



# **Club Sports Manual**

## **Introduction**

This manual outlines Texas A&M University - Kingsville and the Department of Recreational Sports policies and procedures to ensure that all clubs are treated equitably. It is designed to serve as a supplement to any policies of the Department of Student Engagement or Texas A&M University - Kingsville. Student leaders need to be familiar with all policies that apply.

The policies and procedures of Texas A&M University - Kingsville and Rec Sports supersede all club policies, procedures, constitutions, by-laws, etc. Failure to adhere to these policies and procedures may result in forfeiture of recognition as a club sport and support from Rec Sports.

Club Sports are student organizations, which have been recognized by the university qualifying them for use of facilities and funding. Admission is voluntary and open to all eligible students. While Rec Sports assists clubs to secure needed funds, facilities, and equipment. The emphasis is on student leadership and involvement, so the success of each club depends on the efforts of its student leaders and members. Facility use and university funding will be available to aid students in their pursuit of club sustainability and growth. For basic renewal and club sports start up information please visit [Javelina Central](#) or contact Rec Sports.

Texas A&M University - Kingsville and Rec Sports are not responsible for any injury or property loss incurred by a participant, coach, or instructor. All participants of club sports need to be aware of the risks involved with their sport and that they are voluntarily participating in this activity. In addition, all club sports participants are required to complete and turn in a waiver before participating in club competition.

Texas A&M University - Kingsville does not tolerate sex discrimination, which includes, but is not limited to sexual violence, sexual harassment, sexual assault, stalking, dating/domestic violence, retaliation, and other related forms of sex discrimination. For more information on how to report or to learn more about our policy and process, please visit the [Student Handbook](#)

## **Important Contacts**

<b>Name</b>	<b>Title</b>	<b>Phone/Email</b>
Malik Jones	Coordinator of Competitive Sports and Camps	361-593-3057 Malik.Jones@tamuk.edu
Marcus Wirth	Director of Recreational Sports	361-593-4771 Marcus.Wirth@tamuk.edu
Student Director	Vacant	
University Police Department		361-593-2611 tamuk.universitypolice@tamuk.edu

**\*The primary contact for all club sports concerns will be the Competitive Sports Coordinator.**

# **Risk Management**

## **Safety**

The safety of participants is of the utmost importance. There are inherent risks involved in all recreational/competitive sports programs. The participants in the Club Sports Program should be aware that their involvement in Club Sports is voluntary at TAMUK. It will be the responsibility of each Club to minimize the risk of injury in all club functions. All participants must have a "Participation Liability Waiver" on file before any practice or game situation. Violation of this policy will result in the derecognition of the Club Sport. Forms can be found in "Microsoft Teams". Each Club Sport must file an "Injury Report", (Microsoft Teams) for each accident that may occur during practice or competition in or out of town. These forms must be turned in to the Competitive Sports Coordinator no later than 24 hours after the accident/injury. If an accident or emergency situation should occur, first seek the medical attention that is necessary. Second, make notification of the incident to the Competitive Sports Coordinator. If the Competitive Sports Coordinator cannot be reached, contact the Director of Rec Sports. Third, follow up with the "Injury Report" as soon as possible. Remember that the first priority in any emergency is to ensure that all persons are safe and to call for assistance as needed.

## **Drugs & Alcohol**

Consumption or possession of alcoholic beverages or controlled substances is not permitted at any club function(s) or event(s) (including traveling to and from venues). Noncompliance with this policy may result in individual disciplinary actions by Recreational Sports and may be sent to the Dean of Students. Any consumption, possession, or suspicion of consumption or possession may result in removal from the facility and disciplinary actions to the individual and club. Clubs are collectively responsible for individual members of their team. Rec. Sports Staff assigned to the practice/competition have the authority and responsibility in making decisions regarding individuals who appear to be under the influence of alcohol or other controlled substances. Recreational Sports does not permit use of tobacco products (cigarettes, chewing tobacco, etc.) at any University sponsored events. Additionally, we are a tobacco free University and by law spectators or club members need to be at least 10 feet from any building entrance, and must move outside of the fenced field areas for use.

