurisdiction resting with the Director.

### Alcohol Policy

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

### Hazing Policy

From the UHCL Student Code of Conduct:

Policy 3.16 Hazing - Any intentional, knowing, or reckless act, occurring on or off the University of Houston campus, by one or more 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, being initiated into, affiliating with, holding office in or maintaining membership in any organization whose members are or include students of the University.

The Department of Campus Recreation and Wellness and the Student Code of Conduct prohibits any form of hazing. The department takes a **ZERO TOLERANCE** stand on hazing incidents. Any report of hazing will be taken seriously and referred to the Dean of Students of other university authority for investigation. Any club members found to participate in hazing will be banned from sport club participation and will be suspended from participation and access to the any Campus Recreation and Wellness programs or facilities. Any club found to accept a culture of hazing will be immediately removed from the program and all members will be banned from further club participation.

### Sexual Assault or Sexual Misconduct

It is the responsibility of ALL club members, club officers, club coaches and/or advisors to develop an environment free from sexual misconduct or sexual assault. Any allegation or report of sexual misconduct must be reported immediately to UHCL administration. This responsibility rests on the person with knowledge of an incident or allegation and should be submitted, in writing, through the appropriate forms. If a member of the club becomes aware of an incident or situation that involves sexual misconduct, that person report the incident without fear of repercussion from club officers, coaches, advisors, or Campus Recreation and Wellness administration.

If you or someone you know has experienced sexual misconduct, you may report Sexual Misconduct online, in-person, or over the phone. Once a report is made, the Office of Title IX/Equity and Diversity will follow up.

- Reporting Sexual Misconduct: <https://www.uhcl.edu/policies/title-ix/reporting>
- Sexual Misconduct resources: <https://www.uhcl.edu/policies/title-ix/resources>
- Policies related to sexual misconduct: <https://www.uhcl.edu/policies/title-ix/policies>

### Disciplinary Actions

The disciplinary process has been developed to assist club representatives to identify transgressions that may have negatively affected the club. Disciplinary violations will be defined as either minor or major violations of UHCL, Department of Campus Recreation and/or Sport Club policy. Any policy violation will be kept on file and any actions set forth with the club will remain in effect for one year.

The following information pertains to the disciplinary procedures that will follow violations of the UHCL, Campus Recreation, and/or Sport Club policy.

### Minor Infractions

If a club commits a minor infraction, it may result in a formal written reprimand from the Campus Rec admin, which documents the club's violation of a specific policy. The purpose of the written reprimand is to ensure that all the club officers are clearly informed of the violation and the disciplinary action that will be taken if the club commits another violation. This information will enable the club officers to educate the entire club membership and ensure the club does not commit any further transgressions.

- The reprimand will require the signatures of the Campus Rec admin and the Club's President.
- The Club President must notify the entire club/organization that the club has received a disciplinary action.
- Campus Rec admin will notify all club officers via email providing a copy of the discipline form. This notification will ensure that all officers are informed of all club activities and enable them to take an active role in the leadership of their club.

*Minor infraction may include, but are not limited to, failure to:*

- Failure to attend a mandatory sport club/organization meeting without notification
- Failure to submit required paperwork by deadline date.
- Failure to maintain accurate club records.
- Allowing participants to engage in activities without proper completion of paperwork.
- Failure to abide by equipment policies and procedures.
- Continually failing to inform Campus Recreation that the club will not be using its allotted facility space.
- Failure to obtain authorization to use a facility.
- Delayed or lack of communication with the Campus Rec admin when requested.
- Failure to obtain publicity approval for postings.

### Major Infractions

Major infractions deal with more significant issues. The club may receive a more severe disciplinary action. Examples of major infractions include, but are not limited to:

- Hazing related incidents.
- Alcohol or illegal drug related incidents.
- Financial violations or misuse of club funds.
- Safety issues that place people in physical or mental danger.
- Violation of travel policies.
- Poor representation of UHCL, the department, the program, or the team.
- Blatant egregious behavior.

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

- Meeting will take place with Campus Rec admin.
- Referral of the infraction to the UHCL Dean of Students
- Referral of the infraction to UHCL Police or Legal department.
- All sport club activity may be suspended.
- Facility use and priority scheduling may be denied.



If a major infraction occurs, the following process will take place:

- All club officers must schedule a meeting with the Director to discuss the situation.
- In conjunction with the Director, a plan of action to ensure that the club does not commit any further violations.
- Funds from any allotment can be removed as part of the sanction.
- Funds can be suspended or frozen.
- Clubs may only be suspended with approval of the Director.
- If the club is suspended, final determination will be made after the meeting as to when the club will be able to continue activity.
- At this point in the disciplinary process, the entire club will be notified via email of the violation and subsequent consequences.

### Multiple Infractions

Once a club has committed multiple infractions within a year, the disciplinary action taken will be severe and the club may risk losing all rights and privileges as a sport club and as a student organization.

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

- A meeting will take place with Campus Rec, Dean of Students, Student Life can be scheduled.
- The club is placed on administrative suspension during which all activities are stopped and an evaluation of the future operations of the club will be determined.
- Funds are frozen and/or rescinded.
- Facility use and priority scheduling will be suspended immediately.
- SC Administration staff will meet to evaluate club operations and determine if the club will be reinstated with administrative stipulations, moved to a probationary status or disbanded.
- Student Involvement and Leadership Office staff will make a decision to determine if the club can remain as a registered student organization or if it will be disbanded.

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

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

### Appeal Process

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