## **Hazing**

Hazing is a criminal violation under Texas law. A person can be found guilty of criminal conduct for hazing, encouraging hazing, permitting hazing or having knowledge of the planning of hazing incidents and failing to report in writing his/her knowledge to the Dean of Students. An organization commits hazing if the organization condones, encourages hazing or if an officer or any combination of members, pledges, or alumni of the organization commit or assist in the commission of hazing. It is not a defense to prosecution of an offense under this policy that the person against whom the hazing was directed consented or acquiesced in the hazing activity. Incidents of hazing should be reported to the Coordinator of Competitive Sports and the Dean of Students.

# **Club Procedures & Policies**

## **Travel**

In compliance with state law and System Policy, the following provisions apply to any student who travels more than 25 miles from campus to an activity or event that is organized or sponsored by the University (including all class travel and field trips), funded by the University, using a vehicle owned or leased by the University; or travel required by a student organization registered at the University. These provisions apply to faculty, staff and students who engage in transporting students off campus on any University business or related travel activities.

## **Conduct & Sanctions**

As students of TAMUK, Club Sports members have an obligation to conduct themselves and their organization in a manner compatible with the University's philosophy and function as an educational institution. Members are expected to act in a mature and responsible manner both on and off campus while participating in club activities. It is the responsibility of all club members to not engage in any action that could result in harm to TAMUK's reputation. Inappropriate conduct or actions while participating in any Club Sport related activity could jeopardize the club's continued status as a recognized Club Sport and student organization. Furthermore, club members who participate in any activity which violates University policies, the guidelines of any appropriate governing body, or federal, state or local law will be subject to disciplinary action by Recreational Sports, Dean of Students, and/or appropriate legal authorities. When an infraction takes place, members of the club or the club in its entirety will receive one or more of the following sanctions. Depending on the infraction will determine the severity of the sanction. This list is not progressive, meaning that one sanction does not have to precede the other:

- |                                  |  |                                    |
|----------------------------------|--|------------------------------------|
| • Verbal Warning                 | • Community Service                        | • Removal from the Club Program    |
| • Written Warning                | • Loss of Funding and/or Travel Privileges | • Referral to the Dean of Students |
| • Probation                      | • Suspension                               | • Other sanctions as appropriate   |
| • Educational Session Attendance |  |                                    |

## **Planning**

It is important to obtain travel authorization so that Rec. Sports can assist the club with trip planning, risk management (particularly when club members will be driving), and travel arrangements. Additionally, authorizing travel ensures that each club is complying with travel guidelines established by TAMUK. To do this effectively, club officers should speak with the Club Sport staff about trip planning prior to travel (see travel timeline below). The Club Sports Office will work with the club to ensure that travel is properly authorized, including filling out all of the required forms. All forms must be completed prior to travel if the travel is to be considered authorized. All forms are available in Microsoft teams.

## **Timeline**

Only in extenuating circumstances will the Club Sports Office offer flexibility for the timeline below (e.g. unexpected advanced play opportunities). For international travel, preparations should begin at least 90 days before travel.

- 30 + days prior to departure
  - Complete all travel paperwork.
  - Schedule and conduct a pre-pre- trip meeting with the Competitive Sports Coordinator. Once approved, the department will give the go ahead for next steps. Office will send paperwork to the Dean of Students for review.
- 14 + days
  - Conduct a pre-trip meeting with all trip attendees.
  - Submit agenda and list of attendees to the Competitive Sports Coordinator
- Day of departure
  - MAKE SURE TO TAKE TAX EXEMPT FORMS WITH YOU
  - Reach out to the Sport Clubs Office via teams and notify of departure and arrival.
- Day of return
  - MAKE SURE TO GET ITEMIZED HOTEL RECEIPT WITH THE TAXES TAKEN OFF
  - Reach out to the Sport Clubs Office via teams and notify of departure and return to campus.
- Within 5 days of return
  - Meet with the Competitive Sports Coordinator for a post-trip meeting.
- Within 14 days after return o Submit post-trip paperwork

## **Meetings**

A club representative is required to attend all meetings scheduled by the Competitive Sports Coordinator. Meetings will take place either virtually via Microsoft teams or in the JSEC. If the meeting is to be missed by the president then a notice must be given to the Competitive Sports Coordinator along with the name of the student who will be replacing them as the club representative at the meeting. Officers will also be required to attend student organization meetings to remain up to date on policies and to ensure that their respective clubs remain in good standing with the University. The Competitive Sports Coordinator will give out those dates as soon as they are available.

## **Competition**

All clubs are required to compete once per semester and join a collegiate governing body for their respective clubs. If a governing body does not exist the club will be responsible for finding or hosting collegiate competition to meet the requirement. Clubs must present a practice schedule at the beginning of the year to the Competitive Sports Coordinator along with the Rec Sports facilities that they will need to host those practices.

## **Coaches/Instructors**

Clubs may elect to have an individual/individuals coach or instruct their sport. This person may include student coaches, paid or volunteer outside coaches, graduate assistants, or full-time faculty/staff members. The selection of a coach/instructor must be approved by the Competitive Sports Coordinator. The coach/instructor must restrict their contributions to those involving their skills and knowledge in the area of coaching. The coach/instructor should refrain from trying to assist in areas of club management. Students must be allowed to take on as much responsibility in the administration of the club as possible. The only responsibility and authority a coach has are to serve as the court/field coach and to abide by and enforce all rules of the State of Texas, TAMUK, and Rec Sports. The coach/instructor must maintain the same philosophy of student development incorporated into the Club Sports Program.

## **Club Advisor**

All clubs are required by TAMUK and Rec Sports to have a faculty/staff advisor. Clubs can rely on them for assistance with activity planning, fundraising, budget preparation, and problems with club members. The advisor can serve as a resource regarding University matters, offer advice to club members regarding club business, and help members balance club/school activities. They should in no way be directly involved in the daily operations of managing the club or be relied on to make club decisions. As the role of the club advisor is to provide advice and counsel, the advisor is most helpful when they use mature judgment and experience to help club members refine their programs, plans, and discussions to a point where they are effective, realistic, and reflect favorably on the University. The faculty/staff advisor is considered a valuable link between the club and the University. The advisor for a club is selected by the members of the club. The advisor should be an individual who is accepted and respected by the members of the club. The club advisor must be a faculty or staff member of TAMUK. The advisor should be available during the development of plans and programs for the club and attend club meetings on a regular basis.

## **Storage**

Equipment should be stored as much as possible with Rec Sports, especially over the summer. Equipment may be stored as space permits. Contact the Competitive Sport Coordinator for storage information.

## **Membership**

A club may not restrict the number of students seeking membership. However, it is recognized that only a certain number can realistically participate in competition. It is the responsibility of each club to work out a fair and equitable method by which to accommodate the needs of its members for instruction, practice, coaching, and competition. The Department of Recreational Sports requires all club members to carry the proper identification at all scheduled activities. Students must have a TAMUK ID. Coaches, instructors, and community members must have a picture ID with them during all scheduled activities. The day-to-day management of club operations and decisions are the responsibility of the club officers and its membership who work within the guidelines and expectations of the recognized club sport student organizations. Clubs are expected to follow the outline of officer positions, responsibilities, and election processes as outlined in their constitutions.

## **Soft Launch Period**

New club sports must go through a one year “Soft Launch” period. In their first year as a registered student organization, they will not receive club sports funding but are still mandated to complete all requirements listed out in the club sports manual. The competition policy is exempt from these requirements but still recommended if it is feasible for the club to do so. If all requirements are met, then they will be eligible to receive funding in year two after renewing their registered student organization status. The purpose of this period is to give first year clubs an opportunity to solidify membership, policies, needs, wants, and expectations.



## Acknowledgment

All Club Sports members are expected to abide by all rules, policies, and procedures set forth by Texas A&M University-Kingsville and Recreational Sports. By signing this document you are stating that you have read and understand all of the policies within the Club Sports Program and have completed a waiver.



**Club Name:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_